



DEPARTMENT OF

Government & Politics

BE CIVIL

GVPT Maryland General Assembly Joint Internship Program

The Department of Government and Politics (GVPT) and Maryland General Assembly (MGA) offer a joint internship program that gives students the opportunity to serve as legislative interns. Responsibilities may include research, writing correspondence, preparing testimony, attending committee hearings, tracking bills, and writing newsletters, among other duties.

Students are eligible to earn 6 credit hours and receive a stipend through the MGA.

Students enroll in the following courses:

- **GVPT388W Experiential Learning: Maryland, Public Policy, and Beyond** – A 3-credit academic seminar that can be used towards the GVPT major requirements
- **GVPT386 Experiential Learning** – A 3-credit pass/fail course that awards general elective credit for the hours spent interning; it cannot be used towards GVPT major requirements

Students must work a minimum of two full days to receive a stipend. The breakdown is:

- 2 days per week - \$850 per session
- 3 days per week - \$1,250 per session
- 4 days per week - \$1,650 per session
- 5 days per week - \$2,000 per session

If you are a GVPT major who would like to receive major credit for an internship with the MGA, you must apply through GVPT, not with the MGA directly.

Requirements

- GVPT major
- Minimum 3.0 GPA
- Minimum 60 credit hours
- Strong writing skills
- GVPT allows a maximum of 2 experiential learning courses to count towards the major requirements. If you have already taken 2 experiential learning courses (previous internships, independent study, Mock Trial) you can still choose to enroll in a third experiential learning course and count it as general elective credit, but not towards major requirements.

Admission to the program is competitive and meeting eligibility requirements does not guarantee admittance to the program.

Benefits

- Receive 6 course credits – 3 credits toward GVPT major requirements
- Work on current legislative issues that impact Maryland residents
- Network with legislators and other students interning at the MGA
- Gain firsthand experience in the legislative process

Time Commitment

The MGA meets annually for a period of 90 days beginning the second Wednesday in January and continuing through early April.

- The busiest days of the session are Tuesdays, Wednesdays, and Thursdays. Students plan to work at least one of these days.
- Students will set their internship hours with their supervisor, but are expected to work two days per week (16 hours) at minimum.
- Interns are required to commit to a weekly work schedule and may not take holidays.
- GVPT388W is a weekly academic seminar that is a blended learning course with online and in-person components. In-person class dates will be announced at a later time. Students must be able to attend in-person class dates to participate in the program.
- There are no class meetings for GVPT386 – you are simply earning credit for the hours spent working at your internship.

Application Materials

- Completed GVPT-MGA application – Do not fill out the Sponsoring Professor section
- Required attachments (Also listed on page 3 of the application)
 - A short biographical essay, similar to a cover letter, describing yourself, your abilities, and experiences. Include why you want to intern at the MGA, what interests you about state government, and what you hope to gain.
 - One-page resume that should include your education, any academic honors, previous work experience and internships, and if you speak a second language.
 - A current unofficial transcript
- A short writing sample, less than 2 pages, that illustrates your research, analysis, and critical thinking skills.

Application Deadline & Process

The application deadline is 5 PM on Tuesday, October 22, 2019. Late applications will not be accepted. Applications will be reviewed on a rolling basis. Students will be interviewed by Rachel Vierling and if accepted, students' applications will then be submitted to the MGA. The MGA Intern Coordinator arranges interviews with legislators, committees, or caucuses in order to secure placements. Note: You will not receive your placement before spring registration. If you have received an acceptance email from GVPT, plan on registering for the internship courses, but an acceptance from GVPT does not guarantee placement with the MGA.

Submit application materials to Rachel Vierling via email (rvierlin@umd.edu) using subject line: GVPT MGA Application – YOUR NAME.

Name:
UID:
Email:
Phone:

What is your PERMANENT address?

Street & Apt:		
City:	State:	Zip:
If a Maryland resident, legislative district of this address:		
If a Maryland resident, county of this address:		
Cell: () -		
Email address:		

What is your PRESENT address?

Street & Apt:		
City:	State:	Zip:

Academic information:

Current status: <input type="checkbox"/> Senior <input type="checkbox"/> Junior <input type="checkbox"/> Sophomore <input type="checkbox"/> Freshman
Major:
Minor:
GPA (3.0 minimum):
English composition grade:
Number of credits for internship: 6

To be completed by the Sponsoring Professor supervising your internship:

Name:	
Department:	Phone:
Signature of Professor:	
Email address:	
Number of credits student will receive for the internship:	
Course/program providing intern credits:	

Please indicate your preference, if any, for placement with a particular county, district, party, or member of the General Assembly:

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Stipend: Students receive a stipend for their internships with the Maryland General Assembly. The total amount varies, depending upon how many hours per week (January 7 - April 8) an intern works: 15-18 hours/week = \$850; 19-26 hours/week = \$1,250; 27-33 hours/week = \$1,650 or 34-40 hours/week = \$2,000.

How many hours per week are you able to work during session?

Maximum:	Minimum:
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Which days are you able to work? Please indicate the number of hours.

You are required to work a minimum of two days (16 hours) per week during the session and to take no holidays or spring break. Also, please be aware that very few members request an intern on Monday or Friday.

Monday	Tuesday	Wednesday	Thursday	Friday
<input type="checkbox"/> Full day <input type="checkbox"/> Half day a.m. <input type="checkbox"/> Half day p.m. <input type="checkbox"/> Either full/half <input type="checkbox"/> Not available	<input type="checkbox"/> Full day <input type="checkbox"/> Half day a.m. <input type="checkbox"/> Half day p.m. <input type="checkbox"/> Either full/half <input type="checkbox"/> Not available	<input type="checkbox"/> Full day <input type="checkbox"/> Half day a.m. <input type="checkbox"/> Half day p.m. <input type="checkbox"/> Either full/half <input type="checkbox"/> Not available	<input type="checkbox"/> Full day <input type="checkbox"/> Half day a.m. <input type="checkbox"/> Half day p.m. <input type="checkbox"/> Either full/half <input type="checkbox"/> Not available	<input type="checkbox"/> Full day <input type="checkbox"/> Half day a.m. <input type="checkbox"/> Half day p.m. <input type="checkbox"/> Either full/half <input type="checkbox"/> Not available

Please rank the five most important areas in which you are interested. Use each number only once. (1=most interested)

	Health		Women's Issues		Child Welfare
	Taxes		Social Issues		Welfare Reform
	Budget		Environment		Education
	Economic/Business Devel.		Law Enforcement/Crime		Other:

Please rank your ability in the following skills. Use each number only once. (1=most proficient)

	Writing		Phone		Organizing
	Clerical		Analyzing		Research
	Other:				

Please check your level of computer proficiency (select only one):

<input type="checkbox"/> None	<input type="checkbox"/> Average operating level
<input type="checkbox"/> Basic operating level	<input type="checkbox"/> Above average operating level

Please check the computer programs with which you are familiar:

<input type="checkbox"/> Windows	<input type="checkbox"/> Word	<input type="checkbox"/> Excel
<input type="checkbox"/> Other		

Placements usually consist of several types of responsibilities. Please rank the following in order of preference, using each number only once. (1=most preferred)

General Legislative Assistant <i>(bill tracking, bill summaries, attending hearings)</i>	Constituent Responder <i>(letters, phone contacts)</i>
Legislative Researcher	Communications Assistant <i>(newsletters, reports)</i>

