



West Virginia Legislature  
**Judith A. Herndon**  
**Fellowship Program**

**Application Packet - 2024 Regular Session**

Legislative Internship

<https://www.wvlegislature.gov/Educational/internship.cfm>



## **Judith A. Herndon Legislative Fellows Program**

### **Goals of the Program**

The Judith A. Herndon Legislative Fellows Program is an internship sponsored by the West Virginia Legislature. The primary goal of the Herndon Fellows Program is to instruct selected full-time undergraduates from institutions of higher learning in West Virginia in the theory and operation of legislatures and legislative bodies in their multidimensional aspects and roles. While the general theoretical background encompasses the American legislative process in general, practical application focuses on the process as exemplified by the West Virginia Legislature.

The Herndon Fellows Program was established as a pilot project by the Joint Committee on Government and Finance in May 1980. It was established as a permanent legislative program by a House Concurrent Resolution in April 1981. In accordance with the guidelines established by the Joint Committee on Government and Finance and implemented by the Program Committee, the Fellows develop a wide range of skills and knowledge regarding the legislative process. Although the program of individual Fellows will vary, basically the student is introduced to and develops an understanding of the politics of legislation, legislative research and research materials, bill drafting, the role and function of legislative committees, constitutional restraints on the legislature, legislative rules, constituent services, and executive/legislative liaison and relationships. The Herndon Fellows also develop a broad understanding of the budgetary process with emphasis upon the legislative role in budget enactment as well as the oversight functions pertaining to the operation of the executive branch.

### **Program Administration**

Coordination of the Herndon Fellows Program is vested by the Joint Committee on Government and Finance in the Legislative Intern Committee. The Program Director is responsible for academic guidance and supervision and for the administration of the program. They are nominated by the Intern Committee and appointed by the President and the Speaker. They serve at the pleasure of the Intern Committee.

### **Student Selection**

To be eligible for the Herndon Fellows Program, a student must have completed a minimum of 60 undergraduate semester hours or the equivalent with a 3.0 grade point average. At the time of making application, the student must be enrolled at their home institution on a full-time basis and must be in good academic standing. Students on academic or social probation are ineligible to apply for Herndon Fellowships. Similarly, no student may serve as a Fellow if he or she is subsequently placed on academic or social probation for the period which would include the Fellowship. In addition, each applicant is required to have had at least one college course in political science, unless in the judgment of the Program Committee, the student's record displays an active and sustained interest in public affairs or the political process.

Each four-year college and university in the State, both public and private, has been requested to participate in the Fellows Program. Each institution selects a faculty liaison person who is responsible for local program publicity, the receiving of applications, and making nominations to be forwarded to the Program Committee.

The Intern Committee selects the most outstanding applicants from the applications received from the participating institutions for an interview. The Fellows are selected from this group of interviews.

### **Assignment of Fellows**

All Committee Chairs may express an interest in supervising a Fellow. From the list of interested committees, assignments are made by the Intern Committee.

At the conclusion of the Legislative Session, Fellows are assigned to various Legislative, Executive, and Judicial positions for the duration of their 16-week appointments (typically about three to four weeks).

### **Orientation**

During the first week in January, the Fellows are given an orientation to state government in general and to the legislature in particular. In addition to formal sessions conducted by the Program Director, the Fellows may meet with guest speakers who may consist of the Governor, the heads of major executive departments, and with key legislative staff and support people.

Each Fellow receives 12 semester hours of academic credit. At the end of the program the Program Director recommends a letter grade for 12 hours as follows:

**Internship:** six hours

**Seminar in Legislative Behavior:** three hours

**Readings and Research:** three hours

The grade for the six hours of intern credit is based on observations made by the Program Director and from evaluations made by the legislative supervisor. The seminar grade and the readings and research grade are based on weekly meetings of the Fellows with the Program Director and on formal papers presented at the end of the program. A formal evaluation and copies of the papers done by each Fellow are forwarded to the student's faculty liaison person.

### **Available Positions:**

Up to ten Herndon Fellowship positions are filled each year.

**Length of Program:**

The Herndon program runs from January to mid-April.

**Stipend:**

Each Herndon Fellow receives a stipend of \$1,300 per month (\$5,200 total).

