

# Executive Office of the Governor Internship Program Policies & Procedures

## Table of Contents

- Description
- Eligibility
- Application procedures
- Placement procedures
- Orientation
- Work requirements and expectations
- Disciplinary actions
- Program Opportunities
- Continuing internships
- Internships with field offices
- Exit procedures

## Description

The Executive Office of the Governor (EOG) 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 hands-on look at careers in the public sector of State government. It has been approved through many major institutions for class credit, and is certified through Florida State University's Center for Civic Leadership and Service for Serve Script hours on a semester long basis.

## Eligibility

Applicants are eligible for the Governor's office internship program if they are any of the following:

- Currently enrolled college, university, vocational-technical, or community-college students
- Graduate or professional school students
- Approved directly through an Office Director or Senior EOG Staff Member

All applicants must meet one of the above requirements as well as:

- 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. workweek

## Application Procedures

An interested applicant must complete the Executive Office of the Governor Internship Program Application. Applications are available at [www.flgov.com/internships](http://www.flgov.com/internships) in PDF format for completion. In addition to a completed application, applicants must submit:

- A certified transcript from their respective institution for GPA and student-status verification.
- One letter of recommendation from a faculty or staff member at the current institution attended.
- One letter of recommendation from a personal reference that is **not** a family member.
- A cover letter describing interest in pursuing an internship in the Governor's office. Cover letters also should discuss future career goals and aspirations.
- A current resume or Curriculum Vitae.
- A copy of the student's current class schedule.

Applications shall be due a least one month prior to the internship's potential start-date. This shall allow enough time for the Internship

Coordinator review, interview and refer potential applicants to offices throughout the Administration.

Applications shall be accepted as late as the due date – and **must** be either hand-delivered or post-marked by the deadline. Exceptions will only be made if referred directly by a senior staff member.

All applicants must be interviewed by the Internship Coordinator either in person or via phone if a face-to-face interview is inconvenient. Applicants may be asked to complete a follow-up interview with their potential office if necessary.

## Placement Procedures & Available Positions

The specific number of internships available throughout the administration shall be pre-determined each semester based on office need.

Interns shall be asked, as part of the application process, to rank their top four potential office placement choices. The following units in the Governor's office have accepted interns in the past:

- Appointments
- Cabinet Affairs
- Chief Inspector General's Office (CIG)
- Citizen Services
- Communications/Press
- Executive Office
- External Affairs
- Information Systems
- Legal Affairs
- Legislative Affairs
- Office of Adoption & Child Protection
- Office of Drug Control Policy
- Office of Film & Entertainment
- Office of Open Government
- Office of Policy & Budget (OPB)
  - Policy Director's Office
  - Tourism & Economic Development
  - Health & Human Services
  - Environment
  - Public Safety
- Office of Tourism, Trade, and Economic Development (OTTED)
- Scheduling

More information on each office and their respective descriptions can be found at [www.flgov.com/meet\\_staff](http://www.flgov.com/meet_staff).

Due to limited resources in space and workstations, the entire number of potential interns throughout the administration at any given time may **not exceed 30, excluding Office of Policy & Budget units.**

The Internship Coordinator shall place intern applicants in offices that best suit the office's needs and shall give priority to applicants who submit their fully completed applications in a timely manner.

Upon receiving completed applications, the Internship Coordinator shall work directly with previously established contacts in each office requesting interns. The goal being to find the strongest candidate that best fits each office's individual needs.

The applicants chosen for each semester's internship program shall be notified at least two weeks in advance to their potential start-date via phone, email, or letter.

## Orientation

After being accepted into the Governor's office Internship Program, all interns must undergo orientation. Orientations cover general EOG policies and procedures, as well as obtaining parking and identification badges for building access and entry. **Interns may not start work until they have completed an orientation.** All of the following materials shall be provided at orientation.

