

Undergraduate Session Assistants Internship Application Instructions



1. Carefully read the enclosed materials and application.
2. Contact your CLO, Academic Advisor, Department Chair, Dean or other duly authorized campus personnel to determine: the requirements for off-campus study; if you are eligible to participate in such a program; the amount of credit you may receive for such participation; and the deadline to submit your application.
3. Complete, compile and submit the enclosed application materials in coordination with your CLO/Advisor. This folder should help.
4. Request official transcripts of all collegiate level work; have them sent directly to your CLO/Advisor.
5. Include a one-page resume.
6. List in order of preference the three legislative policy areas you prefer for placement. (Refer to the enclosed Senate Committee page.)
7. Request three letters of reference from people familiar with your academic abilities and professional aptitude. Have them sent directly to your CLO/Advisor.
8. Include the required writing samples: a) an original recent paper or essay, which should be titled, double-spaced and limited to 6 to 8 pages; and b) two, one-page maximum, double-spaced memoranda:
 - A policy proposal: this can be either enacted or proposed legislation. Describe the problem you are trying to solve, what your proposal would do, and the expected outcome; and
 - A rebuttal of the proposal: Why wouldn't the proposal create the expected outcomes? What are the unintended consequences? What are the costs versus the benefits?
9. Include your one-page statement of purpose explaining why you are applying for the internship.
10. Have your CLO/Advisor complete the faculty certification of endorsement and coursework-in-progress form.

Questions should be directed to the CLO/Advisor. If a CLO/Advisor is unavailable, contact the Senate Office of Student Programs.

Tel: 518-455-2611 FAX: 518-426-6827
students@nysenate.gov | nysenate.gov/student-programs

Campus Liaison Officers: E-mail (students@nysenate.gov) or use certified mail/return receipt requested when mailing application materials to the Senate to protect the interests of the applicant(s) should mail be delayed or lost.

Remember! Consult with your CLO/Advisor as institution internship deadlines typically precede Senate Student Programs. Be sure to speak with your references, and your past and present academic institutions for official transcripts.

New York State Senate Undergraduate Session Assistants Program

This official application is available online. Please fill out this form carefully. Incomplete or illegible applications may not be considered. Consult your CLO/Advisor as institution internship deadlines typically precede Senate Student Programs.

DATE OF BIRTH (MM/DD/YY) _____

NAME: _____
(Last) (First) (MI)

CAMPUS RESIDENCE:

(Street & No./Bldg./Apt.) (City) (State) (Zip)

CAMPUS TELEPHONE(S): () _____ & () _____

PERMANENT ADDRESS:

(Street & No./Bldg./Apt.) (City) (State) (Zip)

HOME TELEPHONE(S): () _____ & () _____

E-MAIL ADDRESS: _____

IF YOU VOTE, include City & State _____

EDUCATION: List all colleges and universities you have attended, beginning with the most recent. Official transcripts must accompany your application.

Name of Institution (Begin with most recent)	Date of Attendance	Major/ Minor	Degree Sought, Pending, or Awarded	Date of Graduation	Overall GPA (4.0 Scale)
1. _____	to	_____	_____	_____	_____
2. _____	to	_____	_____	_____	_____
3. _____	to	_____	_____	_____	_____
4. _____	to	_____	_____	_____	_____

SPECIAL SKILLS: Selectively list your most pertinent skill(s), talent(s), interest(s), achievement(s), honor(s), and employment in this space. Do **not** write "see resume." _____

PREFERRED POLICY AREAS: (see page iv). List in order of preference (1 being the first) three areas of policy most interesting to you.

1. _____ 2. _____ 3. _____

REFERENCES: Ask that three confidential letters of reference be sent directly to your CLO.

