**MARYLAND GENERAL ASSEMBLY (MGA)**

**INTERN PROGRAM OVERVIEW**

**I. Requirements**

 Students must:

 1) Be an undergraduate upper-classman

 2) Have approval of college/university sponsoring professor to participate in the program

 3) Receive credit for the internship (amount of credit determined by college/university)

 4) Be at least 18 years old

 5) Have a 3.0 GPA. A student with a lower GPA may participate in the program if recommended by the sponsoring professor and accepted by the Intern Coordinator.

 6) Complete and submit to the MGA Coordinator by October 31\* an MGA intern application with the following attachments:

 a) Self-description (200 word minimum)

 b) Resume

 c) College transcript (can be unofficial-office use only)

 7) Attend the following intern functions held in Annapolis during the 90-day session:

 a) Orientation

 b) Intern seminars scheduled by the Intern Office

 8) During internship, complete and submit the following to the MGA Intern Coordinator:

 a) Time sheets

 b) Final evaluation

**II. Placements**

Student application materials are reviewed by the members of the General Assembly who have requested an intern for the upcoming session. Each member then contacts up to two students for a placement interview. After the interviews, the member offers one of the students a placement in his or her office as an intern. The application materials of the student not selected are then made available for review by other members.

 **Note: Both the member and the selected student must notify the Intern Office that they have agreed to the placement. If either party declines, additional interviews will be conducted**.

**III. Work Schedule and Stipend**

1. To get the most out of the intern experience, students are encouraged to work as much time as their schedules allow. **The minimum work week is 16 hours (2 days).**

 2) Students must commit themselves to work certain days each week. **No vacation, such as spring break, is allowed.**

 3) Students receive the following stipend to cover expenses: \*\*

 a) $2,000.00 per session = 5 days worked per week

 b) $1,650.00 per session = 4 days worked per week

 c) $1,250.00 per session = 3 days worked per week

 d) $ 850.00 per session = 2 days worked per week

\* Application date may be extended by calling the MGA Intern Office at 410-946-5124 or

 301-970-5124.

\*\* The stipend is distributed in two equal installments – the first ½ is the end of February and the second is

 the last day of session.

**General Information on the Legislative Intern Program**

**Length of the Interns’ Workday**

A full day of work runs from 9:00 a.m. to 5:00 p.m. Due to the nature of the General Assembly and your class schedule, some office hours may vary, for example, 8:30 a.m. to 4:30 p.m. or 9:30 a.m. to 5:30 p.m. A half day worked in the morning runs from 9:00 a.m. to 12:30 p.m. A half day worked in the afternoon runs from 1:30 p.m. to 5:00 p.m. A lunch break of up to one hour, but no less than thirty minutes, should be given to you each full day worked.

**Holidays and Spring Break**

Since the General Assembly takes no holidays or breaks during the 90-day session, you are expected to work accordingly.

**Snow**

It is extremely rare that the General Assembly cancels a session due to weather. However, we do not want you taking unnecessary risks to get to Annapolis. Therefore, if your college or university has been shut down for the day, and traveling would be dangerous, you should call your office by 9:30 a.m. to notify staff that you will not be in.

**Stipend**

The intern stipend is paid in two installments. The first check is distributed halfway through session in late February, and the second check is distributed during the first week of April. The total stipend for the session is as follows:

1. If you work 2 days per week, the total stipend is $850 ($425 each installment).
2. If you work 3 days per week, the total stipend is $1,250 ($625 each installment).

1. If you work 4 days per week, the total stipend is $1,650 ($825 each installment).
2. If you work 5 days per week, the total stipend is $2,000 ($1,000 each installment).

**Guidelines for Intern Placements**

**Election Year**

As is done each September, an Intern Request Form will be sent to all members. However, no intern interviews or placements will be done until after the election. Requests from members in leadership positions will receive priority. If there are still interns available after all requests for placements by incumbents have been filled, the program will be opened to the newly-elected members. A letter explaining the program and an Intern Request Form will be sent to each new member.

Requests for interns will be filled in order of the date the sign-up sheet is received by the Intern Coordinator. All forms will be date stamped upon arrival. A phone call or letter expressing interest for an intern will not be considered in lieu of the completed form. An exception to this policy will be made when an intern requests placement with a specific legislator.

**Non-election Years**

Requests from members in leadership positions will receive priority. Other requests will be honored in order of the date the completed Intern Request Form is received by the Intern Coordinator. All forms will be date stamped upon arrival. A phone call or letter expressing interest for an intern will not be considered in lieu of the completed form. An exception to this policy will be made when an intern requests placement with a specific legislator.

**Definition of Leadership for Intern Placements**

With the priority of filling intern requests from members in leadership positions, leadership in this context includes a total of 20 members:

 The President

 The President Pro Tem

 The Speaker

 The Speaker Pro Tem

 The Majority Leader in each house

 The Minority Leader in each house

 The standing committee chairmen in each house, including the chairmen of the rules and

 executive nominations committees.

**Mailings to Members**

All mailings will be sent on the same day to all members and will be sent to their interim addresses unless the Intern Office is instructed otherwise.

September 1996