



LEAVITT CENTER
for Politics & Public Service

SOUTHERN UTAH UNIVERSITY

LAST UPDATED SPRING 2021

The Michael O. Leavitt Center Internship Program

The Leavitt Center's internship program is designed to provide any Southern Utah University student, regardless of major, with professional development opportunities within a variety of fields in the public sector such as government, politics, or non-profit organizations. These internships are designed to help better prepare students to succeed, currently, and in their future careers by learning and improving life-skills. As an intern, students improve and gain important skills that employers are looking for such as communication, work ethic, professionalism, and organization, helping to advance them in their future careers. The internship program allows students to take what they learn in the classroom and apply their knowledge to practical life circumstances. Past Leavitt Center interns often credit their internships with providing them the skills and a competitive edge needed to get a job upon graduating from college.

Research has highlighted the importance of internships with 60% of recent college graduates that participated in an internship experience received a minimum of one job offer upon graduation, 58.6% of the organizations offered full-time positions to their interns once the internship was complete, and 95% of employers look for college graduates with experience (NACE). Research supports that graduates who have internship experience secured full-time employment more quickly, and are promoted more quickly, than students without internship experience.

Qualifications for students to apply include current enrollment at SUU and a minimum 3.0 GPA. All students in class standing are welcome to apply, although Juniors and Senior will have higher priority. Applicants for the Michael O. Leavitt Center internship program must submit the Internship Application form, a cover letter, current resume, a 4-5 page academic writing sample, 2-3 letters of recommendation, and an unofficial transcript. Accepted applicants will receive a preliminary internship interview. Additional interviews are subject to the discretion of the Leavitt Center Director, Internship Coordinator, and Internship employer. **Please submit your completed application in a single PDF. Late and/or insufficient applications will not be accepted.**

Academic Credit

Southern Utah University students serving internships can choose to receive academic credit which requires a minimum of 2 credit hours and a maximum of 12 hours. 45-50 hours of work per academic credit is required for the internship. Please go talk to your college's Department Chair or Dean to discuss the amount of credit hours wanted for internship participation and the different class options where academic credit can be achieved for an internship.

For more information and questions, please contact the Michael O. Leavitt Center for Politics and Public Service at lcintern@suu.edu or (435) 586-7868. The Leavitt Center is located in the Sharwan Smith Student Center in room ST 112.

The Leavitt Center is dedicated to enriching students' formal education by helping to provide quality internship experiences, leadership opportunities, and professional training. Through their service in a local, state, or national internship, Leavitt Center interns receive valuable assistance while obtaining the practical skills and experiences needed to be successful in the modern workforce.

**Michael O. Leavitt Center for Politics and Public Service
Internship Application**

Name: _____

Date: _____ T# _____

Email: _____ Phone _____

Local Address: _____

Major: _____ Minor: _____

Year: _____ GPA: _____

Semester desired for internship:

Fall

- Local (Unpaid)
- Washington D.C.

Spring

- Local (Unpaid)
- Washington D.C.
- State Legislature

Summer

- Local (Unpaid)
- Washington D.C.

Please note that up to two Internships may be completed through the Leavitt Center. All internships last for exactly one semester.

I confirm that all of the above information is correct. I agree to uphold all of the policies regarding internships at Southern Utah University and the Michael O. Leavitt Center, if an internship is accepted. I give the Leavitt Center full permission to release copies of the application for selection reasons.

Signature: _____

Date: _____

Please scan and include in your PDF application. Email the finalized application to lcintern@suu.edu