



West Virginia Legislature

Walter Rollins Scholars Program & Robert W. Burk, Jr. Internship Program

Application Packet – 2026 Regular Session

The Walter Rollins Scholars Program & The Robert W. Burk, Jr. Student Internship Program

The Walter Rollins Scholars Program and the Robert W. Burk, Jr., Student Internship Program, offered by the West Virginia Legislature, provide exceptional educational experiences to graduate students attending West Virginia's colleges and universities. Through these programs, graduate students suited for placement in legislative offices gain an understanding of the state Legislature and its role in the making of public policy.

Each year, the Walter Rollins Scholars Program and the Robert W. Burk, Jr., Student Internship Program selects graduate students to serve as legislative interns. These interns study and work with those officials of the Senate and House of Delegates in the highest positions of leadership. Throughout their placement in these leaders' offices, interns participate in the development of legislation affecting West Virginia's citizenry, conduct independent research within or about the legislative process and assist leaders with decision-making preparations during the legislative session.

These two educational programs, the Walter Rollins Scholars Program and the Robert W. Burk, Jr., Student Internship Program, are the Legislature's most prestigious internships.

Graduate students honored by the successful completion of these programs bring to their lives a unique insight into West Virginia's state government - an insight few people ever have the opportunity to acquire. Undeniably, this insight will help shape each participant's personal future - and perhaps the future of the State of West Virginia.

Eligible Applicants

The Walter Rollins Scholars Program and the Robert W. Burk, Jr., Student Intern Program are open to students accepted to and currently enrolled in graduate degree programs at accredited public or private West Virginia colleges and universities. Applicants must be in good standing. No specific major or prerequisite course work is required, but applicants should be interested in state government, legal research and/or policy analysis. Interested students in all academic disciplines are encouraged to apply.

Available positions

Up to four Rollins and Burk positions may be filled each year.

Length of Program

Both programs run from January to mid-April.

Stipend

Each Rollins and Burk intern receives a stipend of \$1,400, paid bi-weekly (\$5,600 total).

Tuition and Fees

Payment of tuition and fees for the academic term is the responsibility of the student.

Please note: In past years, some colleges and universities have made tuition waivers available to certain legislative interns. For more information about the possibility of obtaining a tuition waiver, please contact your graduate dean.

Academic Credit Hours

Upon successful completion of the legislative internship program, each graduate student will receive at least six (6) credit hours toward his or her degree. Rollins Scholars and Burk Interns are prohibited from enrolling in any additional classes during the semester of the internship unless the classes do not interfere with the successful completion of the internship in any way. For example, while independent study courses, readings courses and courses of that nature are allowed, attendance at classes that meet even as infrequently as one evening per week is prohibited due to the scheduling flexibility required of interns during the legislative session.

Orientation

Each year, interns participate in a comprehensive legislative orientation at the start of the internship. Some orientation activities are general in nature and therefore have been combined for legislative interns participating in all of the Legislature's internship programs. Basic activities include tours of the Capitol and legislative offices; meetings with key legislators and legislative staff; introductions to bill drafting, the committee system, the Code of State Laws, legislative research, parliamentary procedure, the legislative computer system, etc. Additional orientation activities may be planned specifically for graduate students. Upon completion of the orientation, graduate student interns report to their assigned placements for the remainder of the internship program.

Legislative Placement

Graduate interns may be placed with the President or the Majority Leader in the Senate, the Speaker or the Majority Leader in the House of Delegates, the Chairperson of a major standing committee in the Senate or House, or other high-ranking leaders in the Senate or House.

Please note: If an intern has significant background expertise in or expresses particularly strong educational interest in a specific issue area OR if the Legislature is in need of extra assistance for a specific legislative leader or committee, an intern's placement may be tailored accordingly.

Daily Schedule

Graduate student interns are required to keep daily schedules per the instruction of the legislative leader 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.

Weekly Academic Seminar

Graduate interns are required to participate in academic seminars held one day per week at the State Capitol. These seminars are led by the internship academic director (a professor at a university). During these seminars, graduate student interns meet to discuss legislative process, their research papers and other related topics.

