


**Learn about Congress  
by working in Congress!**

**Expenses paid  
while you earn  
academic credits**



**The Panetta Intern Program**

**\*\*\*HSU Deadline\*\*\*  
Monday, February 11**

**Applications are due by 5:00 p.m.  
electronically in pdf format, and must be  
sent to [hsupres@humboldt.edu](mailto:hsupres@humboldt.edu)**

**You MUST:**

- be available for on-campus or video interviews
- GPA 3.0 or higher
- be an enrolled junior or senior who can use the credits towards graduation
- be a U.S. Citizen and **California resident**
- pass a background check

**For more information:  
[hsupres@humboldt.edu](mailto:hsupres@humboldt.edu)**

No matter what your major, if you're a student leader with a strong academic record and a commitment to public service, apply now for a **Panetta Congressional Internship**.

Each **fall** semester, the Panetta Institute for Public Policy, located on the beautiful Monterey Peninsula, provides selected California students an intensive two-week training course on the workings of the U.S. Congress, then sends them to Washington, expenses paid, for 11 weeks of service to a California member of the U.S. House of Representatives. While in Washington, you'll attend special seminars with government leaders, journalists, and policy experts. And with the submission of an experiential journal and a research paper, you can earn academic credits at your school. The program begins August 4, 2019.

Apply NOW for Fall 2019. Applications due by February 11.

**Applications must include:**

- Current resume
- Two-page essay addressing the student's interest in the Panetta Institute's congressional internship program.
- Transcripts that include all college-level work completed (including community college).
- A graded paper, (at least three pages long) with the professor's comments and/or grade attached.



Open to juniors and seniors at all CSU campuses, plus other selected schools. Apply through the Office of the President. Your travel to and from Washington, along with housing expenses and a modest expense reimbursement will be covered by the program.

**PanettaInstitute.org**



## **The Panetta Institute for Public Policy**

### **Congressional Internship Program**

### **Program and Position Description**

#### **Program Summary:**

The Panetta Institute's twenty-first annual *Congressional Internship Program* will be held from Sunday, August 4 through Friday, November 29, 2019. This semester long program begins with a rigorous two-week academic orientation at the Panetta Institute followed by an eleven-week experiential education as a Panetta intern in a Washington, D.C. office of a California member of the U.S. House of Representatives where students serve through Friday, November 1, 2019. While serving in our nation's capital students will also attend regular seminars. Upon return to California, interns begin to work on the academic requirements of the program: a twenty-page policy paper with evidence of research and analysis and a twenty-page reflective journal, a polished compendium of the student's intern experience. The academic program ends on Friday, November 29, 2019 with the submission of both assignments directly to the Panetta Institute for grading. Upon completion of all requirements for this course, interns will earn a letter grade commensurate with their performance for twenty (20) full-time academic units that will be posted to their university transcripts. All program costs are covered, including housing, ground transportation, travel to and from Washington, D.C. and some reimbursement for living expenses. Any academic major may apply; the program is open to qualified students regardless of income.

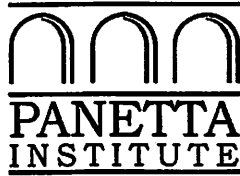
#### **Course Components:**

- Participate in a two-week training session at the Panetta Institute, located at the CSU Monterey Bay campus on the Monterey Peninsula;
- Work full-time for eleven weeks in the assigned a Washington, D.C. congressional office for a member of the U.S. House of Representatives from the California delegation;
- Attend special seminars held exclusively for Panetta Institute interns while in Washington, D.C. and submit reports on all classes and seminars;
- Timely submit weekly reports and other assignments;
- Attend weekly meetings with Panetta Institute staff while in Washington, D.C.;
- Submit an experiential twenty-page journal and a twenty-page research paper consistent with the syllabus provided by the Institute; and
- Earn letter grades commensurate with their performance for twenty (20) full-time academic credits upon successful completion of the internship that must be accepted by the student's university as an integral component of the student's academic transcript.

#### **Position Functions and Tasks:**

Provide support to congressional office staff that includes, but is not limited to:

- Answer phones
  - o Take messages
  - o Transfer calls
  - o Conference calls
- Enter data
- Draft correspondence or other materials
- Meet and greet constituents
- Provide tours of Capitol Building
- Compile newspaper clippings



The Panetta Institute for Public Policy

- Attend hearings and briefings, take notes and provide summaries/reports
- Conduct issue/legislative research
- Perform other work that involves the practical application of what is learned in the classroom

**Position Qualifications:**

*Education*

- Matriculating student in upper-division undergraduate status (matriculating juniors or seniors during the time of the internship – and has not applied for graduation)
- High academic standing at all colleges/universities attended (includes lower division also)
- *Congressional Internship Program* academic units must be applied to the student's transcript

