Panetta Institute Congressional Internship

Fall 2022

Deadline extended: **Monday, February 28, 2022**
Applications due **Thursday, February 10, 2022**

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 2022 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 2022 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:

**Monday, February 28, 2022** by 12 noon
**Thursday, February 10, 2022** by 12 noon

Email all materials to Professor Dwyre
Department of Political Science & Criminal Justice
[ddwyre@csuchico.edu](mailto:ddwyre@csuchico.edu)

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

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 Thursday, February 10, 2022: Monday, February 28, 2022:

- First, read the document with the materials from the Panetta Congressional Internship program (see below). If required by the Panetta Institute, we may ask you for additional application materials later.

- 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 him or her with this document, and ask that he or she send their letter directly to Professor Dwyre (see email address 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 this document. 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.

Email all materials by 12 noon on Monday, February 28, 2022 Thursday, February 10, 2022

to Professor Dwyre, Department of Political Science & Criminal Justice –
ddwyre@csuchico.edu

Questions? Contact Professor Dwyre

ddwyre@csuchico.edu
Panetta Institute Congressional Internship

References

Submit this form with your application by 12 noon on Monday, February 28, 2022.

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: ________________________________________________________________

Employer/Department: ______________________________________________________

Phone: ___________________________ Email: _________________________________

Your relationship to this reference: _________________________________________

Reference #2:

Name: ________________________________________________________________

Employer/Department: ______________________________________________________

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 _____________________________
The Panetta Institute for Public Policy

February 9, 2022

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

Dear Dr. Hutchinson:

The Panetta Institute for Public Policy begins its twenty-fourth annual Congressional Internship Program on Sunday, August 7, 2022 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, the generosity of its patrons, and the Chancellor of California State University, 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 internship.

The Panetta Institute Congressional Internship Program has been recognized as one of the premier intern experiences in the country. The program begins with a two-week training and orientation program at the Panetta Institute from Sunday, August 7, 2022 through Friday, August 19, 2022. 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. Please refer to and broadly distribute to your students the attached Congressional Internship Program Description.

Following the orientation, on Saturday, August 20, 2021, 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 4, 2022. 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 and are led nationally renowned leaders who currently practice in their specialized field.

On Saturday, November 5, 2022, 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 by Friday, December 2, 2022 for grading by the Institute professors. The program ends on Friday, December 16, 2022 with the submission of final grades.
We invite you to nominate from your university an outstanding undergradurate (sophomore or junior) student who is either a matriculating junior or senior during the Fall 2022 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 2022 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.

We presume that 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, attached is a Checklist of Required Criteria to guide your selection process. Based on twenty-three 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. The attached Checklist of 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 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. The Panetta Institute Congressional Internship Program is open to students in any academic major recognized by the university. All departments on campus must be contacted to recruit for the program. A rigorous interview process must be conducted by a broad-based review committee that, amongst the required criteria, assesses the candidate’s clarity of speech, writing skills and overall demeanor and character. Subsequent to the interview by a campus committee, the program expects the president of each university to conduct the final student interview before nominating the student. Nomination letters by each university president must be received by Friday, April 15, 2022.

The Panetta Institute interview team will carefully review the college transcripts, resume, and personal statement of interest and references and then schedule an interview with the student nominee during the week of April 25, 2022 – April 29, 2022 at the Panetta Institute. During the student’s interview, he or she will 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 standards set for participation. Students could also be rejected due to the findings of the required background investigation. Qualified candidates must begin the application process at the president’s office of their university.

Enclosed are the following documents:

- Checklist of Required Criteria to be completed and signed by either you or a representative of your office and returned with your signed nomination letter. This Checklist also itemizes the documents required to be submitted by each student nominee to be considered by the Panetta Institute;
- Important Deadline Dates;
- Congressional Internship Program Description to provide each applicant with information about the program;
- Congressional Internship Position Description to inform and ensure that each applicant knows the type and nature of the internship work that will be involved;

- Program Flyer for distribution in all departments throughout the campus for board base recruitment for the most qualified candidate;

- Request for Live Scan Form to be used by the Intern for their background check;

- Comments by Congressional Offices participating in the 2021 Congressional Internship Program;

- Comments by Interns from the 2021 Class of the Congressional Internship Program.

