

# Panetta Institute Congressional Internship 2012

August – November 2012

**Applications due Thursday, February 23 by 12 noon**

The Panetta Institute for Public Policy, located at CSU, Monterey Bay, offers an outstanding opportunity for a Chico State undergraduate student to get an inside look at the workings of the U.S. Congress and Washington politics.

Each year, the Panetta Institute invites CSU presidents to nominate one outstanding student from each campus to participate in the fall semester Congressional Internship Program. This internship is open to students who will be juniors or seniors in fall 2012. Outstanding students from **all majors** are encouraged to apply.

The Congressional Intern Program begins in mid-August 2012 with an intensive orientation program at CSU, Monterey Bay. Students meet with seasoned governmental veterans who explain how the legislative process in Congress actually works. Then each intern is assigned to a Capitol Hill office of a member of the California congressional delegation in Washington, D.C. for the remainder of the fall semester.

## **The Costs of the Program Are Fully Covered**

The program guarantees every student has the opportunity to participate by providing for all associated costs: tuition, housing, transportation and a stipend. Students earn academic credit while in Washington, D.C. through CSU, Monterey Bay's Social and Behavioral Sciences Division.

Applications are available in the **Political Science Department** (741 Butte Hall) or on-line at:

<http://www.csuchico.edu/pols>

Applications due: **Thursday, February 23, 2012 by 12 noon**  
to the Political Science Department  
741 Butte Hall – CSU, Chico  
Chico, CA 95929-0455

*Questions?* Contact Professor Dwyre      [ddwyre@csuchico.edu](mailto:ddwyre@csuchico.edu)

# Panetta Institute Congressional Internship 2012

## *How to apply for the Panetta Institute Congressional Internship*

1. **First, read ALL of the attached documents** from the Panetta Institute
2. Submit the following materials to the Political Science Department, 741 Butte Hall, by **12 noon on Thursday, February 23, 2012:**
  - A **written essay** stating the reasons you are interested in the Panetta Institute's Congressional Internship Program (see directions from Panetta Institute).
  - The name, phone number and email address of **two (2) faculty members who will serve as references for you**. Please provide each of them with this document as well as the letter form the Panetta Institute. See *References* form on the next page.
  - **Complete college transcripts**, including community/junior college work and/or other college/university work (unofficial transcripts are fine).
  - A **resume**
  - A copy of **one of your graded papers** (at least three pages long).
  - NOTE that a background investigation need only be completed if you are selected as the Chico State intern.

**Submit all materials by 12 noon on Thursday, February 23, 2012** to the Political Science Department, 741 Butte Hall, CSU, Chico.

*Questions?* Contact Professor Dwyre

ddwyre@csuchico.edu  
530-898-5734

# Panetta Institute Congressional Internship 2012

## *References*

Submit this form with your application by 12 noon on Thursday, February 23, 2012

Name of Applicant: \_\_\_\_\_

Please provide the name, phone number and email address of two (2) faculty members who we may contact to discuss your qualifications for the Panetta Congressional Internship. *Please print clearly.*

### **Reference #1:**

Name: \_\_\_\_\_

Phone number(s): \_\_\_\_\_

Email: \_\_\_\_\_ Department \_\_\_\_\_

### **Reference #2:**

Name: \_\_\_\_\_

Phone number(s): \_\_\_\_\_

Email: \_\_\_\_\_ Department \_\_\_\_\_

I have provided the references listed above with the Panetta Institute Congressional Internship materials, and I agree to waive my access to any information collected from these references regarding my application for the Panetta Congressional Internship.

Applicant's signature \_\_\_\_\_

Date \_\_\_\_\_



January 18, 2012

Dr. Paul J. Zingg  
President  
California State University, Chico  
400 West First Street  
Chico, California 95929

Dear Paul:

Late this summer, August 12, 2012, the Panetta Institute will begin the fourteenth annual *Congressional Internship Program* for students selected from the twenty-three campuses of the California State University, Dominican University of California, and Santa Clara University. The program runs thirteen weeks, beginning with a two-week training session at the Panetta Institute followed by eleven weeks in Washington, ending on November 10, 2012. We invite you to nominate an outstanding undergraduate (sophomore or junior) student leader, (who will then be either a matriculating junior or senior during the period of the internship), from your university to participate in an extraordinary learning experience held at the Institute and in the nation's capital. Students, however, who have accumulated more than 120 credit hours are ineligible.

