



MICHIGAN SENATE INTERNSHIP PROGRAM

OVERVIEW AND APPLICATION INSTRUCTIONS

THE PURPOSE

The State of Michigan’s budget for fiscal year 2025 includes funds to be used for the purpose of cultivating a legislative intern workforce that mirrors the diverse array of individuals that the Senate works with and serves.

The Senate Business Office has established a program modeled after successful initiatives within other state and national agencies, aimed at fostering diversity and equity within our intern community and the Senate as a whole. This program, started in spring 2024, will extend through the summer of 2025 and may continue thereafter based on funding and interest.

Internship funds will be awarded based on need and will be distributed over the course of the internship on a biweekly basis.

ELIGIBILITY REQUIREMENTS

The goal of the Michigan Senate Internship Program is to allow as many students as possible to gain meaningful experience in the Michigan Legislature and remove barriers preventing students from attaining these internships. As such, there are only a few requirements that must be met by prospective interns:

- Be at least 18 years of age by the beginning of the internship period.
- Be in good academic standing at an accredited postsecondary institution or program within the state of Michigan.
- Be able to work in Lansing for 10-20 hours per week.
- Consent to and pass a background check.
- Be able to demonstrate proof of financial need. Examples of proof may include a copy of the applicant’s Student Aid Report, College Financing Plan, Statement of Financial Need, or other documentation highlighting the applicant’s financial need.

PROGRAM TIMELINE - SUMMER 2025 INTERNSHIP CYCLE

Official Application Forms will be received and processed throughout the summer to accommodate all interested applicants. Below are some important dates for review:



APRIL 7, 2025

Summer internship application period opens



APRIL 21, 2025

Human Resources begins applicant screening, notification, and placement process



MAY 12, 2025

Mandatory group intern orientations begin on a biweekly basis



MAY 12, 2025 OR OTHER AGREED-UPON DATE

Internship begins



AUGUST 15, 2025 OR UPON COMPLETION OF INTERN'S SUMMER SEMESTER

Internship Ends

INTERNSHIP DETAILS

Interns will be placed in a Senator or Central Staff office based on their skills and interests, as well as the needs of the host office.

While internship specifics will vary based on which office the intern is placed in, interns will likely provide assistance to the Senator and staff in the areas of legislation, communications, research, constituent affairs, and general office management. Some responsibilities may include: monitoring legislation, preparing written correspondence, assisting with constituent casework, writing legislative tributes, and conducting legislative and media research.

Interns will work with their host office to determine scheduling specifics but must be available to work on-site between 10 - 20 hours per week.

SENATE BUSINESS OFFICE

human resources

✉ HR@senate.michigan.gov

☎ 517-373-1675

🌐 <https://senate.michigan.gov/employment>

APPLICATION INSTRUCTIONS

1. Fill out the Michigan Senate Internship Program - Official Application Form found on page 2 of this document.
2. Prepare a cover letter and resume. The cover letter can be addressed to the Senate Business Office Human Resources department.
3. Obtain your Student Aid Report, College Financing Plan, or Statement of Financial Need demonstrating your financial need. If you do not have access to these documents, or if you do not believe this documents accurately reflect your financial situation, you may write a short letter to include with your application that better describes your financial need.
4. Submit your completed Official Application Form, cover letter, resume, and proof of financial need to the Senate Business Office Human Resources department via email at HR@senate.michigan.gov. The subject line should read “Michigan Senate Internship Program Application - Your Name Here” and all documents should be attached to the same email (unless your school needs to submit your financial need document separately).

DEADLINE: Official Application Forms will be accepted beginning April 7, 2025 and continuing through the summer until positions have been filled.



MICHIGAN SENATE INTERNSHIP PROGRAM

OFFICIAL APPLICATION FORM

Please complete this Official Application Form and submit it, along with your cover letter, resume, and proof of financial need, to the Senate Business Office Human Resources department via email at HR@senate.michigan.gov. The subject line should read "Michigan Senate Internship Program Application - Your Name Here" and all documents should be attached to the same email (unless your school needs to submit your financial need document separately).

		PERSONAL INFORMATION		
		Full legal name		
		Last	First	Middle
		Preferred name (nickname)	Previous name (if applicable)	Date of birth
		Primary phone number	Alternate phone number	Email address
		Home address (street name and number)	Apt number (if applicable)	City or town
		County	State	ZIP Code
		Are you related to a currently serving Senator? <input type="checkbox"/> Yes (please list name and relationship): _____ <input type="checkbox"/> No	Are you legally able to work in the United States? <input type="checkbox"/> Yes <input type="checkbox"/> No	
		College/university/postsecondary institution		Anticipated graduation date
		Major/minor	Are you currently in good academic standing at an accredited postsecondary institution or program within the state of Michigan? <input type="checkbox"/> Yes <input type="checkbox"/> No	
TO BE COMPLETED BY APPLICANT		INTERNSHIP INTERESTS		
		What policy areas interest you? Please list. Examples: Education, Health Policy, Economic and Community Development, etc.		
		What is your political party affiliation? <i>(Note: This information is used for placement purposes only – there is no right or wrong answer)</i> <input type="checkbox"/> Democratic <input type="checkbox"/> Independent/other <input type="checkbox"/> Republican <input type="checkbox"/> No preference		
		What days/times are you available to work? Please list. <i>(Note: Interns must be able to work in Lansing for 10-20 hours per week)</i> Example: Monday – all day, Tuesday – all day, Wednesday – 8 AM to 1 PM, Friday – 1 PM to 5 PM		
		Please list any specific Senator or Central Staff offices you are interested in. <i>(Note: Placement in any office(s) listed below is not guaranteed)</i>		
		APPLICANT CERTIFICATION & SIGNATURE		
		I certify that all entries on this application form and attachments are true and complete. Additionally, I certify that I can participate for the minimum of 10 hours required per week and for the entire duration of the semester for which I am chosen for the Michigan Senate Internship Program.		
		Signature _____	Date _____	

		ADMINISTRATIVE INFORMATION	
		<input type="checkbox"/> Reviewed <input type="checkbox"/> Approved <input type="checkbox"/> Office placement: _____	
HR initials		Director initials	Date Received