*Experience*

- Outstanding student leader, who is not a former Panetta Institute *Congressional Internship Program* participant
- Demonstrated commitment to community and public service

*Skills*

- Advanced written and verbal communication skills (especially clarity of speech)
- General computer proficiency, word processing and spreadsheet knowledge
- Ability to follow instructions carefully
- Flexibility to adjust with poise to changing deadlines and priorities
- Ability to provide information to the public and others as directed by supervisors
- Strong organizational skills
- Ability to multi-task and prioritize assignments
- Ability to work in a fast-paced environment
- Ability to be a good team member with an attitude of doing what it takes to get the job done and doing so with a pleasant, cooperative, and professional demeanor

*Other qualities*

- Exemplary conduct at the home campus university and in the community;
- Positive attitude with a willingness to work (hard) on any project assigned by the congressional office;
- Willingness to accept work involving the practical application of what is learned in the classroom;
- Exercises maturity and sound judgment;
- Willing to abide by the Panetta Institute's Code of Conduct and Confidentiality Agreement;
- Full-time commitment to the Panetta Institute's *Congressional Internship Program*; no extra-curricular or outside courses allowed including, but not limited to, scheduling of LSAT, GRE, MCAT, GMAT, etc.;
- Willingness to accept roommate assignments and share living quarters with other students while residing at CSU Monterey Bay and in Washington, D.C.
- U.S. citizen;
- State of **California** resident;
- All students must have proof of health insurance that is compliant with the Affordable Care Act and that covers the students while residing and working in the Washington, D.C. metropolitan area.



## The Panetta Institute for Public Policy

### *Congressional Internship Program Selected Intern Comments* Class of 2018

*The Panetta Congressional Internship Program shows an individual the importance of humility, learning, and teamwork. This program taught me how to be more professional in every way, whether it be in appearance, etiquette, or in writing. I learned that a life of public service and taking actions for the common good is more important when you are willing to reach across the aisle to make compromise.*

Philip Abarquez, Cal Poly San Luis Obispo

*The Congressional Internship Program has broadened my horizons because there's so much more available to me than I ever knew existed. This has encouraged me to continue to work hard and to continue striving to be better. I want to also continue going toward opportunities I wouldn't have had without this program. I will continue to be bold and more confident than I was before this experience. I know I have a lot of room to grow, but I will keep up the high standards set by the Panetta Institute.*

Darcy Arzate, CSU Northridge

*I came into the program concerned because I am not a Political Science major. The two-week training not only eliminated that worry, but made me feel prepared and excited to be working in D.C. I loved each and every presentation and learned from all. One of my largest takeaways from the program is the history of bipartisanship in America on a multitude of issues. Learning this gave me immense hope and trust in our political system. I greatly appreciated having the opportunity to participate in the two-week training. I have left feeling prepared, excited, and ready to learn even more. Thank you so much.*

Delainey Boyd, Dominican University of California

*This was an enlightening experience for me in terms of building relationships and just getting this experience. Getting to go beyond the text book and see what really happens in D.C., I felt like this has been an amazing opportunity to understand how politics work in this country and how politicians make decisions that affect their constituents and millions of others. It's been an amazing experience for me and I am grateful to the Panetta Institute. The Panetta Institute Congressional Internship Program is a highly recognized and respected organization. If you are taking on the role of a Panetta Intern, you should be aware of what that entails.*

Tyler Burch, CSU San Marcos

*The importance of working hard stuck with me throughout this experience. At the Institute, there was a lot of talk about the importance of humility and kindness, hard work and respect, which helped me build working relationships with both the people in my office and those I encountered outside.*

Michael Earnest, CSU Bakersfield

*Thanks to the CIP I was able to experience what working on the hill was like without the added stress of adult life. I could not be more grateful to the Panetta Institute for providing me this opportunity. Having Congress as my classroom is an experience that was irreplaceable.*  
Rubie Gonzalez-Parra, CSU Humboldt

*The training, experience, and opportunities that the Panetta Institute provides are beyond belief! Everyone should apply.*  
Natalie Griswold, CSU Fresno

*I am extremely grateful for this opportunity. There truly isn't any other program like this, and it has shaped my future goals and my career goals. This program confirmed that my commitment to public service is as strong as I thought it would be.*  
Tori Hust, CSU Fullerton

*This has been one of the best opportunities for me as it has really given me a perspective on how policymaking works. This experience has encouraged me to pursue a career in public service.*  
Kazim Jafri, CSU Channel Islands