The Institute's *Congressional Internship Program* (CIP) has been recognized as one of the best in the country because of the training we provide as well as the full scholarship covering all costs for the selected students. As a result, we require each president from the participating campuses to select only the most qualified student using the most rigorous review process that includes an interview by the president prior to sending the letter of nomination to the Panetta Institute. **Please take special note of the requirements for eligibility, criteria and other items to help improve your recruitment process. We have also provided a check-off sheet with a timeline, and a list of documents that are required by the Institute.** The performance of these students reflects on your campus, the Institute and the entire CSU system.

To guide your selection process, these are the required criteria to follow—a student who has/is:

- a matriculating student during the internship;
- not taken part in this program during previous years;
- exhibited superior academic achievement;
- demonstrated commitment to community and public service;
- willing to accept entry level work assigned to unpaid assistants (interns);
- willing to take on assigned tasks and work hard;

- exemplary maturity and leadership abilities;
- demonstrated ability to be a good team member;
- excellent English oral skills, and clarity of speech appropriate for constituent phone calls and visits;
- willing to live in assigned group housing with other interns during the entire program;
- willing to submit a written essay stating the reasons for her/his interest in the Panetta Institute's *Congressional Internship Program*, and the selection committee's review of one of the student's graded papers to ensure excellent English language proficiency;
- never been sanctioned under the California Code of Regulations, Title 5, Article 2 (Student Discipline), Section 41301;
- willing to undergo a background investigation;
- a U.S. citizen; and
- a California resident.

In addition, students are expected to:

- make a total commitment to the program (e.g., no enrollment in LSAT, MCAT, GRE or other graduate school preparation classes and/or exams during the internship);
- work full-time in a congressional office;
- attend required seminars in Washington, D.C. (arranged by the Panetta Institute);
- submit a brief weekly report to the Panetta Institute;
- maintain a journal;
- and write a twenty-page research paper.

**Students must be enrolled in their junior or senior year when the program begins at the Panetta Institute for the fall term.** The student must be eligible to matriculate in the *Congressional Internship Program's* courses on a credit-bearing basis in the concurrent enrollment format; no audits are allowed; and students may not have graduated prior to the internship. Further, no additional course enrollment is allowed outside the *Congressional Internship Program* including preparation courses for or scheduling of LSAT, MCAT, GRE, or other graduate school exams; nor are special preparations for other tests allowed. Students must be able to fully participate and will not be excused for family or other obligations unless there is an emergency or extenuating circumstances.

To attract the best-qualified students, there must be broad advertisement of the Panetta Institute's *Congressional Internship Program* throughout the campus community well in advance to ensure that the whole student body is notified. The above criteria must be included in the outreach information. This would require that all departments on campus be contacted to have their students apply to the program, not limited to just a few departments. Enclosed is a position description that must be provided to each applicant to ensure that the type and nature of intern work is known. A rigorous interview process must be conducted by a broad-based review committee that, amongst other items, assesses the candidate's clarity of speech and overall demeanor, personality and character. Subsequent to the interview by a

Dr. Paul J. Zingg  
January 18, 2012  
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campus committee, the president will conduct the final interview before writing the letter of nomination. College transcripts, resume, and personal statement of interest shall be carefully reviewed. In addition to a check-off sheet, we are enclosing a publicity flyer that we will make available online. The Panetta Institute interview team and a representative from the Chancellor's office will meet with the final candidate. This team reserves the right to reject the nominee if the student fails to meet the high standards for participation. This program is open to students in any academic major recognized by the university, subject to the criteria stipulated above and any other criteria set forth by the president's office.

Again, the cost of the program is fully funded in order to allow participation by any qualified student, independent of family income. Student benefits include academic fees and tuition, food and housing, a living stipend, a text-binder and other academic materials, along with air and ground transportation.