**Daily Schedules:**

Student interns are required to keep daily schedules per the instruction of the legislative supervisor to whom they are assigned. Please note: Historically, during the first several weeks of the session, typical days run from 8:30 a.m. to 4:30 p.m. However, during the mid-to-latter weeks of the session, interns may be required to report to the Capitol early in the mornings, to stay late into the evenings and/or to work weekends. The pace increases dramatically as the session nears completion. While certain absences may be unavoidable and therefore are excused, frequent missed work hours may result in removal from the internship program.

**Accommodations and Transportation:**

Housing, meals and daily transportation to and from the State Capitol are the responsibilities of the student interns.

Please note: Furnished and unfurnished apartments usually are available for short-term rental in the "Historic East End" of Charleston, located within walking distance of the Capitol. Should an intern so desire, the committee will make available to him or her a list of other legislative interns who are seeking roommates with whom to share an apartment during their stay in Charleston. (In past years, many legislative interns have roomed together and managed to cut down on their living expenses quite successfully.) Charleston maintains frequent bus service for those without automobiles who choose to reside in areas of the city not within walking distance of the Capitol. Also, in past years, interns have developed among themselves an informal "intern carpool" system. As for food, the Capitol maintains a cafeteria (open for breakfast and lunch) and a few vending machines.

## **Application Deadline for 2024 Program**

**November 1, 2023**, is the deadline for submitting Judith Herndon Fellowship applications. Students should check with the faculty liaison at their home university/college about submitting the application to either the faculty liaison at their home university/college or directly to the legislative coordinators, Casey Long and Brittany Carowick.

Applicants should also ensure that the recommendation of persons whom they asked for reference reach the liaison by that date.

**ALL APPLICATION MATERIALS MUST BE RECEIVED ON OR BEFORE**

**November 1, 2023**

*Late or incomplete applications will NOT be considered.*

The Legislature's Intern Committee will interview applicants at the State Capitol in Charleston, West Virginia after this date.

Applicants will be notified of the specific time and location.

Virtual options may be available upon request.

### **Mail Completed Application to:**

Casey Long  
West Virginia State Senate  
Legislative Internship Committee  
Building 1, Room 227-M  
State Capitol Complex  
Charleston, West Virginia 25305

Applicants may also email all documents to [intern@wvlegislature.gov](mailto:intern@wvlegislature.gov).

Please place "Herndon Fellowship" in the subject line.



7. Academic Honors

---

---

---

8. Extracurricular Activities

---

---

---

9. Work Experience (Dates, Employers, Responsibilities)

---

---

---

10. Please check up to three committees that would be of most interest to you as an intern:

- |  |  |
|--|--|
| <input type="checkbox"/> Agriculture & Natural Resources | <input type="checkbox"/> Military                        |
| <input type="checkbox"/> Banking & Insurance             | <input type="checkbox"/> Outdoor Recreation              |
| <input type="checkbox"/> Economic Development            | <input type="checkbox"/> Page Program                    |
| <input type="checkbox"/> Education                       | <input type="checkbox"/> Pensions                        |
| <input type="checkbox"/> Energy, Industry and Mining     | <input type="checkbox"/> Rulemaking                      |
| <input type="checkbox"/> Government Organization         | <input type="checkbox"/> School Choice                   |
| <input type="checkbox"/> Health and Human Resources      | <input type="checkbox"/> Transportation & Infrastructure |
| <input type="checkbox"/> Judiciary                       | <input type="checkbox"/> Workforce                       |

11. Attach a typewritten personal statement outlining your abilities, career goals, interest in state government, and why you want to be an intern with the West Virginia Legislature.

12. Have you ever been charged with a felony? YES \_\_\_\_\_ NO \_\_\_\_\_

13. May we perform a background check on you? YES \_\_\_\_\_ NO \_\_\_\_\_



14. List the faculty members who have been requested to send letters of recommendation on your behalf:

Name	Address	Telephone
1) _____	_____ _____ _____	_____
2) _____	_____ _____ _____	_____
3) _____	_____ _____ _____	_____

Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_



Judith A. Herndon Legislative Fellows Program  
Letter of Recommendation

---

(Print) Student's Last Name

First

Middle

The above-named student is an applicant for the Herndon Legislative Fellows program. If accepted into this program, the student will spend the entire forthcoming legislative session in Charleston in a work/study environment.

