

**TEXAS LEGISLATIVE INTERNSHIP PROGRAM**

***Sponsored by***

***Harris County Commissioner - Rodney Ellis, TLIP Founder***

The Texas Legislative Internship Program (TLIP) was established in 1990 by then-Texas Senator Rodney Ellis to honor his mentor, the late Congressman Mickey Leland, and provide opportunities for undergraduate,graduate, and law students interested in pursuing a career in public service to serve as interns in the Texas Legislature, state agencies, local and federal government, and nonprofit organizations.Now serving as Harris County Commissioner for Precinct One, Commissioner Ellis continues to sponsor the program, which is administered by Texas Southern University.

Students receive a minimum of six and maximum of fifteen academic credit hours forparticipating in TLIP, which combines academic study and research with supervised practicaltraining. The internship lasts for one academic semester, and interns are responsible for their academic admissions and enrollment in the necessarycourses. Undergraduate and graduate students interested in thepolitical process and in the kind of humanitarian values exemplified by CongressmanLeland are encouraged to apply for the internship.Commissioner Ellis serves as advisor to the interns, while his office assists in coordinating on-siteactivities.

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 public policy making process. In odd number years, they experience thelegislative process of both chambers of the Texas Legislature. For even number years, interns view county and municipalgovernment from the ground up; and, they work with policy and advocacy organizations.

Their experiences often serve as the springboard for selectingpublic service careers. In fact, many TLIP interns continue to work in public service at thefederal, state, and local levels of government.

Notably, three former TLIPers are now serving in the Texas House of Representatives: The Honorable Ana Hernandez, Armando Walle, and Ron Reynolds. TLIP alumni also have held elected office as Judges and City of Houston Council Members.

**TEXAS LEGISLATIVE INTERNSHIP PROGRAM**

**COMMISSIONER RODNEY ELLIS**

**MICKEY LELAND CENTER AT TEXAS SOUTHERN UNIVERSITY**

**SPRING 2024 PROGRAM INFORMATION**

**THE PROGRAM**

The Texas Legislative Internship Program, sponsored by Commissioner Rodney Ellis and administered by the Office of Governmental Relations and the Mickey Leland Center, 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*.*

**PROGRAM DATES:**

The Spring 2024 session placements will be in person in Houston, Texas:

* Mandatory orientation on Monday, January 8, 2024.
* First Day in office placement is Tuesday, January 9, 2024.
* Last Day in office placement is Friday, May 17, 2024.

**STIPEND**

For the Spring 2024 session, interns *may be eligible* to receive stipends of up to $8,500. The interns’ stipends will be determined on a case-by-case basis and dependent upon, but not limited to, interns’ need to pay for housing, transportation, and other expenses.

**RESPONSIBILITIES**

Interns will be assigned to work in the offices of state and local government including, ranking members of the Texas Legislature, Harris County Commissioners Court, City of Houston officials as well as non-profit organizations that impact policy.

**ELIGIBILITY**

Eligible students will have completed at least 80 undergraduate hours at an accredited college or university. Enrollment in graduate or professional school is preferred. Exceptional skills in writing, composition, and computer literacy are required. There the internships are located in-person in Houston, Texas/Harris County. Full-time remote positions are not available.

**THE APPLICATION**

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

**DEADLINE**

Submit the application and documents electronically to [internshipTLIP@gmail.com](mailto:internshipTLIP@gmail.com) by **Sunday, October 15, 2023, by 11:59 PM. The virtual interview timeframe will be October 23-November 10, 2023.**

**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 by the deadline which includes: a resume, one letter of recommendation, two references, official transcript showing at least 80 hours of post-secondary education, a writing sample, proof of financial aid (if applicable), a professional photo of yourself, and verification of enrollment before being approved to start his or her experience. Criminal background checks will be performed on all selected interns before the start of the program.
2. The intern enrolled at a law school, graduate school or a bachelor’s program must have a minimum G.P.A of 2.5.
3. The intern must work the office placement for the entire length of the program 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 follow all office placement policies and procedures.
9. The intern’s conduct must be exemplary. Unprofessional behavior shall be the 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 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.

TLIP APPLICATION: Page 1 of 4

**TEXAS LEGISLATIVE INTERNSHIP PROGRAM APPLICATION**

**MICKEY LELAND CENTER AT TEXAS SOUTHERN UNIVERSITY**

***Sponsored by***

***Harris County Commissioner Rodney Ellis, TLIP Founder***

***Application Deadline- October 15, 2023***

**(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:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Last) (First) (Middle)

Address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Street) (City) (State) (Zip)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Phone) (Relationship)

TLIP APPLICATION: Page 2 of 4

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

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **College or University** | **Dates Attended** | **Completed Hours** | **Graduated (Yes/No)** | **Degree Received** |
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**BACKGROUND INFORMATION (Please Type):**

1. Please explain your interest in the Texas Legislative Internship Program.
2. How would you describe your level of political awareness and interest? (Check one and explain using the space below. (100 Word Limit)

[ ] Very High [ ] High [ ] Moderate

1. Have you ever worked on a political campaign, public service role, government office, policy or been involved in any other governmental or political activity? If yes, please include the names, dates, and specific duties.

TLIP APPLICATION: Page 3 of 4

1. What unique skill(s) or interest (s) will you bring to the Texas Legislative Internship Program (TLIP)?
2. Please indicate by Y or “X” your office/work related skills and define your level of expertise.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **SKILL** | **YES/NO** | **BEGINNER** | **PROFICIENT** | **EXPERT** | **DETAIL** |
| **Typing/Word Processing** |  |  |  |  | WPM |
| **Research** |  |  |  |  |  |
| **Developing/Managing Databases** |  |  |  |  |  |
| **Communications/Press/Social Media** |  |  |  |  |  |
| **Writing (Memos, Analysis):** |  |  |  |  |  |
| **Oral Communication/Public Speaking** |  |  |  |  |  |

1. How does TLIP fit into your current career trajectory, and how will TLIP impact your long-term career goals?
2. What coursework have you completed that you think is relevant to a policy and public service internship?

**SUPPORTING DOCUMENTS:**

TLIP APPLICATION: Page 4 of 4

To complete the application, please include the following:

1. 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. One Letter of Recommendation (List Two additional references below)
5. Resume
6. Wallet-size photo

**REFERENCES**

Name: Email: Phone:

Name: Email: Phone:

**FOR ADDITIONAL INFORMATION, PLEASE CONTACT:**

***TLIP Coordinator, Office of Harris County Commissioner Rodney Ellis***

**Phone:** (346) 286-1800

**E-Mail:** internshipTLIP@gmail.com

**Address:** 7901 El Rio Houston, Texas 77054

**PLEASSE EMAIL COMPLETED APPLICATIONS ELECTRONICALLY TO:**

[internshipTLIP@gmail.com](mailto:internshipTLIP@gmail.com)

**For more information about TLIP please visit www.txlip.com.**