1. Carefully read the enclosed materials and application.
2. Contact your CLO, Academic Advisor, Department Chair, Dean or other duly authorized campus personnel to determine: the requirements for off-campus study; if you are eligible to participate in such a program; the amount of credit you may receive for such participation; and the deadline to submit your application.
3. Complete, compile and submit the enclosed application materials in coordination with your CLO/Advisor. This folder should help.
4. Request official transcripts of all collegiate level work; have them sent directly to your CLO/Advisor.
5. Include a one-page resume.
6. List in order of preference the three legislative policy areas you prefer for placement. (Refer to the enclosed Senate Committee page.)
7. Request three letters of reference from people familiar with your academic abilities and professional aptitude. Have them sent directly to your CLO/Advisor.
8. Include the required writing samples: a) an original recent paper or essay, which should be titled, double-spaced and limited to 6 to 8 pages; and b) two, one-page maximum, double-spaced memoranda:
   • A policy proposal: this can be either enacted or proposed legislation. Describe the problem you are trying to solve, what your proposal would do, and the expected outcome; and
   • A rebuttal of the proposal: Why wouldn't the proposal create the expected outcomes? What are the unintended consequences? What are the costs versus the benefits?
9. Include your one-page statement of purpose explaining why you are applying for the internship.
10. Have your CLO/Advisor complete the faculty certification of endorsement and coursework-in-progress form.

Questions should be directed to the CLO/Advisor. If a CLO/Advisor is unavailable, contact the Senate Office of Student Programs.

Tel: 518-455-2611  FAX: 518-426-6827
students@nysenate.gov | nysenate.gov/student-programs

Campus Liaison Officers: E-mail (students@nysenate.gov) or use certified mail/return receipt requested when mailing application materials to the Senate to protect the interests of the applicant(s) should mail be delayed or lost.

Remember! Consult with your CLO/Advisor as institution internship deadlines typically precede Senate Student Programs. Be sure to speak with your references, and your past and present academic institutions for official transcripts.

Application Checklist

☑ Identified, notified, consulted, confirmed eligibility and course credit with Campus Liaison Officer (CLO), or appropriate faculty.
☑ Complete, sign application.
☑ Request official school transcripts.
☑ Sign student statement.
☑ A one-page resume.
☑ Original, recent writing sample.
☑ Two (2) memoranda.
☑ Statement of purpose.
☑ Requested three (3) confidential letters in support of application.

Reminder! You need to indicate three (3) Preferred Policy Areas as part of your Session Assistants application. To be sure, you can always find the most up-to-date Senate Standing Committees at NYSenate.gov.

Senate Standing Committees

Aging
Agriculture
Alcoholism and Substance Abuse
Banks
Budget and Revenue
Children and Families
Cities 1
Cities 2
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
Disabilities
Education
Elections
Energy and Telecommunications
Environmental Conservation
Ethics and Internal Governance
Finance
Health
Higher Education
Housing, Construction and Community Development
Insurance
Internet and Technology
Investigations and Government Operations
Judiciary
Labor
Libraries
Local Government
Mental Health
New York City Education
Procurement and Contracts
Racing, Gaming and Wagering
Rules
Social Services
Transportation
Veterans, Homeland Security and Military Affairs
Women’s Issues

Undergraduate Session Assistants Internship
Application Instructions
New York State Senate
Undergraduate Session Assistants Program

This official application is available online. Please fill out this form carefully. Incomplete or illegible applications may not be considered. Consult your CLO/Advisor as institution internship deadlines typically precede Senate Student Programs.

DATE OF BIRTH (MM/DD/YY) ____________________________

NAME: ____________________________________________

(CITY) _______________________________________

(State) ________________________________

(ZIP) ________________________________

CAMPUS RESIDENCE:

(Street & No./Bldg./Apt.) ___________________________________________

(City) _______________________________________

(State) ________________________________

(ZIP) ________________________________

CAMPUS TELEPHONE(S): ( ) & ( )

PERMANENT ADDRESS:

(Street & No./Bldg./Apt.) ___________________________________________

(City) _______________________________________

(State) ________________________________

(ZIP) ________________________________

HOME TELEPHONE(S): ( ) & ( )

E-MAIL ADDRESS: ____________________________________________

IF YOU VOTE, include City & State

EDUCATION: List all colleges and universities you have attended, beginning with the most recent. Official transcripts must accompany your application.

Name of Institution

(Begin with most recent)

Date of Graduation

Overall GPA (4.0 Scale)

Degree Sought, Pending, or Awarded

Major/Minor

Date of Attendance

1. ____________________________________________

2. ____________________________________________

3. ____________________________________________

4. ____________________________________________

SPECIAL SKILLS: Selectively list your most pertinent skill(s), talent(s), interest(s), achievement(s), honor(s), and employment in this space. Do not write "see resume."

PREFERRED POLICY AREAS: (see page iv). List in order of preference (1 being the first) three areas of policy most interesting to you.

1. ____________________________________________

2. ____________________________________________

3. ____________________________________________

REFERENCES: Ask that three confidential letters of reference be sent directly to your CLO.

NAME

Position/Title

Institution

Direct Telephone Number

1. ____________________________________________

2. ____________________________________________

3. ____________________________________________

Faculty Certification of Endorsement and Coursework-in-Progress

☐ I am the on-campus Advisor-of-Record of the applicant and a member of the college faculty/administration with authority to certify that the applicant was enrolled full-time throughout the immediately previous spring semester, is enrolled full-time during the current fall semester, and has the endorsement of the faculty of this college/university to apply for and, if selected, to enroll and earn on-campus credit for participation in the Undergraduate Session Assistants Program under the standards and rules of this college, and Senate guidelines.

☐ I have reviewed the academic record and determined that the applicant is currently enrolled in and making satisfactory progress toward completion of each of the following courses:

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☐ I certify that I have established that all the above is true and accurate and that the applicant has the endorsement of this college as an able student suitable for mature off-campus experiential participation in the Senate program; and that I understand academic planning, tracking, and evaluation of the applicant are the responsibilities of faculty and/or administration of this college.

Name CLO/Advisor (Please Print): ___________________________

Title: ___________________________

Institution: ___________________________

Department: ___________________________

Signature of CLO/Advisor: ___________________________   Date: ___________________________