

Arizona Legislative Internship Program (ALIP) Timeline

1) July:

1. See critical details and information on U of A GCR website: www.gcr.arizona.edu/legislativeinternship
2. Prepare application materials as listed below:
 - Personal Statement
 - Request two (2) letters of recommendation from a professor or work supervisor. Please do not submit letters from colleagues, coworkers, family members or friends.
 - If recommenders prefer not to send directly to students, they may email them directly to the Program Director, Jane Hays at legislativeinternship@arizona.edu or janehays@arizona.edu.
 - Update your resume
 - Request your Unofficial Transcripts
3. Meet with your academic advisor prior to applying to confirm eligibility. You can also contact Michael Greeley greeley@arizona.edu the ALIP academic advisor and/or Betsy Palmer eapalmer@arizona.edu professor of record for the class or for any questions regarding eligibility.

2) August:

1. You may receive an email from the provost, if you are eligible for this highly competitive internship. Even if you did not receive communication from the provost, if eligible, you can directly apply on the GCR website: www.gcr.arizona.edu/legislativeinternship and click "Apply Now."
2. Continue to meet with your academic advisor prior to applying to confirm eligibility even if you received or did not receive an email from the provost. You can also contact Michael Greeley greeley@arizona.edu the ALIP academic advisor and/or Betsy Palmer eapalmer@arizona.edu professor of record for the class for any questions regarding eligibility.
3. Continue fine tuning your application materials.

3) September:

1. Attend an Informational Day – on campus at the Student Union
2. Apply for internship program before the deadline given in the critical dates calendar
 - All materials must be combined into a single pdf and uploaded prior to 5 pm.

4) October:

1. Attend Pre-1st interview workshop via Zoom.
2. Attend On-campus 1st interview.
3. If you are selected in the 1st interview, you will receive a phone call from the Legislative Staff inviting you to a 2nd interview.
4. Attend Pre-2nd interview workshop via Zoom.
5. Attend the 2nd interview at the state capitol.

5) November:

1. If you are selected in the 2nd interview, you will receive an acceptance email.
2. If you are not selected in the 2nd interview, you will receive an email asking permission to forward your application on to XXXX for an internship opportunity and interview.
3. If you are selected for the program, the ALIP academic advisor Michael Greeley greeley@arizona.edu and/or Betsy Palmer eapalmer@arizona.edu, professor of record for the class will connect with you.

6) December:

1. Carmen Maldonado (carmenmoreno@arizona.edu) Office of Scholarship and Financial Aid) will work with you to process your tuition and fee waiver.
2. Reading Day at the U of A - Meet and Greet with the new U of A ALIP interns for the 2027 Legislative Session

7) January:

1. Your internship begins the first working day of the New Year.

8) February – March:

1. The Director of ALIP will check in and schedule a lunch with all the interns mid-way through the internship.
2. Your intern supervisor completes your mid-term evaluation and meets with you about your performance. These mid-term evaluations are shared with the U of A ALIP Director and other faculty who submit internship grades, as appropriate. The mid-term and final evaluations and your final project help faculty to determine your pass/fail grade for the internship program. Betsy Palmer, professor of record for the class, will provide you with your final assignment which is approved by your supervisor.
3. You submit your final project to your supervisor (at the capitol) for review, and they will send it to the U of A ALIP Director. Your supervisor completes your final evaluation, meets with you about your performance, and shares the evaluations and your final project with the U of A ALIP Director who then shares with faculty who submit internship grades.