Accommodations and Transportation

Housing, meals and daily transportation to and from the State Capitol are the responsibilities of the student interns. Furnished and unfurnished apartments are typically available for short-term rental in the "Historic East End" of Charleston, located within walking distance of the Capitol. The committee can provide a list of other legislative interns who are seeking roommates to share housing during their stay in Charleston. (In past years, many legislative interns have roomed together and successfully reduced their living expenses.)

Charleston offers frequent bus service for those without personal vehicles who choose to live outside walking distance of the Capitol. In addition, many past interns have formed informal carpool systems. For those not within walking distance, parking permits are available to interns during the 60-day legislative session.

As for food, the Capitol maintains a cafeteria (open for breakfast and lunch) and a few vending machines.

Application & Selection for Graduate Student Internship Programs

Students interested in the Walter Rollins Scholars Program and the Robert W. Burk, Jr., Student Intern Program first should discuss the internships with their academic advisors on campus to ensure that potential participation will fit into their graduate education plans and complement their future career goals. To apply to the programs, students must submit to the Legislature's Intern Committee the following: application form, application checklist, and all items listed on the "detailed application requirements" page of this packet.

Students should check with the faculty liaison at their home institution about whether to submit the application through the liaison or directly to the legislative coordinators, Casey Long and Brittany Carowick. Applicants should also ensure that the recommendation letters from their listed references reach the liaison by that date.

ALL APPLICATION MATERIALS MUST BE RECEIVED ON OR BEFORE

NOVEMBER 1, 2025

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 selected for interviews will be notified of the specific time and location of this interview. Virtual options may be available upon request.

Mail Completed Application to:

Casey Long
West Virginia State Senate
Legislative Internship Committee
1900 Kanawha Blvd. E.
Building 1, Room 227-M
Charleston, West Virginia 25305

Applicants may also email all documents to intern@wvlegislature.gov. Please place "Herndon Fellowship" in the subject line.

Application
Walter Rollins Scholars Program
Robert W. Burk, Jr., Student Intern Program

Name _____
(LAST) (FIRST) (MIDDLE)

Mailing Address

Phone Number (Home) _____ Phone Number (Cell) _____

Email Address _____ Age _____

Graduate Institution _____

Graduate Major/Degree Sought _____

Cumulative Grade Point Average (Graduate) _____

Undergraduate Institution _____

Undergraduate Major/Degree Earned _____

Final Grade Point Average (Undergraduate) _____

Number of Graduate hours earned by the end of the semester immediately preceding the start
of the internship _____

Emergency Contact

Name _____

Address _____

Phone Number (Home) _____ Phone Number (Cell) _____

Have you ever been convicted of a felony? Yes ___ No ___

May we conduct a background check on you? Yes ___ No ___

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

- | | |
|---|--|
| <input type="checkbox"/> Agriculture | <input type="checkbox"/> Health and Human Resources |
| <input type="checkbox"/> Banking and Insurance | <input type="checkbox"/> Judiciary |
| <input type="checkbox"/> Economic Development | <input type="checkbox"/> Military |
| <input type="checkbox"/> Education | <input type="checkbox"/> Natural Resources |
| <input type="checkbox"/> Energy, Industry and Mining | <input type="checkbox"/> Pensions |
| <input type="checkbox"/> Finance | <input type="checkbox"/> Transportation and Infrastructure |
| <input type="checkbox"/> Government Organization | <input type="checkbox"/> Workforce |
| <input type="checkbox"/> Select Committee on Substance Use Disorder and Mental Health | |
| <input type="checkbox"/> Other _____ | |

Please briefly outline your long-term career objectives:

