

The UHWO Governmental Internship Program

Spring 2025

The UHWO Governmental Internship Program provides dynamic, capable, and ambitious UHWO students with a rare opportunity to work in the Governor's office, or the office of a senator or representative at the Hawai'i State Legislature during the 2025 legislative session, January – May 2025.

Interns will be involved in an experiential learning process that provides insight into elective politics, and the opportunity to observe first-hand the dynamics of legislative decision-making. Interns who can work a 40-hour week schedule are preferred as the legislative session can get intense.

Benefits:

- A one-time financial award of \$10,000 (full-time, 40 hours/week, 16 weeks)
- An engaging learning opportunity that bridges classroom academics and the professional world
- Professional development including the building of communication and teamwork skills, the establishment of local networks and contacts, the application of disciplinary knowledge and skills to real world experiences

Commitment:

- Full-time work: 40 hours/week at the site
- 16 weeks (No Spring Break)
- Weekly mentor sessions
- Practicum class**

**If applicable. Practicum class is not a requirement.

Award*:

- Full-time (40 hours/week, 16 weeks): \$10,000
- Variable credits (up to 12 credits) may be available (speak to advisor for more information)

*If you receive financial aid, please be aware that this award may affect your overall financial aid package. We strongly recommend consulting with the Financial Aid Office if you have any questions. The award will be applied first to any outstanding balances (such as tuition or fees). Any remaining funds will be refunded to you through eRefund or by check.

Potential Worksites:

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- Hawaii State Legislature
- Governor's Office
- Lieutenant Governor's Office
- Congressional Offices in Honolulu

Applicant qualifications

To be eligible, students must meet the applicant qualifications by the starting date of the internship program.

- Home Campus: UHWO
- Class Standing: Senior*
- Major/Concentration: Any
- Minimum GPA: 2.8
- Residency: US Resident only
- Consent of the Senior Practicum Faculty Advisor**
- Excellent writing, communication, and people skills
- Prodigious work ethic and impeccable reliability
- Office computer experience (i.e. Word, PowerPoint, and Excel)
- Basic research capabilities
- Well-organized with an eye for detail
- Professional demeanor
- Desire to learn
- Interest in public service

*Preference is given to senior-standing students

**If applicable

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Application Process

To apply for this internship program, please complete the following by 11:59 pm on **October 28, 2024.**

Part I (Application Form):

- [Application Form](#)

Part II (Supporting documents to be emailed directly to uhwo.careers@hawaii.edu):

- **Transcripts**
 - Unofficial, STAR Transcripts are sufficient
 - Click on the “Transcripts” tab, select “All Campuses and Degree Levels” from the drop-down menu, then click “Semester” under “campus transcripts by:”. Download as a pdf.
 - If you transferred and brought in credits from non-UH institutions, also submit a STAR “campus transfer transcripts by semester”.
- **Resume** (*reach out to Career Services, uhwo.careers@hawaii.edu, if you need assistance*)
- **Contact information for two professional references:**
 - (1) a faculty member and
 - (2) an employer (past or present) or another professional reference
- **Please provide an essay** (700-1,000 word) response to the following questions:
 - (1) How does this governmental internship fit into your overall educational and career goals?
 - (2) What do you hope to gain from this experience?