

2016

NEW YORK STATE ASSEMBLY SESSION INTERNSHIP APPLICATION

An Academic Tradition



CARL E. HEASTIE, SPEAKER

INTERN COMMITTEE
DEBORAH J. GLICK, CHAIR



New York State Assembly SESSION INTERNSHIP

The **SESSION INTERNSHIP** offers college students a chance to participate in state government and the legislative process through a well-structured academic and practical learning experience. Most colleges and universities grant Session Interns a full semester of credit, as revalidated by the National College Credit Recommendation Service (National CCRS). **The Assembly Intern Committee awards a \$5,025 stipend to each Session Intern in the January 4, 2016 to May 11, 2016 Internship.**

DEADLINE:

Applicants generally have a mid-October deadline set by their college/university liaison officer. **Applicants should check for the exact deadline with their college liaison officer. Liaison officers** should submit completed applications for all of their students to the Assembly Intern Committee with a postmark no later than **October 30, 2015.**

University at Albany, State University of New York Applicants Only

PLEASE NOTE:

Applications are due by Friday, October 16, 2015 to:

**Ms. Karen Acosta McNeill
Assistant Dean of Undergraduate Education
Office of Undergraduate Education
Lecture Center 30
Phone: 518-442-3950**

ELIGIBILITY:

Applicants must be full-time matriculated juniors and seniors in a college degree program. Upper level matriculated students in an associates degree program are also encouraged to apply. **Applicants may be from any major.** All applicants must demonstrate academic ability, intellectual curiosity and receive the positive recommendation of their campus liaison. International students must have academic requirements in the United States to be eligible and are expected to have proper work authorization prior to the Internship start date, January 4, 2016. **Any questions regarding eligibility or special circumstance should be addressed to the Assembly Intern Committee office.**

THE INTERNSHIP:

The Assembly offers up to 150 college students an opportunity to get involved in state government and gain firsthand knowledge of the legislative process. Interns are enrolled in a course taught by the Intern Committee Professors-in-Residence and complete a comprehensive Orientation. They are assigned research and administrative responsibilities in an Assembly office. Students receive an academic and practical educational experience. The Session Internship is a comprehensive Program requiring specific academic hours.

APPLICATION PROCEDURES:

The following supporting documents are required of all Session Internship applicants:

- ◆ A personal statement (item #19 on the application).
- ◆ **Official** transcripts of all college/university courses completed and in progress. If the college/university will not release official transcripts to students, they may be sent directly to the Assembly Intern Committee under separate cover. The applicant should note this in the application.

FOR OFFICE USE ONLY

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APPLICATION

NEW YORK STATE ASSEMBLY SESSION INTERNSHIP

JANUARY 4, 2016 – MAY 11, 2016

Applications and all supporting documents, including official transcripts, as described in the previous pages, must be postmarked in a complete package by **October 30, 2015**. **SESSION INTERNSHIP applications and all supporting documents must be mailed by the College/University Liaison Officer to the New York State Assembly Intern Committee, Room 104A, Legislative Office Building, Albany, New York 12248.**

TYPE OR PRINT CLEARLY IN DARK INK

1. NAME _____

2. PRESENT ADDRESS _____ (Apt/Box) _____
(until _____)

(City) _____ (State) _____ (Zip) _____

3. TELEPHONE () _____ CELL () _____

4. E-MAIL ADDRESS _____

5. PERMANENT ADDRESS _____

(City) _____ (State) _____ (Zip) _____

6. COUNTY _____

7. TELEPHONE () _____

8. CURRENT ACADEMIC STATUS Junior Senior Other (Please specify) _____

9. UNDERGRADUATE SCHOOL(S)

Current College/University _____

Previous College/University _____

Major _____

Major _____

Minor _____

Minor _____

Degree _____

Degree _____

Date Received _____

Date Received _____

GPA _____

GPA _____

10. PLANS FOR 2016 _____

11. ACADEMIC HONORS

12. EXTRACURRICULAR ACTIVITIES

13. WORK EXPERIENCE (PLEASE ATTACH A COPY OF YOUR RESUME)

14. LIST THE TWO INDIVIDUALS WRITING REFERENCE LETTERS FOR THIS INTERNSHIP.

(1) _____

(2) _____

15. LIST THE NAME, PHONE, AND E-MAIL ADDRESS OF THE COLLEGE/UNIVERSITY LIAISON OFFICER PROCESSING YOUR APPLICATION:

16. INDICATE THE NUMBER OF COLLEGE/UNIVERSITY CREDITS YOU WILL RECEIVE TOWARDS GRADUATION UPON COMPLETION OF THIS INTERNSHIP PROGRAM.