We strongly encourage your university’s participation in this program. We believe that the educational experience provided by this Congressional Internship Program can be and often is a turning point in a student’s life. 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,

[Signatures]

Leon E. Panetta
Chairman

Sylvia M. Panetta
Co-Chair and CEO

LEP/SMP:sba
Enclosures
The Panetta Institute for Public Policy
2022 Congressional Internship Program

Important Deadline Dates

- Friday, April 15, 2022 – Campus deadline for nominations
- Monday, April 25, 2022 – Student interviews begin by Panetta Institute
- Friday, May 13, 2022 – Panetta Institute announces intern appointments
- Friday, June 24, 2022 – Panetta Institute mails intern packets
- Friday, July 22, 2022 – Deadline for interns to submit information forms to the Panetta Institute
- Sunday, August 7, 2022 – Interns arrive at the Panetta Institute and register
- Monday, August 8, 2022 – Classes begin at the Panetta Institute
- Saturday, August 20, 2022 – Interns depart for Washington, D.C.
- Monday, August 22, 2022 – Interns' first day of internship in assigned Congressional offices
- Friday, November 4, 2022 – Interns' last day of internship in assigned Congressional offices
- Saturday, November 5, 2022 – Interns return to California
- Monday, November 7, 2022 – Interns begin work on the policy paper and reflective journal assignments
- Monday, December 5, 2022 – Interns email policy paper and reflective journal to the Panetta Institute at info@panettainstitute.org by close of business 5:30 p.m.
- Friday, December 16, 2022 – Grades for twenty internship units submitted to CSUMB
The Panetta Institute for Public Policy
2022 Congressional Internship Program
Checklist of Required Criteria

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 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.
___ Student must have proof of requisite COVID-19 vaccinations.

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.
The Panetta Institute extends its mission of service through its Congressional Internship Program. This program is open to undergraduate students in their junior or senior year with an interest in public service within any academic discipline from the twenty-three California State Universities and three private colleges and universities. This internship provides the opportunity to work and live within the rich cultural, historical and political heritage of our nation’s capital. As interns with Congress, students gain firsthand exposure to the American political process while attaining professional learning experience that offers meaningful, practical work experience and provides an opportunity for career exploration and development.

The sponsor and donors of the Panetta Institute make it possible to offer this opportunity without regard to a student’s financial background. Since the Panetta Institute pays all expenses, any qualified student can participate regardless of family income. Student selection is based on exemplary scholastic record, potential for a public service career and interest in politics.

Two-Week Orientation

A fundamental part of the Congressional Internship Program academic curriculum is the two-week orientation designed to supplement the intern’s experience through attending and participating in the class sessions, and then completing reflective, substantive session reviews. Experts in their respective fields present seminars during this orientation. During the first week of the orientation, seminars concentrate on: United States Congress, the legislative process of regular order, House of Representatives parliamentary rules and procedures, budget and appropriations process, congressional committees and structure, elections, congressional-presidential relations, federal and state relations, American jurisprudence as lead by the U.S. Supreme Court and the role of a free press in a democracy.

Guest Speakers

The 2021 two-week orientation included a series of seminars presented by Secretary Leon E. Panetta on Defense Policy, Cyber-Security, National Security, Congressional Structure and Committees and Foreign Policy. In addition to Secretary Panetta’s seminars a total of forty experts consisting of distinguished representatives from Congress, government agencies, military, press, academia and public policy institutes addressed the interns with their unique insights and expertise during the course of forty-nine seminars.

The Founders and the Creation of the American Republic
The Honorable Leon E. Panetta, Chairman of the Panetta Institute for Public Policy

Congressional Leadership, Committees and Policymaking
The Honorable Leon E. Panetta, Chairman of the Panetta Institute for Public Policy
History of Congress—The Historical Background to Current Congressional Dysfunction
Richard Kezirian, Ph.D., Professor, The Panetta Institute for Public Policy

The Role and Responsibilities of the U.S. Intelligence Community
Jeremy Bash, Esq., Chief of Staff to the Secretary of Defense (2011-2013)
Chief of Staff to the Director of the CIA (2009-2011)

United States Foreign and Defense Policies: Global Flash Points
The Honorable Leon E. Panetta, Chairman of the Panetta Institute for Public Policy

