

## Arizona Legislative Internship Road Map

### 1. July:

1. See critical dates calendar.
2. Prepare application materials as listed below:
  - Prepare your Statement of Purpose.
  - Request 2 Letters of Recommendation
  - Update your Resume
  - Request your Unofficial Transcripts

### 2. August:

1. You may receive an email about the internship program from SPGS, if you are eligible. Even if you did not receive communication from SPGS, if eligible, you can directly apply on Handshake portal.
2. Continue fine tuning your application materials.

### 3. September:

1. Attend an Open House - ASU Tempe or Downtown campus.
2. Apply for internship program before the deadline given in the critical dates calendar.

### 4. October:

1. Attend Pre-1st interview workshop.
2. Attend On-campus 1st interview.
3. If you are selected in 1st interview, you will receive an email for a 2nd interview.
4. Attend Pre-2nd interview workshop.
5. Attend for 2nd interview at state capitol.

### 5. November:

1. If you are selected in the 2nd interview, you will receive a congratulations email.
2. If you are not selected in the 2nd interview, you will receive an email asking permission to forward your application on to the agencies for an internship opportunity and interview.
3. If you are selected in the Legislature or any agencies, SPGS will send an email to fill out a course credit form.

### 6. December:

1. If you are not selected for an agency internship, you will receive a non-acceptance email from SPGS.
2. If you are selected for an internship, you will receive an email to submit a completed course credit form through Google Forms. See critical dates calendar for the deadline.
3. SPGS will work with financial services to process your tuition and fee waiver.

### 7. January:

1. Your internship begins on the first working day of New Year.

### 8. Feb-March:

1. SPGS emails interns an informal "check in" questionnaire, but you can email [Gisela.Grant@asu.edu](mailto:Gisela.Grant@asu.edu) or [tara.lennon@asu.edu](mailto:tara.lennon@asu.edu) any time that you have questions.
2. Your intern supervisor completes your mid-term evaluation and meets with you about your performance. These mid-term evaluations are shared with Dr. Lennon and other faculty who submit internship grades, as appropriate. The midterm and final evaluations and your final project help faculty to determine your grade for the internship course. Your supervisor (at the Legislature) or Dr. Lennon (all other internships) will clarify the expectations for your final project.
3. SPGS will email you to schedule an in-person or phone meeting with Dr. Lennon.
4. You complete the final project and submit to your supervisor for review.
5. Your supervisor completes your final evaluation, meets with you about your performance, and shares the evaluations and your final project with Dr. Lennon and other faculty who submit internship grades.

### 9. May:

1. Dr. Lennon submits internship grades for all POS484 credits and coordinates with faculty from other academic units to submit grades for their units' internship courses (xxx484 or other course).