

# NEW YORK STATE SENATE DEMOCRATIC INTERNSHIP



## PART TIME SESSION PROGRAM

Established since 2011





## Part Time Internship

The NYS Senate Democratic Internship serves as an avenue for students who want to obtain the opportunity to experience the real inner workings of NYS government through practical and **unique** experiences. The internship offers excellent networking and career-building opportunities through participation, observation and application of knowledge in a practical setting. It will also enhance career preparation by providing real professional experiences and personal development opportunities.

**Application Dead Line - APPLY NOW**  
**Interview Dates - November 14<sup>th</sup> - 22<sup>nd</sup>**  
**Orientation Dates – January 5<sup>th</sup> - 13<sup>th</sup>**

**Senate Session Internship**  
**January 5<sup>th</sup> through May 11<sup>th</sup> or June 16<sup>th</sup> 2017**

The application process is open to sophomore through graduate students, students who have just graduated, and all majors.

### Applicant requesting Credit

The applicant must be matriculated full-time in an undergraduate or graduate program with a minimum 2.75 GPA and working towards a higher GPA. The applicant must be able to obtain credit through their school.

### Applying as a Volunteer

The applicant must have a minimum of a 2.75 GPA and working towards a higher GPA.

**Both**, requesting credit or volunteer applicants must submit their application with all the require attachments and participate in all of the application processes  
**(See Application Requirements)**



2015 -2016 Senate Session Interns & Chairperson Senator Montgomery

### To submit Applications

Scan application to:

Email: [DemocraticInternProgram@nysenate.gov](mailto:DemocraticInternProgram@nysenate.gov)

Or ask for an Electronic Application Package

Contact: **Zairita C. Penaherrera Executive Director**

Office #: **(518) 455-2539**

Face Book: **New York State Senate Democratic Internship**

### Application Requirements

**Prepare to answer questions during the interview**

About the history of the New York State Senate, & the history of the Democratic Conference & who is your District Representative.

GO TO <http://www.nysenate.gov/>

### Submit the following:

- Application & Resume
- Personal statement describing your skills, a short explanation if you have a GPA bellow 3.0 and the reasons for the interest in the internship
- Include 4 social issues you are passionate about and why
- **Include the name & district # of your NYS Senator & Assembly in the personal statement**
- A writing sample from any class of 3 to 7 pages
- A reference letter from a school mentor or a school staff on a letter head and they can directly **email it to: Zairita C. Penaherrera, Executive Director**  
[DemocraticInternProgram@nysenate.gov](mailto:DemocraticInternProgram@nysenate.gov)
- **(See the attached list on the fourth page of the application)** include a separate list or highlight 4 offices in order of preference

**Interns accepted to the program must participate In the Orientation on January 9<sup>th</sup> - 13<sup>th</sup>**

### Office hour requirements

The program requires you to work a minimum of **2** days a week between Monday through Thursday from 9:30am to 5:00pm with Biweekly Group meetings.

### Intern office work requirements

- Assist with daily office responsibilities (i.e.. answering phone, making copies, delivering documents, working on data bases entries and filing)
- Assist with committee tasks and hearings
- Assist with constituents' legislative inquiries
- Assist with interest group meetings
- If applicable assist with research prospective policy initiative
- Attend at a minimum of 4 Conference meetings, 4 Legislative Sessions, 2 hearings and weekly program group meetings

### Placements

While the main placements are in a Senators' office some placements are made to the offices of central staff in the Democratic Conference  
**(Finance Committee, Counsel and Program)**

# APPLICATION

**Volunteer applicant wanting school credit** carefully read the application package information cover sheet. Secure the necessary approval of the on-campus, faculty, or department staff evaluator. Submit this application with attached supporting materials.

**Volunteers** carefully read the application package information cover sheet. Submit the application with all the required attachments, **excluding** filling out the credit requirements for off campus study and the faculty or school staff information.

