



Harris Fellows 2024 Application  
Application Deadline: April 5, 2024

Submit all materials to Jessica Ruland O'Connor at  
jlruland@cougarnet.uh.edu

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Harris Fellows offers University of Houston undergraduate students the opportunity to work as full-time interns in Harris County government offices during summer 2024.

The Harris Fellows program provides students with the opportunity to serve the residents of the nation's third largest county, whose diverse population of 4.8 million is larger than that of 26 states. Students will apply skills learned in the classroom as well as develop skills that can only be taught in a real-world setting. Harris County is a major employer within the greater Houston region and the Hobby School's internship programs have a proven record of leading to gainful employment.

Students will work full-time in Harris County government offices. Although assignments will vary from office to office, students will assist their host office in their general duties. This will most commonly include constituent services, research, policy analysis, and special projects as assigned.

The opportunity will provide students with outside of the classroom experience in the real-world day to day operations within the nation's third largest county. Although students will complete a term paper relevant to their internships for academic credit, the overall focus of the program is to immerse them in the workings of county government so they can develop professional skills, gain applied research expertise, polish interpersonal abilities, and build a professional network.

#### **Eligibility Requirements**

Must be a junior or senior at the University of Houston during the semester of application. Students of any major are welcome to apply. Students graduating spring 2024 are welcome to apply but required to re-enroll as a post-baccalaureate. Must be in good academic standing with a minimum grade point average of 3.0 on a 4.0 scale.

***Applications must be typed. Incomplete applications will not be considered.***

**PERSONAL INFORMATION:**

Name: \_\_\_\_\_

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

Current Address: \_\_\_\_\_

Email Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

Age: \_\_\_\_\_

UH ID Number: \_\_\_\_\_

Major(s): \_\_\_\_\_

Minor(s): \_\_\_\_\_

Cumulative GPA: \_\_\_\_\_

Classification: \_\_\_\_\_

Projected Date of Graduation: \_\_\_\_\_

**EDUCATION, EXPERIENCE & SKILLS:**

What courses have you completed that are relevant to this internship?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

List experience in political campaigns, governmental internships, and/or community service.

\_\_\_\_\_  
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\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

List any technical skills that you have which may be beneficial to an office including all software proficiencies.

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List and describe any leadership roles you have held on campus, with community organizations or in employment.

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Are you a first-generation college student (your parent(s)/legal guardian(s) have not completed a bachelor's degree at a four-year college or university)?

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**PERSONAL STATEMENT:**

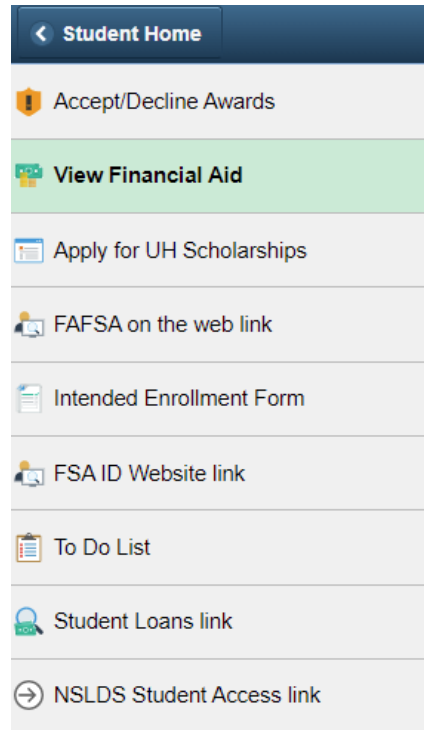
Explain why you are applying to Harris Fellows in an essay no more than 500-750 words.

- Discuss your interests in county government.
- Describe how the internship will benefit your current academic endeavors as well as your long-term career plans.
- Describe how you could be an asset to a county government office.

**ADDITIONAL DOCUMENTS:**

Please submit the following along with this document:

- Resume
- Proof of financial aid status (screenshot of the current year in myUH Self Service)



- Official academic transcripts (digital delivery is acceptable; [more information here](#))
- Two letters of recommendation (up to 3 will be accepted)

**CONFIRMATION & ACKNOWLEDGEMENTS:**

I understand, that if selected for the program: (please initial)

\_\_\_ I am required to be enrolled in the mandatory 3 credit hour POLS/POLC internship course.

\_\_\_ I am not allowed to be enrolled in non-internship courses during my time in this program.

\_\_\_ I will begin my internship on June 3 and my last day will be August 9.

\_\_\_ I will attend a mandatory orientation prior to the start date.

\_\_\_ I will attend weekly check-ins with the program supervisor.

\_\_\_ I am required to work the hours that my host office sets, which may include nights and/or weekends and over 40 hours per week.

\_\_\_ If I am unable to fulfill the responsibilities of this internship program (including academic responsibilities assignments), all funds received as a stipend are subject to being returned to the Hobby School.

The information given in this application is complete and accurate to the best of my knowledge. I am aware that any misrepresentation will result in the disqualification of

my application. I hereby give permission to the members of the Harris Fellows selection committee to review this information for purpose of evaluating my eligibility for a position as a Harris Fellows intern.

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Signature

Date



## Hobby School of Public Affairs

UNIVERSITY OF **HOUSTON**

The University of Houston provides equal treatment and opportunity to all persons without regard to race, color, national origin, sex, age, disability, veteran status, or sexual orientation except where such distinction is required by law. This statement reflects compliance with Titles VI and VII of the Civil Rights Act of 1964 and Title I of the Educational Amendment of 1972 and all other federal and state regulations.

For more information about the Hobby School of Public Affairs and its activities, go to [www.uh.edu/hobby](http://www.uh.edu/hobby).