



GOVERNMENTAL RELATIONS

Legislative Internship Program

Who we are

The Office of Governmental Relations is the liaison between all levels of government and Florida State University. Special emphasis is placed on monitoring the Florida legislative process, from which the University receives a majority of its funding. The Governmental Relations staff is committed to informing the University community of key legislative issues of interest and impact. In addition to our advocacy efforts, with the support of President McCullough, in 2022 our office established the FSU Legislative Internship Program to provide our students with the opportunity to engage with the Florida political process.

About the Program

Florida State University is proud to announce that the application for the 2025 FSU Legislative Internship Program is now open! This internship program, which begins during legislative committee weeks in January and continues into the 60-day Legislative Session, will provide undergraduate and graduate students at Florida State University the opportunity to gain valuable experience in Florida's legislative process here in Tallahassee, Florida.

Participating students will learn all about how policy, the state's economy and politics are deeply intertwined in Florida's legislative process. Duties may include conducting research, writing bill summaries, attending committee hearings; and communicating with legislators, state agency liaisons, lobbyists, constituents, and members of the general public. While we encourage the offices opting into our program to give interns work related to the legislative process on policy and budget, students should expect that administrative duties, as well as constituent services, will be part of their experience as these are vital to the process. Actual job duties will differ from office to office.

Placements may include internships in the State Senate, The House of Representatives, or the Executive Office of the Governor. Students will receive a scholarship of \$3,300 for participation in the program, which includes \$300 to offset parking and transportation costs. Participants will receive the scholarship via two deposits into their FSU student business services account, 50 percent will be deposited prior to the start of their internship in January, and 50 percent will be deposited prior to legislative session in March. To receive this scholarship, students must continue to be enrolled at least part time, which is defined as being enrolled in at least six-credit hours, during the spring semester. The requirement for part-time enrollment may be met through academic credit earned through this internship, as approved by your academic advisor. Students interested in applying for this internship should reach out to their academic advisors **now** to see how this internship might fit into their academic map and to sketch out a tentative spring schedule.

In addition to the internship itself, this program offers a range of supplementary learning opportunities that participants are mandated to engage in. These structured sessions serve to enhance participants' comprehension of the Florida legislative process while fostering both personal and professional development.

Strong candidates are expected to be:

- Punctual
- Responsible
- Self-directed
- Organized



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- Respectful

Applying for the Internship

Current Florida State students are eligible to apply provided they have a minimum 3.0 FSU Cumulative GPA and have **completed at least one semester at FSU**. Students with a desire to learn about public policy and politics should apply.

Time Commitment

Below is the Internship Schedule:

1. Committee Weeks- January 6, 2025- February 28, 2025 (*Tentative as legislature has not released schedule*)
2. Legislative Session- March 4, 2025- May 2, 2025

During committee weeks and the 60-day Legislative Session, students will have the opportunity to be at the Capitol for up-to 40 hours per week in order to fully absorb the legislative process. Prior to the start of the internship, our staff will hold a three-day, intensive, in-person training workshop to prepare students on what they can expect, and what will be expected of them during their legislative internship. Students participating in the program must be at all trainings, unless provided an excused absence.

Please see the full day internship training schedule below:

1. Friday, November 15, 2024
2. Friday, November 22, 2024
3. Friday, January 10, 2025

We encourage applicants to initiate conversations with their academic advisors in order to determine how this program could be eligible for full or partial academic credit. **Applicants who are selected to be interviewed will be asked by the selection committee to explain how this internship will fit into their academic plan and whether they will be pursuing academic credit for participating in this program, as discussed with their academic advisor.** Specifically, it is important that participation in this internship program does not delay a student's four-year graduation plan.

Applications must be completed online by Sunday, September 29, 2024, at 11:59pm Eastern time. Applications will not be considered if incomplete or submitted after the deadline. It is the applicant's responsibility to ensure that all documents have been submitted before the deadline. Any applicants who are invited to interview and need access to free professional attire suitable for the workplace may make an appointment with the [ProfessioNole Clothing Closet](#), located at the Career Center on the third floor of the Dunlap Success Center.

Application Process

After thorough review of the submitted applications, the Governmental Relations Office will extend invitations to approximately 40 students for in-person interviews at the Wescott Building on campus.

Following these interviews, approximately 20 participants will be selected based on the merit of their application and interview performance.

Final decisions will be conveyed during the week of October 21, 2024, allowing students sufficient time to consult with their academic advisors to ensure optimal availability during the spring semester.



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Frequently Asked Questions

Is this a paid internship?

While this internship is not paid, the program provides each participant with a \$3,300 scholarship, which includes \$300 to offset parking and transportation costs. The scholarship will be deposited into participant's FSU student business services account via two deposits, 50 percent will be deposited in January prior to the start of their internship, and 50 percent will be deposited in March, prior to legislative session.

