Panetta Institute Congressional Internship
Fall 2020

Applications due Friday, January 31, 2020

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 2020 with fewer than 120 units of college credit. Outstanding students from all majors are encouraged to apply.

The Panetta Institute Congressional Intern Program begins in mid-August 2020 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, food and 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 due:

Friday, January 31, 2020 by 12 noon

to Professor Dwyre
Political Science Department
741 Butte Hall – CSU, Chico
Chico, CA 95929-0455

Questions? Contact Professor Dwyre - ddwyre@csuchico.edu
Panetta Institute Congressional Internship 2020

How to apply for the Panetta Institute Congressional Internship

Submit the following materials to the Political Science Department, 741 Butte Hall, by 12 noon on Friday, January 31, 2020:

- First, read the letter from the Panetta Institute dated January 17, 2019 and review the “Checklist of Documents and Dates” and the “Position Description” – see below. Note these are last year’s materials, and new documents are expected in January 2020. If required by the Panetta Institute, we may ask you for additional application materials at that time.

- A written essay stating the reasons you are interested in the Panetta Institute’s Congressional Internship Program (typed, double spaced, approximately two pages).

- One letter of recommendation from a faculty member. Please provide your recommender with these documents, and ask that they send their letter directly to Professor Dwyre (see email and mailing addresses below).

- The name, phone number and email address of two other (2) faculty members who will serve as additional references for you. Please provide each of them with these documents. See References form on the next page.

- Complete college transcripts, including community college work and/or other college/university work (unofficial transcripts are fine).

- A current one-page resume.

- A copy of one of your recent graded papers (at least three pages long, WITH the grading comments on the paper).

- NOTE that a background investigation need only be completed if you are selected as Chico State’s Panetta Congressional intern.

- Additional materials may be requested.

Submit all materials by 12 noon on Friday, January 31, 2020 to Professor Dwyre, Department of Political Science & Criminal Justice, 741 Butte Hall, CSU, Chico, Chico, CA 95929-0455.

Questions? Contact Professor Dwyre
ddwyre@csuchico.edu
530-898-5734
Panetta Institute Congressional Internship 2020

References

Submit this form with your application by 12 noon on Friday, January 31, 2020.

Name of Applicant: _____________________________________________________________

Who is writing your letter of recommendation? (name and department)
__________________________________________________________________________

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

Reference #1:

Name: _____________________________________________________________

Title and Employer: _______________________________________________________________________

Phone: ____________________ Email: ________________________________

Your relationship to this reference: __________________________________________

Reference #2:

Name: _____________________________________________________________

Title and Employer: _______________________________________________________________________

Phone: ____________________ Email: ________________________________

Your relationship to this reference: __________________________________________

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

Applicant’s signature _________________________________________________

Date ____________________________________________________________________
Gayle Hutchinson, Ed.D.
President
Chico State University
400 West First Street
Chico, California 95929

Dear Dr. Hutchinson:

The Panetta Institute for Public Policy will begin its twenty-first annual Congressional Internship Program on Sunday, August 4, 2019 with students nominated by presidents of the twenty-three campuses of California State University along with three private universities. Due to the efforts of the Panetta Institute and the generosity of its patrons, this exceptional educational opportunity is available to students of all income levels. The Panetta Institute provides a full scholarship covering program courses, travel and lodging costs for each student. The Congressional Internship Program offers participating students an extraordinary opportunity to learn and experience politics and policymaking both at the Panetta Institute and in the nation’s capital. Additionally, students earn twenty academic units with their successful completion of the Institute’s Congressional Internship Program.

The Panetta Institute’s Congressional Internship Program has been recognized as one of the best in the country. The program begins with a two-week training and orientation program onsite at the Panetta Institute from Sunday, August 4, 2019 through Friday, August 16, 2019. The focus of this training and orientation is to prepare students for their internship work in Washington, D.C. by giving them an in-depth background to understand the most important policy challenges facing our nation. The Panetta Institute invites experts at the top levels within their fields to expand students’ understanding of politics and policy.

During the first week of the orientation, seminars concentrate on: the legislative process and policymaking, congressional leadership, structure and committees, House of Representatives parliamentary rules and procedures, budget and appropriations process, congressional-presidential relations, American jurisprudence and the role of the U.S. Supreme Court and the role of a free press in a democracy.

During the second week of orientation, seminars focus upon key-policy issues such as: national security, foreign relations, defense policy, cyber security, climate change, national debt and tax policy, healthcare policy, current cases before the U.S. Supreme Court, infrastructure, natural resources, U.S. trade policy, education reform, energy challenges, aging and diversity and immigration reform. Added to the program, students participate in a budget reconciliation exercise and a consensus building exercise as well as receive targeted lessons on communication skills in a Congressional office and policy writing. Also during the orientation, the Panetta Institute arranges for each student to be interviewed by, and secures each student’s appointment to intern for, a congressional office within the California delegation in Washington, D.C.