NUMBER OF CREDIT(S) _____

ARE THE CREDITS YOU WILL RECEIVE FOR THIS SESSION INTERNSHIP REQUIRED IN ORDER FOR YOU TO GRADUATE?

YES NO

ARE THE SESSION INTERNSHIP CREDITS BEING USED AS ELECTIVES? YES NO

FACULTY SUPERVISOR'S NAME _____

DEPARTMENT _____ E-MAIL _____ PHONE _____

COLLEGE/UNIVERSITY _____

17. LIST ANY PUBLIC POLICY AREAS IN WHICH YOU ARE INTERESTED. INDICATE THE ACADEMIC STUDIES OR EXPERIENCES THAT HAVE PROVIDED YOU WITH THE NECESSARY BACKGROUND FOR THAT INTERNSHIP ASSIGNMENT.

18. LIST ANY PLACEMENT PREFERENCES YOU MAY HAVE, IF ANY, AND EXPLAIN YOUR REASONS FOR THIS PREFERENCE.

19. ON THE BACK OF THIS APPLICATION, TO EVALUATE AND DETERMINE PLACEMENT, PLEASE WRITE OR ATTACH A PRINTED COPY OF YOUR PERSONAL STATEMENT OUTLINING YOUR ABILITIES, RELEVANT EMPLOYMENT HISTORY, INTEREST IN STATE GOVERNMENT, AND WHY YOU FEEL PREPARED TO BE AN ASSEMBLY SESSION INTERN.

20. ENCLOSE A THREE PAGE ACADEMIC WRITING SAMPLE THAT ILLUSTRATES YOUR RESEARCH AND WRITING SKILLS. THIS WRITING SAMPLE WILL NOT BE RETURNED.

21. ALL OF THE INFORMATION PROVIDED IS TRUE TO THE BEST OF MY KNOWLEDGE. I UNDERSTAND THAT ALL MATERIALS SUBMITTED WITH THIS APPLICATION WILL NOT BE RETURNED AND ARE FOR THE CONFIDENTIAL USE OF THE ASSEMBLY INTERN COMMITTEE IN CONNECTION WITH MY ACCEPTANCE AND PLACEMENT IN THE SESSION INTERNSHIP. I HAVE ANSWERED ALL QUESTIONS AS DIRECTED AND ENCLOSED ALL OF THE REQUIRED SUPPORTING DOCUMENTS. **(TO ENSURE THAT OTHER APPLICANTS RECEIVE FULL CONSIDERATION, I WILL NOTIFY THE ASSEMBLY INTERN COMMITTEE IMMEDIATELY IF I WITHDRAW MY APPLICATION FOR ANY REASON.)**

22. SIGNATURE _____ DATE _____

continued from page 1

- ◆ Two letters of recommendation from individuals who have directly observed the applicant (in school or at work) and can give an evaluation in one or more of the following areas: character, research skills, familiarity with public policy issues, understanding of the governmental process, and ability to learn in a work setting. Letters **should not** be requested from anyone who has not directly taught or observed the applicant. At least one must be from a professor at the college you now attend.
- ◆ A letter from an appropriate college official endorsing the student's participation and indicating the amount of credit to be granted by the college and whether or not the student will be taking the Internship on a "pass-fail" basis or receiving a letter grade. If this letter is written by the same person as one of the above, it should be clearly stated as performing this dual purpose.
- ◆ A concise academic writing sample which provides a good indication of the student's research and communication abilities (item #20 on the application).

Submit Session Internship application and all supporting documents to the designated college/university liaison officer. If you cannot locate your liaison officer, contact the Assembly Intern Committee. In this case, an appropriate faculty member or administrator at your college/university should forward your application and supporting materials along with a cover letter indicating the college's/university's academic endorsement of your participation.

Be sure to answer all of the questions thoroughly. The Assembly Intern Committee notifies applicants of their status within two weeks of receiving their **completed applications with all supporting documents**.

