



The Florida Senate Internship Program

For more information visit
<http://www.flsenate.gov>

**APPLICATION DEADLINE IS MAY 16, 2008
CLOSE OF BUSINESS**

Senate Internship Program
August 4, 2008 – May 29, 2009

The Senate Internship Program provides participants with training and work experience in the legislative process and public policy making. Participants are assigned to various committees in Tallahassee.

RATE OF PAY /HOURS OF WORK:

Successful candidates will chose one of the following options: \$16 per hour worked, or \$11 per hour worked plus \$6468 towards tuition, which may be used during the internship or for one year after the internship ends (requires a commitment to work at least 1100 total hours). Internships will begin on August 4th and end May 29th of the following year. Internships are available as OPS (no benefits) positions, allowing flexibility for school schedules. During the length of the internship, interns should be able to work at least 20 to 24 hours per week from August through December, and 32 to 40 hours per week from January through May.

ELIGIBILITY REQUIREMENTS:

Applicants for the Program must be Florida residents and have earned a Bachelor's degree by the time the internship begins. In addition, the applicant must intend to pursue, be in the process of pursuing, or recently completed a graduate program by the time the internship begins. Preference will be given to those applicants pursuing a graduate degree in a public Florida university.

In accordance with American Bar Association rules, schedules for first-year law students prohibit them from participating in the Internship Program.

Immediate family members of Senators presently serving in the Senate are not eligible for the Program.

TO BE CONSIDERED FOR THE FLORIDA SENATE INTERNSHIP PROGRAM, SUBMIT THE APPLICATION AND ALL REQUIRED MATERIAL TO:

FLORIDA SENATE INTERNSHIP PROGRAM
OFFICE OF THE SENATE PRESIDENT
FLORIDA SENATE
305 SENATE OFFICE BUILDING
404 SOUTH MONROE STREET
TALLAHASSEE, FLORIDA 32399-1100

For questions or more information, please contact Timothy Watson at (850) 487-5636 or email: watson.timothy@flsenate.gov

GENERAL DIRECTIONS FOR APPLICATION

Complete one Florida Legislative Employment Application form, which can be obtained from www.leg.state.fl.us, and the application addendum. Type or print legibly in black or blue ink.

ATTACHMENTS

- Copy of cumulative transcripts (photocopies may be submitted).
- Copy of acceptance letter into the university graduate program, if applicable, or proof of current enrollment in a Florida public law school.
- Copy of Law School Admission Test (LSAT) score, Graduate Record Examination (GRE) score(s) or Graduate Management Admission Test (GMAT) score, if taken (photocopies may be submitted).
- Faculty Recommendation form: Recommendations are required from two faculty members familiar with applicant's work and ability. Faculty may attach an additional letter of recommendation to the Faculty Recommendation form.
- Employer Recommendation form: Recommendations are required from at least one employer familiar with applicant's work and ability. Employers may attach an additional letter of recommendation to the Employer Recommendation form.
- Applicants must submit two writing samples as follows:
 1. One writing sample of your choice; and
 2. A one to two page writing sample detailing the following:
 - a. Your views of the Florida Senate;
 - b. Your reasons for applying to the Florida Senate Internship Program; and
 - c. Your expectations of the Program, including a description of the benefits you intend to receive and how those benefits will contribute to your personal and career goals.

The writing sample must be written by the applicant and must not be edited by any other person. It must be typed or handwritten in black ink.

APPLICATION AND ALL ATTACHMENTS ARE TO
BE RECEIVED BY CLOSE OF BUSINESS ON
MAY 16, 2008

Addendum to Application

The Florida Senate Internship Program

Applicant Name: _____

I. Education

(A) GPA _____

(B) What is your major or academic area of concentration?

(C) Additional information about your educational experience that you want considered in this application:

II. Honors and Activities

Indicate in the appropriate space below if you have been involved in or have received any of the following:

Scholarships and Fellowships:

Honors and Awards:

Leadership Positions:

INTERNSHIPS (NOT LISTED UNDER EMPLOYMENT):

VOLUNTEER WORK:

PUBLICATIONS:

PROFESSIONAL ASSOCIATIONS:

OTHER ORGANIZATIONS TO WHICH YOU BELONG:

III. AREAS OF INTEREST

Participants are assigned to work with a policy area during their Internship. Indicate below your preference of issue areas and a short explanation of the reasons for this preference:

- | | |
|---|---|
| <input type="checkbox"/> Agriculture | <input type="checkbox"/> Ethics & Elections |
| <input type="checkbox"/> Banking & Insurance | <input type="checkbox"/> Fiscal Policy & Calendar |
| <input type="checkbox"/> Bill Drafting | <input type="checkbox"/> General Government |
| <input type="checkbox"/> Commerce | <input type="checkbox"/> Appropriations |
| <input type="checkbox"/> Communications & Public Utilities | <input type="checkbox"/> Judiciary |
| <input type="checkbox"/> Education Pre-K - 12 | <input type="checkbox"/> Regulated Industries |
| <input type="checkbox"/> Environmental Preservation
& Conservation | <input type="checkbox"/> Transportation |

1st Preference: _____

2nd Preference: _____

IV. Personal References

Name and Address

Telephone

1) _____

2) _____

3) _____

V. Computer Knowledge and Skills

List your computer knowledge and skills:

Faculty Recommendations

The Florida Senate Internship Program

Student's Name: _____

Student's Address: _____

Student's Phone Number:

Faculty Member's Name:

Faculty Member's Address:

Faculty Member's Phone Number:

The goal of the Florida Senate Internship Program is to provide participants with training and work experience in the legislative process and public policy making.

How long have you known the applicant? _____

What was the Ranking of the Applicant's performance in your class?

- Top 10% Top 25% Top 50% Bottom 50%

Class Size _____

How would you rate the applicant's writing ability?

- Outstanding Above Satisfactory Satisfactory Poor

How would you rate the applicant's analytical ability?

- Outstanding Above Satisfactory Satisfactory Poor

Did this applicant demonstrate other communication skills? Please specify:

Why do you think this applicant would be a good candidate for the Internship Program?

The Florida Senate Internship Program
305 Senate Office Building
404 S Monroe Street
Tallahassee, FL 32399-1100
(850) 487-5636
E-mail: watson.timothy@flsenate.gov

Signature

Title

This form is to be submitted with the Internship Application

Employer Recommendation

The Florida Senate Internship Program

Employee's Name: _____

Employee's Address: _____

Employee's Phone Number:

Employer's Name: _____

Employer's Address: _____

Employer's Phone Number:

The goal of the Florida Senate Internship Program is to provide participants with training and work experience in the legislative process and public policy making.

How long have you known the applicant?

How would you rate the applicant's writing ability?

Outstanding Above Satisfactory Satisfactory Poor

How would you rate the applicant's analytical ability?

Outstanding Above Satisfactory Satisfactory Poor

Did this applicant demonstrate other communication skills? Please specify:

Why do you think this applicant would be a good candidate for the Internship Program?

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