We strongly encourage your university's participation in this program. We have always believed that the educational experience provided by this *Congressional Internship Program* can be a turning point in a student's life. Thank you for your support and cooperation. **The deadline for this appointment is Friday, March 9, 2012. Interviews at the Panetta Institute will begin shortly thereafter.**

We look forward to hearing from you and having a student from your campus join the program.



Charles B. Reed  
Chancellor  
The California State University

Sincerely,



Sylvia M. Panetta  
Director  
The Panetta Institute  
for Public Policy

CBR/SMP:rk  
Enclosures



## The Panetta Institute for Public Policy

### Checklist of Documents and Dates

The following documents must be included with nomination letter signed by the president:

- Complete college transcripts including community/junior college work and/or other college/university work;
- Resume;
- Written essay from the student stating the reasons for her/his interest in the Panetta Institute's *Congressional Internship Program*;
- a copy of one of the student's graded papers (at least three pages long);
- and a copy of a completed background investigation.

Important dates to note:

- Friday, March 9, 2012 – Deadline for nominations
- Monday, March 26, 2012 – Student interviews begin
- Monday, April 9, 2012 – Intern appointments announced
- Tuesday, May 15, 2012 – Intern packets mailed
- Friday, June 29, 2012 – Intern information forms due
- Sunday, August 12, 2012 – Registration at the Panetta Institute
- Saturday, August 25, 2012 – Interns depart for Washington, DC
- Monday, August 27, 2012 – Interns' first day of internship
- Friday, November 9, 2012 – Interns' last day of internship
- Saturday, November 10, 2012 – Interns return to California



The Panetta Institute for Public Policy

## **Congressional Internship Program Position Description**

### **Program Summary:**

The Panetta Institute's fourteenth annual *Congressional Internship Program*, which will be held from August 12 through November 10, 2012, combines a rigorous two-week academic orientation at the Panetta Institute with regular seminars in Washington, D.C., along with an experiential education as a Panetta intern in a Washington D.C. office of a California member of the U.S. House of Representatives. Upon completion of all requirements for this course, interns will earn twenty academic semester 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 a living stipend. Any academic major may apply and the program is open to qualified students regardless of income.

### **Course Components:**

- Participate in two-week training session at the Panetta Institute, located on the CSU Monterey Bay campus on the Monterey Peninsula
- 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 an experiential journal and a twenty-page research paper
- Receive twenty academic credits upon completion of the internship

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

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

- Answer phones
  - Take messages
  - Transfer calls
  - Conference calls
- Enter data
- Draft correspondence or other materials
- Sort mail
- File and shred papers
- Run errands
- Meet and greet constituents
- Provide tours of Capitol Building
- Compile newspaper clippings
- Attend hearings and briefings, take notes and provide summaries/reports
- Conduct issue/legislative research

## **Position Qualifications:**

### *Education*

- Upper division undergraduate status (matriculating juniors or seniors during the time of the internship)
- High academic standing in all colleges/universities attended (includes lower division)
- Eligible for concurrent enrollment
- Eligible for credit-bearing courses

### *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
- Ability to adjust tasks with poise, and in accordance with changing deadlines and priorities
- Ability to provide information to the public and others as directed by supervisors
- Strong organizational skills
- Ability to multi-task, prioritize simultaneously and work in a fast-paced environment
- Demonstrated 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 university and in the community
- 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 but not limited to scheduling of LSAT, graduate record exams (GRE), etc;
- U.S. citizen;
- and state of California resident.

# Learn about Congress by working in Congress!

**Expenses paid,  
while you earn  
up to 20 credits.**

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 up to 20 academic credits at your school.

For more about the program and how to apply, go to **[PanettaInstitute.org](http://PanettaInstitute.org)**.



## The Panetta Intern Program



Open to undergraduate juniors and seniors at all CSU campuses, plus Santa Clara University and Dominican University of California. Apply through the office of your university president. Your travel to and from Washington, along with housing expenses and a stipend, will be covered by the program.