

TEXAS LEGISLATIVE INTERNSHIP PROGRAM

**Sponsored by
State Senator Rodney Ellis**

The Texas Legislative Internship Program (“TLIP”), which began in 1990, is sponsored by Texas State Senator Rodney Ellis. TLIP is administered by the Mickey Leland Center on World Hunger and Peace at Texas Southern University. The program provides opportunities for undergraduate, graduate, and law students to serve as interns in the Texas Legislature, state agencies, and local government.

Students receive a minimum of six, and maximum of fifteen, academic credit hours for participating in TLIP. The credit hours are earned by a combination of academic study, research and supervised practical training. Interns are responsible for academic admissions and enrollment in the necessary courses at their respective College or University.

A TLIP internship lasts for one academic semester and affords students an opportunity to experience public service firsthand. Undergraduate and graduate students interested in the political process and humanitarian values exemplified by the late Congressman Mickey Leland are encouraged to apply for the internship. Senator Ellis serves as advisor to the interns, while his office assists in coordinating on-site activities.

During legislative sessions, TLIP interns are placed in the offices of ranking members of the Legislature as well as the offices of the Governor, Lieutenant Governor, and the Chief Justice of the Supreme Court. Between legislative sessions, interns serve in the offices of elected and appointed officials at the municipal, county, and state levels, such as the Harris County Judge and the Mayor of Houston. Working at these levels provides unique opportunities for interns to interact with officials and to acquire firsthand knowledge on critical issues facing our community and state.

Interns are involved in all facets of the governmental process. They are exposed to the legislative process of both houses of the Texas Legislature. Interns have the opportunity to view county and municipal government from the “ground up”. The TLIP experience often serves as the springboard for selecting public service careers. In fact, many TLIP interns continue to work in public service at the federal, state, and local levels of government as well as in key positions in the private sector.

TEXAS LEGISLATIVE INTERNSHIP PROGRAM
STATE SENATOR RODNEY ELLIS
MICKEY LELAND CENTER FOR WORLD HUNGER AND PEACE
SPRING 2012 SESSION PROGRAM INFORMATION

THE PROGRAM

The Texas Legislative Program, sponsored by State Senator Rodney Ellis and coordinated by the Mickey Leland Center, provides undergraduate and graduate students with the opportunity to serve as interns in the Texas Legislature, various state agencies, and local government. Students who are interested in public policy and the humanitarian values exemplified by the late Congressman Mickey Leland are encouraged to apply.

ACADEMIC CREDIT

Interns must be enrolled in an academic institution and receive credit for their internship experience. *Interns are responsible for their academic admissions and enrollment in the necessary courses.* Interns may earn up to 12 hours of academic credit by fulfilling independent study course requirements related to their internship experience.

PROGRAM DETAILS

The Spring 2012 session will last from January 9 - June 1, 2012. Orientation will be held for all Interns prior to the beginning of the Session. pr Interns will receive a \$7,000 stipend for their participation in the Spring 2012 Session. Interns are responsible for housing, transportation, and other expenses incurred for the duration of the Session.

RESPONSIBILITIES

Interns will be assigned to work in different offices throughout the state of Texas. The position requires the ability to perform and manage a number of diverse activities, which may include performing research, writing the analysis of various proposals and statistics, meeting with Constituents, and any other day to days responsibilities deemed necessary by the assigned Office. Sound judgment, critical t thinking, leadership skills, a high degree of ingenuity, resourcefulness, professionalism and a positive attitude are critical to the successful management of an intern's responsibilities, as well as the key to a rewarding TLIP experience.

ELIGIBILITY

Eligible students will have completed at least 60 undergraduate hours at an accredited college or university. Exceptional skills in writing, composition, and computer literacy are required.

THE APPLICATION

Completed applications shall include a writing sample (essay or term paper), an official transcript, verification of enrollment, proof of financial aid (if applicable), and two letters of recommendation.

DEADLINE

The deadline for submitting the TLIP Application for the Spring 2012 session is November 7, 2011.

