

2024 UVM Legislative Internship Program

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What is the UVM Legislative Internship Program?

- Matches hard-working Vermont committees, caucuses and legislators with UVM student interns
- Committees, Caucuses & Legislators receive much-needed support, while students receive hands-on legislative experience and an opportunity to explore career options, develop professional skills, expand networks and perhaps stay (expand population) and work in VT (help fill 20K available jobs).

Legislators' Requirements:

- 30-minute meeting every week. Designate day, time to review, assign, prioritize tasks, ans. questions..
- Mid-week check-in by text/email to confirm intern is on the right track, answer questions.
- Pre-Town mtg verbal evaluation of intern.
- Final intern evaluation: complete & submit form in May.
- Final meeting have mutual review.

Will There be Support for Legislators? Look for:

- "How to Host an Intern" sessions, task ideas, program updates.
- Liz available by text/email/phone and at the State House once a week.

What are Intern Requirements? To earn 5 credits, students must:

- Meet legislators before winter break to plan communication, tasks, expectations.
- Weekly class, reflections, professional development
- Work 200 hours for legislator/committee/caucus (approx 10 hours/week) by end of semester
- Weekly meeting with legislators, follow up with questions.
- Go to the State House at least once a week for a minimum of 4 hours.

Tasks Interns can do for Committees, Caucuses, Legislators:

- Attend committee hearings/caucuses of interest. Take notes, summarize.
- Policy research; track legislation; bill summaries; constituent services; resource lists, data; read and summarize reports; newsletters; prepare for & attend Town Meeting Day.

Strongly Encourage:

- Committee interns (2). House Commerce has successfully worked with intern for the past 3 years. Rep. Jerome is designated mentor. Chair must agree and appoint a mentor.
- Share Intern: Reps. Dolan and Houghton; Reps. Brown and Brady; Reps. Garofano & Dodge recommend
- Caucuses: Rep. Hango w GOP Caucus. Rep Burke w Climate Solutions Caucus

Info about how and when to request an intern will follow in the fall

We hope you will join us! Please send questions to Liz at 802-371-9608 or Liz.first-raddock@uvm.edu