What if my class schedule does not allow me to be at the Capitol for 40 hours a week?

While we encourage all participants work with their academic advisor on their spring schedule in order to maximize their time at the Capitol, school comes first. Students who are not able to receive full time credit for their legislative internship through their academic program should talk to their academic advisor to see if online or evening classes might be a good option. At a minimum, students should strive to be at the Capitol for at least 20-30 hours per week to make the most of their learning experience.

What duties should I expect as a legislative intern?

Students participating in the program will have an array of duties depending on the needs of the participating office. While we encourage the offices opting into our program to give interns work related to the legislative process on policy and budget, students should expect that administrative duties, as well as constituent services, will be part of their experience as these are vital to the process.

Will I be able to choose where I am placed for my internship?

Our office (Governmental Relations) will determine internship placements. As an intern, it is important to remember that the purpose of the internship is to learn the legislative process, and that can be accomplished in any of the offices taking part in our program. While neither interns nor offices select their placement, our office will consider policy interests, student skills, and an office's needs when considering placements.

What if I have zero experience in an office setting, am I still eligible to participate in this legislative internship?

Absolutely! We expect that for many participants this will be the first time in a professional, office setting. This is why we have built a training curriculum to help prepare students for this internship.

What if I am not chosen to participate in the legislative internship?

This is a competitive program, and although we would love to place all applicants, our limit is based on how many offices opt-in to participate. We encourage students to explore the [NoleNetwork Portal](#) to see what other internships they can apply for to have multiple chances of securing a spring internship.



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Is transportation provided for interns?

While the internship program will not provide a shuttle from campus, the scholarship can be used to offset transportation costs associated with commuting to the Capitol if the student does not have an outstanding balance with the university. Program participants who would like to drive to the Capitol can use \$300 from their scholarship to purchase a Kleman Plaza Parking Pass for the duration of the internship program. Kleman Plaza is located across the street from the Capitol.

Is there a dress code for this internship program?

Yes! Interns are expected to dress in business attire. We will go more into depth on this topic during our training series. Students who are invited to participate in the internship program who may need access to free professional attire suitable for the workplace may make an appointment with the [ProfessioNole Clothing Closet](#), located the Career Center on the third floor of the Dunlap Success Center. In addition, the scholarship provided through participation in this program may help alleviate cost associated with acquiring appropriate business attire, if the student does not have an outstanding balance with the university.

I noticed that a LinkedIn profile is part of the application process, but I do not have a LinkedIn account, what should I do?

The Capitol culture is accustomed to connecting with peers through LinkedIn so having a LinkedIn profile will be imperative to a student's success in this program. Students that do not have one, can refer to this [how-to guide](#). Please know that applications will not be judged on the maturity of the profile or how many people are currently in the profile's network. However, it is important that the LinkedIn profile is well set up to be used during the internship.

I noticed the application requires a resume, but I do not have one, what should I do?

Creating a resume is an important first step toward beginning a professional career. Here at FSU, there are plenty of resources to help students create an impressive resume. Please reach out to the [FSU Career Center](#) for more information and guidance on creating a resume.

Will I have any contact or support from FSU staff during my internship?

Absolutely! During the internship, our staff will have Friday check-ins with program participants. In addition, interns will see our Government Relations team constantly around the Capitol. Participants will also have a coordinator's personal cell phone in case any immediate assistance is needed.

Will this internship lead to a job at the Capitol or with the FSU Governmental Relations office?

While participation in the FSU Legislative Internship Program will not entitle the intern to a paid job at the conclusion of the internship, the internship is an opportunity for FSU students to learn about and gain valuable experience in Florida's legislative process, which will likely make them more marketable in their future job search.

APPLICATION PREVIEW



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Q1 Personal Information

- First Name _____
 - Last Name _____
 - FSU Email Address _____
 - Cell Phone _____
 - FSU ID _____
 - Nine Digit Student ID (EMPLID) _____
 - Address 1 _____
 - Address 2 _____
 - City _____
 - State _____
 - Zip Code _____
 - What is your hometown? _____
 - Date of Birth (mm/dd/yyyy) _____
 - What is your Major _____
 - What academic year are you in? _____
 - What year did you graduate high school? _____
 - What is your current FSU cumulative GPA? *Disclosed GPA is subject to confirmation by selection committee*

 - Expected Graduation Month and Year (mm/yyyy) _____
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Q2 Please provide a URL to your LinkedIn account.

LinkedIn Link/ URL _____

Q3 Personal Statement -- Please describe in around 500 words your reason for applying for this internship, your background, and the aspects of legislative work that interest you most and why you should be selected to represent FSU.

Q4 Do you have any personal or professional relationships with anyone who works at the Governor's Office, the Legislature, lobby firms, or state agencies? If not, please respond N/A.



