



## PRE-DEPARTURE TIMELINE

Austin, Texas – spring 2021

---

### INTERN TRAININGS/MEETINGS VIA ZOOM

All intern training sessions are required. Students should ensure that they have activated their Zoom account (<https://tamu.zoom.us/>). Links for each Zoom meeting will be sent by program staff prior to each training session. Recordings of each training will be made available at <http://anrp.tamu.edu/intern-training> or <http://ppip.tamu.edu/intern-training> after each session.

#### **Austin Finalist Briefing & Intro – What to Expect if You are Selected into the Program**

Tuesday, October 20 from 5:15-7:15pm

#### **Intern Social**

Monday, November 23 from 5:15-6:15pm

#### **Professionalism in the Workplace**

Monday, December 14 from 5:15-7:15pm

#### **State Legislature 101**

Tuesday, January 5 from 5:15-7:15pm

#### **Networking in Austin**

Thursday, January 7 from 5:15-7:15pm

### DEADLINES

All items are due by 5pm via email to either [anrp@tamu.edu](mailto:anrp@tamu.edu) or [ppip@tamu.edu](mailto:ppip@tamu.edu) unless otherwise noted. Copies of required forms will be emailed to students and may be found on each program's Intern Training page.

#### **Tues. Oct. 27**

- YouTube link for your introductory video
- Risk management packet
- Updated cover letter and resumé

#### **Mon. Nov. 30**

- Draft of thank you letter to the Association of Former Students
- Draft of student bio

#### **Fri. Dec. 18**

- Individual headshot (business professional photo)
- Final thank you letter to the Association of Former Students
- Final student bio
- Screenshot of spring '21 academic schedule showing enrollment in AGLS/UGST 492
- Copy of health insurance cards (front and back)
- Domestic travel form submission listing Erin Fisk as program contact
- Hosting office information
  - Start and end dates of your internship that you set with your hosting office supervisor
  - Name, email, title, and phone number of your hosting office supervisor
  - Whether your internship will be in-person, remote, or a hybrid.

#### **Fri. Jan. 8**

- Physical address for your Austin residence

## THINGS TO CONSIDER:

### Internship Logistics

- Your internship should run in line with the calendar for the 87<sup>th</sup> Texas Legislative Session, as you are expected to intern for the entirety of session. **You should start your internship by January 12 and end it no sooner than May 31.**
- Should the legislature run into special session, it will be up to you and your hosting office to decide if you will continue with that office for the special session.
- The legislature does not recess for spring break.

### Housing

- Austin interns are responsible for securing their own housing in the Austin area for the duration of their internship.

### Academic Course Enrollment

- You are required to enroll in the Policy Internship Program's coursework. It is up to you and your academic advisor to decide how many hours in which you should enroll for this course.
  - ANRP interns will enroll in AGLS 492 for 0-2 credit hours.
  - PPIP interns will enroll in UGST 492 for 0-3 credit hours.
- If you are graduating in December '20, Erin must first get you classified as a U5 continuing student with the Registrar's office before you can register for the program's course. She coordinates this process with dean's office within your academic college.
- Erin must get you cleared with the Career Center before you are able to enroll in AGLS/UGST 492 course. Once you have been cleared, Erin will provide enrollment details (proper section, procedures, etc.) to you. You will then be responsible for adding the course to your schedule prior to the start of your internship.
- Enrollment in the AGLS/UGST 492 course will automatically have you flagged as full-time with the Registrar's Office even if you are taking the course for zero (0) hours.

### Finances

- You will be billed by Student Business Services for the number of credit hours in which you are enrolled. Go to <http://sbs.tamu.edu> for the Tuition Estimator.
  - The AGLS/UGST 492 course incurs the \$75 co-op fee charged by the university, even if only enrolled in zero (0) hours.
- Full-time status with the Registrar's Office does NOT mean the same thing as full-time for financial aid and/or scholarship purposes. It is your responsibility to meet with Scholarships & Financial Aid to discuss how participating in ANRP will affect your financial aid qualifications.