



## **MANITOBA LEGISLATIVE INTERNSHIP PROGRAM INFORMATION SHEET \*\***

### **OBJECTIVES**

The Manitoba Legislative Internship Program was established in 1985 by the Manitoba Legislative Assembly. It is intended to serve three broad purposes.

The program provides graduates of Manitoba's universities, or graduates of other universities who are permanent residents of Manitoba, with an opportunity to experience firsthand the legislative process within the Manitoba Legislature. Interns are assigned to work with the government and opposition caucuses in the Legislature where they perform a variety of tasks. In addition to being directly involved with the legislative process, the Interns participate in a series of seminars designed to enhance their knowledge of government operations, the provincial economy, the role of the media and the public service, and the private and nonprofit sectors in Manitoba.

The program also provides MLAs of the recognized political parties represented in the Assembly with skilled and knowledgeable assistance in the areas of policy research, legislative tasks and constituency work. This enables MLAs to delegate some of their legislative and constituency responsibilities to Interns, thus freeing them to deal more effectively with specialized and complicated legislative issues.

The long-term goal of the program is to develop a group of young Manitobans who understand the parliamentary system in the province and the role of elected representatives within it. The Legislative Internship Program performs a valuable role in the province by fostering a knowledge of, and an appreciation for, the role of the Legislature within our political system among a group of future leaders.

### **RECRUITMENT & SELECTION**

Interns are recruited through a competition advertised at Manitoba's universities and at universities throughout the country. Posters for the program are distributed in November and application forms can be obtained from the following offices: Deans of Arts and Science, Politics/Political Sciences/Studies departments, and other academic departments of Manitoba universities, as well as from the Academic Director of the program. The deadline for the submission of applications is **February 14, 2025**. Advertising posters and a small supply of application forms are also sent to other Canadian Universities.

Six candidates are chosen annually to serve as Interns. The selection committee for the Internship Program consists of the Academic Director for the program, an MLA representing each of the recognized political parties in the Assembly, a faculty member from a Manitoba university other than the institution represented by the Academic Director, the Clerk of the Legislative Assembly, the Assembly Human Resource manager, and a currently serving Legislative Intern. Copies of all applications are sent to every member of the selection committee for review. Interviews are typically conducted in March or April. Successful candidates are notified soon after the interviews are completed.

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<sup>1</sup> \*\* The following information can also be found on the Legislative Assembly website <http://www.gov.mb.ca/legislature/resources/employment/internship.html>

Applicants should:

1. Have a university degree with academic excellence in any discipline by the time of the start of the internship year;
2. Have facility in written and oral communication in English; knowledge of written and spoken French (or other languages commonly used in Manitoba) will be considered an asset.
3. Show ability to conduct independent research and write reports, briefing notes, and other written materials (Applicants invited for an interview will be asked to do a short-written assignment following the interview)
4. Demonstrate evidence of involvement in extracurricular activities.

The choice of Interns is based upon several criteria, including:

- Personal maturity of the candidate
- Ability to work well in a group
- A professional work ethic
- Ability to effectively problem solve
- Capacity for independent work and initiative
- Tact and discretion; and
- Commitment to the academic component of the program

A complete application must include each of the following:

- A completed application form
- A statement of motivation of not more than 250 words
- Copies of university transcripts; and
- Resume
- Three letters of reference from academics

In preparing their applications, candidates should keep the following in mind:

- Academic excellence implies a strong academic record as indicated by transcripts and letters of reference.
- Letters of reference should be obtained from university instructors who can attest to the academic achievement and suitability of the candidate for the Internship
- In the statement of motivation, candidates should indicate:
  - the basis for their interest in the Internship,
  - explain how their background has prepared them for this opportunity,
  - what they seek to contribute to the program,
  - what benefits they hope to derive from it.
- It will benefit candidates if they present evidence, through transcripts, letters of reference, and their own statements, of their knowledge of and interest in Manitoba politics.
- Candidates should recognize that the continuing success of the program depends upon their conduct, performance and discretion. The selection committee will be interested in such personal qualities as: maturity, judgement, responsibility, initiative, and respect for confidentiality.

In the case of applicants who are studying out-of-province, the program will arrange for virtual interview

## **ASSIGNMENT OF INTERNS TO CAUCUSES AND THEIR DUTIES**

Interns are employees of the Legislative Assembly and are assigned to the Caucuses of the recognized political parties. The entire term is spent with the Caucus to which each Intern is initially assigned.

The Internship is a full-time position with the Legislative Assembly. On a daily basis, Interns receive direction and assignments from their Caucus. During their term, Interns should expect to undertake a wide variety of tasks. These may include long and short-term research projects, preparing questions for Question Period, writing briefing papers on a wide range of issues, handling constituency matters, drafting correspondence, writing speaking notes and greetings, arranging and attending meetings and taking notes of the proceedings, monitoring and clipping newspapers and other media sources, and performing a number of routine clerical tasks. During a legislative session, Interns can expect to be especially busy and to work long hours. Overtime is compensated by time off in lieu of payment.

## **ACADEMIC COMPONENT**

The academic component of the program consists of five elements:

- 1. Orientation period** - An initial series of seminars with the Academic Director, the Clerk, MLAs and senior officials at the beginning of September introduces Interns to the principles and operation of the Manitoba Legislative Assembly.
- 2. Seminars** - Scheduled throughout the internship year are seminars with leading figures within the political system and government, business, community and non-profit sector. These seminars are normally held Friday afternoons.
- 3. Study Trips to Parliament and/or other Legislatures** – Each cohort of Interns can decide on a study trip to Westminster, or a study visit to two Canadian jurisdictions. The trips usually take place in late winter or early spring, depending on the legislative session. The purpose of these study trips is to familiarize Interns with the parliamentary process at the federal, provincial and/or territorial level in Canada. The study trips consist of an intense program of seminars, meetings and tours with leading government and political figures, parliamentary and legislative officials, journalists, academics, community organizations, as well as with other Parliamentary or Legislative Interns.
- 4. Research Paper** - Each intern is required to write an academic research paper during their Internship on some aspect of Manitoba public policy or governance. Interns' papers will be made available to party caucuses and placed in the Reading Room of the Legislative Library.
- 5. Evaluation** - Each intern is required to submit at the end of the internship period an evaluation identifying the advantages and disadvantages of the program, benefits they derived from it, and recommending changes to improve it.

## **TERM OF THE PROGRAM AND STIPENDS**

Successful applicants are engaged on a ten-month contract from the beginning of September to the end of June of the following year.

Each Intern receives an annual stipend paid bi-weekly (\$1,881.38 before deductions).

As an integral part of the program, interns participate in paid study trips to either Parliament of the United Kingdom at Westminster in London, England or to two Canadian legislatures as decided by each intern cohort. The study trips are part of the internship program.

## **FORMER INTERNS**

The Internship offers a unique educational opportunity for young Manitobans and has provided MLAs with competent and educated research assistance. Graduates of the program have gone on to further studies in law, political science, public administration, economics and other disciplines. Others have pursued careers in journalism, the public service, politics, business, law, the non-profit sector and in the service of the Assembly itself. From time to time, events are held to recognize both former and current Interns.