

# 2023

## NEW YORK STATE ASSEMBLY GRADUATE INTERNSHIP APPLICATION



CARL E. HEASTIE, SPEAKER

INTERN COMMITTEE  
DEBORAH J. GLICK, CHAIR



# New York State Assembly GRADUATE INTERNSHIP

The Assembly Intern Committee will award up to 10 **GRADUATE SCHOLAR** positions for the 2023 legislative session.

**GRADUATE SCHOLARS** will be paid a \$17,000 stipend for the Internship, commencing January 4, 2023 and concluding in early June (End Date TBD concurrent with the Session Calendar).

## **DEADLINE:**

Completed applications can be e-mailed directly by the applicants by the **October 21, 2022** deadline. Requests for extensions of any application deadlines will be made on a case by case basis, and may be made by calling the Assembly Intern Committee at 518-455-4704.

## **ELIGIBILITY:**

Applicants for the Internship must be matriculated in, or have recently completed (within one year from date of graduation) a graduate degree program. Applicants should have excellent research skills and a strong interest in state government and the legislative process. All majors may apply. 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, 2023.

## **THE INTERNSHIP:**

The Assembly GRADUATE INTERNSHIP provides a professional development opportunity for up to 10 qualified applicants to serve as full-time staff during legislative session, assisting in policy analysis, legislative research, communications and constituent services, and representing their office at various meetings and in legislative settings. Graduate Scholars have the opportunity to develop their understanding of the legislative process and New York State government, as well as apply their ideas and research skills in a professional office environment. Graduate Interns are required to attend Issue Forums, staff training sessions and workshops designed to take theory into practice, and through which Graduate Scholars learn the hard and soft skills practiced in a legislative office. In turn, each Graduate Intern leads a group of 10-15 undergraduates enrolled in the Assembly's Session Intern Program, helping them apply their academic coursework to the practice of legislative work. **This "Practicum" component of the program culminates in Graduate Interns leading the undergraduates in staging a series of "Mock Legislative Budget Hearings" in mid-February and a "Mock Legislative Session" in May, and the production of individual professional portfolios of written legislative work products.** The Internship affords a unique opportunity with many of its participants moving to permanent positions in the Assembly, other government agencies, or firms practicing public affairs in the nonprofit or private sectors.

## **APPLICATION PROCEDURES:**

Applications and all supporting documents must be submitted to the Assembly Intern Committee as a complete package. All materials **must be e-mailed to [internapplication@nyassembly.gov](mailto:internapplication@nyassembly.gov) by October 21, 2022.** Interviews will be scheduled during the week of October 24, 2022. Final decisions will be made shortly thereafter.



The following supporting documents are required of all applicants:

- ◆ A personal statement (item #19 on the application).
- ◆ Two letters of recommendation, which discuss the applicant's research skills, character, understanding of the governmental process, and familiarity with particular public policy areas. Letters should not be requested from anyone who has not directly observed and evaluated the applicant's skills, character, and areas of knowledge. At least one letter must be from a professor at the current university or most recently attended academic institution.
- ◆ A letter from the graduate program dean or director indicating how the Graduate Internship relates to the student's academic or career objectives; and amount of credit, if any, is to be granted. If this letter is written by the same person as one of the above, it should be clearly stated as performing this dual purpose. This is required whether or not the applicant has completed their graduate degree.
- ◆ Official transcripts of all graduate and undergraduate coursework 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 on the application.
- ◆ A public policy proposal (item #16 on the application).

