

# Application Process

- 1- Student must complete the Georgia Legislative Internship Application Form
  - a. **Included with the application form, the student must also submit:**
    - i. Two to five page essay (Details on application)
    - ii. Transcript (unofficial transcripts are acceptable)
    - iii. Three to five completed Reference Forms. (Form is available on the GLIP website under "Resources." As noted on the Reference Form, recommenders should also write a letter of recommendation).
    - iv. Current resume
- 2- Completed application must be submitted to your College Coordinator (College Coordinators contact information is available on the GLIP website under "Resources.").
- 3- Completed applications should be submitted via email as a single PDF document to your College Coordinator, with the exception of the completed Reference Forms. Reference forms should be delivered by your recommenders to your College Coordinator. (Additional information about creating PDF documents is located on the GLIP website in the "Application Instructions" document under "Resources").
- 4- College Coordinators must submit the full intern applications (including references) as a single PDF documents to the below email address by Monday, October 17, 2022:

Dr. Amy Steigerwalt, Director GLIP  
glip@gsu.edu
- 5- Applicants will be notified, by email, regarding interviews which will be held the week of October 24<sup>th</sup>, 2022.

# GEORGIA LEGISLATIVE INTERN PROGRAM

## Application Form

**Instructions:**

All application materials must be submitted to your college coordinator.  
**Check with your college coordinator for your school's application deadline.**  
**Send via email a single PDF file containing:**

- Completed application form
- Two to five page essay discussing your top 3 placement choices (see Placement Form at end of application), and why, including what skills, experience and/or knowledge you would bring or expect to learn in these offices.
- Current resume
- Unofficial or Official Transcript (electronic)

**Recommenders may submit completed reference forms (including recommendation letters) to either the applicant or the college coordinator.**

<b>Name</b>		<b>School</b>
<b>Current/School Address</b>		
<b>Permanent Address</b>		
<b>Phone</b>	<b>(Cell)</b>	<b>(Home)</b>
<b>Email Address</b> (Most frequently checked)		
<b>Are you a legal resident of Georgia?</b>		
<b>County of legal residence</b>		<b>Date and place of birth</b>
<p><b>Instructor supervision</b> is required. Please give the name, department, school, and phone number of the professor at your home university who will supervise your internship</p>		
<p><b>List colleges and professional schools attended</b> (current enrollment first).</p>		
<i><b>Institution and location</b></i>	<i><b>Major</b></i>	<i><b>Inclusive Dates</b></i>
<b>Current Status:</b> (junior, senior)		
<b>Total hours completed:</b>		

<b>Expected date of graduation:</b>			
<b>Major:</b>			
<b>Minor:</b>			
<b>Academic grade point average:</b>		Point system used:	
<b>Undergraduate honors:</b>			
<p>I hereby certify that I am a legal resident of the state of Georgia. If selected, I hereby agree to abide by the rules and policies of the Georgia Legislative Internship Program.</p>			
<p>_____</p> <p><i>(Signature of applicant)</i></p>		<p>_____</p> <p><i>(Date)</i></p>	

## POSSIBLE INTERN PLACEMENT OPTIONS

### Georgia Legislative Intern Program

Please note that the red highlighting denotes the chamber where the committee is located: House or Senate, Both House & Senate, or a Joint Office.

Please circle all that interest you as a possible placement. To learn more about these committees or offices please visit our website: Go to [www.legis.ga.gov](http://www.legis.ga.gov). Click on "Committees." Select a Committee

*Options with \*\* are not committees, but office placement options.*

House	Speaker's Office**	House	Speaker Pro Tempore**
House and Senate	Majority Whip's Office**	House and Senate	Minority Office**
Senate	President Pro Tempore**	House	House Media Services Office**
Joint office	Legislative Counsel**	House	Majority Leader's Office**
House	Ways & Means	House and Senate	Rules
House and Senate	Judiciary	House and Senate	Transportation
House	Governmental Affairs	House and Senate	Appropriations
House and Senate	Insurance	House	State Planning & Community Affairs
House and Senate	State Properties	House	Intragovernmental Coordination
House and Senate	Higher Education	House and Senate	Science & Technology

