

2024

NEW YORK STATE ASSEMBLY SESSION INTERNSHIP APPLICATION



CARL E. HEASTIE, SPEAKER
INTERN COMMITTEE
PATRICIA FAHY, 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 in 2022 by the National College Credit Recommendation Service (NCCRS). **The Assembly Intern Committee awards an \$8,800 stipend to each Session Intern who participates in the January 8, 2024 to May 8, 2024 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 e-mail completed applications for all of their students to the Assembly Intern Committee (internapplication@nyassembly.gov) no later than **November 1, 2023**. Students are encouraged to reach out to the Intern Office for the contact information of their campus liaison officer.

ELIGIBILITY:

Applicants must be full-time, matriculated juniors or 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, but should possess a high degree of emotional maturity, professional awareness and be highly motivated to succeed. 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 8, 2024. 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 complete a mandatory week-long Orientation and are enrolled in a course taught by the Intern Committee Professors-in-Residence. They are assigned research and administrative responsibilities in an Assemblymember's office. Working full-time while completing an academic course provides a rigorous and valuable, practical educational experience. The Session Internship is a full-time, comprehensive program requiring specific academic and professional work hours.

APPLICATION PROCEDURES:

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

- ◆ A personal statement (item #21 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.
- ◆ A concise academic writing sample which provides a clear indication of the student's research and communication abilities (item #22 on the application).

- ◆ 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 the college liaison endorsing the student’s participation. This letter should also indicate 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.

Submit the Session Internship application and all supporting documents via e-mail 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 will be established and 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. Incomplete applications will not be considered. The Assembly Intern Committee strives to notify 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: <https://nyassembly.gov/internship/>

HOURS AND STIPEND:

Internship hours are Monday through Friday, between the hours of 9:00 a.m. and 5:00 p.m. The Session Interns are granted a Spring Break from April 8-12, 2024.

Interns spend a minimum of 33 hours, or 66 hours per biweekly pay period, exclusive of academic course requirements, at the Capitol each week completing their Assembly assignments. The stipend is paid in biweekly installments following a two-week lag. The Assembly Intern Committee awards an \$8,800 stipend (\$1,000 biweekly before taxes) to each Session Intern in the January 8, 2024 to May 8, 2024 Internship.

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

EDUCATIONAL COMPONENT AND COLLEGE CREDIT:

The Assembly Session Internship includes an academic component beginning with a comprehensive, mandatory 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 against enrolling in additional courses. Interns with specific additional academic requirements for pending graduation should receive written or explicit approval from the Assembly Intern Office prior to the start of the 2024 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.

NCCRS - 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 latest NCCRS credit revalidation, please visit the New York State Assembly Internship Program website at <https://nyassembly.gov/internship/>.

LEGISLATIVE ANALYSIS AND WORK PRODUCTS PRACTICUM:

The practicum is designed to complement the undergraduate course, "Politics and Policy in the New York State Legislative Process", by putting into practice the political and policy theories governing legislative and democratic processes. This practicum will run continuously throughout the program.

The practicum will familiarize students with the practices of public policy-making as experienced in a legislative office, and prepare students to participate in the policy-making process through professional skills development and preparation of a professional portfolio of written work or documentation produced or used in legislative offices. Students will review and ultimately produce some of the more common types, such as bill and sponsor memos, public hearing testimony and letters seeking to influence policy-making. All students will be asked to participate in and prepare materials for a "mock" budget hearing to be conducted in mid-February.

Students will be divided into small groups, or learning pods, and be led by one of the Intern Program's Graduate Scholars. The Scholars will work under the direction of the Program's Professors and Director. Program Professors-in-Residence and senior Assembly staff will facilitate professional development workshops preparing students to conduct legislative analysis such as research skills development in the legislative context and budget analysis.

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 Assembly member offices 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, we suggest that Interns in need of housing utilize resources at their home campus and local academic institutions and libraries. Campus liaisons may also be able to share where past Interns have successfully found housing. Interns are encouraged to contact the Intern Office for further information regarding proximity to the Capitol and introductions to other Interns interested in sharing housing.

FOR OFFICE USE ONLY

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APPLICATION

NEW YORK STATE ASSEMBLY SESSION INTERNSHIP JANUARY 8, 2024 – MAY 8, 2024

Applications and all supporting documents, including official transcripts, as described in the previous pages, must be e-mailed in a complete package by **November 1, 2023**. **SESSION INTERNSHIP applications and all supporting documents must be e-mailed by the College/University Liaison Officer to the New York State Assembly Intern Committee at internapplication@nyassembly.gov**

**Please complete the fillable PDF application on our website:
<https://nyassembly.gov/internship/> sign as indicated and return to the Liaison Officer via email. If necessary, you may contact the Assembly Intern Committee and request a paper application.**