### **RESPONSIBILITIES:**

Graduate Interns serve as full-time Assembly legislative research and policy staff. Assignments are typically with the chair of a legislative committee and are made based on experience, program of study, interest and the availability of supervision within the Assembly. Responsibilities can include; research analysis of proposed legislation and program budgets, bill drafting, preparation of memorandum and reports concerning pending or proposed legislation and meeting with constituents and interest groups, among other tasks. In addition to their legislative office work, Graduate Interns support the Practicum component of the Intern Committee's Undergraduate Program by leading small groups of students in legislative analysis and producing the work of a typical legislative office. Throughout the Practicum, the Graduate Scholars lead their cohort of undergraduate students in a series of activities and simulations, through which students demonstrate their ability to produce and deliver the work of a typical legislative office, including public hearing testimony, floor debate, and other legislative activities. Graduate Interns will also collaborate with fellow Graduate Interns and the Intern Office in fulfilling their role as leaders. This experience affords the Graduate Intern the opportunity to reinforce the skills learned in their legislative offices and Intern Office workshops and gain valuable leadership, communication and project management skills.

### **ASSEMBLY POLICY:**

**For the Assembly Policy Prohibiting Fraternization with Student Interns, please visit our website: <https://nyassembly.gov/internship/>**

### **HOURS AND STIPEND:**

Graduate Scholars generally work Monday through Friday, between the hours of 9:00 a.m. and 5:00 p.m., however, sometimes longer hours are necessary.

Assembly Graduate Scholars spend a **minimum** of 35 hours, or 70 hours per biweekly pay period, at the Capitol each week completing their Assembly assignments. The stipend is paid in biweekly installments following a two-week lag. Graduate Scholars receive \$17,000 stipend for the six-month, full-time Internship. Graduate Scholars are granted a Spring Break from the Assembly the week of April 10-14, 2023.

The stipend is meant to assist Interns in offsetting the costs in relocating to Albany, New York. The stipend is not financial aid for academic work, on-campus or classroom study.

The first 11-day check (1/4/23-1/18/23) will be on Wednesday, February 1, 2023. On Wednesday, February 15, 2023, Graduate Scholars will receive a full paycheck (1/19/23-2/1/23). **Graduate Scholars are not eligible for direct deposit.**

## **EDUCATIONAL & PROFESSIONAL DEVELOPMENT COMPONENTS:**

An Orientation to state government, the legislative process and the work of the legislature is held at the start of the Internship in January. Throughout the course of the program, the Assembly Intern Committee's faculty advises the Graduate Scholars and initiates a series of issue forums, workshops, and activities designed to integrate theory and practice. Graduate Scholars are also invited and encouraged to attend lectures and workshops offered by the program's Professors-in-Residence for all students enrolled in the program, undergraduate and graduate alike. The Intern Office leads a series of weekly workshops in the hard and soft skills necessary for a professional career in a legislative or government related setting and to fulfill the requirements of leading the undergraduate practicum component of the internship. These include writing memorandum, public hearing testimony and other legislative work documents, bill analysis and legislative research, including budget analysis, as well as leadership, teamwork and communication skills.

Graduate Scholars are advised not to register for coursework beyond any credit which may be granted by their college for participation in the Internship without prior approval from the Assembly Intern Committee.

### **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.

### **HOUSING:**

The Assembly Intern Committee does not provide housing for Graduate Scholars. Following acceptance into the Graduate Internship Program, we suggest that Graduate Interns in need of housing utilize resources at their home campus and local academic institutions and libraries. Graduate Interns are encouraged to contact the Intern Office for further information regarding proximity to the Capitol and introductions to other Graduate Scholars interested in sharing housing.

FOR OFFICE USE ONLY

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# APPLICATION

## NEW YORK STATE ASSEMBLY GRADUATE INTERNSHIP JANUARY 4, 2023 – JUNE 2023 (End Date TBD)

Applications and all supporting documents, including official transcripts, as described in the previous pages, must be e-mailed to the Assembly Intern Committee at [internapplication@nyassembly.gov](mailto:internapplication@nyassembly.gov) by **October 21, 2022**, or sent to The New York State Assembly Intern Committee, Room 104A, Legislative Office Building, Albany, NY 12248.

Please fill out the application on our website: <https://nyassembly.gov/internship/>, sign and e-mail to the Assembly Intern Committee. If necessary, you may request a paper application.

