

# Internship Program



## The Florida Senate

President of the Senate  
Ken Pruitt



## *[ A Message from the President ]*

Thank you for your interest in the Florida Senate Internship Program. The Program provides graduate level students with the unique opportunity to participate in and experience the world of public service through the legislative process.

Senate Interns receive a 10-month appointment to pursue their studies and participate in the legislative process under the guidance of professional staff by drafting analyses, conducting oversight evaluations and performing other professional staff roles in the public policy making process. Many current and former professional staff members began their careers as legislative interns and have provided valuable service to the Florida Legislature.

In this booklet you will find important information and the application process for the Program. If you have any questions concerning the Program please do not hesitate to call Mr. Timothy Watson in Senate Administration at 850-487-5636.

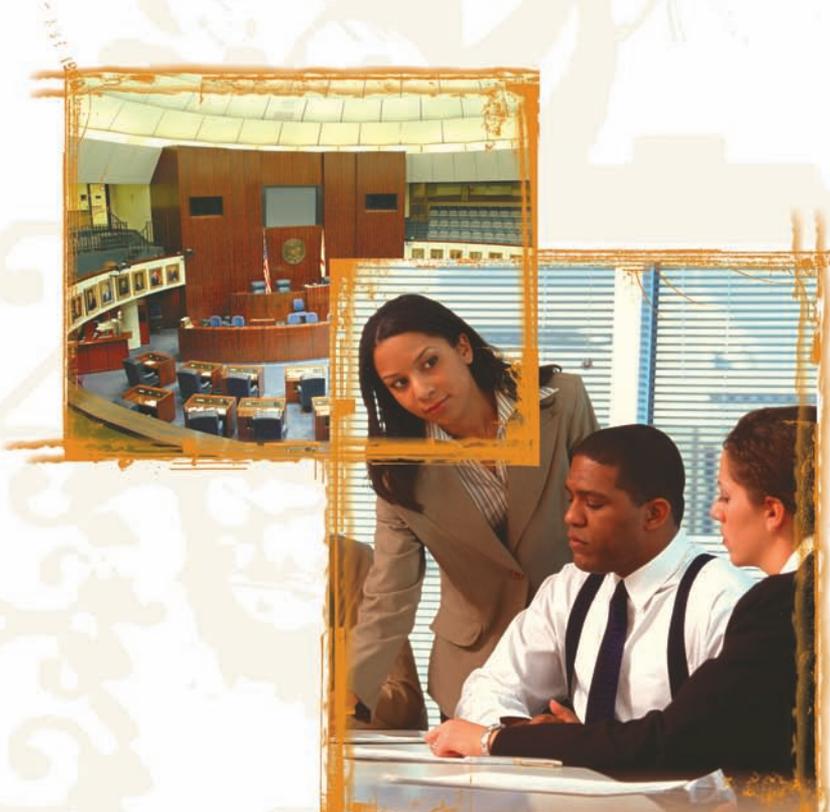
I look forward to having you serve as a Senate Intern.

Ken Pruitt

## *Position Description*

The Florida Senate Internship Program offers a unique training opportunity in the areas of public policy and the legislative process to highly motivated, recent college graduates and graduate students, who wish to learn more about such areas.

The Program places 12 to 15 selected interns in one of a number of Senate standing committees comprised of Senators, who evaluate and debate legislation in areas within the committees' jurisdiction. Each committee retains a staff director, one or more legislative analysts/attorneys, and an administrative assistant. Selected interns will perform professional work as committee analysts by preparing reports and bill analyses and will assist committee staff with substantive/policy research by conducting Internet research; conducting library research; contacting state agencies for documents or other items; and tracking legislation as it moves through the Senate and the House of Representatives.





## [ *Service Period/Hours of Work/ Rate of Pay/Benefits* ]

Internships will begin on August 4<sup>th</sup> and end May 29<sup>th</sup> 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.

Successful candidates will choose 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).

Compensation figures are subject to change.

The Senate will provide a parking space and waive monthly parking fees for all interns.

## [ *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 have 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.

## [ *Florida Legislation General Skills Requirements* ]

The most important qualities of any intern, regardless of academic or professional experience, are strong communication skills, intellectual curiosity and enthusiasm.

Skills that are important for the internship are knowledge of the principles and techniques of basic research, analysis, and writing; and ability to handle confidential information.



## [ *Individual Committee Skill Requirements* ]

**The Committee on Commerce** seeks individuals with experience or interest in the areas of economic development, workforce, tourism, international trade and a wide variety of other business related subjects.

Academic backgrounds well suited for this committee include: economics, economic development, finance, business, public administration and law.

**The Committee on Agriculture** seeks individuals with an academic background or practical experience in agriculture or a related area.

Applicant must be seeking a masters degree or law degree with at least one year of school completed.

