

Q&A about CLIP

1. How do I apply
 - a. The easiest way to apply is by going to the CLIP website <https://cel.missouri.edu/clip/>
2. When should I apply
 - a. The earlier the better. The application normally opens each year in early September.
3. Who is available for the internship
 - a. ALL MU students with sophomore standing and a 2.75 PGA.
4. How do I get connected to a government office
 - a. The CLIP director will work with government offices to match students with offices. Many students may want to work with a particular office, party or representative or senator. We will try to accommodate these students but sometimes students may be placed in offices that don't match perfectly with their preferences. This is due to the dynamic nature of the legislature and office requesting interns.
5. What will I do
 - a. Interns' responsibilities will vary. They will be asked to perform day to day office work such as answer phones, run errands, assist with media clips, research legislation for the Member and legislative staff, attend hearings and briefings and answer constituent letters on various issues. As a result, interns learn about the legislative process and the many other functions of a legislative office. In addition, interns may be assigned to assist in various constituent case work or work on District-based projects of importance. Students may also support their office during work inside the house or senate chamber.
6. What are the hours
 - a. Most days hours will be 8am – 5pm. The MO capitol is in session January – May. Hours could vary depending on the office the student interns in. Most students are “on the job” two days per week, M/W or T/R due to their college course schedule. Students that can work 3-5 days per week are the most desirable interns, but this does not exclude anyone from participating. In Washington DC the hours are similar, but students live in DC, so they work 5 days per week. In both cases, there could be days that students are asked to work past normal end of day hours.
7. How do I get to Jefferson City or Washington DC
 - a. Both are the responsibility of the student. If students are in the MO capitol they normally commute from campus. Parking is free in designated lots. Those that go to Washington DC work with Washington Intern Student Housing (WISH) <https://internsdc.com/>
8. Can I get college credit for this internship
 - a. Yes! Most students get credit from their home college/school/degree plan. If this is not an option or those credits have already been used students can credit from our office, Office of Community Engaged Learning (CEL). Check with CLIP director. cfollis@missouri.edu. Most students take the internship for 3 hours, but the CEL office can offer up to 12 hours.

9. Are these paid internships
 - a. Typically, these are unpaid internships. We do have stipends available for students that travel to Jefferson City.
10. How much are the stipends
 - a. They vary based on the amount of funds available, number of students that apply and number of students that are 2 days per week compared to 3,4,5 days per week. Normally the more days per week a student goes to the state capitol the more the stipend. The goal is to offer at least \$500 per student.
11. What can I spend the stipend on
 - a. The stipend can be used on any expenses that might be occurred in the process of the internship; gas, clothing, meals are the most common. It is the student's discretion.
12. How am I graded, judged
 - a. That will be up to the instructor teaching your intern course.
 - b. The CLIP program will ask each office to evaluate their intern twice per semester. This will be based on NACE competencies https://www.nacweb.org/docs/default-source/default-document-library/2024/resources/nace-career-readiness-competencies-revised-apr-2024.pdf?sfvrsn=1e695024_6
13. What is the dress code
 - a. Professional dress. Suit and tie for men. Dresses, covered shoulders, pant suits, slacks, blouse with sport coat for women. You don't need a new wardrobe. You can mix and match one suit for men with two dress shirts and ties would be fine. Same for women a couple professional outfits would be sufficient.
14. What support does CLIP offer
 - a. We are the connection between students and the legislature. We match students to offices, on board students for day one of the internship, manage stipends to students, we over see students with "check-ins" 1-2 times per month in person in the capitol.