**All applicants must complete and submit the application with all the appropriate documents to** Zairita C. Penaherrera, Executive Director **Email Address, [DemocraticInternProgram@nysenate.gov](mailto:DemocraticInternProgram@nysenate.gov)**

Name \_\_\_\_\_ Date \_\_\_\_\_ Birth date \_\_\_\_\_  
Main Mailing Address \_\_\_\_\_  
(City) \_\_\_\_\_ (State) \_\_\_\_\_ (Zip Code) \_\_\_\_\_  
Phone # (\_\_\_\_) \_\_\_\_\_ Cell# (\_\_\_\_) \_\_\_\_\_  
E-Mails (primary) \_\_\_\_\_ E-Mail (secondary) \_\_\_\_\_  
Name of School \_\_\_\_\_  
Major \_\_\_\_\_ 2nd Major \_\_\_\_\_  
Freshman \_\_\_\_ Sophomore \_\_\_\_ Junior \_\_\_\_ Senior \_\_\_\_ Graduate Student \_\_\_\_  
Expected Date of Graduation \_\_\_\_\_

## FACULTY OR SCHOOL STAFF SPONSOR'S INFORMATION IF RECEIVING SCHOOL CREDIT

Department \_\_\_\_\_  
On-Campus Evaluator's name \_\_\_\_\_  
On-Campus Evaluator's E-Mail \_\_\_\_\_  
Office Phone # \_\_\_\_\_

## OVERALL GPA \_\_\_\_\_

### TERM OR TERMS APPLYING FOR

**Term 1:** January through May ( )      **or**      January through June ( )      **Year:** 2017

**Applicable if applying for Term 2:** April -June ( )

### Applicable for those who are receiving CREDITS

Hours needed to complete program requirement for credits \_\_\_\_\_  
Credits received at the completion of the program \_\_\_\_\_

\_\_\_\_\_  
**Applicant Signature**

\_\_\_\_\_  
**Date**

## Senator's Offices and Central Offices

**Highlight four offices that you are interested in and submit with the application**

<b>Addabbo</b>	<b>Kennedy</b>	<b>Sanders</b>
<b>Breslin</b>	<b>Latimer</b>	<b>Serrano</b>
<b>Comrie</b>	<b>Montgomery</b>	<b>Stewart-Cousins</b>
<b>Diaz</b>	<b>Panepinto</b>	
<b>Dilan</b>	<b>Peralta</b>	
<b>Espaillet</b>	<b>Parker</b>	
<b>Gianaris</b>	<b>Rivera</b>	
<b>Hoylman</b>	<b>Perkins</b>	
<b>Hamilton</b>	<b>Persuad</b>	

**Expect possible changes to the Senator's Office list pending November's election**

### **(For Your Information)**

#### **Standing Committees**

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

# NEW YORK STATE SENATE DEMOCRATIC CONFERENCE

## PROGRAM AGREEMENT

My signature below indicates that I have read and understood the Internship Program's policy and expectations.

I, \_\_\_\_\_ accept the Internship Program Agreement and all of its policies.

I understand that it is my responsibility to clarify any questions I may have of the program policies or expectations, so that I can meet and/or exceed the expectations of the Internship Program and the office I am placed in. I will put my best foot forward and make the most that I can out of this learning experience.

I understand that I am expected to work a minimum of 2 full work days a week up until the end of the program. Program Ending Date: \_\_\_\_\_.

I understand that I am expected to assist with daily office responsibilities and all of Legislative work that the office request of me.

I understand that I am to attend at a minimum of four conference meetings, four Legislative Sessions, two hearing and all the group meetings.

I understand that I am expected to be honest, punctual, cooperative, and willing to learn.

I understand that I am expected to submit the by-weekly time sheet to the executive director of the program.

I am expected to notify first my office supervisor and then the program director at least 24 hours in advance if I am to be absent. I will notify first my office supervisor and then the executive director if I'm going to be late.

I understand that I will be held to the same standard as all other paid employees and will abide by the same Code of Conduct throughout the program.

I understand that the executive director has the right to discontinue my internship for any policy violation that I commit and to notify my college/university immediately of my internship status.

I understand that at the end of the internship, or if I am eliminated from the internship, I am to return all property of the New York State Senate.

\_\_\_\_\_  
Intern Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Executive Director Signature

\_\_\_\_\_  
Date

***\*To be filled out in front of the Program Executive Director***