



Internship Program Overview

The internship program within the Office of Equity provides highly motivated undergraduate or graduate students (including MSW, MPP, MPA, MA, PhD, and law students) an opportunity to advance diversity, equity, inclusion, and accessibility (DEIA) in State of Illinois government. Office of Equity Interns are recruited from public and private colleges and universities throughout Illinois.

In the program, future DEIA leaders 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. We are interested in self-directed candidates who thrive in a fast-paced, collaborative work environment.

Internships are part-time and unpaid.

Eligibility:

- Candidates must have source of academic credit and/or funding from their academic institution.
- Candidates must be Illinois residents.
- Candidates must be currently working toward a college/university degree or certification.
- Candidates must demonstrate a commitment to DEIA principles through community/public service involvement, activism, advocacy, academic study, and/or extracurricular activities.

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*

Session	Session Dates**	Application Deadline (All Students)
Fall 2024	September 9, 2024 - December 13, 2024	June 23, 2024, by midnight
Spring 2025	January 13, 2025 - May 23, 2025	October 31, 2024, by midnight

*No Summer Session in 2024

**Start and end dates are flexible for selected candidates based on university and class schedules

Application Process

To apply, please submit the following materials to Gov.EquityOffice@illinois.gov:

1. Application (linked on this page), 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 Gov.EquityOffice@illinois.gov 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: _____

CLASS CREDIT / FUNDING SOURCE

To be eligible to apply, you must be able to earn class credit and/or funding from your institution.

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 sponsor:

