

## Missouri Legislative Internship Requirements

The following assignments are required of interns from Northwest Missouri State University as part of the course expectations:

- 1) Weekly log (typed, double spaced, Times New Roman, 1 inch margins, with dates). This must be submitted to the Northwest Online dropbox or e-mailed to the internship coordinator by Monday following each week that you work.

This should reflect not only a conscious effort to keep track of your thoughts and activities during the internship, but also to evaluate the environment in which you work. Observe the organization and people around you. What is happening on a daily basis, problems, etc...and put yourself into that broader environment.

- 2) Evaluation paper (15-20 pages, typed, double spaced, Times New Roman, 1 inch margins).  
**Due: April 24**

At the end of the internship, students must submit an evaluation paper that includes the following:

- A discussion of the purpose and organization of the agency within which you are an intern
- A description of how your position fits into that agency.
- An evaluation of the agency internship
- A description of how your coursework fits in with the internship experience.
- An evaluation of the internship program and people (not individuals, but roles as advisors, etc...)
- An evaluation of your training at NWMSU as it pertains to the workplace of the internship. Was your coursework useful? Why/why not? What courses or materials are needed to enhance preparation for this internship?
- What can you take away from this internship that will help you in the future (in a job and/or academics)?

- 3) Read *Home Style: House Members in Their Districts* by Richard Fenno. Write an 8-10 page book review & reaction paper (typed, double spaced, Times New Roman, 1 inch margins).  
**Due: April 24**

This book is about Congress, but how do Fenno's findings relate to what you are observing in the Missouri legislature?

- 4) **Supervisor Evaluation of Intern Performance.** At the end of the internship, the intern's representative or legislative assistant should complete the short evaluation form and return it to the Department's internship coordinator. The form will be provided to interns, and it is the responsibility of the intern to make sure the form is completed and submitted.

- 5) Work requirements: A 12-hour internship requires 30-40 hours a week for 15 weeks or 450 hours.

6) Missouri Legislative Interns are strongly encouraged to complete State and Local Government or Missouri Politics prior to starting their internship.

If you have any questions, please contact:

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