ASSEMBLY POLICY:

For the Assembly Policy Prohibiting Fraternization with Student Interns, please visit our website:
<http://assembly.state.ny.us/internship/>

HOURS AND STIPEND:

Interns spend a **minimum** of 30 hours, exclusive of academic course requirements, at the Capitol each week completing their Assembly assignments. The Assembly Intern Committee provides a \$5,025 stipend to help cover expenses.

EDUCATIONAL COMPONENT AND COLLEGE CREDIT:

The Assembly Session Internship includes an academic component beginning with a four-day Orientation to state government and the legislative process. Each student is enrolled in the course, "**Politics and Policy in the New York State Legislative Process**," taught by the Assembly's Intern Committee Professors-in-Residence. Some required reading materials are made available to Session Interns by the Assembly Intern Committee. The Faculty also provides supervision and research advisement through individual meetings and group discussions with Interns during which their progress is monitored. Mid-Session and Final Student Evaluations are sent to college/university liaison officers.

Comprehensive Program – Since the Internship is a comprehensive, semester-long Program, students are strongly advised not to enroll in additional courses. Interns with specific additional academic requirements should receive written or explicit approval from the Assembly Intern Office **prior** to the start of the 2016 Session Internship year.

Orientation – Includes sessions on legislative research, the role of legislative staff and interns, legislative/executive relations, political parties in the Legislature, communication skills, the legislative process and budget.

Issue Forums – Attendance is required and calculated in grade evaluations. The forums are designed to complement the academic Internship curriculum. Experts in areas of government and academia join legislators in presenting a review of the legislative process. Lecture topics include the State budget, the economy, education and criminal justice. Issue Policy Forums are scheduled on Mondays and/or Tuesdays including evenings from 5:30 pm to 7:30 pm. Please visit the Issue Forums at our website: <http://assembly.state.ny.us/internship/>.

continued on page 7

continued from page 6

Mock Session is held in the Assembly Chamber at the end of the Session Internship, representing the culmination of the academic learning experience. Mock session will be at 5 p.m. on Tuesday, May 3, 2016, in the Assembly Chamber.

National College Credit Recommendation Service (National CCRS) has revalidated the Session Internship: “In the upper division baccalaureate degree category, 15 semester hours in appropriate departments or as general elective credit” for participation in the Session Internship. To view a copy of the 2012 National CCRS credit revalidation, please visit the New York State Assembly Internship Program website at <http://assembly.state.ny.us/internship/>.

PLACEMENTS:

All placements are made by the Assembly Intern Committee in January. They relate to the student’s academic background, abilities and interests to the extent that these are compatible with Assembly needs. Every attempt is made to provide Interns with their stated policy preference or with a comparable placement. Specific assignment responsibilities evolve from a work/learning contract, which is negotiated by the Intern and Supervisor once placements begin.

Interns’ assignments in Assemblymember offices or with research staffs consist of a variety of responsibilities. Short-term research and responding to constituent mail are frequent assignments. Often the two are closely integrated with constituent questions leading to research projects. Interns keep track of bills moving through the legislative process. Some routine duties are always part of the functions of an Assembly office. Bill memo preparation and statistical analysis are also common assignments. Interns frequently attend and report on committee meetings, public hearings and Assembly Sessions.

HOUSING:

The Assembly Intern Committee does not provide housing for Interns. Following acceptance into the Session Internship Program, Interns in need of housing are encouraged to utilize resources at their home campus and local academic institutions and libraries, i.e., University at Albany.

If you have any questions, call or write the Assembly Intern Committee as follows: 518-455-4704, E-mail address: intern@assembly.state.ny.us Website: <http://assembly.state.ny.us/internship/>



CARL E. HEASTIE, SPEAKER

INTERN COMMITTEE
DEBORAH J. GLICK, CHAIR

The New York State Assembly is an Equal Opportunity Employer. The New York State Assembly Intern Committee seeks to attract to its Internships qualified persons of diverse backgrounds, and pursuant to this policy, no applicant is discriminated against because of race, color, creed, sex, religion, age, sexual orientation, national origin, disability, domestic violence victim status, genetic predisposition or carrier status, marital status, or military status. A copy of the Assembly’s Affirmative Action Policy is available upon request.