

2016

NEW YORK STATE ASSEMBLY GRADUATE INTERNSHIP APPLICATION

An Academic Tradition



CARL E. HEASTIE, SPEAKER



INTERN COMMITTEE
DEBORAH J. GLICK, CHAIR



New York State Assembly GRADUATE INTERNSHIP

The **GRADUATE INTERNSHIP** provides full-time research or policy analysis positions with Assembly leaders, committees and research staffs.

A \$15,000 stipend is awarded for the January 4, 2016 to June 17, 2016 Internship.

DEADLINE:

Completed applications can be mailed directly by the applicants and must be postmarked by the **October 30, 2015** deadline. **Extensions may be requested by calling the Assembly Intern Committee at (518) 455-4704.**

ELIGIBILITY:

Applicants for the Internship must be matriculated in or have **recently** completed (one year from date of graduation) a graduate degree program. Applicants should have excellent research skills and a strong interest in state government and the legislative process. **All majors may apply.** International students must have academic requirements in the United States to be eligible and are expected to have proper work authorization prior to the Internship start date, January 4, 2016.

THE INTERNSHIP:

The Assembly Graduate Internship provides research and policy development experiences for up to ten qualified graduate students. Graduate Scholars have the opportunity to develop their understanding of the legislative process and New York State government and to apply their ideas and research skills in the legislative process. Graduate Scholars are required to attend Issue Policy Forums and are enrolled in a course taught by the Faculty Advisor. Approximately one-third of the participants in the Internship have moved into other positions in state government. The Assembly Intern Committee affords graduate students a unique professional learning experience.

APPLICATION PROCEDURES:

Applications and all supporting documents must be submitted to the Assembly Intern Committee in a complete package. All materials **must be postmarked by October 30, 2015.** In mid-November, the selected applicants are interviewed in Albany. Travel expenses of applicants are not reimbursed. Final selections will be made shortly thereafter.

The following supporting documents are required of all applicants:

- ◆ A personal statement (item #16 on the application).
- ◆ Official transcripts of all graduate and undergraduate coursework completed **and in progress.** If the college/university will not release official transcripts to students, they may be sent directly to the Assembly Intern Committee under separate cover. The applicant should note this on the application.
- ◆ Two letters of recommendation which discuss the applicant's research skills, character, understanding of the governmental process, and **familiarity with particular public policy areas.** Letters should not be requested from anyone who has not directly observed and evaluated the applicant's skills, character, and areas of knowledge. At least one letter must be from a professor at the current university or most recently attended.

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FOR OFFICE USE ONLY

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APPLICATION

NEW YORK STATE ASSEMBLY GRADUATE INTERNSHIP

JANUARY 4, 2016 – JUNE 17, 2016

Applications and all supporting documents, including official transcripts, as described in the previous pages, **must** be postmarked in a complete package by **October 30, 2015** and **SENT DIRECTLY TO THE NEW YORK STATE ASSEMBLY INTERN COMMITTEE, ROOM 104A, LEGISLATIVE OFFICE BUILDING, ALBANY, NY 12248.**

TYPE OR PRINT CLEARLY IN DARK INK

1. NAME _____

2. PRESENT ADDRESS _____ (Apt/Box) _____
(until _____)

(City) _____ (State) _____ (Zip) _____

3. TELEPHONE () _____ CELL () _____

4. E-MAIL ADDRESS _____

5. PERMANENT ADDRESS _____

(City) _____ (State) _____ (Zip) _____

6. COUNTY _____

7. TELEPHONE () _____

8. GRADUATE SCHOOL(S)

a. Matriculated:

b. Completed:

College/University _____

College/University _____

Major _____

Major _____

Degree _____

Degree _____

Date Expected _____

Date Expected _____

GPA _____

GPA _____

Date of First Enrollment _____

Date of First Enrollment _____

Credits Completed Through 8/15 _____

Credits in Progress – Fall 2015 _____

9. UNDERGRADUATE SCHOOL(S)

College/University _____

College/University _____

Major _____

Major _____

Minor _____

Minor _____

Degree _____

Degree _____

Date Received _____

Date Received _____

GPA _____

GPA _____

10. PLANS FOR 2016 _____

11. ACADEMIC HONORS

12. EXTRACURRICULAR ACTIVITIES

13. WORK EXPERIENCE (PLEASE ATTACH A COPY OF YOUR RESUME)

14. LIST THE THREE INDIVIDUALS WRITING REFERENCE LETTERS FOR THIS INTERNSHIP.

(1) _____

(2) _____

(3) DEAN: _____

DIRECTOR: _____

15. LIST ANY AREAS OF PUBLIC POLICY FOR WHICH YOU HAVE AN INTEREST IN WORKING. INDICATE THE ACADEMIC STUDIES OR EXPERIENCES THAT HAVE PROVIDED YOU WITH THE NECESSARY BACKGROUND FOR THAT INTERNSHIP ASSIGNMENT.

