



## 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 upper-level 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 Rodney Ellis continues to sponsor the program, which is a 501©3 affiliated with the Texas Southern University Foundation.

TLIP operates annually each spring academic semester. Depending on their degree program, students may 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. Interns are responsible for tracking their degree program and enrolling in courses that allow them to receive credit. Students interested in the political process and in the kind of humanitarian values exemplified by Congressman Leland are encouraged to apply for the internship. Commissioner Ellis serves as advisor to the interns, while his office assists in coordinating on-site activities.

In odd calendar years, TLIP interns, or "TLIPers", serve in the Texas Legislature and/or offices that influence state policy and legislation. TLIPers 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, The Innocence Project, and other NGO's. Interns are involved in all facets of the public policy making process at the state and local level. During even calendar years, interns experience county and municipal government from the ground up, and work with policy and advocacy organizations. In the even years 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, City of Houston Controller, and Civil and Criminal Court Judges.

TLIP experiences often serve as the springboard for selecting public service careers. Many TLIPers continue to work in public service at the federal, state, and local levels of government.

Notably, three former TLIPers now serve in the Texas House of Representatives: The Honorable Ana Hernandez, Armando Walle, and Ron Reynolds. TLIP alumni also have held elected office as Judges, District Attorneys, 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 2025 session placements will be in person in Austin, Texas for the 89<sup>th</sup> Texas Legislative Session:

- Mandatory orientation on Monday, January 13, 2025.
- First Day in office placement is Tuesday, January 14, 2025.
- **Last Day in office placement is Monday, June 2, 2025/** End of 89<sup>th</sup> Legislative Session

**STIPEND**

For the Spring 2025 session, interns *may be eligible* to receive stipends ranging from \$5,000 to \$11,000 for full-time hours. Intern stipends will be determined on a case-by-case basis and dependent upon, but not limited to, full-time vs. part-time hours (upon approval only), 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, at least 18 years of age, 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. 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 13, 2024, by 11:59 PM**. **The virtual interview timeframe will be October 17-November 1, 2024.**

# 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 their assigned post punctually and carry out their responsibilities according to the assigned office.
5. The intern must perform other assigned projects germane to their 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 they 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 accepted into the program must complete a criminal background check. (Criminal history is not determinative on acceptance into TLIP).
12. Interns will not be allowed to leave the program early without prior written approval. 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 LEGISLATIVE INTERNSHIP PROGRAM APPLICATION MICKEY LELAND CENTER AT TEXAS SOUTHERN UNIVERSITY

*Sponsored by*

*Harris County Commissioner Rodney Ellis, TLIP Founder*

*First Round Application Deadline- August 9, 2024*

*Application Deadline- October 13, 2024*

**(Please Type)**

Date \_\_\_\_\_

**PERSONAL INFORMATION:**

Name: \_\_\_\_\_  
(Last) (First) (Middle)

Date of Birth: \_\_\_\_\_

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)

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

**BACKGROUND INFORMATION (Please Type):**

1. Please explain your interest in the Texas Legislative Internship Program for the Class of 2025. (200 Word Limit)
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
3. Have you ever worked in a 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.

4. 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					
Please list any other unique skills you will bring to TLIP:					

5. Please describe a book or article that you have read that has significantly influenced you. Why? How did it impact your perspective **(200 Words)**?

6. How does TLIP fit into your current career or academic trajectory, and how will TLIP impact your long-term goals **(200 Words)**?

7. Interning in the Texas Legislature can be demanding and fast-paced. How do you stay organized, prioritize tasks, and maintain productivity when faced with tight deadlines **(200 Words)**?

## SUPPORTING DOCUMENTS:

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, GPA, and relevant coursework.
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) 286-1962

**E-Mail:** [internshipTLIP@gmail.com](mailto:internshipTLIP@gmail.com)

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

**PLEASE EMAIL COMPLETED APPLICATIONS ELECTRONICALLY TO:**

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

**For more information about TLIP please visit [www.txlip.com](http://www.txlip.com)**