Foreign Policy in the Middle East
Matthew Spence, J.D., Ph.D., Deputy Assistant Secretary of Defense for the Middle East (2012-2015)

The Impact of the Press and Media on Politics
Dan Balz, Chief Correspondent, The Washington Post
Carla Marinucci, Senior Write, Político California Playbook
The Honorable Leon E. Panetta, Chairman, The Panetta Institute for Public Policy

The Policy Making Process
Sonia Banks, Esq., Professor, The Panetta Institute for Public Policy

The Judiciary: Recent Supreme Court Decisions
The Honorable Ming Chin, Associate Justice of the Supreme Court of California (1996-2020)

California’s Relationship with Washington, D.C.: Differences between the Federal and State Governments
The Honorable Sam Farr, United States Representative, District 20 (2013-2017)
District 17 (1993-2013)

California Politics and Governance: The Relationship between Local and State Governments
The Honorable Anna Caballero, California State Senator, District 12

Effective Communication Skills
Sonia Banks, Esq., Professor, The Panetta Institute for Public Policy

Presidential-Congressional Relations: How Congress Works—A Realistic View
James Copeland, White House Deputy Assistant to President Jimmy Carter (1977-1979)
Les Francis, Deputy White House Chief to President Jimmy Carter (1977-1979)

Balancing the California Budget: An Exercise
Stephanie Leonard, Communications Project Manager, Next 10

Consensus Building: An Academic Overview
Frank Hespe, Esq., Advocate and Fiduciary

Economic and Budget Policies of the United States
Joe Minarik, Ph.D., Chief Economist, Office of Management and Budget (1993-2001)
California's Natural Resources: Water, Energy and Fire  
The Hon. John Laird, California State Senator, District 17, California Secretary of Natural Resources Agency (2011-2019)

Congress and Cybersecurity Issues: The Links Between Cybersecurity and National Security  
John Arquilla, Ph.D., Distinguished Professor Emeritus, Department of Defense Analysis, Naval Postgraduate School

Economic and Trade Policies of the United States  
Joe Minarik, Ph.D., Chief Economist, Office of Management and Budget (1993-2001)

Consensus Building: From the Legislative Perspective  
Fred Keeley, California State Assembly, District 27, (1996-2002)

Consensus Building Exercise  
Frank Hespe, Esq., Advocate and Fiduciary  
Sonia Banks, Esq., Professor, The Panetta Institute for Public Policy

Issues and Impact of U.S. Healthcare Policy  
Pete Delgado, President and CEO, Salinas Valley Memorial Healthcare System  
Steven Packer, M.D., President/CEO, Montage Health and Community Hospital of the Monterey Peninsula

Imperial Competition between Democratic and Autocratic Nations  
Leo Blanken, Ph.D., Associate Professor, Department of Defense Analysis  
Naval Postgraduate School

Education Policy: The Direction of Higher Education  
Lisa Kloppenberg, Esq., Acting President, Santa Clara University

Policy Approaches to Achieving Equality in American Democracy  
Benjamin Jealous, National President and CEO, NAACP (2008-2013)

Order in the House of Representatives: Rules and Procedures  
Jason Smith, Esq., Parliamentarian, The United States House of Representatives

Social Justice Policy: Diversity, Equity and Inclusion  
Mel Mason, Executive Director, The Village Project  
Regina Mason, NAACP President, Monterey Bay Chapter

Election Reform—Making Democracy Work  
Ryan Coonerty, Third District Supervisor, Santa Cruz County

Duties and Responsibilities of a Congressional Intern  
Symphoni Barbee, 2019, The Panetta Institute for Public Policy  
Congressional Intern  
Belinda Magallon, 2019, The Panetta Institute for Public Policy  
Congressional Intern  
Dubrea Sanders, 2019, The Panetta Institute for Public Policy  
Congressional Intern
The Future of Education: The Challenges Facing K12 Education
Niu Gao, Senior Fellow, The Public Policy Institute of California

Immigration Policy Issues and Trends: Comprehensive Immigration Reform
Theresa Cardinal Brown, Director of Immigration and Cross-Border Policy
Bipartisan Policy Center

U.S. House Committees on Appropriations and Ways and Means
The Honorable Jimmy Panetta, United States Representative, 20th District
California
The Honorable Leon E. Panetta, Chairman, The Panetta Institute for Public Policy