The following offices require background screening as part of the employment process for interns:

- Executive Office
- Legislative Affairs
- Cabinet Affairs
- Press/Communications
- External Affairs
- Legal Affairs
- Scheduling

Interns needing background screenings must fully complete the following forms:

- Executive Office of the Governor Consent to Background Screening
- FDLE Request for Fingerprint Services
- Supplemental Application
- State of Florida Employment Application

After all of the above forms are completed and the Consent to Background Screening is signed by a Notary (available in Personnel – LL-05) the intern must schedule an appointment with Denise Williams Sewell (850-410-8240) to have fingerprints and background screening submitted.

All other offices do not require background screenings, however the Governor's office reserves the right to request a background screening at any time. All interns must fill out and submit the following forms as part of the orientation process:

- FDLE ID Badge Application
- Application for Scramble Tag
- Executive Office of the Governor Computer Security Policy

- Pledge on Behalf of the People of Florida (Code of Personal Responsibility)
- Pledge on Behalf of the People of Florida (Governor Crist's Code of Ethics)
- Executive Office of the Governor Internship Record
- Emergency Contact Form

## **Work Requirements & Expectations**

All interns must be able and willing to work at least 15-20 hours a week in the 8 a.m. - 5:30 p.m. workweek. Specific schedules shall be finalized directly with the office in which the intern is placed. The length of the internship shall be no less than a full semester (approximately 3 months) unless predetermined and approved both with the Internship Coordinator and the office's intern supervisor.

All internship applicants will be asked to assist their offices in administrative and clerical support, and individual projects will vary by office. For more information on specific work tasks and duties, interns are encouraged to contact offices directly and visit [www.flgov.com/meet\\_staff](http://www.flgov.com/meet_staff). **After placement, interns report directly to their office staff members.**

## **Disciplinary Actions**

Violations of the Code of Personal Responsibility or Code of Ethics shall be handled on a case by case basis. The same rules for general EOG employees apply to all interns, and specific provisions can be found within the packet given during orientation.

## **Program Opportunities**

As part of the Internship Program, all interns enjoy the opportunity to both build their resume and interact with other professionals in the Governor's office as well as EOG staff. Each semester, the Governor's Chief of Staff holds at least one luncheon with current interns as an opportunity for networking. In addition, upon completion of the internship, each intern is invited to a Meet & Greet with the Governor personally, as well as a photo opportunity.

After successful completion of the internship, many former interns build strong relationships with staff members who can provide them with strong and specific letters of recommendation for future jobs or professional school.

## **Continuing Internships**

If an intern wishes to continue their internship with the Governor's office, they have several options available. All continuing interns will first be approved with the intern's direct supervisor.

After approval with the intern's direct supervisor, the intern may continue their work within the same office without interruption and does not need to resubmit an application. The intern will only need to renew their identification badge and notify the Internship Coordinator of their desire to stay.

If an intern wishes to switch offices, they must notify the program coordinator. The intern will be asked once again to rank their top four office placement choices, and will be handled on a case by case basis. **An intern does NOT need to reapply or resubmit an application if it has been less than one calendar year since working with the Governor's office.** The intern must keep in contact with the Internship Coordinator to ensure a smooth and efficient transition.

## Internships with Field Offices

The Governor's office has satellite offices of External Affairs staffed by Special Assistants in the following cities:

- Orlando (Emmanuel Tormes, 407-235-3921)
- Fort Lauderdale (Maureen Jaeger, 954-762-5388)
- St. Petersburg (Michelle Todd, 727-873-4760)
- Miami (Armando Vilaboy, 305-284-8390)
- Pensacola (Mike Burns, 850-471-4555)

Interns interested in serving in one of these field offices must contact the office directly for position availability and need. Interns working in field offices must have background screenings completed as part of their application process, and all of the same paperwork must be submitted to the Internship Coordinator if the Special Assistant brings an intern on board.

## Exit Procedures

After successful completion of the internship, all interns must turn in both their parking hangtags as well as their FDLE ID badges to the Internship Coordinator. A predetermined end-date shall be circulated to each group of interns in order to ensure that all materials are resubmitted. If the predetermined end-date falls before an intern's work is complete in an office, the intern is responsible for their own parking and may enter the building through security.