Applying to the MGA Legislative Intern Program (2027 Session)

Application Help / Tip Sheet for UMBC Students

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Program Website: https://dls.maryland.gov/careers/legislative-intern-program/

Application deadline: October 15, 2026

Things to Know Before You Apply

(1) This is an in-person internship.

- Do not apply unless you can spend the required hours in Annapolis (more information on the required hours below).

- You must provide your own transportation.
    - Carpooling: After placements are confirmed, I will share the list of UMBC interns so students can arrange their own carpools. I do not coordinate carpools or make any transportation decisions.

(2) You must earn academic credit at UMBC for the MGA Legislative Intern Program.

I'm the instructor for the Department of Political Science's credit-bearing internship courses, POLI 448 and POLI 438.

Both courses are open to all majors, but you do not have to take either one to participate in the MGA Legislative Intern Program. The MGA only requires that you earn academic credit; it does not require the credit to come from a specific department. If your major offers its own credit-bearing internship course, you may enroll in that course instead.

I have no control over courses in other departments, but I can still serve as your sponsor.

POLI 448 Internship in Policy, Politics, and Administration is the main course for this internship. Most UMBC students take POLI 448 when participating in the MGA Legislative Intern Program. Learn more about how to enroll in POLI 448.

POLI 438 Legal Internship applies only to a small number of very specific cases, such as placements with the House Judiciary Committee or the Senate Judicial Proceedings Committee. Learn more about how to enroll in POLI 438.

- Both courses are 4 credits and require 160 hours at your internship site.
- POLI 448 and POLI 438 count as a 400-level elective for the political science major and minor. For all other students, it counts as 4 credits toward the 120 credits required for graduation.
- Enrollment in POLI 448 and POLI 438 is by permission of instructor. You must complete the steps listed on the course websites (linked above) to earn permission.
- You may take both POLI 438 and POLI 448, but you cannot take both at the same time for the same internship. Neither course can be repeated. If you have already completed POLI 448 and would like to do the MGA internship again, email me.

(3) Plan your Spring 2027 schedule around the being in Annapolis

You must be able to spend a large part of the regular workday on **Tuesday, Wednesday, or Thursday** in Annapolis. **Do not schedule classes in the middle of the day, every day of the week.**

It is okay if your spring schedule is not set yet. Figure out which days in Annapolis will most likely work for you and build your course schedule around them.

(4) Get help with your materials from the Career Center

The application asks for the following materials:

- Resume
- Transcript (unofficial copy)
- Essay (A brief description of yourself, interest in State government, and your objectives for an internship with the Maryland General Assembly)

The Career Center can help on your resume and essay. Schedule an appointment with the UMBC Career Center by clicking here.

Tip for the essay: Don't submit generic AI-generated slop full of meaningless platitudes. The essay is how the MGA learns more about you and gauges your sincere interest in the work of the Maryland General Assembly.

(5) Do your homework

Research the committees and the individual lawmakers before you apply. Google them, find their campaign websites, look at their social media, read any news that mentions them, and learn about their work on the official MGA website.

Doing this work ahead of time will help you write a better application essay!

The Application

Before You Begin:

Read and follow every direction carefully. Applications that do not follow the directions will be rejected.

Gather all materials before you start. Your progress will not be saved if you leave the page, and you cannot access your application after you submit it.

If you are a Maryland resident, use the MGA district lookup with your permanent (home) address, not your college address, to find your Legislative District numbers.

(1) Required Documents

Upload your resume, unofficial transcript, and essay. **All documents must be in PDF format**, or your application will be rejected.

Legislators and their staff will see your documents and some of your responses. Use proper grammar, punctuation, and capitalization throughout.

