

HOW TO APPLY

Upon approval for off-campus study, the applicant must submit to the Senate Student Programs Office the following documents via their Campus Liaison Officer/ Advisor:

- A completed Work-Based Learning Application;
- College transcripts;
- One letter of reference from a person familiar with the applicant's academic abilities and professional skill; and
- A one page personal statement.

KEY DATES

- Application Deadline.....September
 - Announcement of Selections.....Late September
 - Program Duration.....September - December
- * Please contact Student Programs for exact dates, as they are subject to change.



NEW YORK STATE SENATE
OFFICE OF STUDENT PROGRAMS
208 LEGISLATIVE OFFICE BUILDING
ALBANY, NY 12247
PH: 518-455-2611
EMAIL: STUDENTS@NYSENATE.GOV
WEBSITE: WWW.NYSENATE.GOV/STUDENT-PROGRAMS



NEW YORK STATE SENATE WORK-BASED LEARNING

FALL ASSISTANT

PERSEVERANCE › DISTINCTION › PROFICIENCY

THE VISION

Expose our community to vocational pathways through a full immersion work-based learning partnership within our production department.

DEPARTMENTAL AREAS OF LEARNING

Production includes:

- Shipping/Receiving/Warehousing
- Mailing and Packaging
- Post Press Bindery
- Offset Press: Sheet fed offset printing
- Digital Press: Sheet fed digital printing

Additional areas of learning:

- Order Entry
- Production Coordinating
- Editing and Proofing
- Pre-press/Large format printing
- Graphic Design

ACADEMIC CREDIT

The Senate does not award course credits. Advisement, evaluation, and the granting of credits are the responsibility of on-campus faculty.

FIRST STEPS

Applicants must identify and contact their Campus Liaison Officer (CLO) or duly authorized advisor to determine: the requirements for off-campus study; whether they are eligible to participate in such a program; the number of course credits earned; and their institution's deadline for off-campus internship applications.

ELIGIBILITY

- To be considered, applicants must be enrolled in Work-Based Learning or a College student;
- Authorized academic institution faculty must discuss off-campus eligibility; and
- Applicants must meet their institution's requirements for off-campus study.

PLACEMENT

Work-Based Learning Assistants are assigned to work a pre-determined number of hours in the New York State Senate Production department aligned with the student's experience, abilities and interests.

Please complete and submit application materials via mail or email in coordination with your Campus Liaison Officer/Advisor. If there is no Campus Liaison Officer/Advisor, please write, call or email the Office of Student Programs.

