

# 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 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 2: 5/9/2019 - 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 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: April 12, 2019**

**Formal Notice of Acceptance/Denial: April 26, 2019**

**To submit applications** - Scan application & all appropriate paperwork to the E-mail address below OR mail it to:

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

**Contact** – Executive Director - Jared Newman  
Legislative Office Bldg, Room 907  
198 State Street, Albany, NY 12247

**Office #** – (518) 455-2569

## Application Requirements

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 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](mailto: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 9-10, 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 database 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.**)

# 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, 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](mailto: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	Gounardes	Martinez	Salazar	Counsel & Program
Bailey	Harckham	May	Sanders	Press Office
Benjamin	Hoylman	Mayer	Savino	Finance
Biaggi	Jackson	Metzger	Sepulveda	
Breslin	Kaminsky	Montgomery	Serrano	
Brooks	Kaplan	Myrie	Skoufis	
Carlucci	Kavanagh	Parker	Stavisky	
Comrie	Kennedy	Persaud	Stewart-Cousins	
Gaughran	Krueger	Ramos	Thomas	
Gianaris	Liu	Rivera		

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

Aging	Rules
Agriculture	Science, Technology, Incubation & Entr.
Alcoholism and Substance Abuse	Counterterrorism & Public Protection
Banks	Social Services
Budget & Revenues	State-Native American Relations
Children and Families	Technology & Innovation
Cities	Transportation
Civil Service and Pensions	Veterans, Homeland Security & Mil. Affairs
Codes	Women's Issues
Commerce, Economic Development and Small Business	
Consumer Protection	New York State Black, Puerto Rican, Hispanic & Asian Legislative Caucus
Corporations, Authorities and Commissions	
Crime Victims, Crime and Correction	Task Forces:
Cultural Affairs, Tourism, Parks and Recreation	Demographic Research & Reapportionment
Domestic Animal Welfare	Lyme & Tick-Borne Diseases
Education	Workforce Development
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	

# 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 three 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 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 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