

## Loop Legislative Internship Program

*The Florida Farm Bureau Federation honored Carl B. Loop, Jr., former president, with a gift to establish The Carl Loop Legislative Internship Endowment in 2006. Loop, a 1949 UF graduate, resides in Jacksonville where he founded Loop's Nursery and Greenhouses, one of the largest wholesale nurseries in the Southeast. Loop's nursery grows flowering potted plants and tropical foliage.*

The Loop Legislative Internship Program provides financial assistance for University of Florida College of Agricultural and Life Sciences undergraduate or graduate students who will be completing government internships at the state or federal level.

### MINIMUM REQUIREMENTS

- Undergraduate Students: Have completed at least 45 credit hours with the most recent 12 at the University of Florida; Graduate Students: Have completed at least 9 graduate credit hours at the University of Florida
- Must be enrolled as a full-time student in the UF College of Agricultural and Life Sciences (including the School of Forest Resources and Conservation and the School of Natural Resources and Environment) at the time of application
- Must be actively seeking or have accepted a federal or state **legislative** internship
- Minimum 3.00 grade point average
- Good interpersonal and public relations skills
- Record of campus involvement

### AWARDS

The amount of the award is to be determined by the Dean's Office of the College of Agricultural and Life Sciences and may vary by the student's internship and location. Awards may be used for housing, travel and living expenses. Funds are intended to help defray the costs associated with completing an internship rather than funding an internship in its entirety.

### APPLICATION DEADLINES

Deadlines are as follows:

Internship Semester	Application Deadline
Summer	April 1
Fall	August 1
Spring	November 1

Questions about the internship or application should be directed to Cathy Carr, Director of Alumni and Career Services, at [hcarr@ufl.edu](mailto:hcarr@ufl.edu) or 352-392-1963.

# Loop Legislative Internship Program Application

## PERSONAL INFORMATION

Full Name: \_\_\_\_\_ UF ID #: \_\_\_\_\_

E-mail Address: \_\_\_\_\_ Phone: \_\_\_\_\_

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

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

Parents' Names: \_\_\_\_\_

Hometown newspaper: \_\_\_\_\_

Newspaper Contact Information: \_\_\_\_\_

## ACADEMIC INFORMATION

Classification: \_\_\_\_\_ Expected Graduation Date: \_\_\_\_\_

Major: \_\_\_\_\_ Minor: \_\_\_\_\_

Overall GPA: \_\_\_\_\_ Total Hours Completed at UF: \_\_\_\_\_

When did you enter the University of Florida? \_\_\_\_\_

Other universities and colleges attended: \_\_\_\_\_  
\_\_\_\_\_

## INTERNSHIP PLANS

In what state or federal agency or office do you hope to intern? \_\_\_\_\_  
\_\_\_\_\_

Location: \_\_\_\_\_

Have you been offered and accepted this internship? \_\_\_\_\_

Paid or Non-Paid Internship? \_\_\_\_\_ If paid, how much? \_\_\_\_\_

Period of Internship: \_\_\_\_\_ to \_\_\_\_\_  
month/date/year month/date/year

**PLEASE ATTACH THE FOLLOWING ADDITIONAL DOCUMENTS USING 8.5" X 11" PAPER:**

1. Cover Letter: Compose a professional cover letter, no more than one page.
2. Resume: Please include a professional resume (maximum of 2 pages) with this application. Do not include references.
3. Essay: Address the following question using no more than one page:  
How will this internship assist you in preparing for your future professional and personal success?
4. Current Transcript (Unofficial transcripts will be accepted).
5. A confirmation letter from the state or federal agency or office where you will complete your internship OR a letter detailing the efforts you have made to secure an internship.
6. Optional Letters of Recommendation: You may include up to two letters of recommendation.
7. Optional Statement of Financial Need: If you have exceptional financial issues, please describe them.

By signing this form, you affirm that all information is correct and understand that by providing false or misleading information will jeopardize your application. Further, by signing below you consent to allow UF CALS to publicize your participation by using any of your quotations and pictures concerning your internship in various media.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

For consideration, **completed applications must be received by 5 p.m. on the deadline.** Submit applications to

UF College of Agricultural and Life Sciences  
Attn: Loop Legislative Internship Program  
2020 McCarty Hall D  
PO Box 110270  
Gainesville, FL 32611-0270  
[chcarrp@ufl.edu](mailto:chcarrp@ufl.edu)  
Fax: 352-392-8988