16. ON THE BACK OF THIS APPLICATION, TO EVALUATE AND DETERMINE PLACEMENT, PLEASE WRITE OR ATTACH A PRINTED COPY OF YOUR PERSONAL STATEMENT DESCRIBING YOURSELF, YOUR ABILITIES, AND INTEREST IN STATE GOVERNMENT TO HELP US ACCURATELY EVALUATE YOUR APPLICATION AND DETERMINE AN APPROPRIATE PLACEMENT. (A RESUME IS NOT A SUFFICIENT SUBSTITUTE FOR THIS ITEM.)

17. WRITING SAMPLE

PLEASE CHECK ONE OF THE FOLLOWING:

WRITE A FOUR PAGE STATE LEVEL PUBLIC POLICY RESEARCH PROPOSAL, EXPLAINING WHY IT IS IMPORTANT, WHAT ISSUES IT RAISES AND WHY IT SHOULD BE SUPPORTED.

OR

ATTACH A COPY OF A PAPER YOU HAVE COMPLETED WHICH RELATES TO STATE POLICY MAKING AND WHY IT IS EXEMPLARY OF YOUR ABILITIES.

THE PROPOSAL OR PAPER WILL BE REVIEWED FOR CLARITY, ORGANIZATION, DEMONSTRATION OF ANALYTIC SKILLS AND RESEARCH METHODS.

18. ALL OF THE INFORMATION PROVIDED IS TRUE TO THE BEST OF MY KNOWLEDGE. I UNDERSTAND THAT ALL MATERIALS SUBMITTED WITH THIS APPLICATION WILL NOT BE RETURNED AND ARE FOR THE CONFIDENTIAL USE OF THE ASSEMBLY INTERN COMMITTEE IN CONNECTION WITH MY ACCEPTANCE AND PLACEMENT IN THE GRADUATE INTERNSHIP. I HAVE ANSWERED ALL QUESTIONS AS DIRECTED AND ENCLOSED ALL OF THE REQUIRED SUPPORTING DOCUMENTS. TO ENSURE THAT OTHER APPLICANTS RECEIVE FULL CONSIDERATION, I WILL NOTIFY THE ASSEMBLY INTERN COMMITTEE IMMEDIATELY IF I WITHDRAW MY APPLICATION FOR ANY REASON.

19. SIGNATURE _____ DATE _____

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- ◆ A letter from the graduate program dean or director indicating how the Graduate Internship relates to the student's academic or career objectives and amount of credit, if any, to be granted. If this letter is written by the same person as one of the above, it should be clearly stated as performing this dual purpose. This is required whether or not the applicant has completed his/her graduate degree.
- ◆ A public policy proposal (item #17 on the application).

RESPONSIBILITIES:

Graduate Scholars serve as full-time Assembly staff researchers and policy analysts. Assignments are based on experience, program of study, interest, and the availability of supervision within the Assembly. Graduate Scholars' responsibilities include: fiscal analysis of proposed legislation and program budgets, researching and drafting bills and memos, and preparing background papers and reports. Specific duties are dependent on the abilities of the Graduate Scholar and the needs of the office assigned. Assignments include the following:

Majority Leader – This placement consists of background research for floor debate, short-term analysis, and bill drafting.

Ways and Means Committee – This placement consists of budget and fiscal analysis on various subjects.

ASSEMBLY POLICY:

For the Assembly Policy Prohibiting Fraternization with Student Interns, please visit our website: <http://assembly.state.ny.us/internship/>

STIPEND:

Assembly Graduate Scholars receive a \$15,000 stipend for the six-month, full-time Internship.

EDUCATIONAL COMPONENT:

An Orientation to the legislative process and state government is held in January. The Assembly Intern Committee's faculty advises the Graduate Scholars and initiates a series of seminars and activities designed to integrate theory and practice. Issues such as legislative reform and policy analysis are examined in small-group discussions with the Professors-in-Residence and legislative leaders. Graduate Scholars should not register for coursework beyond any credit which may be granted by their college for participation in the Internship, without prior approval from the Assembly Intern Committee.

Orientation – Includes sessions on legislative research, the role of legislative staff and interns, legislative/executive relations, political parties in the Legislature, communication skills, the legislative process and budget.

Issue Forums – Graduate Scholars are required to attend. The forums are designed to complement the academic internship curriculum. Experts in areas of government and academia join legislators in presenting a review of the legislative process. Lecture topics include the State budget, the economy, education, criminal justice and elections. Issue Policy Forums are scheduled on Mondays and/or Tuesdays including evenings from 5:30 pm to 7:30 pm. Please visit the Issue Forums at our website: <http://assembly.state.ny.us/internship/>.

HOUSING:

The Assembly Intern Committee does not provide housing for Graduate Scholars.



CARL E. HEASTIE, SPEAKER

INTERN COMMITTEE
DEBORAH J. GLICK, CHAIR

**If you have any questions, call or write the Assembly Intern Committee as follows:
518-455-4704**

E-mail address: intern@assembly.state.ny.us

Website: <http://assembly.state.ny.us/internship/>

The New York State Assembly is an Equal Opportunity Employer. The New York State Assembly Intern Committee seeks to attract to its Internships qualified persons of diverse backgrounds, and pursuant to this policy, no applicant is discriminated against because of race, color, creed, sex, religion, age, sexual orientation, national origin, disability, domestic violence victim status, genetic predisposition or carrier status, marital status, or military status. A copy of the Assembly's Affirmative Action Policy is available upon request.