



LEAVITT CENTER
for Politics & Public Service

SOUTHERN UTAH UNIVERSITY

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 for 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 being a current SUU student and having a 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 an overall application. The application includes a cover letter, resume, internship application form, a writing sample, 2-3 letters of recommendation, and an unofficial transcript.

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 leavittcenter@gmail.com 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: _____ Cell _____

Phone: _____

Permanent Address: _____

Local Address: _____

Major: _____ Minor: _____

Class Standing: _____ GPA: _____

Semester desired for internship:

Fall _____ Spring _____ Summer _____

I am interested in an internship in the following area(s), please check all that apply:

<input type="checkbox"/> Washington, DC	<input type="checkbox"/> Policy	<input type="checkbox"/> Judges
<input type="checkbox"/> State Legislature	<input type="checkbox"/> Campaign	<input type="checkbox"/> Administrative Office
<input type="checkbox"/> Local Government	<input type="checkbox"/> Federal Agency	Other Please Specify:
<input type="checkbox"/> Lobbying	<input type="checkbox"/> Non-profit	_____

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, and email the finalized application to leavittcenter@gmail.com



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INTERN CONTRACT

As a Leavitt Center intern, I will commit to the following criteria in return for receiving compensation from the Michael O. Leavitt Center for Politics and Public Service. These requirements will help the Leavitt Center adequately recruit, learn, and track the progress of our former, current, and future interns. Interpretation of criteria performance will be subject to the Executive Director and the internship employer. If I fail to complete any of the following criteria, the Leavitt Center may suspend compensation and credit received, or remove me from the internship position.

The Criteria are as follows:

1. Maintain a level of responsibility, professionalism, respectfulness, and honesty as you fulfill your internship duties.
2. Represent the Leavitt Center well in your relations among your employers, peers, coworkers, and those you associate with.
3. Be punctual, timely, and honest in fulfilling and submitting your required hours each week.
4. Be dressed and groomed in a clean, professional, conservative, and tasteful manner.
5. Document your internship by submitting at least 5 photos of your internship experience.
6. Fill out and return the mid-semester and post-internship survey to the Leavitt Center Internship Coordinator.
7. Have your internship employer fill out the post-internship form.
8. Write a blog post for the Leavitt Center blog about your internship experience. (Topic Examples: Why You Should Intern, Best Places to Eat in Washington DC, What I learned from My Internship, etc.)
9. Schedule a post-internship review meeting with the Leavitt Center Intern Coordinator and Executive Director.
10. Attend or participate as a panelist in the Leavitt Center's semiannual Internship Panel
11. Be an advocate of Leavitt Center Internships to your friends, peers, classmates and associates by referring them to our internship program.
12. Continually attend Leavitt Center events and activities while at Southern Utah University.

By signing this contract, I commit to fulfill the stated obligations and requirements associated with being a Michael O. Leavitt Center for Politics and Public Service Intern.

X

Student Intern

X

Michael O. Leavitt Center Executive Director