(2) Academic Information

How many credits will you receive for this internship? **4 credits**

Name of course or program associated with this internship: **POLI 448 Internship in Policy, Politics, and Administration; POLI 438 Legal Internship (in very specific cases); any approved UMBC internship course from another major.**

Are you required to complete a certain number of internship hours to receive school credit? **Yes, 160 hours**

Eligibility requires sophomore standing (at least 30 completed credits) and a minimum 3.0 GPA.

(3) Work Hours, Availability, and Required Training

You must work a **minimum of 4 hours per day and a minimum of 16 hours per week.**

All required programming (trainings, seminars, and events) is held on Wednesdays and repeated on Thursdays. You must attend all required programming on one of the two days.

You will set a consistent weekly schedule with your legislative office for the entire internship. This schedule determines your stipend. Once session begins, your stipend cannot be changed, and you may not exceed the maximum hours in your Intern Agreement.

Are you available to report in-person beginning Monday, January 11, 2027? Some exceptions *might* be made…but they are looking for a yes.

If selected, you must also attend a pre-orientation webinar and the in-person orientation in Annapolis on Tuesday, January 12, 2027, from 8:00 a.m. to 5:00 p.m.

(4) Stipends

Stipends are paid in installments throughout the 14-week session:

Days per week	Hours per week	Total stipend
2	16	$3,360
3	17 to 24	$5,040
4	25 to 32	$6,720
5	33 to 40	$8,400

(5) Placement Preference

Maryland residents: Take a close look at the state legislators who represent your home district. Legislators like to hire interns from their own districts because you have a sense of the district's issues, geography, and people.

Non-Maryland residents: Base your choices on your interests, specific legislators, and/or party.

Party: Choose the party that best aligns with your politics and values. As an intern, you will be expected to support the goals of your assigned legislator. That said, much of the work of the Maryland General Assembly focuses on district needs and is far less partisan than politics at the national level.

Top 3 interests: Research what each committee does before choosing.

Caucus: Choose any that interests / represents you.

(6) Knowledge and Skills

Be honest. Do not exaggerate. No one expects you to be advanced, but it is a problem if you claim a skill level you do not have.

(7) Sponsor Information

Dr. Mileah Kromer can sponsor any UMBC student, regardless of major.

Field	Enter
Sponsor First Name	Mileah
Sponsor Last Name	Kromer
Sponsor Relationship	Professor
Sponsor Email	mkromer@umbc.edu

I will receive an email from Nancy Henrietta, Student Programs Coordinator for Fellows and Interns at the MGA, asking to confirm my sponsorship.

(8) Submission

- Legislative offices can only extend a tentative offer. Official offers come from Student Programs through DocuSign.

- If you do not receive an official DocuSign offer within one week of a tentative offer, contact the legislative office or Student Programs.

- Placement is not guaranteed. Most selections are communicated by mid-December.

What to Expect as an Intern

(1) Placements

Interns may be placed with a legislator's office, a committee, a caucus, or a delegation.

Committee interns typically do not handle constituent work, and specific duties vary by committee. Committee placements offer an in-depth view of the committee process and hearings, a broader understanding of the legislation under consideration, and the chance to support all Members of the committee.

(2) Duties

Duties vary by office but are typically legislative. They often include:

- Conducting research
- Drafting correspondence
- Preparing, recording, and reporting testimony
- Contacting witnesses
- Attending committee hearings
- Tracking bills
- Assisting with mailings
- Responding to constituent inquiries
- Writing newsletters

(3) Programming

Interns participate in seminars, trainings, and events throughout the internship. All programming is held on Wednesdays and repeated on Thursdays. Attendance at designated programming is required.

(4) Dress Code

The MGA is a professional office environment, and business attire is expected. Appropriate attire includes suits, sport coats, dress shirts and ties, dresses, skirts, slacks, and blouses.

(5) Questions

Topic	Contact
The MGA application	internships@mga.maryland.gov 410-946-5120
POLI 448, POLI 438, or sponsorship	Dr. Mileah Kromer, mkromer@umbc.edu
Resumes, cover letters, and essays	UMBC Career Center