



Oklahoma House of Representatives

Legislative Internship Guidelines

Internship is an opportunity for students to enhance their learning through practical application. To maximize the experience certain conditions must be met. Below is a list of guidelines the Oklahoma House of Representatives has established to insure the best possible learning environment.

- Interns are assigned to a specific office. Offices seeking to host an intern should contact the internship coordinator, Maggi Jo Curry. A potential host must have a demonstrated record as a role model and mentor. They must also demonstrate a work load need.
- Prospective interns must submit an application for legislative internship including a current resume. Applications must be accompanied by a letter of reference from an unrelated adult who has known the applicant for the preceding.
- Applications and accompanying documents become the property of the House, and shall not be returned to the applicants. These documents shall remain confidential and not become a matter of public record.
- Interns shall be over sixteen (16) years of age.
- Interns must be enrolled for internship credit in an accredited academic institution or other program recognized by the House.
- All interns serve at the pleasure of the Speaker and can be dismissed or re-assigned at the discretion of the Speaker.
- In order to make each intern's experience as effective as possible, Representatives should not host more than one intern simultaneously.
- Interns shall remain under the direction of the office to which they are assigned, fulfilling office duties for their hosts, during their tenure at the Capitol.
- Interns may only work for the Representative to whom they are assigned.
- Legislative interns are not meant to replace the Legislative Assistant of the Representative.
- Interns may use the office and computer equipment and supplies in the offices to which they are assigned, but only for legislative purposes, and may not alter the equipment or software in any way.

- Interns shall be subject to the same requirements as House employees regarding decorum, dress, phone etiquette, use of State property, sexual harassment, drug & alcohol use, and prohibitions against political activities while at the Capitol.
- Interns are authorized to be in the Capitol as an intern from the hours of 8:30 a.m. until 5:00 p.m., Monday through Friday, or until session adjourns for the day, whichever is later.
- Interns shall be responsible for providing their own transportation to and from the Capitol.
- Representatives may not send an intern off of Capitol Grounds to perform official duties.
- No intern shall be allowed to operate any State-owned vehicle.
- No intern shall be granted the privileges of the floor.
- Interns shall not fraternize with House pages.
- Interns shall not receive business cards from the House.
- Interns shall not receive compensation, reimbursements, or tangible benefits for their participation in the program.
- The House Legislative Internship Program does not guarantee academic credit to interns for their participation in the program.
- Host Representatives and Interns shall read and agree to abide with these rules prior to commencing the internship.
- Interns must not post social media, blogs, or articles regarding any current legislation, legislators, or staff of the House. This will result in immediate removal.



Oklahoma House of Representatives Intern Confidentiality and User Agreement

The undersigned Intern acknowledges that as a result of his or her participation in the Oklahoma House of Representatives Intern Program, he or she will have access to, use or be privy to confidential information (electronic and otherwise) of a special and unique nature and value, including, but not limited to financial information, plans, procedures, strategies and policies, legal matters, manuals, guides, personnel, confidential reports and communications, and lists and contact information of constituents (collectively, the "Confidential Information"). Therefore, the undersigned Intern agrees that any information and materials received from, by or on behalf of the House or prepared, designed or created for the benefit of the House in confidence shall remain the sole and exclusive property of the House. The undersigned Intern shall not, except with the prior written consent of the Speaker of the House of Representatives, or except when acting on behalf of the House and in accordance with its policies, directly or indirectly, use, divulge, reveal, report, publish, transfer or disclose, for any purposes whatsoever, any Confidential Information at any time during or following the term of his or her internship.

In addition, the Intern acknowledges that his or her work may require from time to time the use of electronic equipment owned by the House, including but not limited to computers, phones, fax machines, copiers, and printers. The Intern hereby agrees the use of such equipment will be limited strictly to House business and that he or she will not remove, destroy, alter, modify or otherwise make any changes to the House's equipment or any existing document in the House System, without express prior written permission from the Speaker of the House of Representatives. The post on social media, blogs, articles regarding current legislation, legislators, or House staff is prohibited. Nothing in this agreement should be construed as a contract for employment.

Intern Name (Please Print)

Intern Signature (Please Print)

Date



Oklahoma House of Representatives Intern Release/Waiver of Liability

IN CONSIDERATION FOR _____'s PARTICIPATION IN
(Name of Intern, please print)

THE HOUSE OF REPRESENTATIVES LEGISLATIVE INTERN PROGRAM, THE UNDERSIGNED HEREBY AGREES FOR HIMSELF/HERSELF, AS WELL AS HIS/HER HEIRS, ADMINISTRATORS AND PERSONAL REPRESENTATIVES, TO RELEASE AND HOLD HARMLESS THE HOUSE OF REPRESENTATIVES, HOUSE MEMBERS, HOUSE PERSONNEL AS WELL AS AGENTS ACTING ON ITS BEHALF FROM ANY AND ALL CLAIMS FOR DAMAGES, INCLUDING PAST, PRESENT AND FUTURE CLAIMS, THAT MAY ARISE OUT OF OR AS A RESULT OF THE ABOVE-NAMED PERSON'S PARTICIPATION IN THE HOUSE OF REPRESENTATIVES LEGISLATIVE INTERN PROGRAM. I AGREE THAT I WILL NEVER PROSECUTE OR IN ANY WAY AID IN PROSECUTING ANY DEMAND, CLAIM OR SUIT AGAINST THE HOUSE OF REPRESENTATIVES, ITS MEMBERS, PERSONNEL OR AGENTS FOR ANY LOSS, DAMAGE OR INJURY TO THE ABOVE-NAMED PERSON OR PROPERTY THAT MAY OCCUR WHILE THEY ARE A PARTICIPANT IN THE HOUSE OF REPRESENTATIVES LEGISLATIVE INTERN PROGRAM. ACCORDINGLY, I HEREBY ASSUME THE RISK OF ANY LOSS OR INJURY TO THE ABOVE-NAMED PERSON THAT MAY OCCUR AND DO RELEASE THE HOUSE OF REPRESENTATIVES, ITS MEMBERS, PERSONNEL AND AGENTS FROM LIABILITY FOR ANY SUCH CLAIMS. ALL SUCH CLAIMS ARE KNOWINGLY AND VOLUNTARILY WAIVED.

Dates of Intern Service

Signature of Participant

Date