

NEW YORK STATE SENATE DEMOCRATIC CONFERENCE INTERNSHIP



PART TIME SESSION PROGRAM - 2019

Executive Director, Jared S. Newman
Established 2011





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: 1/22/2019 - 4/25/2019

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 be matriculated 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

Candidate Submission Deadline: November 2, 2018

Formal Notice of Acceptance/Denial: November 30, 2018

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

E-mail – DemocraticInternship@nysenate.gov

Contact – Jared S. Newman

Legislative Office Bldg, Room 907

188 State Street, Albany, NY 12208

Office # - (518) 455-2569

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 Schedule for Spring 2019
- Resume
- Personal statement 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 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 22-24, 2019

Intern Work Schedule Requirements

*The program requires the intern to work a minimum of **15 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 **FOUR** Conference meetings, **FOUR** Legislative Sessions, **TWO** hearings, as well as 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 Democratic Conference (**Finance Committee, Counsel and Program, etc**).

APPLICATION

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.

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.

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	Dilan	Mayer	Serrano
Alcantara	Gianaris	Montgomery	Stavisky
Avella	Hamilton	Parker	Stewart-Cousins
Bailey	Hoylman	Peralta	Valesky
Benjamin	Kaminsky	Persaud	
Breslin	Kavanagh	Rivera	
Brooks	Kennedy	Sanders	Office of Counsel & Program
Carlucci	Klein	Savino	Finance Committee
Comrie	Krueger	Sepulveda	Press Office

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**

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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 three days a week up until the end of the program (or a total of 15 hours weekly). I am also to attend bi-weekly group meetings with other program participants on Thursdays; time TBD. Program End Date: April 25, 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 four Conference meetings, four Legislative Sessions, two 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.).

Intern Signature

Date

Executive Director Signature

Date