Following the orientation, on Saturday, August 17, 2019 students will travel to Washington, D.C. for their eleven-week internships with members of the U.S. House of Representatives, both Republican and Democrat, from the California delegation where they will serve through Friday, November 1, 2019. While in Washington, D.C., students are mentored and closely supervised by Panetta Institute faculty in California as well as Panetta Institute staff in Washington, D.C. Another unique feature of the Congressional Internship Program also includes weekly seminars on policy issues that the interns attend while working on Capitol Hill with nationally renowned leaders who currently practice in their specialized field.
On Saturday, November 2, 2019, interns will return to California to begin 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. Both academic written assignments must be submitted directly to the Panetta Institute by Friday, November 29, 2019 for grading by the Institute professors. The program ends on Friday, December 20, 2019 with the submission of final grades.

We invite you to nominate from your university an outstanding undergraduate (sophomore or junior) student, who is either a matriculating junior or senior during the Fall 2019 term, the period of the internship. Please note that students who have accumulated more than 120 semester units or 180 quarter units prior to Fall 2019 term, the start in the program, are ineligible. Further, the twenty academic units provided through the Institute’s Congressional Internship Program must be accepted as an integral component of the student’s academic transcript.

Accordingly, we require each president from the participating campuses nominate only the most qualified student using a rigorous review process that includes an interview by the president prior to sending the letter of nomination to the Panetta Institute. Notwithstanding the fact that every student has a compelling and unique background deserving of this opportunity, please take special note of the following listed requirements for eligibility, criteria for selection and the specifications to help in your recruitment process. Based on twenty years of experience, students selected on the basis of their exemplary scholastic record, strong written, oral and analytical skills, desire for a public service career and interest in politics are most successful in the program and reflect best upon their university.

To guide your selection process, these are the required criteria – a student who:

- is a matriculating student prior to and during the internship;
- has not accumulated more than 120 semester units or 180 quarter units prior to the start in the program, Sunday, August 4, 2019;
- has not taken part in this program during previous years;
- submits a written essay stating the reasons for her/his interest in the Panetta Institute’s Congressional Internship Program along with one of the student’s graded papers so that the Panetta Institute selection committee can review it to ensure excellent English language proficiency;
- has exhibited superior academic achievement;
- has demonstrated commitment to community and public service;
- is willing to accept work assigned to interns which will involve the practical application of what is learned in the classroom;
- is willing to accomplish all assigned tasks and work diligently;
- has exemplary maturity and leadership abilities;
- has demonstrated ability to be a good team member;
- has good character and acts with discretion and sound judgment;
- has excellent English written and oral skills, and clarity of speech appropriate for constituent phone calls and visits;
- is willing to live in assigned group housing with other interns during the entire program;
- has never been sanctioned under the California Code of Regulations, Title 5, Article 2 (Student Discipline), Section 41301;
- is willing to undergo a background investigation;
- is willing to accept and abide by the Institute’s Code of Conduct and Confidentiality Agreement;
- is a U.S. citizen;
- is a California resident (the Panetta Institute pays tuition fees for California residents only); and
- at the time of the personal interview, is able to provide proof of health insurance that is compliant with the Affordable Care Act and covers the student while residing in Washington, D.C.
In addition, students are expected to:

- make a total commitment to the program (e.g., no pursuit of other employment, studying for graduate school entrance exams by enrollment in LSAT, MCAT, GMAT, GRE or other graduate school preparation classes and/or exams during the internship);
- attend and participate in all events, seminars, classes and exercises during the two-week orientation at the Panetta Institute;
- work full-time in their assigned congressional office;
- attend all required seminars in Washington, D.C. (arranged by the Panetta Institute) and submit written summary reports of each seminar;
- attend weekly group meetings with Panetta Institute staff;
- submit weekly reports and other required assignments to the Panetta Institute;
- upon return to California, students shall prepare and submit to the Panetta Institute by Friday, November 29, 2019
  o an academic quality reflective journal of their eleven-week internship experience; and
  o a well research and sourced twenty-page policy paper in accordance with the Institute’s syllabus.

The above noted required criteria must be included as part of all outreach information.

The Panetta Institute will reasonably accommodate interns with disabilities if the person is otherwise qualified to safely perform all of the essential functions of the position. To comply with applicable laws ensuring equal employment opportunities to qualified individuals with a disability, the Panetta Institute will make reasonable accommodations for the known physical or mental limitations of an otherwise qualified individual with a disability who is an applicant for the internship or an intern unless undue hardship would result.

**Again, to emphasize, students must be enrolled in their junior or senior year when the program begins in the fall term at the Panetta Institute.** The student must be eligible to matriculate in the Congressional Internship Program’s courses on a credit-bearing basis in the standard 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, GMAT, GRE, or other graduate school exams; nor are special preparations for other tests allowed. Students must be able and willing to participate fully in this Congressional Internship Program and not be involved in any other employment or pursuit of employment. And, finally, they will not be excused for family or other reasons unless there is an emergency or extenuating circumstance, which the Panetta Institute will review and consider before a final decision is made.

