

Senate Standing Committees: Topical and Policy Areas

- Aging
- Agriculture
- Banks
- Cities
- Civil Service and Pensions
- Codes
- Commerce, Economic Development and Small Business
- Consumer Protection
- Corporations, Authorities and Commissions
- Crime Victims, Crime and Correction
- Education
- Elections
- Energy and Telecommunications
- Environmental Conservation
- Ethics
- Finance
- Health
- Higher Education
- Housing, Construction and Community Development
- Insurance
- Investigations and Government Operations
- Judiciary
- Labor
- Local Government
- Mental Health and Developmental Disabilities
- Racing, Gaming and Wagering
- Social Services, Children and Families
- Tourism, Recreation and Sports Development
- Transportation
- Veterans, Homeland Security and Military Affairs

Appropriate Original Documents Suitable and Acceptable for Employment Eligibility Verification of United States Citizenship are Required

Under New York State Senate guidelines coordinating with U.S. Citizenship and Immigration Services standards, those selected to be Session Assistants shall be required to confirm their United States citizenship before enrollment (see Title 8, United States Code, Sec. 1324A).

The following **original** documents qualify as independent or stand-alone forms of verification:

List A: ■ A United States Passport, ■ A Certificate of United States Citizenship, or ■ A Certificate of Naturalization.

Alternatively, inter-dependent forms of identification that satisfy rules of verification may be assembled — that is, matched — one from **each** of the following two lists:

List B: ■ A current **New York State** driver's license or NYS DMV non-driver ID *with photograph*, or ■ A United States Military Card.

List C: ■ An **original** Social Security Card — other than a card stating it is not valid for identification or not valid for employment — or ■ A Certificate of Birth issued by a state, county, or municipal authority **and** bearing certification.

If you have a special situation or set of circumstances discuss it with your CLO or the Office of Student Programs **NOW**. If you are selected, you must be able to present the necessary and appropriate identification at the time of enrollment or you will **not** be allowed to join the program and you may be separated from the program for cause at any time.

**From Thursday, January 7, 2010
through Wednesday, April 28, 2010
\$4,140 Award of Stipend — 35 Hours Per Week Minimum
On-Site at the New York State Senate, Albany, New York.**

The applicant is advised to make and keep photocopies of each non-confidential item submitted in application.

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.

Typed name of Authorized Campus Official _____

Department: _____

College: _____

Email: _____

Signature: Authorized Official _____

Title: _____

Tel.: _____

FAX: _____



NEW YORK STATE SENATE UNDERGRADUATE SESSION ASSISTANTS PROGRAM — 2010

Sponsored by the New York State Senate since 1978

APPLICATION

PROGRAM DATES AND LOCATION

From Thursday, January 7, 2010 through Wednesday, April 28, 2010
Application Deadline is Friday, October 30, 2009

There may be an earlier on-campus deadline.

Announcement of Selections is Monday, November 16, 2009

Enrollment is on-site at the New York State Senate in Albany, New York



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:

- I must be able to present **original** documentation verifying my United States citizenship in order to be enrolled;
- home campus faculty are responsible for academic planning/tracking/evaluation of student enrollees;
- participation in orientation, all aspects of the experiential program and placement, is expected of each enrollee;
- the on-site program at the New York State Senate in Albany includes a minimum 35 hours per week that may be extended from time to time during the legislative session or as a matter of the daily routine in the office of my individual placement;
- unreadiness in any matter is cause for dismissal;
- application materials submitted become part of a **confidential** file [Public Law 93-380, Sec.438(a) (1)(B)] to be copied for dispatch during the screening and selection processes, for placement and periodic review if I am selected;
- the file may become a resource if I am considered for further education or employment 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: _____

Please submit this application in coordination with your Campus Liaison Officer (CLO).

If there is no CLO on campus please write, call, fax or email:

Edna R. Jackson, Director

NYS Senate Office of Student Programs

Mailing Address: Legislative Office Building, # 1426, Albany, NY 12247

Location: AESOB, 80 South Swan Street, Suite 1426, Albany, NY 12247

Tel: 518-455-2611 FAX: 518-426-6827 E-mail: students@senate.state.ny.us

www.nysenate.gov then select "About", click on "Student Programs" and choose "Undergraduate Program"

