

## PLACEMENT

Session Assistants are assigned to work full-time in a Senator's office based upon the student's experience, abilities, and policy interests. Office supervisors will assign Assistants work and responsibilities related to the legislative process. Such duties may include: policy research; constituent relations; or the preparation of legislative documents.

## STIPEND AND WORK HOURS

The Senate awards a \$6,600 stipend to Session Assistants. The stipend is paid in biweekly installments following an initial two-week lag. Assistants are required to work a minimum of 35 hours per week, or 70 hours per biweekly pay period. Due to the nature of legislative work, longer hours may sometimes be necessary. Session Assistants must work through the last scheduled date of the Program to receive the full and timely payment of their final biweekly stipend check.

## HOUSING

The Senate does not provide for and is not responsible for Session Assistants' housing. Upon acceptance into the Program, students are encouraged to utilize local resources such as: Capital District local newspapers (e.g., *Times Union*, *Troy Record*, *The Daily Gazette*); online sources (e.g., Craigslist and area classified ads); local academic institutions (e.g., SUNY at Albany, and The College of St. Rose); and public libraries.

## THE MARGARET J. HUGHES MEMORIAL FUND SCHOLARSHIP

Margaret J. "Maggie" Hughes served with distinction as Deputy Director of the Washington Office of the State of New York, as a Special Assistant to Vice President Nelson A. Rockefeller, and with the Washington Office of the New York State Senate.

Wise, patient, and caring, Maggie was a knowledgeable resource and friend to many interns and young staffers. Every year, the New York State Senate awards \$1,000 to the Undergraduate Session Assistant who embodies the values and commitment to public service for which Maggie was known.

Candidates will be evaluated on overall performance, written communication skills, and their commitment to serving the public with integrity. Applications for the Margaret J. Hughes Memorial Fund Scholarship will be made available in early March, and one recipient will be chosen at the end of the program in April.

## ORIENTATION AND PROGRAM

Upon arrival, students participate in an orientation program that presents the rudiments of the legislative process and culture. Weekly seminars feature procedural topics and key participants. Assignments can include reading, writing, and/or speaking assignments, including an in-depth paper.

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**Please complete and submit the enclosed application materials in coordination with your CLO/Advisor. If there is no CLO/Advisor on campus, please write, call, fax or email:**

**NEW YORK STATE SENATE  
OFFICE OF STUDENT PROGRAMS  
208 LEGISLATIVE OFFICE BUILDING  
ALBANY, NY 12247**

**TEL: (518) 455-2611  
FAX: (518) 426-6827  
E-MAIL: [STUDENTS@NYSENATE.GOV](mailto:STUDENTS@NYSENATE.GOV)  
[NYSENATE.GOV/STUDENT-PROGRAMS](http://NYSENATE.GOV/STUDENT-PROGRAMS)**

**NEW YORK STATE  
SENATE**



**UNDERGRADUATE  
LEGISLATIVE SESSION  
ASSISTANTS  
PROGRAM**

# KEY DATES

**Last Friday in October | Senate application deadline**

**Late November | Announcement of selections**

**Mid-January - Late April | Program duration**

## THE PROGRAM

Since 1978, the New York State Senate Undergraduate Session Assistants Program has given students direct access to State government and the legislative process. Approximately 30 undergraduate students are selected for this unique experience every year. Strong personal initiative and principles are essential for success in the Program. Students typically receive as many as 15 credit hours in addition to a \$6,600 stipend for their participation.

## MODEL SESSION

Model Legislative Session allows students to experience firsthand the lawmaking process, including drafting, negotiating, and debating/voting on original student legislation. It is the culminating Program activity, and the experience of a lifetime.

## COLLEGE CREDIT

The Senate does not award course credits. Instead, a confidential performance evaluation will be provided. Advisement, evaluation, and the granting of credits are the responsibility of on-campus faculty. Due to the demands of the Program, the Senate imposes a limit of three (3) additional classroom credits pursued outside the Program during enrollment.

## 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

- Applicants must be matriculated undergraduates at an accredited college or university located in New York State. Majors in all accredited disciplines are accepted. Freshmen are ineligible.
- To be considered, applicants must have been enrolled full-time in the previous spring, as well as the current fall semester/trimester, and have maintained a minimum 3.0 grade point average.
- Off-campus eligibility must be conferred by authorized academic institution faculty.
- Applicants must meet their institution's requirements for off-campus study.



## HOW TO APPLY

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

- A completed Undergraduate Session Assistants Application;
- Official school transcripts;
- Certification of current coursework;
- A one-page resume;
- Three confidential letters of reference from persons familiar with the applicant's academic abilities and professional aptitude;
- A listing of three (3) legislative policy area preferences/areas of interest;
- A six to eight (6-8) page paper or essay;
- Two one-page memoranda (a policy proposal and rebuttal);
- A personal statement; and
- A signed and dated student statement.

