



DEPARTMENT OF GOVERNMENT AND POLITICS

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 writing reports and correspondence, tracking bills, communicating with witnesses, following committee hearings, preparing and reporting testimony, coordinating mailings & newsletters, and responding to constituents' inquiries, among other duties. Students receive a stipend through the MGA and can earn credit through GVPT.

Students enroll in the following courses during the Spring 2026 semester:

- GVPT377 Experiential Learning: Government and Politics Internship Program
 - 3-credit academic course that *may* be used towards the GVPT major requirements per GVPT's '[Experiential Learning Credits](#)' policy.
 - This course is **mandatory** for participation in GVPT's internship program. If you cannot fit this course into your schedule, you should pursue different options for internship credit.
 - The course will meet in-person three times throughout the semester from 6:30-9:15pm.
There are no exceptions or alternatives for these dates.
- GVPT376 Experiential Learning
 - 3-credit elective course graded on a satisfactory/fail basis.
 - GVPT376 does NOT count towards GVPT major requirements.

You must complete your internship to earn credit for GVPT377 and GVPT376.

Students must work a minimum of two full days (14-16 hours per week) to receive a stipend. The total stipend varies, depending on the number of hours per week the student serves as an intern for the legislative session. The stipend is paid in two instalments, at the middle and end of the internship period. The stipend amounts are:

- 2 days per week (14-16 hours/week) - \$3,360 per session
- 3 days per week (up to 24 hours/week) - \$5,040 per session
- 4 days per week (up to 32 hours/week) - \$6,720 per session
- 5 days per week (up to 40 hours/week) - \$8,400 per session

If you are a GVPT major who would like to receive GVPT major credit for an internship with the MGA, you must apply through GVPT prior to applying directly with the MGA. This is the ONE way to earn GVPT credit. The MGA requires students to be earning credit in order to intern with them. The application outlined here is for admission to our credit-bearing program and for GVPT sponsorship on your [MGA application](#).

Requirements

- Current GVPT major
- Minimum 3.0 GPA
- Minimum 60 credit hours (by the end of Fall 2025)
- Proof of competency in college composition
- Must not have previously completed the GVPT Internship Program
- Priority is given to students who still need to satisfy a GVPT course of choice and who may use GVPT377 to do so

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

Benefits

- Receive 6 course credits, 3 of which may count towards GVPT 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 January 13, 2026, and continuing through April 17, 2026 (14 weeks)
- Legislative interns must work two to five days per week, with one day falling on either a Wednesday or Thursday.
- 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 agreed upon at the start of their internship with no spring break or holidays. Should you need to take time off that you are aware of, you will need to communicate that to your internship supervisor (for example, if you need time off for Passover or Eid).
- GVPT377 is a weekly academic course with both online and in-person components. Students must be able to attend in-person class dates to participate in the program.
- There are no class meetings for GVPT376 – you are earning credit for the hours spent working at your internship. Your internship supervisor will complete an evaluation of your performance.

Application Materials

- Completed GVPT-MGA application with required attachments [**Note: You should submit to us the same materials which you will submit directly to the MGA on their application**]:
 - A brief description of yourself, interests in State government, and your objectives for an internship with the Maryland General Assembly [*approximately 200 words and not more than one page typed*].
 - 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. You may download this through Testudo.
 - A short writing sample, less than 2 pages, that illustrates your research, analysis, and critical thinking skills. An example could be an excerpt from a paper you've written for class.

Please carefully review your application materials before submitting them to GVPT. If application materials do not meet the standard of college-level work, they will be returned to you for edits as time and space allow. We will not approve you for GVPT sponsorship on the MGA application if your application is incomplete, if it is significantly over the word limit, if there are grammatical errors, or if it generally does not meet high professional standards. We encourage you to use career resources offered through the University Career Center and Career Advising at the BSOS Feller Center while preparing your application materials.

Application Deadline & Process

The GVPT application deadline is **5 PM on Monday October 13, 2025. Late applications will not be accepted.** Keep in mind that while we have an internal deadline for our program, applications are reviewed on a rolling basis. If our program fills prior to our deadline, we will review applications for spots on our waitlist. If accepted, you will be given instructions for how to complete the **sponsoring professor** section on the MGA application. The MGA Intern Coordinator arranges interviews with legislators, committees, or caucuses in order to secure placements. **Please also keep in mind that the MGA's final application deadline is Wednesday October 15, 2025.** This means that you must submit all of your materials, including sponsoring professor information given to you by us, by October 15, 2024. We recommend applying to our program as soon as possible so you have ample time to complete the MGA's application.