1. FIRST NAME _____ LAST _____ MIDDLE _____
2. PRESENT ADDRESS _____ (must include Apt/Box/Quad) _____
(Until _____)
(City) _____ (State) _____ (Zip) _____
3. MOBILE PHONE *(include area code)* _____
4. E-MAIL ADDRESS _____
5. PERMANENT ADDRESS *(if different than your school address)* _____
(City) _____ (State) _____ (Zip) _____
6. COUNTY *(Example: "Fulton")* _____
7. EMERGENCY PHONENUMBER *(include area code)* _____
8. CURRENT ACADEMIC STATUS Junior Senior Other (Please specify) _____
(Number of college credits you transferred from high school) _____
9. UNDERGRADUATE SCHOOL(S)

Current College/University _____	Previous College/University _____
Majors _____	Majors _____
Minors _____	Minors _____
Degree _____	Degree _____
Expected Graduation Date _____	Date Received _____
GPA <i>(Example: "3.65")</i> _____	GPA <i>(Example: "3.65")</i> _____

10. PLANS FOR 2024

11. PLANS FOR AFTER GRADUATION/AREA OF INTEREST

12. ACADEMIC HONORS

13. EXTRACURRICULAR ACTIVITIES

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

PLEASE LIST THREE PROFESSIONAL POSITIONS THAT ARE MOST RELEVANT TO THIS INTERNSHIP
(Please write "None" if applicable)

a) START DATE	(mm-dd-yy) _____	END DATE	(mm-dd-yy) _____	TITLE	_____
b) START DATE	_____	END DATE	_____	TITLE	_____
c) START DATE	_____	END DATE	_____	TITLE	_____

15. PLEASE SELECT ALL SKILLS YOU ARE PROFICIENT IN

EXCEL STATISTICAL PROGRAMS SOCIAL MEDIA POWERPOINT
WORD GOOGLE OUTLOOK OTHER (*SPECIFY*) _____ NONE

16. PLEASE IDENTIFY ANY LANGUAGES YOU ARE PROFICIENT IN AND THE LEVEL OF PROFICIENCY

LANGUAGE:	READING/WRITING:	SPEAKING:
_____	_____	_____
_____	_____	_____

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

1) NAME _____ E-MAIL _____ PHONE _____

2) NAME _____ E-MAIL _____ PHONE _____

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

LIAISON NAME _____

LIAISON PHONE _____

LIAISON E-MAIL _____

19. 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 SOME

FACULTY SUPERVISOR'S NAME _____

DEPARTMENT _____ E-MAIL _____ PHONE _____

COLLEGE/UNIVERSITY _____

20. PLEASE VISIT THE NEW YORK STATE ASSEMBLY PAGE, <https://nyassembly.gov/comm> AND REVIEW THE COMMITTEES, COMMISSIONS AND TASK FORCES, AND ASSEMBLYMEMBER INFORMATION:

a) LIST ANY PLACEMENT PREFERENCES YOU MAY HAVE AND EXPLAIN YOUR REASONS FOR THIS PREFERENCE. LIST ANY PUBLIC POLICY AREAS IN WHICH YOU ARE INTERESTED. (Check the "Exp." box if you have experience in this policy area and/or the "Int." box if this preference is an interest)

Explanation

Exp. Int.

1st _____

2nd _____

3rd _____

b) LIST ANY OFFICE PLACEMENT PREFERENCES YOU MAY HAVE AND EXPLAIN YOUR REASONS FOR THIS PREFERENCE. IF NONE, WRITE NONE.

District or Assemblymember Name

Explanation

1st _____

2nd _____

3rd _____

c) IF YOU ARE A NEW YORK STATE RESIDENT, PLEASE LIST YOUR HOMETOWN ASSEMBLY DISTRICT:

(Example: "106")

21. TO EVALUATE AND DETERMINE PLACEMENT, ATTACH A PDF COPY OR WRITE YOUR PERSONAL STATEMENT BELOW OUTLINING YOUR ABILITIES, RELEVANT EMPLOYMENT HISTORY, INTEREST IN STATE GOVERNMENT, AND WHAT YOU HOPE TO LEARN FROM BEING AN ASSEMBLY SESSION INTERN.

PERSONAL STATEMENT

22. INCLUDE, AS A SEPARATE DOCUMENT, A THREE PAGE ACADEMIC WRITING SAMPLE THAT ILLUSTRATES YOUR RESEARCH AND WRITING SKILLS. THIS WRITING SAMPLE WILL NOT BE RETURNED.

23. 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 E-MAILED 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.)**

24. SIGNATURE _____ DATE _____

Please use the signature function in Adobe Reader or type your full legal name and date. This will serve as your signature.



C A R L E . H E A S T I E , S P E A K E R

INTERN COMMITTEE
PATRICIA FAHY, CHAIR

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

Phone: 518-455-4704

E-mail address: internapplication@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.