

Oklahoma House of Representatives  
Internship Checklist

**Name**

We need:

- Letter from professor or program stating that they are receiving academic credit for this work.
- Letter from sponsoring member.
- Application
- Confidentiality agreement
- Liability waiver
- Medical statement
- Resume
- Letter of reference
- Preferred start date
- Preferred end date
- Preferred days of the week to work
- Preferred times of the day to work
- Party Preference
- Preferred type of work