

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;
- School 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 October
- Announcement of Selections Late November
- Program Duration January - May

* 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
SPRING ASSISTANT
PERSEVERANCE · DISTINCTION · PROFICIENCY

The New York State Senate Work-Based Learning Program offers practical work experience alongside professionals in the Senate administrative offices supporting its 63 Senators and 1,100 employees. Assistants are placed within the State Senate's fiscal, media, and events departments.

PARTICIPATING DEPARTMENTS

Business Administration

The Senate Fiscal Office comprises the Payroll and Accounts Payable offices. Assistants will learn all stages of processing payroll, expenses, general accounting practices, and mandatory reporting.

Mass Communication

Media Services: Consists of Photography and Video and offers a wide variety of production tools and resources to help Members communicate with constituents. Media Services also records, livestreams, and archives all legislative proceedings including Session, public hearings, and committee meetings, both live and virtual.

College students or high school seniors enrolled in CEIP or PTECH are eligible to participate in the New York State Senate Work-Based Learning Spring Program.



FIRST STEPS

Contact your Campus Liaison Officer (CLO) or advisor to determine:

- The requirements for off-campus study;
- If you're eligible to participate in such a program;
- The number of course credits earned; and
- Your institution's application deadline for an off-campus internship.

ACADEMIC CREDIT

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

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.

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