Administrative Operations and Managing Decisions in a Congressional Office
Jodie Torkelson, Chief of Staff, Office of United States Representative Rick Nolan
Eighth District, Minnesota (2013-2019)
Sylvia M. Panetta, District Director, Office of United States Representative
Leon E. Panetta, Sixteenth District, California (1977-1993)

Growing Income Disparity: U.S. and California Wealth and Income Inequality
Paulette Cha, Research Fellow, Public Policy Institute of California

The Impact of Climate Change
George Somero, Ph.D., David and Lucile Packard Professor of Marine Science
Emeritus, Hopkins Marine Station, Stanford University

The Impact of Intellectual Technology: The Role and Responsibility of Technology in a Democracy
Dorian Daley, Esq., Executive Vice President and General Counsel, Oracle

National Security Policy
Lt. General, Thomas Bostick (USA, Ret.), U.S. Army’s 53rd Chief of Engineers and
Commanding General, U.S. Army Corps of Engineers

Politics and Policy of Aging and Diversity
Fernando Torres-Gil, Ph.D., U.S. Assistant Secretary of Aging (1993-1997)
Professor of Social Welfare, UCLA

Congressional Internship in Washington, D.C.

During the orientation, the Panetta Institute conducts intensive phone interview training sessions
with each student to prepare them for their phone interview with a Congressional office within
the California delegation in Washington, D.C. The Panetta Institute then arranges interviews
with Congressional staff members and secures each student’s appointment to intern for a
congressional office.

Following the two-week orientation at the Panetta Institute, interns begin their two and one-half
months internships for a member of the California congressional delegation on Capitol Hill.

Washington, D.C. Seminars

In addition to their work in congressional offices, interns attend weekly seminars on policy
issues and different aspects of government. These seminars are scheduled in Washington, D.C.
with nationally-renown experts exclusively for the Panetta Institute’s interns. In 2021, the Washington, D.C. seminar offerings were limited due to speaker concerns regarding COVID-19. A more typical seminar schedule is that of 2019. In 2019, the Washington D.C. seminar schedule included a special meeting with Secretary Leon E. Panetta and a group photograph with him along with presentations by:

**Dr. Alan Binder**, Princeton Professor and former Vice Chair of the Federal Reserve System;

**United States Representative Ken Calvert**, along with attending a House Appropriations Committee hearing;

**Senator Tom Daschle**, former United States Senator from North Dakota;

**Michèle Flournoy**, former Under Secretary of Defense for Policy;

**Dr. Pat Griffin**, former White House Legislative Director;

**Jeffrey Horwitt**, Senior Vice President, Hart Research Associates;

**Jamil Jaffer, J.D.**, Founder, National Security Institute, Adjunct Professor of Law and Director of the National Security Law and Policy Program, along with a tour of the United States Supreme Court;

**Doris Meissner**, former Commissioner of the Immigration and Naturalization Service;

**United States Representative Jimmy Panetta**, along with attending a House Ways and Means Committee hearing and vote;

**House Parliamentarian Thomas Wickham**, along with a tour of the House floor.

**Academic Work and Credits**

The *Congressional Internship Program* is uniquely designed to have an academic focus together with an experiential learning component. **Students receive academic credit for each of the five component parts of the program for a total of twenty academic units.** Students must research and write a twenty-page comprehensive research policy paper. Students are also responsible for writing and submitting a twenty-page academic reflective journal that is a polished compendium of the student’s internship experience. **Students are further graded on their internship job performance through congressional staff reviews.**
Checklist to be Returned with President’s Nomination Letter

___ 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 and in Northern California.

___ Student must provide copies of the full vaccination (including booster vaccines) for COVID – 19.

___ Student must provide a copy of a government issued photo identification card.

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 their 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 University President
The Panetta Institute for Public Policy

2022 Congressional Internship Program
Internship Position Description

Program Summary:

The Panetta Institute Congressional Internship Program has been recognized as one of the best in the country. The Panetta Institute’s twenty-fourth annual Congressional Internship Program will be held from Sunday, August 7 through Monday, December 5, 2022.

This semester long program begins with a rigorous two-week academic orientation at the Panetta Institute from Sunday, August 7, 2022 through Friday, August 19, 2022. 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.

