



TEXAS LEGISLATIVE INTERNSHIP PROGRAM

*Sponsored by
Harris County Commissioner Rodney Ellis*

The Texas Legislative Internship Program (TLIP), which was begun in 1990, is sponsored by Commissioner Rodney Ellis while he was a Texas State Senator. TLIP is administered by Texas Southern University. The program provides opportunities for undergraduate, graduate, and law students to serve as interns in the Texas Legislature, state agencies, local and federal government, and nonprofit organizations.

Students receive a minimum of six and maximum of fifteen academic credit hours for participating in TLIP, which combines academic study and research with supervised practical training. The internship lasts for one academic semester, and interns are responsible for their academic admissions and enrollment in the necessary courses. Undergraduate and graduate students interested in the political process and in the kind of 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 have been placed in the offices of ranking members of the Legislature as well as in the offices of the Governor, Lieutenant Governor, and the Chief Justice of the Supreme Court. Between legislative sessions, interns have served in the offices of elected and appointed officials at the municipal and county levels, such as the Harris County Judge and Mayor of Houston.

Interns are involved in all facets of the governmental process. They are exposed to the legislative process of both chambers of the Texas Legislature. They view county and municipal government from the ground up. Their experiences often serve 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.

Notably, three former TLIPers are now serving in the Texas House of Representatives: Rep. Ana Hernandez, Rep. Armando Walle, and Rep. Ron Reynolds.

TEXAS LEGISLATIVE INTERNSHIP PROGRAM

COMMISSIONER RODNEY ELLIS
MICKEY LELAND CENTER AT TEXAS SOUTHERN UNIVERSITY
SPRING 2018 SESSION PROGRAM INFORMATION

THE PROGRAM

The Texas Legislative Program, sponsored by State Senator Rodney Ellis and administered by the Office of Governmental Relations and the Mickey Leland Center for Environment Justice and Sustainability, provides undergraduate and graduate students with the opportunity to serve as interns in the Texas Legislature, various state agencies, local and federal government, and nonprofit organizations.

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 15 hours of academic credit by fulfilling independent study course requirements related to their internship experience.

PROGRAM DETAILS

The Spring 2018 session will last from January 16 - May 25, 2018 with several days of orientation. For the Spring 2018 session, interns will receive a stipend in the amount of \$7,500. Interns are responsible for housing, transportation, and other expenses.

RESPONSIBILITIES

Interns will be assigned to work in the offices of ranking members of the Texas Legislature, Houston City Council, and Harris County Commissioner's Court. The position requires the ability to perform and manage a number of diverse activities, including writing a variety of documents, analyzing proposals, performing research, and meeting with stakeholders. Good judgment, independent thinking, a high degree of ingenuity and resourcefulness, and professionalism are critical to the successful management of an intern's responsibilities.

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 must include a writing sample (essay or term paper), an official transcript, proof of financial aid (if applicable), two letters of recommendation, a resume, and a wallet-size photo.

DEADLINE

The deadline for submitting the TLIP Application for the Spring 2018 session is November 1, 2017. Applications and questions must be submitted electronically to Mr. Jeremy Brown at Jeremy.brown@cp1.hctx.net.

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. Criminal background checks will be performed on all selected interns prior to the start of the program.
2. The intern enrolled at a law school must have a minimum G.P.A of 2.5.
3. The internship must cover the duration of an academic semester in order for the intern to receive the maximum semester credit hours.
4. The intern must report to his/her assigned post punctually and carry out his/her responsibilities according to the assigned office.
5. 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.
6. During the internship, the intern must be available for at least one on-site evaluation.
7. 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.
8. The intern must dress according to assigned office policy for the duration of the internship.
9. The intern's conduct must be exemplary. Unprofessional behavior shall be reason for dismissal.
10. The intern must sign and date the TLIP agreement provided by the Office of Governmental Relations at Texas Southern University.
11. Applicants who are granted an interview will be asked to fill out a criminal background form. (Criminal history is not a determinative on acceptance into the program).
12. Interns will not be allowed to leave the program early. Interns who fail to keep their commitment to the program may face sanctions ranging from loss of academic credit to liability for the full sum of the stipend.

**TEXAS SOUTHERN UNIVERSITY
MICKEY LELAND CENTER AT TEXAS SOUTHERN
UNIVERSITY
TEXAS LEGISLATIVE INTERNSHIP PROGRAM
Sponsored by
Harris County Commissioner 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 on 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 databases, 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, please include the following:

1. A writing sample (a current issue essay or a research paper). It should be typed, double spaced, and properly cited 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

FOR ADDITIONAL INFORMATION, PLEASE CONTACT:

Jeremy L. Brown
TLIP Coordinator, Office of Harris County Commissioner Rodney Ellis
7901 El Rio
Houston, Texas 77054
(713) 713) 991-6881
E-Mail: jeremy.brown@cp1.hctx.net

COMPLETED APPLICATIONS SHOULD BE MAILED ELECTRONICALLY TO:
Mr. Jeremy Brown, Jeremy.Brown@cp1.hctx.net

Deadline for Submitting Application for Spring 2017 Session: November 1, 2017
For more information about TLIP please visit www.RodneyEllis.com/tlip or
www.senate.state.tx.us/75r/senate/members/dist13/dist13.htm