

## Office of the Attorney General Internship Program

The Attorney General serves as the attorney for the State of Florida and a member of the state cabinet. Working for the Office of the Attorney General affords undergraduate and graduate students an opportunity to gain practical experience in either a legal, law enforcement or victim services office. The internship program offers students a chance to perform meaningful work toward the completion of their degree. However, general administrative tasks, i.e., faxing, copying and filing, and performing courier duties may also be included. This program provides students with an unpaid internship opportunity for academic credit for a specific period of time, e.g., a semester or other school period.

In order to provide a quality experience, the number of internships per division each term will be limited. Regional or division managers will determine the number of interns based on need and available opportunities.

### Minimum Eligibility Requirements

- ▶ Applicants must be U.S. citizens or international students with a current student visa or work permit.
- ▶ Law clerk internships are provided for law students currently attending an accredited law school; or
- ▶ Students currently enrolled in a Business or Public Administration, Criminology or Criminal Justice, Paralegal, Legal Studies or similar program of study with an accredited educational institution. A preference will be given to law students.
- ▶ Candidates must be able to work a minimum of 20 hours per week or for a period as prescribed by the college or university; and
- ▶ Must have at least a 3.0 cumulative grade point average.

### Application Requirements

- ▶ Completion of the internship application for the Office of the Attorney General is required. **Note: Incomplete applications will not be considered.**
- ▶ Applicants will be screened and candidates will be required to interview before an internship selection committee. Recommended finalists will have an interview with the appropriate Division Director.
- ▶ Applications must be submitted to Clay Roberts, regional deputy for North Florida; to John Carassas, regional deputy for Central Florida; or Paul Huck, regional deputy for South Florida.
- ▶ Beginning in the Fall of 2003, applications must be received by close of business on August 16 for fall term, December 16 for spring term, and April 16 for summer term. The application deadline must be met in order to be considered for an internship position. Selected candidates will be contacted when interviews are scheduled.

### **Additional Application Requirements**

- ▶ Cover letter
- ▶ Résumé or vita including *complete* information about education, employment, volunteer work, honors, and civic or social activities
- ▶ Undergraduate or graduate transcripts from the college or university currently attending (*Note: these may be unofficial transcripts*)
- ▶ Letter of recommendation from a major professor or teacher
- ▶ Letter of personal reference

Based on the information provided in the application and interview process, students will be placed in the area most closely identified with the student's major or area of interest. Students are accepted in the Attorney General's Internship Program based on: 1) meeting the basic academic requirements; 2) submission of completed application and requested paperwork; and 3) availability of internship opening in the area of interest or major.

It will be the responsibility of the student to complete appropriate paperwork with the college or university if academic credit is to be gained. This office will provide an evaluation of the internship experience as required by the student's academic institution.

# Office of the Attorney General

## Application for Internship Program

Name \_\_\_\_\_

Social Security No. \_\_\_\_\_ Date of Birth \_\_\_\_\_

Indicate the one (1) semester for which you are applying: Fall \_\_\_\_\_ Spring \_\_\_\_\_ Summer \_\_\_\_\_ Year \_\_\_\_\_

Fall Deadline – (August 16)    Spring Deadline – (December 16)    Summer Deadline – (April 16)

Present Address

\_\_\_\_\_ Street \_\_\_\_\_

\_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Present Phone No. Home \_\_\_\_\_ Work \_\_\_\_\_

Best time to reach you at home \_\_\_\_\_

Permanent Address

\_\_\_\_\_ Street \_\_\_\_\_

\_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Permanent Phone No. (please include area code) \_\_\_\_\_

Currently a student at (college or university) \_\_\_\_\_

\_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_

Department \_\_\_\_\_ Major \_\_\_\_\_

Minor or additional area of concentration \_\_\_\_\_

Level in school: Soph \_\_\_\_\_ Junior \_\_\_\_\_ Senior \_\_\_\_\_ Graduate \_\_\_\_\_

Current GPA: Overall \_\_\_\_\_ In Major \_\_\_\_\_

Note: **The unpaid internship will be for one semester. Housing, transportation, and any associated living expenses are the responsibility of the student.**

Number of hours a week you are available for this internship. \_\_\_\_\_

If a semester break is approaching, please provide telephone contact numbers:

\_\_\_\_\_

Provide the office and location you are most interested in working \_\_\_\_\_

\_\_\_\_\_

List any special skills you may have that may be helpful to you as an intern. \_\_\_\_\_

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List the areas in which you are most interested.

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List any courses you have taken that you feel are particularly relevant to this internship.

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What are your career objectives?

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Please indicate your Academic Advisors name and address below:

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I certify that the information given in the foregoing application and the accompanying documents are true and complete to the best of my knowledge and belief.

Signature

Date

For this application to be considered complete, it must be filled out entirely and be accompanied by the following attachments:

1. A cover letter.
2. A complete transcript.
3. A résumé or vita including *complete* information about education, employment, volunteer work, honors, and civic or social activities.
4. A letter of recommendation from major professor or teacher.
5. A letter of personal reference.

This completed application and the required documents should be directed to the address(es) indicated below for internship opportunities in the locations listed:

**North Florida Region (Tallahassee and Jacksonville):**

Clay Roberts, Executive Deputy Attorney General  
Office of the Attorney General  
PL-01 The Capitol  
Tallahassee, Florida 32399-1050

**Central Florida Region (Tampa, St. Petersburg, Orlando and Daytona Beach)**

John Carreras, Deputy Attorney General for Central Florida  
Office of the Attorney General  
Concourse Center 4  
3507 E. Frontage Road, Suite 350  
Tampa, Florida 33607-7013

JOHN PARÉ

**South Florida Region (Ft. Lauderdale, West Palm Beach, and Miami):**  
**Paul Huck, Deputy Attorney General for South Florida**  
**Office of the Attorney General**  
**Auto Nations Tower, 10<sup>th</sup> Floor**  
**110 SE 6<sup>th</sup> Street**  
**Fort Lauderdale, Florida 33301-5000**

**Office of the Attorney General, Central Florida Region**

Tampa Divisions:

Capital Crimes (death penalty appeals)

Criminal Appeals (non-death penalty cases)

Child Support Enforcement

Children's Legal Services (severance of parental rights)

White Collar/Economic Crime

Imminent Domain (the taking of private property by the government)

General Civil (representation of state agencies)

Smaller divisions in Tampa:

Lemon Law (automobiles)

Medicaid Fraud

Statewide Prosecution (prosecution of multi-county cases)

# STATE OF FLORIDA OFFICE OF THE ATTORNEY GENERAL

