UNIVERSITY OF ILLINOIS AT SPRINGFIELD

Illinois Legislative Staff Intern Program

APPLICATION DEADLINE: FEBRUARY 1

Name _____
last first middle initial

Mailing Address _____
street apartment

_____
city state zipcode

Home Address _____
street apartment

_____
city state zipcode

Home Phone (_____) _____ Cell Phone (_____) _____

E-mail _____

FOR INTERVIEW CALL:

School Phone _____

Work Phone _____

Other _____

Best time(s) _____

Best day(s) of week _____

EDUCATION ***(include junior and/or senior college, plus any graduate or professional training):***

INSTITUTION	MAJOR & MINOR FIELDS	DATES ATTENDED	DEGREE(S)

Undergraduate cum. GPA _____ on a scale of A= _____ Graduate cum. GPA (if any graduate training) _____ on a scale of A= _____

WORK EXPERIENCE ***(business, professional, military, teaching, research, etc.):***

INSTITUTION OR ORGANIZATION	NATURE OF WORK	DATES

HONORS ***(scholarships, prizes, memberships in honor societies and professional organizations):***

_____

_____

REFERENCES ***(three persons whom you asked to return the attached forms):***

NAME	TITLE	ADDRESS

Staff(s) you want to work on (check any or all): ❑ Partisan ❑ Legis. Research Unit general ❑ Legis. Research Unit science

Return completed form, and have transcripts from all colleges and universities sent to:

Illinois Legislative Staff Intern Program
University of Illinois at Springfield
One University Plaza, MS PAC 451
Springfield, IL 62703-5407
Phone (217) 206-6579 • Fax (217) 206-7397
E-mail: vandykebrown.barbara@uis.edu

Essay

(Required of all applicants)

1. Write a short biographical sketch. Who are you? Where have you been? Where are you going? How would the legislative staff experience benefit you? (1-2 pages)

2. State governments must deal with a wide variety of policy areas and sub-areas (e.g. transportation, many kinds of human services, revenue, criminal law). Select one area or sub-area of concern to state government. Discuss major issues in that area. Suggest policy changes that might be pursued in trying to deal with the difficulties inherent in the area. Address the specific situation in Illinois if possible. (2-5 pages)

3. What interest, experience, or background do you have in government-related activity (politics, work, etc.)? How would that interest, experience, or background help you as a legislative intern for a partisan staff or for the Legislative Research Unit? (1 page)

4. How did you learn about the intern program? (This is to help us evaluate our recruitment methods. A short paragraph will suffice.)

The completed essay should be typewritten, divided into 4 parts, and about 4 to 8 pages long. It will be read by (1) a screening committee of academic members of the program's sponsoring committee, and (2) a screening committee of personnel from the four partisan legislative staffs (House Democrats and Republicans, Senate Democrats and Republicans) and/or the Legislative Research Unit, depending on which staff(s) are considering the applicant.

ALL MATERIALS SHOULD BE SENT TO:

Illinois Legislative Staff Intern Program
University of Illinois at Springfield
One University Plaza, MS PAC 451
Springfield, IL 62703-5407

Phone (217) 206-6579
Fax (217) 206-7397

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The Illinois Legislative Staff Intern Program is administered by the University of Illinois at Springfield for the Illinois Legislative Research Unit.

Illinois Legislative Staff Intern Program
Application Information

General Instructions

1. There are 24 intern positions: 20 with the partisan legislative staffs and 4 with the Legislative Research Unit. One of the Legislative Research Unit positions is for a science researcher and three for general researchers. You may apply for the partisan staff positions, the Legislative Research Unit positions, or both. However, applicants for the Legislative Research Unit positions must provide additional materials—see instructions below.

2. Please read the brochure on the intern program to be sure you understand its nature.

3. The minimum grade average required of applicants for the partisan staff positions is **2.75** on a scale of A= 4.00. The minimum grade average required of applicants for the Legislative Research Unit positions is **3.00** on a scale of 4.00. To be eligible, an applicant must receive an undergraduate degree before starting the internship. The internship runs from August 16 to June 30.

4. To apply, fill out the attached application form, and return it along with the required essays (see page 2) and your current resume.

5. You must give the enclosed recommendation request forms to three people who know you personally or professionally. Please have them send their letters directly to the address given. At least two references should be from people who can evaluate your academic work.

6. You must arrange to have **all** your college transcripts sent directly to the program address.

7. The deadline for application is **February 1**. Late materials will be accepted to the extent positions are still open.

8. After an initial screening process, the best qualified candidates will be invited to Springfield for an interview in March, depending upon the legislative schedule. If you are selected for an interview, you will be notified. Every effort will be made to arrange interviews at times convenient to applicants.

9. Applicants **must** be available for a personal interview in Springfield in March.

Additional Instructions for Legislative Research Unit Applicants (LRU)

If you want to be considered for a position with the LRU, send an **additional** writing sample showing your analytical and writing skills. A term paper written for a college course would be a good choice. This writing sample is **in addition to** the application materials listed above and must also be received by **February 1**.

0907-01203-44727

UNIVERSITY OF ILLINOIS AT SPRINGFIELD

Request for Letter of Recommendation

DEADLINE: February 1

NAME OF APPLICANT _____ _____ _____
(last) *(first)* *(middle initial)*

I hereby waive whatever rights of access I may have to this confidential recommendation as provided in the Family Educational Rights and Privacy Act.

_____ _____
Applicant Signature *Date*

On a separate page, please evaluate the applicant's capability for graduate study and for work as a Legislative Staff Intern in the Illinois General Assembly.

Your letter and this form should be mailed directly to:

Illinois Legislative Staff Intern Program
University of Illinois at Springfield
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