Detailed Application Requirements

1. Please enclose a copy of your resume. Your resume should include your current (and permanent, if different from current) address and telephone number(s) and your e-mail address. Your resume also should include your educational history, employment history, extracurricular activities and any other relevant information you care to provide.
2. Please enclose a brief statement – no more than one page in length – stating the reasons you wish to become a graduate student intern with the West Virginia Legislature. (You may want to include how the internship may complement your educational or career goals, skills you possess that may be helpful to a legislator or committee and/or any other information you believe to be relevant.)
3. Please enclose three letters of reference – two academic and one character letter. (The academic letters of reference should be obtained from faculty who know your academic work, while the character letter of reference should be obtained from someone outside academia. You may wish to ask those writing for you to explain briefly in what capacity they have come to know you; to evaluate your academic skills, interpersonal skills, professional skills, strengths and/or weaknesses; and/or assess how they believe you would perform in an office setting with state leaders.) **Letters from incumbent Legislators and members of the Legislature's Intern Committee are prohibited.**
4. Please enclose one copy of a recent research paper (or project, or published article or the like) that you believe best displays your writing skills, research abilities, and thought process. This paper does not need to be government-related – it may be on any topic. Also, please attach a brief statement of not more than one page explaining why you chose to submit this document to the committee and if it was an independent project or assigned topic for a class.
5. Please enclose sealed copies of your graduate and undergraduate academic transcripts from each institution of higher education you have attended with official stamps or signatures across the back flap.
Please Note: If you are in your first semester of graduate study and do not yet have a graduate transcript, please enclose a note from **each** instructor from whom you are currently taking a course that states your current grade or standing in the instructor's course.
6. Check with your faculty liaison at your home institution about whether to submit the application through the liaison or directly to the legislative coordinators. Applicants should also ensure that the recommendation letters from their listed references reach the liaison by that date.

Completed packets of your application materials may be mailed to:

Casey Long
West Virginia State Senate
Legislative Internship Committee
1900 Kanawha Blvd. E.
Building 1, Room 227-M
Charleston, West Virginia 25305

Applicants may also email all documents to intern@wvlegislature.gov.
Please place "Rollins-Burk Program" in the subject line.

All application materials must be submitted together and received by the committee at the address above by no later than **November 1, 2025**.

Application Checklist

As an applicant for the West Virginia Legislature's Rollins and Burk Internships, on the following list I have placed a check mark beside each document that I have obtained and am placing into one envelope to mail to the Legislative Intern Committee.

(If I have not placed a check mark beside an item on the list, I have written in the margin an explanation of why that particular document is not included in the envelope.)

___ Completed application form

___ Resume

___ Statement on my interest in becoming a graduate student intern with the Legislature

___ Two academic letters of recommendation

___ Name and institution of recommender _____

___ Name and institution of recommender _____

___ One character letter of recommendation

___ Name of recommender _____

___ Copy of research paper (or writing sample, project, article, or the like)

___ Brief explanation of why you submitted this research paper

___ Sealed copies of graduate transcripts

___ Sealed copy of undergraduate transcripts

___ *If applicable:* If this is the first semester of graduate study, letters from instructors
stating applicant's good standing in each course

___ This check list

Student's Signature _____ Date _____

Return To _____ (Faculty Representative)

Please Note: check with the faculty liaison at your home institution about whether to submit the application through the liaison or directly to the legislative coordinators.

Additional Information

1. Should you have any questions about the application procedure or other issues related to the Rollins-Burk internship, please feel free to contact Casey Long or Brittany Carowick, legislative staff to the Legislative Intern Committee.

Casey Long
304-357-7952
Casey.Long@wvsenate.gov

Brittany Carowick
304-357-7924
Brittany.Carowick@wvsenate.gov

For general information about the West Virginia Legislature (including information about the Legislature's internship programs), we invite you to visit the Legislature's official web site at <https://www.wvlegislature.gov/>

2. Applicants are advised to keep copies of their application materials, as the Legislature is not responsible for applications lost, damaged in the mail, etc.
3. Applicants are trusted to use the honor system in providing information to the Legislature; all information provided is expected to be accurate.
4. All materials submitted are for the confidential use of the West Virginia Legislature and its Legislative Intern Committee. **Application materials will not be returned.**
5. The Legislature seeks to attract a diverse pool of applicants for the Walter Rollins Scholars Program and the Robert W. Burk, Jr. Student Internship Program. No applicant will be discriminated against because of race, gender, age, physical disability, political affiliation, religion, sexual orientation or ethnic/national origin.

Thank you for your interest in the West Virginia Legislature's

Walter Rollin Scholars Program and Robert W. Burk, Jr Student Internship Program

Best of luck to you in your educational endeavors.