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. GRADUATE SCHOOL(S)
 

<p>a. <u>Matriculated:</u></p> <p>College/University _____</p> <p>Major _____</p> <p>Degree _____</p> <p>Date Expected _____</p> <p>GPA _____</p> <p>Date of First Enrollment _____</p> <p>Credits Completed Through 8/22 _____</p> <p>Credits in Progress – Fall 2022 _____</p>	<p>b. <u>Completed:</u></p> <p>College/University _____</p> <p>Major _____</p> <p>Degree _____</p> <p>Date Expected _____</p> <p>GPA _____</p> <p>Date of First Enrollment _____</p>
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9. UNDERGRADUATE SCHOOL(S)

College/University \_\_\_\_\_

College/University \_\_\_\_\_

Major \_\_\_\_\_

Major \_\_\_\_\_

Minor \_\_\_\_\_

Minor \_\_\_\_\_

Degree \_\_\_\_\_

Degree \_\_\_\_\_

Date Received \_\_\_\_\_

Date Received \_\_\_\_\_

GPA \_\_\_\_\_

GPA \_\_\_\_\_

10. PLANS FOR 2023

11. ACADEMIC HONORS

12. EXTRACURRICULAR ACTIVITIES

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

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

(1) NAME \_\_\_\_\_ E-MAIL \_\_\_\_\_ PHONE \_\_\_\_\_

(2) NAME \_\_\_\_\_ E-MAIL \_\_\_\_\_ PHONE \_\_\_\_\_

(3) DEAN: NAME \_\_\_\_\_ E-MAIL \_\_\_\_\_ PHONE \_\_\_\_\_

(4) DIRECTOR: NAME \_\_\_\_\_ E-MAIL \_\_\_\_\_ PHONE \_\_\_\_\_

15. LIST ANY AREAS OF PUBLIC POLICY FOR WHICH YOU HAVE AN INTEREST IN WORKING. INDICATE THE ACADEMIC STUDIES OR EXPERIENCES THAT HAVE PROVIDED YOU WITH THE NECESSARY BACKGROUND FOR THAT INTERNSHIP ASSIGNMENT.

16. WRITING SAMPLE

PLEASE SELECT AND CHECK ONE OF THE FOLLOWING:

WRITE A FOUR PAGE STATE LEVEL PUBLIC POLICY RESEARCH PROPOSAL, EXPLAINING WHY IT IS IMPORTANT, WHAT ISSUES IT RAISES AND WHY IT SHOULD BE SUPPORTED.

**OR**

ATTACH A COPY OF A PAPER YOU HAVE COMPLETED WHICH RELATES TO STATE POLICY MAKING AND WHY IT IS EXEMPLARY OF YOUR ABILITIES.

THE PROPOSAL OR PAPER WILL BE REVIEWED FOR CLARITY, ORGANIZATION, DEMONSTRATION OF ANALYTIC SKILLS AND RESEARCH METHODS.

17. 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 GRADUATE 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.

18. SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

*Please type your full legal name. This will serve as your signature.*

19. IN THE SPACE PROVIDED BELOW PLEASE WRITE OR ATTACH A PDF COPY OF YOUR PERSONAL STATEMENT, DESCRIBING YOURSELF, YOUR ABILITIES, AND INTEREST IN STATE GOVERNMENT TO HELP US ACCURATELY EVALUATE YOUR APPLICATION AND DETERMINE AN APPROPRIATE PLACEMENT. (A RESUME IS NOT A SUFFICIENT SUBSTITUTE FOR THIS ITEM.)

*PERSONAL STATEMENT*





CARL E. HEASTIE, SPEAKER

INTERN COMMITTEE  
DEBORAH J. GLICK, CHAIR

**If you have any questions, call or write the Assembly Intern Committee as follows:**

**518-455-4704**

**E-mail address: [intern@nyassembly.gov](mailto:intern@nyassembly.gov)**

**Website: <https://nyassembly.gov/internship/>**

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.