House and Senate	Agriculture	House and Senate	Energy, Utilities & Telecommunications
House and Senate	Retirement	Senate	Interstate Cooperation
House and Senate	Economic Development & Tourism	House and Senate	Banks & Banking
House	Juvenile Justice		
House	Game, Fish and Parks	House and Senate	Natural Resources & Environment
House and Senate	Education	House and Senate	Health & Human Services
House and Senate	Public Safety	House	Industry & Labor

Senate	Veterans	Senate	Finance
Senate	Ethics	Senate	Regulated Industries and Utilities
Senate	Senate Research	Senate	Lieutenant Governor's Office***
Senate	Reapportionment Committee		

**OFFICE OF LEGISLATIVE COUNSEL  
UNIVERSITY/COLLEGE STUDENT INTERNS**

**Interns.** Through the Georgia Legislative Internship Program, the Office of Legislative Counsel utilizes three university/college student interns for the Spring semester, all of whom will have frequent contact with members of the General Assembly or their authorized agents, along with opportunities to attend Senate and House committee meetings and proceedings in chambers. This office has had great success with its previous interns, all of whom have highly rated their experience here.

**About the office.** The Office of Legislative Counsel serves as legal counsel for the General Assembly and provides services to all members in their official capacities on a confidential, nonpartisan, and non-advocatory basis. Full-time employees include 12 attorneys and 15 support staff. The primary functions of the office include drafting legislation, counseling legislators and legislative committees, preparing legal opinions on statutory interpretation and constitutionality, and legal research. The office is under the direction of the Legislative Counsel.

**Intern tasks.** All three interns in this office will perform the following tasks on a scheduled rotation:

- 1) *Drafting privileged resolutions for introduction in the House of Representatives and Senate, pursuant to requests of legislators.* A privileged resolution is a particular type of legislative document which, although it does not have the force and effect of law, publicly expresses the sentiment of the Senate or the House on a particular topic or event; as such, privileged resolutions are important to legislators and their constituents. While working as drafters, interns' daily responsibilities will include taking requests for privileged resolutions, writing and revising resolutions in response to such requests, and approving final edited copies of resolutions for release to legislators. Interns will have the satisfaction of seeing their own handiwork adopted as official documents of the Senate or House; and
- 2) *Working the front desk in the main reception area of the office.* This function will put interns in frequent interaction with members of the General Assembly. Under the direction of a permanent administrative employee, interns' daily responsibilities will include receiving members of the General Assembly and other persons having business with the office, directing visitors to the appropriate attorney in the office, answering telephones and transferring calls, filing bills and resolutions for members, and performing other general clerical duties.

**Qualifications.** In addition to general qualifications required by the Georgia Legislative Internship Program, a spring semester intern with this office must evidence strong writing skills, good interpersonal skills, initiative, efficient time management, attention to details, and proficient use of word processing software and Microsoft Outlook. Interns must be able to multitask, interact professionally with elected officials and staff, and abide by office policies (including policies on professional dress and personal appearance). *The office must avoid even the*

*appearance of partiality and cannot consider applicants who are closely identified with a particular political party, faction, elected government official, candidate for elective government office, lobbyist, or lobbying firm.*

**Work period.** Typical working hours for an intern in this office during the regular legislative session will be Monday-Friday, 8:00 a.m. – 5:00 p.m.; extra hours may be necessary on occasion, depending upon workload and urgency. *The spring semester internships in this office will begin on the first Monday in January (unless that day is a state holiday, in which event the internships will begin on the next working day) and end upon adjournment sine die of the regular legislative session (typically in late March or early April), unless the office and the intern mutually agree to extend the internship for a period ending not later than the last Friday in April.*