1. How well and in what capacity have you known this student?

---

---

2. Please compare this student with others you have known in terms of the following criteria (Top 5%, Top 10%, Top 25%, Top 50%, Lower 50%, No basis for Judgement):

Dependability \_\_\_\_\_

Motivation \_\_\_\_\_

Ability to work with others \_\_\_\_\_

Native intellectual ability \_\_\_\_\_

Breadth of general knowledge \_\_\_\_\_

Ability in oral expression \_\_\_\_\_

Ability in written expression \_\_\_\_\_

Emotional maturity \_\_\_\_\_

3. In addition to the above criteria, does this student possess other knowledge, qualifications, skills, or interests that might enhance the application?

---

---

Name (Please Print) \_\_\_\_\_ Date \_\_\_\_\_

Position Or Title \_\_\_\_\_ College/University \_\_\_\_\_

Address \_\_\_\_\_

Signature \_\_\_\_\_



Judith A. Herndon Legislative Fellows Program  
Letter of Recommendation

---

(Print) Student's Last Name \_\_\_\_\_

First \_\_\_\_\_

Middle \_\_\_\_\_

The above-named student is an applicant for the Herndon Legislative Fellows program. If accepted into this program, the student will spend the entire forthcoming legislative session in Charleston in a work/study environment.

1. How well and in what capacity have you known this student?

---

---

2. Please compare this student with others you have known in terms of the following criteria (Top 5%, Top 10%, Top 25%, Top 50%, Lower 50%, No basis for Judgement):

Dependability \_\_\_\_\_

Motivation \_\_\_\_\_

Ability to work with others \_\_\_\_\_

Native intellectual ability \_\_\_\_\_

Breadth of general knowledge \_\_\_\_\_

Ability in oral expression \_\_\_\_\_

Ability in written expression \_\_\_\_\_

Emotional maturity \_\_\_\_\_

3. In addition to the above criteria, does this student possess other knowledge, qualifications, skills, or interests that might enhance the application?

---

---

Name (Please Print) \_\_\_\_\_ Date \_\_\_\_\_

Position Or Title \_\_\_\_\_ College/University \_\_\_\_\_

Address \_\_\_\_\_

Signature \_\_\_\_\_



Judith A. Herndon Legislative Fellows Program  
Letter of Recommendation

---

(Print) Student's Last Name \_\_\_\_\_

First \_\_\_\_\_

Middle \_\_\_\_\_

The above-named student is an applicant for the Herndon Legislative Fellows program. If accepted into this program, the student will spend the entire forthcoming legislative session in Charleston in a work/study environment.

1. How well and in what capacity have you known this student?

---

---

2. Please compare this student with others you have known in terms of the following criteria (Top 5%, Top 10%, Top 25%, Top 50%, Lower 50%, No basis for Judgement):

Dependability \_\_\_\_\_

Motivation \_\_\_\_\_

Ability to work with others \_\_\_\_\_

Native intellectual ability \_\_\_\_\_

Breadth of general knowledge \_\_\_\_\_

Ability in oral expression \_\_\_\_\_

Ability in written expression \_\_\_\_\_

Emotional maturity \_\_\_\_\_

3. In addition to the above criteria, does this student possess other knowledge, qualifications, skills, or interests that might enhance the application?

---

---

Name (Please Print) \_\_\_\_\_ Date \_\_\_\_\_

Position Or Title \_\_\_\_\_ College/University \_\_\_\_\_

Address \_\_\_\_\_

Signature \_\_\_\_\_





APPLICATION CHECK LIST

On the list below, please place a check mark next to each document that you have obtained. Each document must be submitted with your completed application to be considered for the program. Please include this check list with your other application materials.

Completed application form

Typewritten personal statement (Item 11 on the application form)

Three letters of recommendation (may include professors or work supervisors)

Name of Recommendation 1: \_\_\_\_\_

Name of Recommendation 2: \_\_\_\_\_

Name of Recommendation 3: \_\_\_\_\_

Up-to-date copies of your complete college transcripts

Resume (optional)

Judith A. Herndon Legislative Fellows Program

Letter of Recommendation Student Waiver

(To be completed by student applicant)

I waive my right to see these letters of recommendation \_\_\_\_\_

I do not waive my right to see these letters of recommendation \_\_\_\_\_

Student's Signature \_\_\_\_\_ Date \_\_\_\_\_

Return To \_\_\_\_\_ (Faculty Representative)