Following the orientation, on Saturday, August 20, 2022, 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 4, 2022. 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 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. Interns will also be required to submit weekly reports summarizing their internship work as well as summaries of the lessons presented through the speaker seminars.

Upon return to California on Saturday, November 5, 2022, 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 Monday, December 5, 2022 with the submission of both assignments directly to the Panetta Institute for grading by the Institute’s professors. The internship ends on Friday, December 16, 2022 with the submission of final grades.

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 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
- 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)
- 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 extra-curricular 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.
- 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 and while in Northern California;
- All students must have proof of the requisite COVID-19 vaccinations.
Learn about Congress by working in Congress!

Expenses paid while you earn academic 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 academic credits at your school.

For more about the program and how to apply, go to PanettaInstitute.org.
Learn about Congress by working in Congress!

Expenses paid while you earn academic 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.

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For more about the program and how to apply, go to PanettaInstitute.org.

The Panetta Intern Program

Open to juniors and seniors at all CSU campuses, plus other selected schools. Apply through the office of your university president. Your travel to and from Washington, along with housing expenses and a modest expense reimbursement, will be covered by the program.
REQUEST FOR LIVE SCAN SERVICE

Applicant Submission

ORI (Code assigned by DOJ)

Authorized Applicant Type

Type of License/Certification/Permit QR Working Title (Maximum 30 characters - if assigned by DOJ, use exact title assigned)

Contributing Agency Information:

Agency Authorized to Receive Criminal Record Information

Mail Code (five digit code assigned by DOJ)

Street Address or P.O. Box

Contact Name (mandatory for all school submissions)

City State ZIP Code

Contact Telephone Number

Applicant Information:

Last Name

First Name Middle Initial Suffix

Other Name (AKA or Alias) Last

First

Date of Birth Sex [ ] Male [ ] Female

Suffix

Driver's License Number

Height Weight Eye Color Hair Color

Number (Agency Billing Number)

Place of Birth (State or Country) Social Security Number

Misc. Number (Other Identification Number)

Home Address Street Address or P.O. Box

City State ZIP Code

Your Number: DCA Number (Agency identifying number)

Level of Service: [X] DOJ [X] FBI

(If the Level of Service indicates FBI, the fingerprints will be used to check the criminal history record information of the FBI)

If re-submission, list original ATI number: (Must provide proof of rejection)

Original ATI Number

Employer (Additional response for agencies specified by statute):

Employer: Name

Mail Code (five digit code assigned by DOJ)

Street Address or P.O. Box

Telephone Number (optional)

City State ZIP Code

Live Scan Transaction Completed By:

Name of Operator

Date

Transmitting Agency LSID

ATI Number Amount Collected/Billed

ORIGINAL - Live Scan Operator SECOND COPY - Applicant THIRD COPY (if needed) - Requesting Agency
REQUEST FOR LIVE SCAN SERVICE

Privacy Notice

As Required by Civil Code § 1798.17

Collection and Use of Personal Information. The California Justice Information Services (CJIS) Division in the Department of Justice (DOJ) collects the information requested on this form as authorized by Business and Professions Code sections 4600-4621, 7574-7574.16, 26050-26059, 11340-11346, and 22440-22449; Penal Code sections 11100-11112, and 11077.1; Health and Safety Code sections 1522, 1416.20-1416.50, 1569.10-1569.24, 1596.80-1596.879, 1725-1742, and 18050-18055; Family Code sections 8700-87200, 8800-8823, and 8900-8925; Financial Code sections 1300-1301, 22100-22112, 17200-17215, and 28122-26124; Education Code sections 44330-44355; Welfare and Institutions Code sections 9710-9719.5, 14043-14045, 4684-4689.8, and 16500-16523.1; and other various state statutes and regulations. The CJIS Division uses this information to process requests of authorized entities that want to obtain information as to the existence and content of a record of state or federal convictions to help determine suitability for employment, or volunteer work with children, elderly, or disabled; or for adoption or purposes of a license, certification, or permit. In addition, any personal information collected by state agencies is subject to the limitations in the Information Practices Act and state policy. The DOJ's general privacy policy is available at http://oag.ca.gov/privacy-policy.

Providing Personal Information. All the personal information requested in the form must be provided. Failure to provide all the necessary information will result in delays and/or the rejection of your request.

