

THE FLORIDA SENATE
ALFRED "AL" LAWSON, JR.
INTERNSHIP PROGRAM

2011 - 2012



PRESIDENT OF THE SENATE
MIKE HARIDOPOLOS



A Message from the President

Thank you so much for expressing an interest in our internship program here in the Florida Senate! Our 10-month program gives graduate level students a unique opportunity to experience the world of public service and the legislative process. Interns participate in the process by drafting analyses, conducting oversight evaluations, and performing other professional staff roles under the guidance of professional Senate staff.

Students who are chosen to participate in this exciting program continue their academic pursuits but commit to working a specified number of hours for the Senate each week, and they are paid for their work here.

This truly is an exciting opportunity for you. Many former interns have realized that public service is their calling and have gone on to pursue careers in local, state, and federal government agencies.

This booklet contains details about the program and instructions for applying. If you have any questions concerning the program, please contact the Senate President's Office at 850-487-5636 or officeofthesenatepresident@flsenate.gov.

Thank you again for your interest in our program, and I wish you the best of luck!

A handwritten signature in blue ink that reads "Mike H." with a stylized flourish at the end.

Mike Haridopolos

Program Description

The Senate Internship Program offers graduate level students a remarkable opportunity to work within the Florida Legislature. As an intern, students will work with one of the Senate's committees to cultivate a further understanding of government affairs, public policy and the law making process. Interns will have the chance to work alongside Senators, staff directors, legislative analysts/attorneys and administrative assistants.

Professional work performed by the interns will include:

- Preparation of reports and bill analyses
- Substantive internet, library and policy research
- Working with other related state agencies
- Tracking legislation as it moves through the Senate and the House of Representatives
- Evaluating and debating legislation within the committee's jurisdiction





Eligibility Requirements

Applicants for the program must be Florida residents who 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 currently pursuing a graduate degree at a Florida public university.

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

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

General Skills Requirements

The most important qualities for an intern to possess include; strong communication skills, intellectual curiosity and an overall enthusiasm. Also, interns will be expected to showcase the techniques of basic research, analyses and writing, as well as handle confidential information.

Work Requirements and Rate of Pay

Internships are designed to ensure student's growth as an intern, while allowing them to successfully balance academic responsibilities. The program begins on August 1st and will end on May 25th of the following year. Throughout the duration of the internship, interns will be expected to work 20-24 hours per week August through December, and 32-40 hours per week January through May.

Compensation will be provided in the following ways:

- A provided parking space at no cost
- \$16 per hour worked or,
- \$11 per hour worked with a commitment of 1,100 hours, plus \$6,498 toward tuition for up to one year after the internship has been completed.

Compensation figures are subject to change.



Individual Committee Skill Requirements

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

The Committee on Agriculture seeks individuals with an academic background or practical experience in agriculture or a related area. The applicant selected must have completed at least one year of master or law degree coursework.

The Committee on Banking and Insurance seeks individuals who have completed at least one year of master or law degree coursework.

Committee on Budget seeks individuals interested in how state government functions at a macro level. The intern will be trained in the state budgeting system.

The Committee on Children, Families, and Elder Affairs seeks individuals interested in health and human services policy areas.

The Committee on Commerce and Tourism 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 Communications, Energy and Public Utilities seeks individuals with a deep understanding of the technological and economical aspects involved in electronic, communications, water and waste water, and gas services. 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 individuals with a legal background or academic and/or practical experience in education.

The Subcommittee on Ethics and Elections seeks individuals who have completed at least one year of law school or a graduate student with equivalent skills. This committee's jurisdiction involves legal research, including the analysis of existing and proposed statutes and a myriad of constitutional issues.





The Committee on Governmental Oversight and Accountability seeks individuals who have completed at least one year of master or law degree coursework.

The Committee on Judiciary seeks law students intrigued by diverse work assignments. The skills required include legal research, analytical writing, critical thinking, and a strong interest in general public policy.

The Committee on Regulated Industries seeks individuals with education or experience in law, economics, business, consumer protection, or economic regulation.

The Committee on Transportation seeks individuals with an academic background or practical experience in transportation or a related area. The applicant selected should have completed at least one year of master or law degree coursework.

The Office of Bill Drafting seeks a second or third year law student who has completed the first year of Legal Research and Writing course and is interested in the legislative process. This office involves extensive legal research.

Additionally, the successful applicant should have a strong background in writing, i.e., experience as a graduate teaching or research assistant, or an undergraduate major in English or Creative Writing, or other experience providing evidence of the candidate's writing ability.

The Office of the Senate Secretary seeks individuals interested in the details of legislative procedures and record keeping. Academic backgrounds well-suited for this office include public administration, law and history.

The Florida Historic Capitol Museum seeks individuals pursuing museum or public history studies to assist with visitor services, accreditation, exhibit development, historical databases and ongoing archival and curatorial programs.





How to Apply

- Submit a completed Florida Legislative Employment Application, available at www.leg.state.fl.us.
- Submit completed [application addendum](#).
- Type or print legibly in black ink.
- Submit one copy of cumulative transcript(s) (photocopies may be submitted).
- Attach a copy of graduate program acceptance letter or proof of current enrollment in a public Florida law school.
- Submit a copy of Law School Admission Test (LSAT) score(s), Graduate Record Examination (GRE) score(s) or Graduate Management Admission Test (GMAT) score(s).
- Submit recommendations from two faculty members and one employer; if currently or previously employed, who are familiar with applicant's academic, work experience and ability.
- Include two writing samples (see next page).
- Submit all required materials by 5:00 pm, May 6, 2011.

Writing Sample/College Paper

Submit two writing samples as follows:

1. A one- to two-page writing sample detailing the following:
 - a. your reasons for applying to the Florida Senate Internship Program; and
 - b. your expectations of the program, including a description of the skills and abilities you hope to acquire and how they will contribute to your personal and career goals.
2. One additional writing sample of your choice (no minimum length requirement).

The writing samples must be written by the applicant and must not be edited by another person. The writing samples must be typed.



APPLICATION DEADLINE - 5:00 pm, May 6, 2011

For additional information contact:

Florida Senate Alfred "Al" Lawson, Jr. Internship Program
Office of the Senate President
404 South Monroe Street
Suite 409 The Capitol
Tallahassee, FL 32399-1100
850-487-5636
officeofthesenatepresident@flsenate.gov

