MICHIGAN LEADERSHIP DEVELOPMENT PROGRAM

OFFICE OF GOVERNOR JENNIFER M. GRANHOLM
STATE OF MICHIGAN

APPLICATION AND SELECTION PROCESS

Please make sure that your application is postmarked no later than Friday, December 23rd, 2005 to be considered for the Winter\Spring 2006 Executive Office Internship Program. An application checklist is provided below to help you assemble the required information. The application form is also available on the Michigan Leadership Development Program ("MLDP") website at www.michigan.gov/mldp.

Applications for the Winter\Spring 2006 Executive Office Internship Program are reviewed on a rolling basis. As soon as an application is complete, it is reviewed. This means that candidate selection decisions are made quickly. It also means that the program may fill prior to the published application deadline of **December 23rd, 2005**. Consequently, we encourage you to apply as early as possible.

Candidates will be notified as to the status of their application (whether they will be invited to interview) after their submissions have been processed. After completion of candidate interviews, invitations to join the Executive Office Internship Program will be extended.

The Office of the Governor embraces diversity and does not discriminate on the basis of race, color, gender, national or ethnic origin, religious affiliation, sexual orientation or physical ability. The Office of the Governor and the State of Michigan are equal opportunity employers.

APPLICATION CHECKLIST

Please complete and submit this entire application form. Your file will be considered complete when all of the items in the application checklist below are received. We recommend keeping a copy of your application materials and all materials submitted with it. Please do not submit any supplemental application materials other than those specifically requested in the application checklist.

□ One copy of a fully completed application form, including the written essay
□ Professional-quality resume (no more than two pages)
□ 3 – 5 page writing sample

MLDP CONTACT INFORMATION

Please address all correspondence (e.g., completed applications, inquiries and the like) to:

Michigan Leadership Development Program
P.O. Box 30013, Lansing, Michigan 48909
Attn: Internship Program Coordinator

Phone 517.373.3400 – Fax 517.241.2910 – Email internship@michigan.gov
On the World Wide Web at www.michigan.gov/mldp

PERSONAL AND CONTACT INFORMATION

Last Name | First Name | Middle Initial or Name

Current Street Address

City | State | Zip | Telephone | E-mail

Until what date will your current address apply?

Permanent Street Address (if different than above)

City | State | Zip | Telephone

Where and how did you learn about the Michigan Leadership Development Program?

While the following information is not required, reaching out to a diverse constituency is a MLDP priority. Providing the following demographic information would be greatly appreciated, and very useful in determining the success of these efforts.

Date of Birth | Sex

Race/Ethnicity | Political Party Affiliation

First Language | Other Languages Spoken

Are you a U.S. citizen? If other, please indicate.

Do you require special accommodations because of a disability?

EDUCATIONAL BACKGROUND

Name and Location of College or University Attended

Class Status (junior, senior, grad., etc.) Cumulative GPA

Field(s) of Study or Concentration(s) Concentration/Major GPA(s)

Degree Expected Date Expected

Name and Location of Graduate or Professional School Attended

Class Status Cumulative GPA

Field(s) of Study or Concentration(s)

Degree Expected Date Expected

Briefly describe your computer skills (i.e. programs with which you are familiar)

Do you intend to receive academic credit for this internship? (If yes, please be sure to complete the section below pertaining to Faculty Advisor information)

INTERNSHIPS FOR ACADEMIC CREDIT – FACULTY ADVISOR INFORMATION

Faculty Advisor Academic Institution

Department/Address

Email Address Telephone Number

DIVISION PLACEMENT PREFERENCE

Refer to Attachment B, on which the Divisions within the Governor's Office are described, and rate your top three preferences from the bulleted list below by placing a number rating (1-3) next to each selection:

- Appointments
- Office of the Chief Operating Officer
- Communications
- Constituent Services
- Governor's Residence
- First Gentleman's Office
- Legal Counsel
- Lieutenant Governor's Office
- Operations
- Public Policy
- Scheduling
- Northern Michigan Satellite
- South East Michigan Satellite
- Washington D.C. Satellite

Please note that the number of internships is limited. **You cannot be guaranteed** any of your preferences. If you cannot be placed with any of your preferred Divisions, your placement will be based as much on your academic background and your future vocational plans as possible.

