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# Future Leader Internship Program

## Overview of Information

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There has never been a more important time for college students to gain necessary work experience before competing in what is becoming a super-competitive, global job market. Students who intern or co-op provide themselves opportunities to apply what they learn in the classroom and put it into practice at work.

### **Personal and Professional Benefits of Being an Intern at the State Capitol**

Interns will have the opportunity to be engaged in a number of activities in and around Frankfort. In addition to learning more about the legislative process, you will have the opportunity to strengthen your network, meet influential Kentuckians, work on policy issues facing our Commonwealth, interact with constituents, and learn about the inner workings of state government.

### **Selectivity**

This program is highly selective. Interns will be chosen based on their writing and communication skills, ability to work in a high pressure setting, leadership experience and interest in public service. Please note that while we would like to give everyone an opportunity to participate in this program, only a limited number of students will be selected.

### **Types of Responsibilities**

While interning in Frankfort, NKU students will be expected to be engaged and treat the internship like a regular professional position. The interns will likely be responsible for handling everyday duties such as: helping to answer constituent mail, bill tracking, monitoring committee meetings, opening mail, as well as shadowing the legislator or staff (of their appointment) at different meetings and events.

NKU interns must adhere to a very professional dress code. Male students must wear dress pants, jacket, collared shirt, tie, dress shoes and a NKU lapel pin (provided) while working in Frankfort. Female students must wear a professional women's suit or a skirt with dress shirt and a NKU lapel pin (provided) while working in Frankfort. Students will be expected to be respectful and courteous to all doing business in Frankfort regardless of party affiliation, views, etc.

### **Who Will You Intern With?**

Placements may be with a member of the General Assembly or Administrative Office. Students will be assigned to a particular office. All placements will be made by the FLIP coordinator and students should not make contact with legislators before selection and placement. Students who pre-arrange an internship opportunity with a legislator in hopes of being accepted into this internship opportunity will NOT be eligible for the FLIP internship.

**Dates**

Students will work every Tuesday and Thursday during the session. The session is scheduled to last from early January through late April. Once the Legislative Research Commission has issued the official calendar, it will be distributed to the interns.

On Tuesdays and Thursdays that the legislature is not in session, students will need to be available to their legislator for in-district work from 10:00 am to 4:00 pm. Legislators will give advanced notice if he/she needs assistance during non-session Tuesdays and Thursdays.

A mandatory orientation for selected interns is scheduled for December 11<sup>th</sup> on campus. The time will be scheduled to accommodate all class schedules.

Selected interns will be required to attend training sessions in Frankfort on January 5th and 6th. Please note that this is during winter break. Transportation will be provided. The first official day of the internship will be Thursday, January 7.

**Attendance**

Interns will be allotted a maximum of two **excused** absences during the legislative session. It is important to be in Frankfort every Tuesday and Thursday during the session to maximize your internship experience. Extreme and extenuating circumstances which may lead to more than two absences must be made known to the program director immediately.

**Stipend**

A \$750 stipend (taxable) will be provided to interns. The stipend will be made available mid-semester, and will be deposited into the student's Norse Express account. If a student does not satisfactorily fulfill the requirements of their internship they may be asked to refund their stipend.

**Logistics**

Transportation to and from Frankfort will be provided. Interns will depart NKU at 8:15 a.m. and it is estimated that you will be back at the University by 6:00 p.m.

**Additional Responsibilities**

In addition to your work in Frankfort, from time to time you will be required to attend local events like Caucus meetings in Northern Kentucky and public policy speakers on campus. These dates will be given to interns as soon as they are made available.

**Course Credit**

Six hours of course credit will be available through the Department of Political Science as upper level internship credit and independent study credit. Three credit hours will be graded and three credit hours will be pass/fail. Other departments may also provide similar upper level credits. Each student will be expected to meet with their department to determine what type of credit and how many hours of credit could be available for this type of experience.

**Questions**

If you have any questions regarding the internship program please contact Dr. Jonathan McKenzie at [mckenziej1@nku.edu](mailto:mckenziej1@nku.edu).

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Future Leader Internship Program  
Application for Spring 2010  
**Students In All Majors Are Encouraged To Apply**

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**Application Due: Friday, October 23**

**Return Application to: Dr. Jonathan McKenzie, Founders Hall 427B or Founders Hall 436**

Name: \_\_\_\_\_ Email: \_\_\_\_\_

Class: Freshman   Sophomore   Junior   Senior   Grad.   Law   GPA: \_\_\_\_\_

Major: \_\_\_\_\_ Minor: \_\_\_\_\_

Current Address: Street: \_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_ Zip: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ Home Phone: \_\_\_\_\_

Registered Political Party Affiliation (to be used for the purposes of matching interns and legislators):

Republican: \_\_\_\_\_ Democrat: \_\_\_\_\_ Independent: \_\_\_\_\_ Other: \_\_\_\_\_

Relevant Coursework: \_\_\_\_\_

Faculty Reference: \_\_\_\_\_

Plans For After Graduation: \_\_\_\_\_

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Please answer the following questions (must be typed):

1. Why are you interested in being an intern in Frankfort?
2. Explain what contribution to the governmental process you could make as an intern in Frankfort.
3. Describe your expectations of the program and how you envision the internship will enhance your career goals.
4. Describe your view on what makes for good public policy.
5. Address the following hypothetical situation. If you were governor and could pass one law in the upcoming General Assembly what would it be and why? How would you build support for your proposed law?

**Please enclose a copy of your transcript and current résumé.**