

# 2022

## NEW YORK STATE ASSEMBLY

### SESSION INTERNSHIP APPLICATION



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 \$6,600 stipend to each Session Intern who participates in the January 10, 2022 to May 11, 2022 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](mailto:internapplication@nyassembly.gov)) no later than **November 1, 2021.**

## **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 10, 2022. **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 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 an appropriate college official 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:**

Interns spend a **minimum** of 30 hours, exclusive of academic course requirements, Monday through Friday, at the Capitol each week completing their Assembly assignments. The Assembly Intern Committee provides a **\$6,600 stipend** to help cover expenses. Session Interns are granted a Spring Break from the Assembly the week of April 18-22, 2022.

### **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 not to enroll 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 2022 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.

**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 latest National CCRS 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” public 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 Assemblymember 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, 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

**VACCINATION AND MASK REQUIREMENTS:**

In accordance with CDC and New York State guidelines, all students accepted to the 2022 Assembly Internship Program must have completed or begun their COVID-19 vaccination series prior to their Orientation start date in January:

- ◆ Graduate Scholars – Wednesday, January 5, 2022
- ◆ Session Interns – Monday, January 10, 2022

All Interns will be required to provide proof of vaccination along with, or within one week of, their confirmation of participation in the Internship.

- ◆ A PDF of the Excelsior Pass is preferred
- ◆ A photo copy of the vaccination card will also be accepted

All Interns will be required to follow any and all mask-wearing guidelines provide by the CDC and the New York Department of Health and the Assembly, presently the Assembly is requiring masks to be worn by all Members and Employees.

FOR OFFICE USE ONLY

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# APPLICATION

## NEW YORK STATE ASSEMBLY SESSION INTERNSHIP JANUARY 10, 2022 – MAY 11, 2022

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, 2021**. **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](mailto: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. PHONE (include area code) \_\_\_\_\_ MOBILE (include area code) \_\_\_\_\_
4. E-MAIL ADDRESS \_\_\_\_\_
5. PERMANENT ADDRESS (if different than your school address) \_\_\_\_\_  
(City) \_\_\_\_\_ (State) \_\_\_\_\_ (Zip) \_\_\_\_\_
6. COUNTY (Example: "Fulton") \_\_\_\_\_
7. HOME PHONE (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 (Example: "3.65") _____      | GPA (Example: "3.65") _____       |

10. PLANS FOR 2022

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11. PLANS FOR AFTER GRADUATION/AREA OF INTEREST

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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)

|               |            |          |            |       |       |
|---------------|------------|----------|------------|-------|-------|
|               | (mm-dd-yy) |          | (mm-dd-yy) |       |       |
| a) START DATE | _____      | END DATE | _____      | 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.*

1<sup>st</sup> \_\_\_\_\_

2<sup>nd</sup> \_\_\_\_\_

3<sup>rd</sup> \_\_\_\_\_

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

*District or Assemblymember*

*Explanation*

1<sup>st</sup> \_\_\_\_\_

2<sup>nd</sup> \_\_\_\_\_

3<sup>rd</sup> \_\_\_\_\_

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

*(Example: "106")*

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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



I N T E R N C O M M I T T E E  
D E B O R A H J . G L I C K , C H A I R

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

**Phone: 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.