**The Bill Drafting Office** seeks a 2<sup>nd</sup> or 3<sup>rd</sup> year law student who has completed the 1<sup>st</sup> year of Legal Research and Writing course and who is interested in the legislative process. Since the office's work involves a large amount of legal research, an intern candidate other than a law student would gain very little from the experience and would require a great deal of training.

The successful applicant will have a strong background in writing, i.e., experience as a graduate teaching or research assistant, or undergraduate major in English or Creative Writing, or other experience providing evidence that the candidate writes well and enjoys writing.

**The Committee on Transportation** seeks an intern with an academic background or practical experience in transportation or a related area, who is seeking a masters degree or law degree and has completed one year of school.

**The Committee on General Government Appropriations** seeks an individual with an interest in the appropriations process, specifically in the areas of government administration, environment and agriculture. The intern should have experience with Excel. Interns with various academic backgrounds, from law to economics and from social work to history have been successful.

**The Senate Committee on Children, Families, and Elder Affairs** seeks an intern interested in the health and human services field. The successful candidate may work on issues including, but not limited to, child welfare, adoption, mental health, development disabilities, elder issues, and adult and child protection. The committee prefers a law or graduate student with a strong interest in health and human services policy.





**The Committee on Communications and Public Utilities** seeks an intern with a deep understanding of the technologies and the economics involved in electronic, communications, water and waste water, and gas services. Duties may include writing reports, bills, staff analyses and amendments, making presentations to committees and participating in the legislative process.

Academic backgrounds well suited for this committee include: law, economics, business, economic regulation and engineering.

**The Committee on Education Pre-K – 12 and the Committee on Higher Education** seek an intern with a legal background or academic/practical experience in education.

**The Senate Committee on Environmental Preservation and Conservation** seeks individuals with education or experience in environmental studies or administrative law.

Applicants must be seeking a post-graduate degree or law degree with at least one year of school completed.

**The Senate Committee on Regulated Industries** seeks an applicant with education or experience in the following areas: law, economics, business, consumer protection, and economic regulation.

### **The Senate Fiscal Policy and Calendar Committee**

Prior interns have come from a wide variety of academic backgrounds, including economics, social work, law, political science, and history. Applicants should be interested in how state government functions at a macro level. Interns will be trained in the state budgeting system.

**The Senate Committee on Judiciary** seeks a highly motivated law student who is excited by the prospect of not necessarily knowing what may land on his or her desk any given day. The skills required are those similar to a law firm or judicial clerkship – legal research, analytical writing, and critical thinking – as well as a strong interest in public policy generally.

**The Senate Committee on Banking and Insurance** seeks an intern who is currently enrolled in a masters degree or law degree program and who has completed at least one year of school.

**The Senate Committee on Ethics and Elections** seeks an intern with an interest in these areas. Since the committee's jurisdiction involves legal research, including the analysis of existing and proposed statutes and a myriad of constitutional issues, the committee prefers a law student who has completed at least one year of law school or a graduate student with equivalent skills.

**The Senate Advisory Group on Reapportionment** seeks an intern who is currently enrolled in a master's degree program in statistics, geography or political science and has experience in MS Excel and MS Access (or any SQL-based RDBMS). Experience with ESRI ArcGIS will be helpful. The intern will assist staff in the creation of a geographic, population, and elections database used to support decennial redistricting.





## [ Application Directions ]

Applicants must submit a completed Florida Legislative Employment Application, available at [www.leg.state.fl.us](http://www.leg.state.fl.us), and the [application addendum](#). Type or print legibly in black ink.

Applicants must also submit one copy of cumulative transcripts (photocopies may be submitted). If accepted into a graduate program, applicant must attach a copy of the acceptance letter or, if applicable, proof of current enrollment in a public Florida law school. In addition, if taken, the applicant must submit a copy of Law School Admission Test (LSAT) score(s), Graduate Record Examination (GRE) score(s) or Graduate Management Admission Test (GMAT) score.

## [ Faculty/Employer Recommendations ]

Applicants must also submit recommendations from two faculty members and one employer, if currently or previously employed, who are familiar with applicant's academic and work experience and ability. Faculty/employers may attach an additional letter of recommendation to the appropriate forms, if desired. Completed recommendations must be received no later than 5:00 P.M. on May 16, 2008.

## [ *Writing Sample/College Paper* ]

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

### **DEADLINE FOR APPLICATION - May 16, 2008**

To Apply for the Florida Senate Internship Program,  
or for Additional Information, Contact:

Florida Senate Internship Program | Office of the Senate President  
Florida Senate | 305 Senate Office Building | 404 South Monroe Street  
Tallahassee, Florida 32399-1100 | 850.487.5636 | [www.flsenate.gov](http://www.flsenate.gov)