Application Directions

1. **Carefully read the Descriptive Brochure and Application Centerfold.** An incomplete/mangled/wrongly completed/illegible application will not receive priority attention.
2. **If you have a Campus Liaison Officer (CLO) at your college or university** who coordinates applications to this program, you must contact them before you apply for further instruction. You may write/telephone/fax/email the Senate Student Programs Office to learn who on your campus may be available to advise you. If you telephone the Student Programs Office for assistance, call collect. Please give your name, return phone number(s), call back time(s), and any other pertinent information necessary to help us provide you with a prompt response.
3. **Learn the academic guidelines on your campus for credit bearing participation in off-campus experiential programs.** The CLO, your academic advisor, departmental chairman, or dean will be able to help you. *Be aware that your campus may not permit off-campus study or award credit for it. In that case you will be ineligible.*
4. **Identify early which campus official(s) may be responsible for planning, tracking, and evaluating your participation — and awarding you credit.** Come to an understanding with that person(s) regarding the particulars of evaluation that would be applied in your case. Do this before you arrive to enroll and participate in the experience.
5. **Remove the Centerfold or Complete the Official On-line Application and Print.** Sign the Student Statement on the front page of the Application. (Website: www.nysenate.gov then select "About", click on "Student Programs" and choose "Undergraduate Program".)
6. **Request confidential official transcripts of all collegiate level work.** These should be sent directly to your CLO/advisor (or to the Student Programs Office, if necessary). *Request these early.*
7. **Include a one page resume.**
8. **List in order of preference the three legislative policy areas you prefer for placement.** Refer to the list in the left hand column on the last page of the Application Centerfold.
9. **Request three confidential letters of reference from appropriate persons (see descriptive brochure).** These should be sent directly to your CLO/advisor (or Senate Student Programs).
10. **Prepare clean copies of the required writing samples — your best work:** a) an original recent essay: give its title, double-space, and limit to 1,200 words or 10 pages (whichever is less); and b) two memoranda: the first is to be a policy proposal (e.g. *This should be a law!*), and the second is to be a rebuttal of the first (each single-spaced, and confined to one page only).
11. **Include a Personal Statement of Purpose that explains why you are applying for the assistantship (it may also address preferred placement).** Like the memoranda, this statement is to be single-spaced, and confined to the front of one page only.
12. **Make arrangements for completion and endorsement by signature of the Faculty Certification by your CLO/academic advisor, chairman, or dean.** See the Brochure and Application Centerfold for details. It is your responsibility to see that this is accomplished, and by the proper person(s). Work closely with your CLO/advisor to ensure completion.
13. **CLOs: 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.**

Please be certain to use our mailing address not building location.

New York State Senate UNDERGRADUATE SESSION ASSISTANTS PROGRAM

Use only the **official** application, here or online. **Type or print legibly!** Incomplete, illegible or inappropriately completed applications may not be considered. Application materials are not returnable. Applications should be complete upon receipt, including all signatures, and should be in the hands of the Director of Student Programs by the **application deadline, the last Friday in October.** (There may be an earlier on-campus deadline.) Questions should be directed to the Campus Liaison Officer first. If a CLO is unavailable to you, redirect your questions to the Director of Student Programs. Applications should be sent **Certified Mail /Return Receipt Requested** (or Express Mail) to **Edna L. Jackson, Director, NYS Senate Office of Student Programs, Mailing Address: Legislative Office Building, #1426, Albany, NY 12247.**

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

YOUR CAMPUS RESIDENCE: _____
(Street & No./Bldg./Apt.) (City) (State) (Zip)

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

YOUR PERMANENT ADDRESS: _____
(Street & No./Bldg./Apt.) (City) (State) (Zip)

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

SIGN STUDENT STATEMENT **IF YOU VOTE,** Give City & State _____

EMAIL ADDRESS: _____

EDUCATION: List all colleges and universities you have attended; begin with the most recent and work back in time. Request all **official transcripts** to be sent to your CLO. **Complete the statement of coursework-in-progress, signed/certified by a campus official.**

| | Name of Institution (Begin with most recent) | Date of Attendance to | Major/ Minor | Current Degree Goal | Date of Graduation | Overall GPA (4.0 Scale) |
|----|---|--------------------------|-----------------|------------------------|-----------------------|----------------------------|
| 1. | _____ | _____ | _____ | _____ | _____ | _____ |
| 2. | _____ | to | _____ | _____ | _____ | _____ |
| 3. | _____ | to | _____ | _____ | _____ | _____ |
| 4. | _____ | to | _____ | _____ | _____ | _____ |

Your application is **not** complete without the required transcripts and all specified certifications.

REQUEST ALL TRANSCRIPTS **REQUEST AND INCLUDE REQUIRED CERTIFICATIONS**

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". _____

RESUME: Include a resume with your application — one page only.

PREFERRED POLICY AREAS: See overside. List in order of preference (1 being the first) those topical areas of most interest to you.

1. _____ 2. _____ 3. _____

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

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

ESSAY: Submit **original** recent work only, double-spaced, limited to 1,200 words.

GIVE TITLE OF ESSAY: _____

TWO MEMORANDA: 1) A policy proposal. 2) A rebuttal. (Each one-page only, single spaced).

STATEMENT OF PURPOSE: Discuss your purpose in applying, limited to one side of an 8 1/2 x 11 sheet, single-spaced.

continue to other side