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 please note that an acceptance from GVPT does not guarantee placement with the MGA. **If you do not receive a placement, you will need to drop GVPT377 and GVPT376.** Should you secure an alternate internship, you can apply for GVPT credit through the GVPT Internship Program.

Steps:

- 1) Review your eligibility for the GVPT MGA internship program. If you are eligible, prepare your application materials and submit them to Shayna Shor [sshor@umd.edu] by 5pm on October 13, 2025.
- 2) GVPT will review your application materials. We will **not accept** application materials that do not adhere to the MGA program requirements. If you do not adhere to these requirements and do not have time to edit and resubmit your application prior to October 13, you may forfeit your opportunity to be in our program.
- 3) If you are admitted to the GVPT MGA internship program, you will be given instructions for [submitting your application directly to the MGA](#). You must submit your application to the MGA by October 15, 2024.
- 4) You will then follow the MGA's process for securing specific placement. It is your responsibility to successfully move through their process to secure a position. If you do not secure a position, you will not be able to remain in the GVPT MGA internship program.
- 5) Notify GVPT when you officially secure placement so we may confirm your enrollment in our program.

Application Instructions

Submit the application on the next page and the materials listed below to Shayna Shor via email (sshor@umd.edu) using subject line: GVPT MGA Application – YOUR FIRST & LAST NAME. The application is due by 5pm on Monday October 13, 2024.

Application will not be processed without receipt of the following supplemental documents:

1. ESSAY

Describe yourself, including your abilities, experiences, and interests in State government, along with your objectives for an internship with the Maryland General Assembly (approximately 200 words and not more than a page - typed).

2. RESUME, which should include, but is not limited to:

- a) Education
- b) Academic honors
- c) Extracurricular activities
- d) Work experience
- e) Interests
- f) Second language

3. TRANSCRIPT (unofficial copy may be downloaded through Testudo)

4. SHORT WRITING SAMPLE

If you are admitted to our program for credit, we will notify you and provide you with instructions for completing the sponsoring professor section on the MGA application:

<https://dls.maryland.gov/careers/legislative-intern-program/>

If you are not admitted to our program for credit, you will not receive sponsorship from GVPT and will need to explore other options for earning credit and sponsorship from units outside of our department.



DEPARTMENT OF GOVERNMENT AND POLITICS

GVPT MGA Internship Program Applicant Intake Form

Name: _____

UID: _____

Email: _____

Phone: _____

Please check the appropriate box for the following questions:

- 1) I will have at least 60 cumulative credits at the end of this semester ☐ Yes ☐ No
- 2) This will be my first time taking GVPT377 and GVPT376 ☐ Yes ☐ No
- 3) I have not exceeded 6 GVPT experiential learning credits ☐ Yes ☐ No
Note: see our experiential learning policy [here](#) for a full list of what counts towards experiential learning in GVPT
- 4) I still need to complete at least 1 upper-level GVPT course of choice ☐ Yes ☐ No
- 5) I am able to commit to the synchronous meeting sessions for GVPT377 ☐ Yes ☐ No
- 6) I understand I cannot earn credit for one internship through multiple programs ☐ Yes ☐ No
Note: This means you may not register for multiple credit-bearing programs to cover the same internship
- 7) I understand that admission to the GVPT MGA program and subsequent GVPT sponsorship does not guarantee placement with the MGA.
I will create a backup plan in the event I do not earn placement and understand I will not be able to remain enrolled in the GVPT MGA internship program ☐ Yes ☐ No
- 8) I am submitting this application with all required supporting documents ☐ Yes ☐ No

By signing below, I affirm that the information enclosed on my application materials is true and confirm my understanding of the requirements for the GVPT MGA internship program. I understand that I may not submit the MGA application with GVPT sponsorship prior to gaining admission to the GVPT MGA internship program.

Student Signature: _____

Date: _____

Please submit all application materials to Shayna Shor through email at sshor@umd.edu by 5pm on Monday October 13, 2025.