Access to Your Information. You may review the records maintained by the CJIS Division in the DOJ that contain your personal information, as permitted by the Information Practices Act. See below for contact information.

Possible Disclosure of Personal Information. In order to process applications pertaining to Live Scan service to help determine the suitability of a person applying for a license, employment, or a volunteer position working with children, the elderly, or the disabled, we may need to share the information you give us with authorized applicant agencies.

The information you provide may also be disclosed in the following circumstances:

- With other persons or agencies where necessary to perform their legal duties, and their use of your information is compatible and complies with state law, such as for investigations or for licensing, certification, or regulatory purposes;

- To another government agency as required by state or federal law.

Contact Information. For questions about this notice or access to your records, you may contact the Associate Governmental Program Analyst at the DOJ's Keeper of Records at (916) 210-3310, by email at keeperofrecords@doj.ca.gov, or by mail at:

Department of Justice
Bureau of Criminal Information & Analysis
Keeper of Records
P.O. Box 903417
Sacramento, CA 94203-4170
The Panetta Institute for Public Policy

Congressional Internship Program Selected Intern Comments
Class of 2021

I am forever grateful for the Panetta Institute’s Congressional Internship Program. This program reaffirmed that the sky is the limit and I have control over how I choose to use my talents. It has made me question what I want my legacy to be in life. I hope to change the way people see politics and its ability to be a force for good. And I hope this program continues for years to come. This internship is designed to bring the best out in people while relying on the experience of others and I will continue to advocate for this program on my campus. To be a Panetta congressional intern is to be a believer that the future is brighter; it is to believe that every individual has a role in the governing of this nation.
Kaylen Chase, Santa Clara University
Intern for U.S. Representative Jimmy Panetta

Thank you for the opportunity of a lifetime! I cannot begin to express how much I appreciated this experience.
Lea Mulan Clark, California State University Sacramento
Intern for U.S. Representative Ami Bera

The renowned prestige, effort and skills that the Panetta Institute Congressional Internship Program is known for is why I believe so many people apply to be a participant in the program, including myself. Not only does the program offer a once-in-a-lifetime opportunity for students like myself, but the Panettas and their incredibly dedicated staff also provide the best possible environment for a student to thrive in, especially in pandemic times. No other program could or would put such effort into an experience like this, and I am incredibly grateful to have experienced the Institute’s collective efforts. I leave this program no longer in the dark about what I want from life. This internship provided me clarity as a person and toward my goal to enroll in law school.
Bianca Cruz, CSU Los Angeles
Intern for U.S. Representative Julia Brownley

I am forever grateful to the Panetta Institute for the opportunity to be a part of this program and to gain this experience of a lifetime. Everything I learned will help me further my professional goals. I will never forget these past three months, and I will continue to look back on the fond memories and amazing friends I made along the way.
Nicole Figueroa, San Francisco State University
Intern for U.S. Representative Lou Correa

The past three months was an experience of a lifetime. I got to witness firsthand the interworking of how the nation is run. I also gained an understanding of people who disagreed with me. My patience also grew. Seeing how long bills take to go through the deliberation process and being voted on made me realize everything takes time. Without this internship I would have continued to be ignorant of politics in general and being unsure if politics is something I wanted to pursue after
graduation. Again, I will forever be grateful for this opportunity and the belief in me from all parties to be able to do the internship.

Bailey Friend
Sonoma State University
Intern for U.S. Representative Salud Carbajal

I would like to give the Panetta Institute a final thank you for the opportunity to participate in this internship program. This internship has completely changed my life. If I could relive the past three months of my life, I would do it in a heartbeat. Thank you for giving me the resources and support to succeed in life. I am incredibly grateful for everyone at the Panetta Institute and wish you all much as you continue to shape the lives of young leaders for our country.

Karen Garcia, CSU Stanislaus
Intern for U.S. Representative John Garamendi

I am incredibly grateful for this experience and to be placed in U.S. Representative Speier’s office. I feel that I have learned so much and experienced something that is truly a once-in-a-lifetime opportunity. On this journey, I have met some incredible people, both professionals and those that I would consider friends. This internship had a way of bringing people closer together regardless of beliefs. Thank you so much for this opportunity, bringing us together, supporting us, for counting on us and allowing us to dream and believe that we can and will make a difference in this world. I am forever grateful.

