



## **Broward County Public Schools Legislative Affairs Internship Program Policies & Procedures**

### **DESCRIPTION:**

The Broward County Public Schools (BCPS) Legislative 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 practical application of the legislative process and State government.

### **ELIGIBILITY:**

Applicants are eligible for the Broward County Public Schools Legislative 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 the Director of Legislative Affairs or a member of the Superintendent's Cabinet

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 Broward County Public Schools Legislative Internship Program. Applications are available at [www.browardschools.com/legislativeinfo](http://www.browardschools.com/legislativeinfo). In addition to a completed application, applicants must submit:

- Resume including education and employment history
- Cover letter describing interest in pursuing an internship with the Legislative Affairs Office of Broward County Public Schools and future career goals
- Letter of personal recommendation not from a family member
- Certified transcript

Applications are due at least one month prior to the internship's potential start-date. 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 the Director of Legislative Affairs or a member of the Superintendent's Cabinet. The Legislative Affairs team will

review applications and interview applicants. All applicants must be interviewed either in person or via phone if a face-to-face interview is not possible.

**Please mail complete package or hand deliver to:**

Katherine Bolf  
Broward County Public Schools  
600 SE 3<sup>rd</sup> Ave, 10<sup>th</sup> Floor  
Fort Lauderdale, FL 33301

**WORK REQUIREMENTS & EXPECTATIONS:**

Each 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 Legislative Affairs office once the intern is accepted. The length of the internship shall be no less than a full semester (approximately 4 months). All internship applicants will be asked to assist in administrative and clerical support.

**PROGRAM OPPORTUNITIES**

All interns enjoy the opportunity to both build their resume and interact with other professionals in Broward County Public Schools. In addition, upon completion of the internship, each intern is invited to a meet & greet with the Superintendent.