To attract the best-qualified students, please ensure broad advertisement of the Panetta Institute’s Congressional Internship Program throughout the campus community well in advance to ensure that the entire student body is notified. **All departments on campus must be contacted to recruit for the program. It may not be limited to just a few departments.** A rigorous interview process must be conducted by a broad-based review committee that, amongst other items, assesses the candidate’s clarity of speech, writing skills and overall demeanor and character. Subsequent to the interview by a campus committee, the president shall conduct the final student interview before writing the letter of nomination. College transcripts, resume, and personal statement of interest shall be reviewed carefully.

The Panetta Institute interview team, including a representative from the CSU chancellor’s office, will then meet with the student nominee at the Panetta Institute at a date and time to be announced this spring. During the student applicant’s visit to the Panetta Institute, he or she will meet with the campus police department to begin the process for a background investigation. The Panetta Institute reserves the right to reject the nominee if the student fails to meet the Panetta Institute’s and the chancellor representative’s standards set for participation. Students could also be rejected due to the findings of the required background investigation.
Enclosed are the following documents:

- Checklist with list of documents that are required by the Institute to be completed and signed by either you or a representative of your office and returned with your signed nomination letter,
- Important Deadline Dates,
- Publicity Flyer for distribution in all departments throughout the campus for wide-ranging recruitment,
- Program and Position Description to provide to each applicant to ensure that the type and nature of intern work is known,
- Congressional Internship Program Selected Intern Comments, Class of 2018, and
- Congressional Internship Program Selected Congressional Staff Comments, Class of 2018.

The Panetta Institute Congressional Internship Program is open to students in any academic major recognized by the university subject to the criteria stipulated above and any additional criteria set forth by the campus 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, modest reimbursement for living expenses, a text-binder and other academic materials, along with air and ground transportation. Qualified candidates must begin the application process at the president's office of their university.

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 and often is a turning point in a student's life. We have enclosed selected comments from students who participated in last year's class. 

The deadline for this nomination is Friday, March 1, 2019. Soon thereafter, interviews will be scheduled with each student and held at the Panetta Institute.

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

Sincerely,

Leon E. Panetta
Chairman

Sylvia M. Panetta
Co-Chair and CEO

LEP/SMP: sb/t
Enclosures
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
  - Take messages
  - Transfer calls
  - 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 extracurricular 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.
Checklist to be Returned with President’s Nomination Letter

Please check each item to confirm that the following criteria have been met in the presidential selection process:

___ Student is a matriculating student during the internship;
___ Student has not taken part in this program during previous years;
___ Student has exhibited superior academic achievement;
___ Student has demonstrated commitment to community and public service;
___ Student is willing to accept work assigned to interns that will involve the practical application of what is learned in the classroom;
___ Student is willing to take on assigned tasks and work hard;
___ Student has exemplary maturity and leadership abilities;
___ Student has demonstrated ability to be a good team member;
___ Student has good character and acts with discretion and sound judgment;
___ Student has excellent English written and oral skills, and clarity of speech appropriate for constituent phone calls and visits;
___ Student is willing to live in assigned group housing with other interns during the entire program;
___ Student submits a two-page written essay stating the reasons for her/his interest in the Panetta Institute’s Congressional Internship Program, and one of the student’s graded papers so that the selection committee can review it to ensure excellent English language proficiency;
___ Student has never been sanctioned under the California Code of Regulations, Title 5, Article 2 (Student Discipline), Section 41301;
___ Student is willing to accept and abide by the Institute’s Code of Conduct Confidentiality Agreement;
___ Student is willing to undergo a background investigation;
___ Student is a U.S. citizen;
___ Student is a California resident; and
___ Student must have proof of health insurance that is compliant with the Affordable Care Act and that covers the student while residing and working in Washington, D.C. metropolitan area.

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

___ Complete college transcripts including community/junior college work and/or other college/university work;
___ Resume;
Two-page 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 most recently graded paper (at least three pages long) with the professor’s comments and grade accompanying or written on the paper.

*Signature ________________________________

Printed Name ________________________________

Title __________________________________________

Date __________________________________________

* Once completed, signed by president or his/her representative.
Important Deadline Dates

- Friday, March 1, 2019 – Campus deadline for nominations
- Monday, March 11, 2019 – Tentative date for student interviews to begin at Panetta Institute
- Monday, April 1, 2019 – Panetta Institute announces intern appointments
- Monday, June 24, 2019 – Panetta Institute mails intern packets
- Monday, July 8, 2019 – Interns submit information forms to the Panetta Institute
- Sunday, August 4, 2019– Interns arrive at the Panetta Institute and register
- Monday, August 5, 2019 – Classes begin at the Panetta Institute
- Saturday, August 17, 2019 – Interns depart for Washington, D.C.
- Monday, August 19, 2019 – Interns’ first day of internship in assigned congressional offices
- Friday, November 1, 2019 – Interns’ last day of internship in assigned congressional offices
- Saturday, November 2, 2019 – Interns return to California
- Monday, November 4, 2019 – Interns begin work on the policy paper and reflective journal assignments
- Friday, November 29, 2019 – Interns submit a hard copy of the policy paper and reflective journal directly to the Panetta Institute (100 Campus Center, Building 86E, CSUMB, Seaside, California 93955) by close of business 5:30 p.m.