NAME	Position/Title	Institution	Direct Telephone Number
1. _____	_____	_____	() _____
2. _____	_____	_____	() _____
3. _____	_____	_____	() _____

New York State Senate

Undergraduate Legislative Session Assistants Program Application

Student Statement in Regard to Preparations and Understandings

I have read the attached information in its entirety and I understand the program is not financial aid for on-campus study. I understand that if I am selected:

- my home campus faculty are responsible for academic planning/tracking/evaluation of student enrollees;
- participation in all aspects of the program and placement is expected of each enrollee;
- the program may exceed the on-site minimum of 35 hours per week (or 70 hours per biweekly pay period) while the New York State Senate is in legislative session or as the activities of my placement office require;
- Session Assistants must work through the last scheduled date of the program in order to receive the full and timely payment of their final biweekly stipend;
- unreadiness in any matter is cause for dismissal;
- my application materials are kept confidentially [Public Law 93-380, Sec.438(a)(1)] for use during the screening and selection processes, for placement, and periodic review;
- my application materials may be a resource in consideration of further education or employment opportunities during or after the conclusion of the program;
- all materials furnished by me are original where required and the information accurate and true to the best of my knowledge; and
- I am expected and agree to meet all obligations of the program.

Signature of Student: _____ Date: _____

Applications should be sent Certified Mail/Return Receipt Requested (or Express Mail) to:

New York State Senate Office of Student Programs
208 Legislative Office Building
Albany, NY 12247

Faculty Certification of Endorsement and Coursework-in-Progress

I am the on-campus Advisor-of-Record of the applicant and a member of the college faculty/administration with authority to certify that the applicant was enrolled full-time throughout the immediately previous spring semester, is enrolled full-time during the current fall semester, and has the endorsement of the faculty of this college/university to apply for and, if selected, to enroll and earn on-campus credit for participation in the Undergraduate Session Assistants Program under the standards and rules of this college, and Senate guidelines.

I have reviewed the academic record and determined that the applicant is currently enrolled in and making satisfactory progress toward completion of each of the following courses:

	Coursework-in-Progress	
CODE/NO.	NAME	CREDIT
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____
5. _____	_____	_____
6. _____	_____	_____

I certify that I have established that all the above is true and accurate and that the applicant has the endorsement of this college as an able student suitable for mature off-campus experiential participation in the Senate program; and that I understand academic planning, tracking, and evaluation of the applicant are the responsibilities of faculty and/or administration of this college.

Name CLO/Advisor (Please Print) _____ Tel: _____
 Title: _____ FAX: _____
 Institution: _____ E-mail: _____
 Department: _____

Signature of CLO/Advisor: _____ Date: _____

Reminder! You need to indicate three (3) Preferred Policy Areas as part of your Session Assistants application. To be sure, you can always find the most up-to-date Senate Standing Committees at NYSenate.gov.

Senate Standing Committees

Aging	Finance
Agriculture	Health
Alcoholism and Substance Abuse	Higher Education
Banks	Housing, Construction and Community Development
Budget and Revenue	Insurance
Children and Families	Internet and Technology
Cities 1	Investigations and Government Operations
Cities 2	Judiciary
Civil Service and Pensions	Labor
Codes	Libraries
Commerce, Economic Development and Small Business	Local Government
Consumer Protection	Mental Health
Corporations, Authorities and Commissions	New York City Education
Crime Victims, Crime and Correction	Procurement and Contracts
Cultural Affairs, Tourism, Parks and Recreation	Racing, Gaming and Wagering
Disabilities	Rules
Education	Social Services
Elections	Transportation
Energy and Telecommunications	Veterans, Homeland Security and Military Affairs
Environmental Conservation	Women's Issues
Ethics and Internal Governance	

Application Checklist

- Identified, notified, consulted, confirmed eligibility and course credit with Campus Liaison Officer (CLO), or appropriate faculty.
- Complete, sign application.
- Request official school transcripts.
- Sign student statement.
- A one-page resume.
- Original, recent writing sample.
- Two (2) memoranda.
- Statement of purpose.
- Requested three (3) confidential letters in support of application.