

Louisville Metro Internship Program

POLS 510-01
Dr. Sherri L. Wallace



The **Louisville Metro Internship Program** provides University of Louisville students with an opportunity to work and learn in a hands-on legislative and executive office in local government. Up to 20 students are selected for participation in this program designed to:

- Develop and expand leadership skills,
- Increase experience understanding and participating in local government activities and day-to-day service delivery,
- Foster personal growth working in the community through collaboration and partnerships.



WHO IS ELIGIBLE?

Students enrolled at the University of Louisville and Political Science majors or minors. In addition, selection is based on academic qualifications and job readiness skills (e.g. leadership, strong work ethic, initiative, problem-solving, analytical, computer/technical, communication, interpersonal, teamwork, social responsibility, and adaptability/flexibility).

WHEN?

Interns will be appointed for one semester (Fall 2017). Students will need to travel to Louisville Metro offices at least two days per week – preferably in the afternoons – for at least four hours per day, excluding Fridays. Any student applying for the program must be willing to commit for the entire time of the internship. Please note: meetings and activities are subject to change or cancellation without prior notice.

ACADEMIC CREDIT

The internship counts for 3 academic credit hours. Internships are unpaid, unless specific funds are identified by the assigned office.

DUTIES

Interns will be assigned to individual offices of Louisville Metro councilmembers or executive departments. Duties will vary from office to office, but will include research, constituent work, and attendance at Council meetings (biweekly from 6:00-8:00pm) and committee and caucus meetings (held in the afternoons).

There are also occasional Monday class meetings scheduled at 9:00 AM in Ford Hall, including the orientation and debriefing sessions. All meeting times and course requirements will be outlined in the class syllabus.

HOW TO APPLY

Interested students should contact the faculty representative, Dr. Sherri L. Wallace [sherri.wallace@louisville.edu], to get application materials and to set up the initial interview before registering for this internship.

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