

# NEW YORK STATE SENATE DEMOCRATIC CONFERENCE INTERNSHIP



## PART TIME SESSION PROGRAM - 2018

Established 2011

Executive Director, Jared S. Newman





## Democratic Conference Internship

The New York State Senate Democratic Internship Program serves as an avenue for those students who want to obtain the opportunity to experience the real inner workings of New York State government through practical and unique experiences. The internship will offer 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.

### Internship Term

**Term 1: 1/16/2018 - 5/10/2018**

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

### Applicant requesting credits

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 without the request of credits

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

**Both** types of applicants must submit their application with all their supporting materials and participate in all of the application processes. (See **Application Requirements**)



### Application Time Line

Accepting Applications **NOW to December 8, 2017**

Interviews – **Starting November 30, 2017**

By the Executive Director, Jared S. Newman

**To submit Applications** - Scan application & all appropriate paper work to the E-mail address below

E-mail – [DemocraticInternship@nysenate.gov](mailto:DemocraticInternship@nysenate.gov)

Contact – Jared S. Newman with any questions

Office # (518) 455-2569

## Application Requirements

**Prepare** by researching the NYS Senate Democratic Conference history, **eight** years back.

**Review** the Senators' biographies by going to: [www.nysenate.gov/](http://www.nysenate.gov/)

### Application Checklist

- Program Application
- Official Academic Transcript (sealed & mailed or dropped off at Legislative Office Building, Room 907)
- Official Class Schedule for Spring 2018
- Resume
- Personal statement describing your skills and your reasons for interest in the internship
- Include the name of **your NYS District Senator and Assembly Member in the personal statement**
- A writing sample from any class of 3 to 7 pages
- A reference letter from a school mentor or school staff member with personal knowledge of applicant's qualifications **ON PROFESSIONAL LETTERHEAD**. This should be sent directly via **email to: Jared S. Newman, Executive Director DemocraticInternship@nysenate.gov**
- Highlight *four offices* you would prefer to work in as well as *four committees* you are interested in (See **the attached list on the fourth page of the application**)
- 100 words (each) on four social issues you are passionate about and why

**Interns accepted to the program must participate in the Orientation – Date: January 16-18, 2018**

### Intern Work Schedule Requirements

The program requires the intern to work a minimum of **TWO** days a week Monday through Thursday from 9:30AM to 5:00PM. A lunch break, one on one meetings, and weekly group meetings are required.

### Intern Office Task Requirements

- Assist with daily office responsibilities (i.e., answering phone, making copies, delivering documents, working on data base entries & filing)
- Assist with committee tasks and hearings
- Assist with constituents' legislative inquiries
- Assist with interest group meetings
- If applicable assist with research
- Attend a minimum of **FOUR** Conference meetings, **FOUR** Legislative Sessions, **TWO** hearings, as well as weekly program group meetings

### Placements

While the main placements are in Senators' Offices, some placements are made to the offices of Central Staff in the Democratic Conference (**Finance Committee, Counsel and Program**)

# APPLICATION

**Applicants requesting school credits** carefully read the application package information cover sheet. Secure the necessary approval of the on-campus, faculty, or department staff evaluator. Submit the application with all the supporting materials and any questions to Jared S. Newman, Executive Director.

**Applicants not requesting school credits** carefully read the application package information cover sheet. Submit the application with all the supporting materials and any questions to the Executive Director, **excluding** filling out the credit requirements for off campus study and the faculty or school staff information section.

**All internship applicants must complete and E-Mail the following application with all the appropriate documents to [DemocraticInternship@nyenate.gov](mailto:DemocraticInternship@nyenate.gov), Jared S. Newman.**

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

## FACULTY OR SCHOOL STAFF SPONSOR'S INFORMATION IF APPLICABLE

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

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

### TERM OR TERMS APPLYING FOR (check one)

**Term 1:** January through May ( )      **Year:** 2018

**Term 2:** April through June ( )      or      Returning Intern ( )

### CREDIT REQUIREMENTS FOR OFF CAMPUS STUDY

Hours needed to complete program requirement for credits \_\_\_\_\_

Credits received at the completion of the program \_\_\_\_\_

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

\_\_\_\_\_  
Date

## **Democratic Conference Senators' Offices / Central Offices / Committees**

**Circle FOUR offices from the following names that you are interested in:**

<b>Addabbo</b>	<b>Kavanagh</b>	<b>Stewart-Cousins</b>
<b>Bailey</b>	<b>Kennedy</b>	
<b>Benjamin</b>	<b>Krueger</b>	
<b>Breslin</b>	<b>Montgomery</b>	
<b>Brooks</b>	<b>Parker</b>	
<b>Comrie</b>	<b>Persaud</b>	<b>Office of Counsel &amp; Program</b>
<b>Dilan</b>	<b>Rivera</b>	<b>Finance Committee</b>
<b>Gianaris</b>	<b>Sanders</b>	
<b>Hoylman</b>	<b>Serrano</b>	
<b>Kaminsky</b>	<b>Stavisky</b>	

**Standing Committees – Circle FOUR Committees you are interested in**

- **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 policies 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 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 requests of me.

I understand that I am to attend at a minimum of four conference meetings, four Legislative Sessions, two hearing if applicable, all program's group meetings and one on one 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 bi-weekly time sheet to the 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 program director if I am going to be late or have a medical issue or illness.

I understand that I will be held to the same standard as all 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