



# MICHIGAN SENATE INTERNSHIP PROGRAM

## OVERVIEW AND APPLICATION INSTRUCTIONS

### THE PURPOSE

The Michigan Senate has designated 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 spring of 2026 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 - SPRING 2026 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:



**DECEMBER 1, 2025**  
Spring internship application period opens



**DECEMBER 15, 2025**  
Human Resources begins applicant screening, notification, and placement process



**JANUARY 5, 2026**  
Mandatory group intern orientations begin on a biweekly basis



**JANUARY 5, 2026 OR OTHER AGREED-UPON DATE**  
Internship begins



**MAY 8, 2026 OR UPON COMPLETION OF INTERN'S SPRING 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](mailto:HR@senate.michigan.gov)

☎ 517-373-1675

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

### 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](mailto: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 December 1, 2025, and continuing through the spring until positions have been filled.



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## 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](mailto: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
TO BE COMPLETED BY APPLICANT		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		
		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	
INTERNSHIP INTERESTS				
		What policy areas interest you? Please list. <b>Examples:</b> 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> <b>Example:</b> 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: _____		Application materials received <input type="checkbox"/> Cover letter <input type="checkbox"/> Resume <input type="checkbox"/> Proof of financial need
HR USE ONLY		HR initials	Director initials	Date Received