



**Internship Program Overview**

The internship program within the Office of Equity provides bright, highly motivated undergraduate or graduate students (including law students) an opportunity to advance diversity, equity, inclusion, and accessibility (DEIA) in State of Illinois government.

The program trains future DEIA leaders with an opportunity to gain hands-on experience in government and obtain tools for public service. Interns are mentored to support DEIA projects in collaboration with the Office of Equity team and will have the chance to develop special DEIA projects and initiatives that leverage their interests and expertise.

Office of Equity Interns are recruited from public and private colleges, universities, and community colleges throughout Illinois. Qualified applicants must be Illinois residents who are currently working toward a college/university degree or certification. Applicants must also demonstrate a commitment to DEIA principles through community/public service involvement, activism, advocacy, academic study, and/or extracurricular activities. We are particularly interested in self-directed candidates who thrive in a fast-paced, collaborative work environment. Because internships are part-time and unpaid, we seek candidates who can receive academic credit or work study funding from your institution.

**Intern Roles and Responsibilities**

- Assist with planning for the Office’s DEIA focused initiatives and programming
- Attend meetings with government leaders, advocates, and other DEIA stakeholders
- Conduct policy and legislative research

**Session Dates and Application Deadlines**

<b>Session</b>	<b>Session Dates**</b>	<b>Application Deadline (All Students)</b>
Summer 2023	June 14, 2023 - August 18, 2023	April 13, 2023, by midnight
Fall 2023	September 11, 2023 - December 15, 2023	June 29, 2023, by midnight
Spring 2024	January 15, 2024 - May 31, 2024	November 2, 2023, by midnight

*\*\*Start and end dates are flexible for selected candidates*

**Application Process**

To apply, please submit the following materials to [Gov.EquityOffice@illinois.gov](mailto:Gov.EquityOffice@illinois.gov):

1. Application (below), which must be **fully completed and typed**.
2. Cover letter that describes why you are the right candidate for the internship
3. Résumé
4. Writing sample
5. College transcript (official or unofficial)
6. Name, title, and contact information for an academic or professional reference (reference must be a supervisor, professor, or mentor; a letter of recommendation is not required)

**Contact**

For further information or to request an accommodation in the application process, please email Dr. Addie Shrodes ([Addie.Shrodes@illinois.gov](mailto:Addie.Shrodes@illinois.gov)), Deputy Director of the Office of Equity and have the subject line read: Office of Equity internship



**PERSONAL INFORMATION**

Full Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Permanent Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Email Address: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Which internship are you applying for (Undergraduate or Graduate)?

Areas of Interest and/or Expertise: \_\_\_\_\_

Extracurricular Activities: \_\_\_\_\_

How did you learn of the internship program? \_\_\_\_\_

**EDUCATION**

High School, City, and State: \_\_\_\_\_ Graduation Date: \_\_\_\_\_

College: \_\_\_\_\_ (Expected) transfer or graduation: \_\_\_\_\_

Major/Minor: \_\_\_\_\_ GPA: \_\_\_\_\_

Graduate/Law School: \_\_\_\_\_ (Expected) graduation: \_\_\_\_\_

Will class credit be earned through this internship? \_\_\_\_\_

If yes, please complete the following:

Professor: \_\_\_\_\_ Email: \_\_\_\_\_

Course Name: \_\_\_\_\_ Total Credits to be Earned: \_\_\_\_\_

Will you be receiving an outside or institutional scholarship or stipend for this internship?

If yes, please list your possible sponsor: \_\_\_\_\_



**AVAILABILITY**

**What is your preferred term?**                      Summer 2023                      Fall 2023                      Spring 2024

Dates Available: \_\_\_\_\_ through \_\_\_\_\_

Hours Available:

Monday: \_\_\_\_\_ to \_\_\_\_\_

Tuesday: \_\_\_\_\_ to \_\_\_\_\_

Wednesday: \_\_\_\_\_ to \_\_\_\_\_

Thursday: \_\_\_\_\_ to \_\_\_\_\_

Friday: \_\_\_\_\_ to \_\_\_\_\_

**CERTIFICATION**

All information presented on this application are true to the best of my knowledge. I understand that knowingly making false statements will lead to my application’s rejection and/or removal from the internship program.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Please email completed application and all supplementary documents to:**  
[Gov.EquityOffice@illinois.gov](mailto:Gov.EquityOffice@illinois.gov). This email address should be used to send your completed application, college transcript (either sent by you or your college/university, writing sample, resume), all attached in one e-mail with the subject line “[Last Name], [First Name] Equity Internship Application”.