

TENNESSEE

Legislative INTERNSHIP PROGRAM



ELIGIBILITY: Applicants for the Tennessee Legislative Internship Program must be registered to vote and be enrolled as juniors, seniors, or graduate students. Applicants should have at least a 3.0 GPA.

TERM: Interns will be appointed for the 2019 Legislative Session. Students will be on duty in Nashville from January 7, until April 26, 2019.

STIPEND: A stipend of \$400 per week will be paid to each intern plus reimbursement for travel at the rate of .47 per mile of authorized travel between the intern's home institution and Nashville, limited to one round-trip per month. A one-time advance payment of \$400 will also be granted to each intern for relocation purposes.

ACADEMIC CREDIT: UTK interns must register for at least 3 credit hours of PS 494 and may register for up to 6 hours of PS 494. This course is graded S/NC. Students also may register for up to 9 hours of PS 492 Off-Campus Study. Requirements for this course (graded A-F) vary with the number of credit hours. (See Dr. Folz for details). **No academic credit beyond that awarded for the internship program may be earned during the appointment period if such credit requires attendance at regularly scheduled classes.**

DUTIES: Interns will be assigned to work in legislative offices and committees from 8:00 to 4:30, Monday through Friday. Duties will vary by office but may include bill analysis, constituent work, computer and library research, and general office work.

OTHER REQUIREMENTS: Interns are expected to attend weekly intern meetings usually held on Mondays. Some examples of speakers include The Tennessee Constitutional Officers and leadership from various areas of state government. Interns also have the opportunity to tour Riverbend Maximum Security Prison, the State Capitol, and Bicentennial Mall. Other activities of interest include a visit to the Tennessee Supreme Court, mock legislative session, and playing the legislators in a game of basketball.

INTERESTED: Please contact Dr. David H. Folz at dfolz@utk.edu. **UTK TLIP Interest Meeting on 9-14-18 at 12:00pm-1:15pm in HBC 204. Application Deadline is Oct. 5th 2018. See <http://polisci.utk.edu/legislative-internships.php> for application forms and procedures. TN General Assembly website at: www.capitol.tn.gov/intern**

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Application Procedures

To apply for a legislative internship, UTK students should do the following:

- Download and complete the application form at <http://polisci.utk.edu/legislative-internships.php>. Name the file with your name and type of file, e.g.: Chris Doe application
- Type and save as a **separate** pdf file a two to three page autobiography (as described in the application) that will enable the selection committee to learn more about you and your writing skills. Name this file with your name and the type of file, e.g.: Chris Doe autobiography
- Scan a current copy of your **transcript** (not your academic history) and save this as a pdf file with your name and the type of file, e.g. Chris Doe transcript.pdf
- Send a copy the appraisal form (or link) to the individuals identified on your application as faculty who will be completing an appraisal form for you. Ask your appraisers to save their file with your name and the word 'appraisal.' Please remind each appraiser to submit their file by email attachment directly to dfolz@utk.edu no later than **Oct. 5, 2018**

All Applications with the items above must be completed and submitted electronically (via email attachment) to **Dr. David H. Folz** (dfolz@utk.edu), the UTK faculty representative for the TLIP program, no later than **Friday October 5, 2018 at 4:00pm**. Earlier submissions are encouraged. Completed applications include the following five electronic files (file formats must be pdf documents):

- Application
- 2-3 page typed autobiography
- A copy of your most recent transcript
- Appraisal #1
- Appraisal #2
- Resume

If you have questions or need more information, contact Dr. Folz at dfolz@utk.edu or 974-0802.