Arizona Legislative and Government Internship Program: Frequently Asked Questions

Am I eligible?
Yes, if you are enrolled full-time at ASU, will have completed 75 hours before the start of the internship (of which 24 must have been earned at ASU), and have a cumulative ASU GPA of 3.00 or better at the time of application. This information can be found on your MyASU page.

What are the duties and responsibilities?
ASU interns are student representatives to legislative and government agencies. Many interns have continued in the government sector upon graduation because of their outstanding representation and work performance during their internship. Detailed job descriptions for each office are provided online at participating agencies.

What are the hours? When do I begin?
Interns work a 40-hour week, usually 8 a.m.-5 p.m., Monday through Friday, and overtime as needed. Interns begin work the first working day in January and are also required to attend an orientation.

What are the financial benefits and duration of the internship?
The stipend varies per agency but is usually about $4,700 for the 18-week program. Students also receive an ASU tuition waiver.

If I have a scholarship, how will the tuition waiver affect it?
It may depend on the type of scholarship you are receiving, so for the correct information on how it might affect you, please contact Financial Aid and Scholarship Services-https://students.asu.edu/financialaid.

How many credit hours will I receive for the internship?
Undergraduate students can receive up to 12 credits, graduate students can receive up to nine credits. The government agency intern supervisor will complete an evaluation at mid-term and at the end of the term. The original evaluation is given to the professor issuing the credit. Please keep in mind that the professor(s) issuing credit has the right to ask the student to turn in additional projects during the internship.

Can this internship delay my graduation?
Depending on the total student credit hours completed and the hours required in your field of study, these internship hours may or may not be applied toward your degree program. If selected, talk to your academic advisor to determine if these credit hours may be applied.
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Should I still enroll for spring semester courses?
Yes, have your class schedule set in advance as you normally would and you can later drop classes if you are accepted into the internship program. Please note, students are strongly discouraged from taking any classes while serving as interns as overtime may be required on any given day. Permission from your academic advisor is needed to take a class during the internship.

If I'm graduating before next spring, can I still apply?
Yes. Graduate students can apply, but they must be enrolled in graduate school. See your graduate academic advisor to inquire whether or not these credit hours can be applied to your degree program. Internship offers cannot be deferred to another semester.

Can I apply for more than one government agency?
Yes. Apply for as many positions as you are interested in; however, you need only complete ONE application. Note: Some agencies require a resume along with the application. You do not have to be a law student to apply for these programs.

Who should the reference letters be from?
Two current (within the last six months) reference letters are required and must be submitted with your application. The letters can be from professors, employers, community members, etc. Letters should be addressed to the ASU Legislative and Government Internship Screening Committee and be included with your application, or mailed to the address below.

If accepted by an agency, how do I register for the internship?
There is no set class number for this program. You can ask an academic advisor or faculty member if they will work with you to obtain credit hours. If you are not successful, please contact our office. Students obtain the information from the department or school issuing the credit hours and register for the course (and drop other courses you may have previously registered for the spring semester).

All application materials must be submitted via email to azleginterns@asu.edu by Tuesday, September 23rd at 4 p.m. If your recommenders do not want you to view and submit their letters, they can email them to azleginterns@asu.edu.

Questions?
Call the School of Politics and Global Studies at 480-965-6605 or email Dr. Ruth Jones at ruth.jones@asu.edu.