*The orientation at the Panetta Institute was the most helpful tool in helping me in Washington. This program showed me not to be scared or intimidated by things but know now that if you are dedicated and work hard, you have the ability to be successful anywhere. I found the lectures by Dr. Spence and Secretary Panetta most helpful because they gave me a framework by which to understand foreign policy and international issues and I appreciated the lecture from Dr. Jameel Jaffer, one of the conservatives we heard from that taught me to go for what you want and work hard to get there.*  
Wyatt Juntunen, Cal Maritime Academy

*Mrs. Panetta's [lessons] on Congressional etiquette and her phrase "keep your eyes and ears open and your mouth shut" served me very well for the duration of my experience and helped me avoid mistakes I would have otherwise made. Dr. Banks's lecture about American jurisprudence, and Dr. Arquilla's cyber security lecture provided me with the most comprehensive tools at the Institute to succeed in Washington, D.C. I also learned that public service is essential to a working democracy and this program has solidified my desire to attend law school and become a public servant. I believe that American political discourse would be elevated on all sides if everyone had access to the introductory instruction on politics and public policy provided by the Panetta Institute.*  
Justis Kusumoto, CSU Chico

*There is no way that I could adequately describe this experience to anyone. It's like a dream, and I wouldn't do it justice trying to explain it to others in my own words. It's something you have to go through to realize just how life changing this internship is. I feel like I'm going home a different person, and I could never thank the Institute enough for the opportunity they've given me through this. Overall, the Congressional Internship Program taught me no matter what we do with our future, we need to work hard and be dedicated to what we do.*  
Valerie Marquez, Cal Poly Pomona

*My experience here [Washington, D.C.] solidified the lessons I had already been learning back in the Institute, like being punctual and being eager to help others in the office and have a can-do attitude and listen well. I also thought the session reviews that we had to do and the write-ups at the end of the day about all the seminars we heard were really helpful. Having to write concisely to keep my statement within a certain word count helped me learn to get straight to the point of what I want to say. It was great writing experience. I was very prepared and therefore, was very successful.*  
Shea Martinson, CSU Sonoma

*The most helpful part of the orientation at the [Panetta Institute] was managing expectations for D.C., and putting [us interns in our] place. [The Panetta Institute] helped prepare me for when I came into the office. They prepare you for a very formal office and remind everyone to stay humble and professional. I was very grateful for that, and for all the amazing speakers. I got to learn about such a wide array of speakers about so many relevant subjects that I saw on the hill. The Institute had mentioned this before I came out here that I should really focus on paying attention to detail, and I am still working on that. My expectations were very different from reality. I thought [D.C.] was only a nasty, partisan environment. I was pleasantly surprised by how much people actually care. I also saw some bipartisanship, ... [and] ... I thought staff would be so burnt out, but they were hopeful and engaged and passionate, which I loved. The Institute did an amazing job with the program. The speakers were all great and informative.*  
Duncan McDonell, Santa Clara University

*I loved that the speakers tried to inform us and educate us rather than bringing any personal beliefs into it or trying to preach to us. I learned more about government in two weeks than my whole life before. When people don't think things are getting done, it was intentionally developed that way. The Founding Fathers developed this country so that policymaking would be slow and deliberate. That was a huge lesson for me. I understand that most Americans want things done quickly, but that's not how it's supposed to work.*  
Yajaira Ortega-Huerta, CSU East Bay

*The Institute did a great job at picking offices for everyone. The [interns] didn't all get the office that they wanted, but they all got the office they needed. I was skeptical of my placement at first, then learned how perfect the office I had been placed in was for my growth and to help me keep an open mind. I learned a lot about topics that interested me and those that didn't before but now do. The Panetta Institute CIP gives students an encompassing knowledge in public policy, international affairs, government affairs, and public economics. My time here at the Panetta Institute and in Washington has crystalized has leadership, writing, and critical thinking skills.*  
Daniel Richardson, CSU San Francisco

*There are so many people, like the entire Panetta staff, that care so much about people that they pass their experience and knowledge on when they don't have to. I realize that so many internships were developed for "rich kids", and having this opportunity is something I will never forget. Having people who care enough and love their country enough and the policymaking that goes behind it enough to share it with others is something I won't forget. I am grateful beyond words.*  
Darrell Sinclair, CSU Monterey Bay

*I think that the program was an extremely informative and transformational experience. I'm honored that I was able to do this program and see Washington, D.C. from the inside. Coming from a small town, I can't imagine a better experience.*  
Elan Studebaker, CSU Los Angeles

*The Panetta Institute CIP provided me with an opportunity I would have never received outside of this program. I learned what it's like to work in politics and serve your country at a transformative time in the United States. I watched history and gained insight on the legislative process. This experience allowed me to take my classroom to the real world and the knowledge I have gained is something I will always value.*  
Ashley Sugar, Saint Mary's College of California