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Q5 Areas of Interest- Choose only 5 areas of interest below and rank those areas in order of your preference (1, 2, 3, 4, 5) with number 1 being your greatest interest in the subject matter. **Drag and drop your top 5 preferences into the boxes provided:**

Preferences:

1. Appropriations and Budget
2. Commerce and Economic Development
3. Agriculture and Environment
4. K12 Education
5. Workforce and Technical Education
6. Higher Education
7. Criminal Justice and Law Enforcement
8. Health and Human Services
9. Banking and Insurance
10. Children and Families
11. Finance and Tax
12. Ethics and Elections
13. Regulated Industries
14. Military and Veterans Affairs
15. Communications and Media
16. Republican Policy Office
17. Democratic Policy Office

Preference #1	Preference #2	Preference #3	Preference #4	Preference #5

Q6 Are you willing to commit to this internship, which will commence in January 2025 (please refer to the full schedule on the GovRel website) and extend throughout the 60-day legislative session until May 2, 2025? ****Please be advised that Spring Break will not be granted as it coincides with the Legislative session.***

Are you prepared to undertake this commitment?

Yes

No

Q7 Students must be enrolled at least part time (6 hours) during the fall and spring semester in order to participate in the legislative internship program. Due to the workload and placement associated with this internship, it may be difficult for you to take in-person daytime classes during the spring semester.



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In addition to the internship, are you prepared to take evening or online classes to accommodate your internship schedule?

Yes

No

Q8 Are you comfortable with the understanding that placements for this internship are subject to background checks and approval from the Senate, House of Representatives, and Governor's office?

Yes

No

Q9 It's important to note that your internship placement may require a drug test. If subjected to a drug test, would you meet the requirements for passing it?

Yes

No

Q9b If no, please explain:

Q10 To assist in the placement of interns, it would be helpful to know if you are willing to work for members of either political party. Please select one of the following options that best represents your stance.

Note: Answers to this question and any preferences expressed will not be considered in determining which



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applicants are selected for an internship, but will only be used in assigning placements so that the internship experience will be beneficial to both the intern and the Florida Legislator.

- Yes, I am open to interning for members of both the Republican and Democratic parties
- I would prefer to intern for a Republican member, but would be willing to intern with a Democratic member
- I would prefer to intern for a Democratic member, but would be willing to intern with a Republican member
- While I am open to diverse perspectives, I would only intern for a Republican member
- While I am open to diverse perspectives, I would only intern for a Democratic member
- I would prefer not to answer this question

Q11 Have you ever been convicted of or pleaded guilty or no contest to a crime?

****Interns in certain office placements may be subject to a criminal background check***

- Yes
- No

Q11b If yes, please explain:

Q12

I authorize the FSU Office of Governmental Relations to check my academic, student conduct, and academic honesty records to verify eligibility for this position.

Type your first and last name as your digital signature.



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Q13 Please provide two references and your relationship to them.

- Name _____
- Relationship _____
- Email _____
- Phone Number _____
- Name _____
- Relationship _____
- Email _____
- Phone Number _____

Q14 Please upload your resume

Q15 How did you hear about this program?

- NoleNetwork
- Campus Social Media
- Student Organization
- College of Social Science and Public Policy
- Word of Mouth
- Other

Q16 In accordance with Senate and House rules, interns are prohibited from directly or indirectly concerning themselves with passage or consideration of any issue coming before the legislature.

Are you affiliated with, or do you hold leadership positions in any student organizations that engage with legislative



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bodies? (*i.e. OGA, SDS, SGA, etc.*)

Yes

No

Q16b If yes, please explain:

Q16c Are you willing to abstain from participating in any lobbying efforts or events held at the Capitol on behalf of your student organization for the duration of your internship?

Yes

No

Q17 In accordance with Senate and House rules, it is required for every student to maintain professional dress and appearance throughout the duration of their internship. Are you willing to comply with these standards?

Yes

No

Q18 Are you currently employed, or do you plan to seek outside employment during your internship?

Yes

No



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Q18b If yes, where are you employed and what are your hours?

Q19 Please provide your Fall and Spring schedule, including the days of the week, times, and whether the classes are in-person, online, or asynchronous.

Fall:

Class 1 _____

Class 2 _____

Class 3 _____

Class 4 _____

Class 5 _____

Class 6 _____

Spring:

To the best of your ability, please provide an estimate of what your schedule will entail.

Class 1 _____

Class 2 _____

Class 3 _____

Class 4 _____

Class 5 _____

Class 6 _____

Q20 Interns serve at the pleasure of the office in which they are placed and shall conduct themselves in a professional manner at all times. Failure to complete the internship or dismissal from the internship may affect the scholarship amount and can result in reduced or no class credit.



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I hereby certify that all entries on this application and attachments are true and complete. I understand that any falsification of information may forfeit my application to the FSU Legislative Internship Program.

Q21 I understand missing any of the 3 mandatory training days or more than one programming event, without an excused absence, will result in my removal from the program.