REQUIREMENTS OF INTERNS

The following conditions must exist to meet the qualifications for the TLIP:

1. The intern must complete and submit an official application, resume, two letters of recommendation, official transcript showing at least 60 hours of post-secondary education, a writing sample, proof of financial aid (if applicable) and verification of enrollment before being approved to start his or her experience.
2. The internship must cover the duration of an academic semester in order for the intern to receive the maximum semester credit hours.
3. The intern must report to his/her assigned post punctually and carry out his/her responsibilities according to the office assigned.
4. The intern must perform other assigned projects germane to his or her experiential training, including writing reports, conducting research, assisting with program development and logistical planning, and attending lectures and symposiums.
5. During the internship, the intern must be available for at least one on-site evaluation.
6. The intern will be assigned to an office where he or she can receive training under the guidance of persons with expertise in a particular field.
7. The intern must dress according to assigned office policy for the duration of the internship.
8. The intern's conduct must be exemplary. Unprofessional behavior shall be reason for dismissal.
9. The intern must sign and date the TLIP agreement provided by the Leland Center.
10. Interns must provide the TLIP Administrator with an official verification of enrollment no later than the first week of the internship. Verification of enrollment must include academic and financial standing for the period of the internship.

TEXAS SOUTHERN UNIVERSITY
MICKEY LELAND CENTER ON WORLD HUNGER AND PEACE
TEXAS LEGISLATIVE INTERNSHIP PROGRAM

Sponsored by
State Senator Rodney Ellis
APPLICATION

(Please Type)

Date _____

PERSONAL INFORMATION:

Name: _____
(Last) (First) (Middle)

Date of Birth: _____ SSN: _____

Address (Current): _____
(Street) (City) (State) (Zip)

Address (Permanent): _____
(Street) (City) (State) (Zip)

Personal E-Mail: _____

Home Phone: (____) _____ Business Phone: (____) _____

Cell Phone: (____) _____

Emergency Contact: _____
(Name) (Address)

(Phone) (Relationship)

Current Major: _____ G.P.A. _____

Minor(s) _____

Enrollment Status: Full Time Part Time Projected Graduation Date: _____

Credit Hours Needed to Maintain Projected Graduation Date During Period of Internship: _____

Classification: Graduate Law Senior Junior Sophomore Freshman

Indicate Financial Aid (if any): Pell Grant Student Loan Scholarship Work-Study

BACKGROUND INFORMATION:

1. How would you describe your level of political interest? (Check one and explain using the space below.)
 Very High High Moderate

2. Have you ever worked in a political campaign or been involved in any other governmental or political activity? If yes, please explain in the space below:

College or University	Dates Attended	Completed Hours	Graduated (Yes/No)	Degree Received

3. How would the Texas Legislative Internship Program complement your current academic interests and your future career goals?

4. Do you have any particular skills which you have developed/mastered that will be beneficial to a legislative office, such as word processing, research, developing data bases, written and oral communication, etc.?

5. Please explain why you are interested in the Texas Legislative Internship Program. (Attach additional sheets.)

6. What course work have you completed that you think is relevant to a legislative internship?

SUPPORTING DOCUMENTS:

In order to complete the application, include the following:

1. A writing sample (a current issue essay or a research paper). It should be typed, double spaced, and properly documented if the sample is a research paper.
2. An official transcript to verify enrollment
3. Proof of financial aid
4. Two letters of recommendation (sealed)
5. A resume
6. Wallet-size photo
7. Criminal Background Check conducted by State Department of Transportation.

FOR ADDITIONAL INFORMATION:

Contact: J. Don Boney, Interim Executive Director
Mickey Leland Center on World Hunger and Peace
Texas Southern University
3100 Cleburne
Houston, Texas 77004
Telephone: (713) 313-7370
Fax: (713) 313-1981
E-mail: Boney_JD@tsu.edu
lelandcenter@tsu.edu

TRANSMITTAL OF APPLICATION:

Mickey Leland Center on World Hunger and Peace
Texas Southern University
c/o J. Don Boney, Interim Executive Director
3100 Cleburne
Houston, Texas 77004

Deadline for Submitting Application for Spring 2012 Class: November 7, 2011.
For more information about TLIP please visit www.lelandcenter.org or
State Senator Rodney Ellis' website:

<http://www.senate.state.tx.us/75r/Senate/Members/Dist13/Tlip/About.Htm>

