



## Executive Office of the Governor Internship Program Policies & Procedures

### DESCRIPTION

The Executive Office of the Governor (EOG) Internship Program is a unique opportunity available to currently enrolled college and university students. This internship is offered on a volunteer basis, and allows the applicant to get a hands-on look at careers in the public sector of State government. It has been approved through many major institutions for class credit, and is certified through Florida State University's Center for Civic Leadership and Service for Serve Script hours on a semester long basis.

### ELIGIBILITY

Applicants are eligible for the Governor's Office Internship Program if they meet any of the following criteria:

- Currently enrolled in a college, university, vocational-technical school, or community college
- Graduate or professional school student
- Approved directly through an Office Director or Senior EOG Staff Member

All applicants must also:

- Maintain a 3.0 in-major grade point average
- Be able and willing to work at least 15-20 hours/week during the Monday-Friday 8 a.m. – 5:30 p.m. work week

### APPLICATION & INTERVIEW PROCEDURES

An interested applicant must complete the Executive Office of the Governor Internship Program Application. Applications are available at <http://www.flgov.com/internships>. In addition to a completed application, applicants must submit:

- Certified transcript
- Complete resume including education and employment history
- Cover letter describing interest in pursuing an internship in the Governor's office and future career goals
- Letter of recommendation from a professor or teacher
- Letter of personal recommendation not from a family member

Please see the above-mentioned website for application deadlines. Applications will be accepted on the deadline, however must be either hand-delivered or post-marked by the deadline. Exceptions will only be made if referred directly by a senior staff member of the Governor's Office.

The Internship Coordinator will review the application, interview the applicant, and refer potential applicants to offices throughout the administration. All applicants must be interviewed by the Internship Coordinator either in person or via phone if a face-to-face interview is not possible. Applicants may be asked to complete a follow-up interview with their potential office, if necessary.

## **DRUG & BACKGROUND SCREENS**

Prior to acceptance and placement into the internship program, final candidates will be required to undergo a drug screen. In addition, some candidates may also be required to undergo a background screen. Final candidates will be notified of the procedures for a drug screen and background screen, if applicable. **An internship opportunity will not be offered until a drug screen has been performed and the results have been received by the EOG personnel office.**

## **PLACEMENT PROCEDURES & ORIENTATION**

Candidates will be notified of their acceptance at least two weeks prior to the start of employment. The specific number of internships available in the administration shall be pre-determined each semester based on office need. After acceptance to the EOG Internship Program, all interns must undergo orientation. An orientation will review EOG policies and procedures and distribute identification badges for building access and entry. **Interns may not start work until they have completed an orientation.**

## **WORK REQUIREMENTS & EXPECTATIONS**

Each program participant must be able and willing to work at least 15-20 hours a week within the 8 a.m. - 5:30 p.m. work week. Specific schedules shall be finalized directly with the office in which the intern is placed. The length of the internship shall be no less than a full semester (approximately 4 months) unless predetermined and approved by both the Internship Coordinator and the office's intern supervisor. All internship applicants will be asked to assist their offices in administrative and clerical support. Individual projects will vary by office. After placement, interns report directly to their immediate supervisor.

## **DISCIPLINARY ACTIONS**

Violations of the Code of Personal Responsibility or Code of Ethics shall be handled on a case-by-case basis. The same rules for general EOG employees apply to all interns, and specific provisions can be found within the packet given during orientation.

## **PROGRAM OPPORTUNITIES**

As part of the Internship Program, all interns enjoy the opportunity to both build their resume and interact with other professionals in the Governor's Office as well as EOG staff. After successful completion of the internship, many former interns build strong relationships with staff members who can provide them with strong and specific letters of recommendation for future jobs or professional education.