WRITTEN RESPONSE SECTION

Please type a response to the following queries on a separate sheet of paper using no more than 500 words:

Briefly, what qualities or attributes will you bring to the Michigan Leadership Development Program? What are your career goals or plans? How would your selection to this program assist you in achieving these goals? What do you expect to gain from this program? Finally, if you prefer placement with any particular division, explain why that is the case.

REFERENCES

The MLDP requires that you provide two references. Your first reference should be from a professional setting. Other references may come from community or volunteer colleagues, college faculty, and/or other personal references (excluding relatives).

Reference 1 (Professional Reference):

_____

Name

_____

Title/Organization

_____

Street Address

_____

City | State | Zip

_____

Telephone (day) | E-mail Address | Relationship to Applicant

REFERENCES CONTINUED

Reference 2:

Name

Title/Organization

Street Address

City | State | Zip

Telephone (day) | E-mail Address | Relationship to Applicant

DECLARATION ON APPLYING

By submitting this application, I affirm that I have reviewed the entire application, and that to the best of my belief and knowledge, the information provided is true and accurate. I further understand:

- That I may be required to submit proof of previous employment, education, military service or any other statements in this application.
- That my signature below authorizes the release of this and other information covering job related factors for purposes of verification and determination of suitability for participation in the Michigan Leadership Development Program.
- That, except for circumstances beyond my control, if accepted into the Michigan Leadership Development Program, I will complete the Program in its entirety.
- That respect for and strict observance of confidences shared on assignment, in seminars and over the course of the Program are absolutely essential. Any violation of confidence is grounds for dismissal from the program.
- That the State of Michigan assumes no obligation of employment subsequent to the Michigan Leadership Development Program.

My signature below affirms my **Declaration on Applying.**

Printed Name | Signature | Date

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ATTACHMENT A

Skills sought from participants in the Michigan Leadership Development Program

- Excellent writing, communication and proofreading skills
- A desire to learn accompanied by the ability to ask questions
- High degree of integrity and ethical conduct
- Punctuality and dependability
- Professional demeanor
- Strong individual initiative/work ethic
- Basic computer skills, as well as knowledge of or willingness to learn other computer skills essential to the operations of each Division (Word, Excel, PowerPoint, etc.)
- Be able to work both independently and as a team member; interpersonal skills
- Interest in public service and the desire to be a part of an efficient, hard working component of Governor Jennifer M. Granholm's Executive Office

Additional Division-specific skills are listed with the appropriate Division position description.

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ATTACHMENT B (Division Descriptions)

Appointments Division

This Division recommends persons to the Governor for appointment to state boards, commissions, judicial vacancies, and boards of certain public universities.

Office of the Chief Operating Officer

This Division oversees the day-to-day operations of the Office of the Governor. It also directs interactions and coordination of State Departments; supervises community and statewide liaison efforts; and, oversees legislative, public policy, constituent services, and communication responsibilities of the Office of the Governor.

Communications Division

This Division works with the media to inform the public of the Governor's goals, actions, and ideas. Information is provided through the preparation and coordination of news releases, news conferences, and audio and video presentations. This Division also prepares a large volume of speeches and issue papers for the Governor.

Constituent Services Division

This Division reviews constituent correspondence, drafts replies, coordinates agency support, issues gubernatorial tributes, proclamations, and letters recognizing special events and noteworthy achievements. It is also responsible for responding to constituent visits and phone calls to the Governor's Office.

