NEW YORK STATE SENATE
DEMOCRATIC CONFERENCE INTERNSHIP

PART TIME SESSION PROGRAM - 2019
Executive Director, Jared Newman
Established 2011
Democratic Conference Internship

The New York State Senate Democratic Conference Internship Program serves as an avenue for those students who want 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 2: 5/16/2019 - 6/26/2019
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 have a minimum of a 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 Requirements

Review the Senators’ biographies by going to: www.nysenate.gov/

Application Checklist
- Program Application
- Official Academic Transcript (sealed & mailed OR dropped off at contact address below left)
- Official Class/Work Schedule for Summer 2019
- Resume
- Personal Statement (1 page single spaced) describing your skills & reasons for interest in the internship
- Include the name of your NY State Senator and Assembly Member in the personal statement
- A writing sample from any class of 3 to 7 pages
- A letter of recommendation from a mentor or university staff member with knowledge of applicant’s qualifications ON PROFESSIONAL LETTERHEAD. This should be sent directly via email to: Jared 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)
- 150 words (each) on four social issues you are passionate about and why

Interns accepted to the program must participate in the Orientation – Date: May 16-17, 2019

Intern Work Schedule Requirements
The program requires the intern to work a minimum of 25 HOURS WEEKLY, Monday through Thursday. A lunch break, one on one meetings, and a bi-weekly group meeting (Thursdays) 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
- Research & track pending or passed legislation
- Attend a minimum of SIX Legislative Sessions, SIX legislative hearings, as well as regular bi-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 Majority Conference (Finance Committee, Counsel and Program, etc).
Applicants requesting school credits: Carefully read the application package information 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 the Executive Director, Jared Newman.

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 or mail the following application with all the appropriate documents to the Executive Director: democraticinternship@nysenate.gov

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_____ 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: 2019
Term 2: May 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:

Addabbo  Gianaris  Krueger  Persaud  Stavisky
Bailey    Gounardes  Liu      Ramos    Stewart-Cousins
Benjamin  Harckham  Martinez  Rivera  
Biaggi     Hoylman     May      Salazar  
Breslin    Jackson     Mayer    Sanders  
Brooks     Kaminsky    Metzger  Savino   
Carlucci   Kaplan      Montgomery  Sepulveda  
Comrie     Kavanagh    Myrie    Serrano  
Gaughran   Kennedy     Parker    Skoufis  

Standing Committees – Circle FOUR Committees you are interested in

Aging
Agriculture
Alcoholism and Substance Abuse
Banks
Budget & Revenues
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
Domestic Animal Welfare
Education
Elections
Energy and Telecommunications
Environmental Conservation
Ethics & Internal Governance
Finance
Health
Heroin Task Force
Higher Education
Housing, Construction and Community Development
Infrastructure and Capital Investment
Insurance
Internet & Technology
Investigations and Government Operations
Judiciary
Labor
Legislative Commission on Rural Resources
Libraries
Local Government
Mental Health and Developmental Disabilities
New York City Education
Racing, Gaming and Wagering

Rules
Science, Technology, Incubation & Entr.
Counterterrorism & Public Protection
Social Services
State-Native American Relations
Technology & Innovation
Transportation
Veterans, Homeland Security & Military Affairs
Women’s Issues

-New York State Black, Puerto Rican, Hispanic & Asian Legislative Caucus

Task Forces:
-Demographic Research & Reapportionment
-Lyme & Tick-Borne Diseases
-Workforce Development
NEW YORK STATE SENATE DEMOCRATIC CONFERENCE

INTERNSHIP 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 four days a week up until the end of the program (or a total of 25 hours weekly). I am also to attend bi-weekly group meetings with other program participants on Thursdays; time TBD.  

Program End Date: June 26, 2019.

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

I understand that I am to attend at a minimum of SIX Legislative Sessions, SIX legislative hearings, all program group bi-weekly 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 to submit my weekly time sheet to the Executive Director of the program for approval, as well as receiving my direct office supervisor’s signature for approval on the sheet.

I am expected to notify first my office supervisor and then the Executive Director AT LEAST 24 hours in advance if I am to be absent due to a scheduling conflict. I will notify first my office supervisor and then the Executive Director AS SOON AS POSSIBLE if I am going to be late or have a medical issue that arises LESS THAN 24 HOURS before the start of a work day (i.e. morning of).

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

I understand that the Executive Director has the right to terminate 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 conclusion of the internship, or if I am eliminated from the internship, I am to return all property of the New York State Senate (ID badges, office keys, etc.).

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