



The Panetta Institute for Public Policy

**Congressional Internship Program**  
**Deadline for Applications, 5:00pm March 8**  
**Submit questions and application materials to [panetta@humboldt.edu](mailto:panetta@humboldt.edu)**

The Panetta Institute's annual [\*Congressional Internship Program\*](#), which begins on August 8, 2021, combines a rigorous two-week academic orientation to national politics and protocol at the Panetta Institute in Monterey, CA, with 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. While serving in our nation's capital the student will also attend weekly seminars. Upon completion of all requirements for this course, interns will earn 20 academic units that will be posted to their university transcripts. Students are responsible for completing a 20-page policy paper, a 20-page reflective journal, and a compendium of weekly reports of their experience as an intern.

If due to coronavirus pandemic Congress is not open to interns, the program will be presented online through video conferencing. **All program costs are covered, including tuition, housing, ground transportation, travel to and from Washington, D.C. and a living stipend.**

**To qualify, applicants MUST**

- be a U.S. Citizen and California resident,
- be enrolled in a degree-granting program at HSU
- have achieved a minimum 60 graded units but no more than 120 units in Fall 2021 semester, and have a minimum GPA of 3.0.
- pass a criminal background check

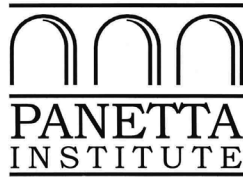
**Applicants are required to submit in pdf format:**

- Complete college transcripts
- Resume
- A two-page application essay stating the reasons why the student is interested in participating in the Panetta Institute internship program
- One graded college-level paper, at least 3 pages long, with the grade and the professor's comments

After the candidate applications are received, the top candidates will be interviewed by a campus committee, and subsequently, the applicant determined to be the committee's first choice will be interviewed by President Jackson. If the president approves of the choice of applicant, he will write the letter of recommendation to the Panetta Institute, and the applicant will be flown to Monterey, CA, to be interviewed by the Panetta Institute committee in April.

**Panetta Institute Course Components:**

- Participate in a two-week training session at the Panetta Institute, located at the CSU Monterey Bay campus;
- Work full-time for eleven weeks in a Washington, D.C. congressional office for a member of the U.S. House of Representatives;
- Attend special seminars held exclusively for Panetta Institute interns while in Washington, D.C.;
- Submit a brief weekly report;



The Panetta Institute for Public Policy

- Submit an experiential journal and a twenty-page research paper

Congressional Intern Position Functions and Tasks:

Provide support to congressional office staff that includes, but not limited to:  
Answer phones: Take messages, transfer calls, create and participate in conference calls  
Enter data  
Draft correspondence or other materials  
Sort mail  
File and shred papers  
Run errands  
Photocopy materials  
Meet and greet constituents  
Provide tours of Capitol Building  
Compile relevant newspaper clippings  
Attend hearings and briefings, take notes and provide summaries/reports  
Conduct issue/legislative research

Position Qualifications:

*Education*

- Enrolled junior or senior status and Congressional Internship Program academic units *must be applied* to the student's degree
- High academic standing at all colleges/universities attended (minimum 3.0 GPA)

*Experience*

- Office or internship experience preferred; candidate should not have served previously as a former Panetta Institute Congressional Internship Program participant
- Demonstrated commitment to community and public service, for example, through volunteer commitments and/or leadership in clubs or student government

*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 requirements*

- Exemplary conduct at the home campus university and in the community (NOTE: applicants selected by the Panetta Institute will be subject to a background check to verify eligibility)
- Positive attitude with a willingness to work (hard) on any project assigned by the congressional office
- Willingness to accept entry level work assigned to young unpaid assistants who normally serve as interns



The Panetta Institute for Public Policy

- Full-time commitment to the Panetta Institute's Congressional Internship Program; no extra-curricular or outside courses allowed; including taking courses associated with LSAT, graduate record exams (GRE), etc;
- U.S. citizen AND State of **California** resident;
- Must have health insurance that is compliant with the Affordable Care Act.