

Liz Raddock
UVM Legislative Internship Program
April 14, 2023

The UVM Legislative Internship Program is a professional opportunity that matches vetted students with Vermont legislators. Each spring, from January to May, these student-legislator partnerships meet regularly to plan essential tasks for the intern to complete.

Students must be prepared to meet professional expectations and deadlines, attend at times long, complicated meetings, respond quickly, creatively problem solve and go above and beyond requests. Skills required include excellent self-direction, time management, communication, research and analytical skills, note-taking, self-advocacy, self-motivation, writing skills, patience and flexibility.

- **Intern Admissions Requirements:** Only juniors and seniors who have a 3.0 GPA or above and attend an information session can apply. An interview is required. Students are required to attend a three-week orientation session, start on the first day of the session, and must go to the Statehouse at least once a week through the semester.
- **How Can Interns Help Legislators and Committees?** Interns help with basic needs including attending and summarizing hearings and meetings you can't attend; tracking bills, conducting policy research, assisting with constituent services, events, social media, Town Meeting and special projects.
- **How Much of My Time is Required?** The most important requirement is to meet with your intern every week on a designated day for at least 30 minutes to assign and review tasks, plan the week ahead, prioritize needs, answer questions. Interns will check in with you during the week to confirm they are on the right track. Legislators must submit intern evaluations in April.
- **Number of Internship Work Hours:** 200 hours over 17 weeks, approximately 10 hours a week.. Basically, an intern can cover 1 to 2 hearings a week. Students receive 5 credits.
- **How to Mentor Interns:** Liz Raddock, intern supervisor and former committee assistant, will schedule short "How to Successfully Host an Intern" programs for legislators. Liz is always available to you for support. She plans to be in the Statehouse once a week.
- **Not Enough Tasks:** Simply requesting that an intern attend hearings and take notes for you is a valuable experience for them and can be helpful to you. Additionally, Liz will generate tasks for interns to do for you if you run low.
- **Why Should I Mentor a Student?** You have an invaluable opportunity at an epic moment in our post-pandemic history to share your wisdom and inspire the next generation to have hope, engage in public service, make a meaningful connection to Vermont, and potentially expand Vermont's workforce. In return, our interns will lighten your workload.

EXAMPLE OF TIMELINE:

UVM sends request for intern(s)	November 9, 2022
Intern request form deadline	November 18, 2022
Intern matches announced	By December 23, 2022
Hold an initial meeting with your intern	December 23, 2022 – January 3, 2023 (or before)
Internship starts	January 4, 2023
Internship ends	May 5, 2023

For further information, call, text or email Liz Raddock, faculty intern supervisor and former committee assistant, 802-371-9608 or Liz.First-Raddock@uvm.edu.

TESTIMONY FROM 2022 LEGISLATIVE MENTORS

- "My intern showed incredible maturity. He completed tasks assigned in a timely fashion and approached the position with great enthusiasm. This has turned out to be a very rewarding internship for both of us."
- "Smart, gracious, persistent, curious and diligent. One of the top two interns I've had!"
- "My intern was a team player, willing to take on unfamiliar work, and successfully tackled a very dense policy topic. She has a great sense of humor, is bright and collegial."

FROM 2021 LEGISLATIVE MENTORS:

- "As a second-term legislator, (it was) by having interns attend committee meetings, record notes, then send them to all the committee members, (that) we were so much more fully aware of what was happening in the Senate than I (we) had ever been during the previous two years....It was a huge leg up."
- "It does take some extra time, especially at the beginning of the year, but I believe it saves much time in the long run."
- "I have never been able to maintain engagement with my constituency while also doing really good work like I was able to (do) this session. Having an intern is an absolute game changer for my capacity as a legislator."
- "It's hard for me to imagine getting through this session, such as it was, without (my intern's) support. She proved to be an excellent sounding board for issues that I needed help clarifying and the tech support was crucial."

