



The Panetta Institute for Public Policy

Congressional Internship Program
Deadline for electronic applications, 5:00pm February 25
Submit questions and application materials to panetta@humboldt.edu

The Panetta Institute's annual *Congressional Internship Program*, which begins on August 7, 2022, 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.

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 2022 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 a review of the applications, qualified candidates will be interviewed by a campus committee, and subsequently, the top candidates will be interviewed by President Jackson. The president will recommend the finalist to be interviewed by the Panetta Institute in to Monterey, CA, in April (travel expenses paid).

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

Congressional Intern Position Functions and Tasks:



The Panetta Institute for Public Policy

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
- 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.