Maryland General Assembly

**Intern Application For**

**2020 Session**

**January 6 - April 6**



**Applicant’s Name:**

**College/University:**

***Please submit your application and attachments***

***to the Intern Office by October 31, 2019.***

**DIRECTIONS: 1. Type in available information fields (make sure to “enable editing” in Word). 2. Print out application and have a professor fill in the “Sponsoring Professor” section. 3. Mail or email application and required attachments to the Intern Office.**

**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: Senior  Junior  Sophomore  Freshman |
| Major: |
| Minor: |
| GPA (3.0 minimum): |
| English composition grade: |
| Number of credits for internship: |

**To be completed by the Sponsoring Professor supervising your internship:**

|  |
| --- |
| Name: |
| Department: Phone: |
| Signature of Professor: |
| Email address: |
| Course/Program: |
| Number of credits: |

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

|  |
| --- |
|  |

**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 8 - April 6) 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: |

**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** |
| Full day  Half day a.m.  Half day p.m.  Either full/half  Not available | Full day  Half day a.m.  Half day p.m.  Either full/half  Not available | Full day  Half day a.m.  Half day p.m.  Either full/half  Not available | Full day  Half day a.m.  Half day p.m.  Either full/half  Not available | Full day  Half day a.m.  Half day p.m.  Either full/half  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):**

|  |  |  |  |
| --- | --- | --- | --- |
|  | None |  | Average operating level |
|  | Basic operating level |  | Above average operating level |

**Please check the computer programs with which you are familiar:**

|  |  |  |
| --- | --- | --- |
| Windows | Word | Excel |
| 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  *(bill tracking, bill summaries, attending hearings)* |  | Constituent Responder  *(letters, phone contacts)* |
|  | Legislative Researcher |  | Communications Assistant  *(newsletters, reports)* |

**This information is only for use in the Human Resources Office.**

|  |
| --- |
| Social Security No:     -    -      Date of Birth (month/day/year):   /  / |

**Please indicate the following dates:**

|  |
| --- |
| 2019 Fall semester exam period: |
| 2020 Spring semester begins: |
| Date you will be leaving present address for 2019 winter break: |

**REQUIRED ATTACHMENTS**

**Application will not be processed without receipt of the following:**

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 (200 word minimum - 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. **TRANSCIPT** (unofficial copy for office use only)

**Deadline for application is October 31, 2019 – For extension, call Intern Office**

Email your application, essay, resume, and transcript to:

[**studentprograms@mlis.state.md.us**](mailto:Studentprograms@mlis.state.md.us)

or

Mail to:

Carol Pelli, Intern Coordinator

Maryland General Assembly

Department of Legislative Services

90 State Circle, Room 311

Annapolis, MD 21401-1991

**Phone**: (410) 946-5124 (Baltimore/Annapolis Area) (301) 970-5124 (Washington Area)

**FAX**: (410) 946-5140 (Baltimore/Annapolis Area) (301) 970-5140 (Washington Area)

TDD: (410) 946-5401 (Baltimore/Annapolis Area)

(301) 970-4101 (Washington Area)