Governor's Residence

The Governor's Residence staff provides logistical planning and coordination of events ranging from large scale public occasions to small dinner parties. Additionally, this staff also ensures the upkeep and presentation of the Residence grounds and the preparation and presentation of cuisine. Intern candidates interested in a position within the Governor's Residence should have a background in Hospitality\Business, Horticulture, or Culinary Arts. Depending on a candidate's background, interested applicants should expect to work closely with the Hospitality Coordinator, the Residence Manager, the Head Chef, or the resident Horticulturist.

Office of the First Gentleman – Daniel Granholm Mulhern

Staff within this office are responsible for reviewing and responding to all requests for event attendance and speaking engagements; managing the First Gentleman's calendar and constituent correspondence; coordinating all communication to state employees; and, heading up the Mentor Michigan initiative and First Man's Forums.

Legal Counsel

This Division provides legal counsel to the Governor. It also reviews legislation; drafts and negotiates compacts; reviews charters, inter-local agreements, resolutions created by local units of government, extraditions, pardons, commutations, certificates of good conduct for prisoners within Michigan's penal system and administrative and emergency rules submitted by each state department; confers with the Attorney General on significant litigation; and supervises the judicial selection and appointment process. In addition, the Division drafts executive orders, directives and proclamations.

Office of the Lieutenant Governor

The Lt. Governor constitutionally serves as Governor in the absence of the Governor and serves as President of the State Senate. Also, the Lt. Governor is a voting member of the State Administrative Board and serves as Chair in the absence of the Governor. Some additional responsibilities are to serve as the point person for Bay, Genesee, and Saginaw counties and to take a leadership role in conservation issues.

Operations Division

This Division provides the day-to-day business needs of the Office of the Governor. This involves the coordination of facilities, personnel, budget, and information technology.

Public Policy Division

The Policy Division assists state officials in the development and implementation of executive initiatives, and provides policy advice to the Governor.

The following majors are preferred:
Economics
Political Science
Public Policy and Public Administration
Sociology
Social Work
Business

OR one of the following majors with a demonstrated interest in the public policy aspects of each field:
Agriculture and Natural Resources
Criminal Justice
Labor and Industrial Relations
Urban Planning
Education
Public Health, Nursing, or Medicine
Women's Studies, African-American Studies, Asian-American Studies, and similar programs.

If interested in placement with Public Policy, the writing sample submitted must be a paper written for an academic class on any public policy topic. Writing samples for Public Policy can be longer than five pages if necessary.

Additional Skills Sought by the Public Policy Division:

- All-purpose computer skills (Word, Excel, PowerPoint, etc.).
- Research skills beyond simply the internet (Social Science databases, Lexis/Nexis, etc.).
- Genuine desire to work on public policy issues.
- Creative and "outside-the-box" approach to problem solving.

Scheduling Division

This Division is responsible for developing the Governor's long-term and day-to-day calendar and coordinating participants of scheduled events including the Governor's security detail.
Positions are primarily based in Lansing; however, **limited** placements are also available within our satellite offices, which are located in Northern Michigan (Marquette), Southeast Michigan (Detroit) and Washington D.C.

To apply for placement in the Southeast Michigan or Northern Michigan Offices, please complete this application and specify your satellite office of interest in the Division Placement Preference section. To apply for placement in Washington, D.C., please submit a cover letter and resume to the contact listed on www.michigan.gov/mldp. Please visit www.michigan.gov/mldp for additional information on placements in any of these locations.

Northern Michigan Office

This office is located in the city of Marquette, and serves as the Governor's liaison to the residents of Northern Michigan on issues including, but not limited to, rural public policy, special projects, and coordination with public officials.

Southeast Michigan Office

This office is located in the city of Detroit, and serves as the Governor's liaison for the counties of Wayne, Oakland, Macomb, Monroe and Washtenaw.

Washington D.C. Office

This office serves as the Governor's liaison to the nation's capitol, seeking to maximize Michigan's influence on legislation, and the regulatory and policy process at the federal level. It is also responsible for advising the Governor on issues of national importance.