Cassidy Gordon, Humboldt State University
Intern for U.S. Representative Jackie Speier

My life in Washington, C.C. was life changing. I am so grateful to have been given this opportunity. I grew as a person, as a student, and as a professional. I am not the same person I was when I started, and I am happy that is so. A light of confidence and independence sparked within me. My inspiration and motivation to pursue a career in public service grew. I am not sure I would be who I am at this exact moment if it were not for this experience. I extend my deepest, most sincere, thank you to all those at the Panetta Institute who invest in students and their future, for the betterment of the nation and its upcoming leaders.

Yulissa Jimenez, CSU Dominguez Hills
Intern for U.S. Representative Nanette Diaz Barragán

Thank you so much for this opportunity. It is an experience I will never forget!
Willow Lance, Cal Poly Pomona
Intern for U.S. Representative Sara Jacobs

The internship provided me with the most wonderful opportunity to gain knowledge about our democracy and I gained rare insights that I could not have acquired elsewhere. Having the honor to learn about this process under professional direction has taught me so much—about life skills, about how I hope to lead one day, and the way in which I will serve those around me. I wholeheartedly thank the Panetta Institute for granting my peers and me this once in a lifetime opportunity that reaffirmed my fervor for public service and inspired me to continue my dedication in serving our communities.”

Sandrien Mekany, San Diego State University
Intern for U.S. Representative Katie Porter

Being in a new place, surrounded by new people, reminded me that I am capable of big changes, and I can handle whatever life throws at me next. I learned so much about Congress, how the government works, and what it truly takes to serve the people of America. I can’t thank Secretary Panetta, CEO Panetta, Dr. Banks and Dr. Kezirian enough for all the tremendous effort they put into making this program possible. It truly was a once-in-a-lifetime experience and one that I will never forget.
Desiree Nunes, Cal Poly San Luis Obispo
Intern for the Speaker of the House, Nancy Pelosi

These past eleven weeks I found that stepping out of my comfort zone was most definitely rewarding and something I am proud of myself for doing. I could not have made it through this experience of growth without the Institute’s support and guidance. This internship was a life-changing experience. Thank you Secretary Panetta, CEO Sylvia Panetta, Dr. Banks and Dr. K.
Zoralynn Ogelsby, CSU San Bernardino
Intern for U.S. Representative Brad Sherman

I definitely learned more about public policy after writing my research paper and recollecting my thoughts about the internship for my journal. The internship experience has been amazing from beginning to end. I thank Secretary Panetta, CEO Panetta, Dr. Kezirian, Dr. Banks, Delainey Boyd, James Whaley and everyone else involved in the Panetta Institute for giving this opportunity to me and my fellow interns.
Rylan O'Keefe, CSU Chico
Intern for U.S. Representative Jim Costa

Throughout my experience, I learned a lot about what it takes to be an elected official and public policymaker. I also got to see our democracy up close, including the good, bad and the ugly. Our system is perfectly imperfect. Our system is incredibly frustrating because it’s slow, but that is the beauty of it all. It’s a system that allows for everything, everyone and every idea to come together to form policy that makes the lives of everyone in the country a little better. Thank you SO much for the most fantastic experience of my life!
Britney Ortiz, San José State University
Intern for U.S. Representative Mike Thompson

I will never forget my time here in Washington D.C. The memories of the people and the processes will be stuck with me forever. Secretary and CEO Panetta’s passions for democracy and giving back to those of us who they want to succeed is tangible. They have such big ambitions for us that are overshadowed by their even bigger hearts. Thank you to everyone for this opportunity and I look forward to working for America’s future.
Steven Regalo, CSU East Bay
Intern for U.S. Representative Mike Garcia

My beliefs changed a lot while I was in D.C. If someone were to ask me a year ago what my beliefs were they would probably be fairly biased. I saw politics as more of a debate competition rather than a legitimate decision-making process. This all changed in the last few months. I began to ask myself if I was doing more harm than good by having the most politically correct opinions. My biased view of the world would not help legislation be passed. If I really do want to make this world better, then I need to set aside my preconceived notions of others and be willing to come to the table ready to have open and honest conversations with others.
Hannah Rosica, CSU Bakersfield
Intern for U.S. Representative Scott Peters

I learned so many great things about life and myself on this congressional internship journey. This was truly an experience of a lifetime, and I want to thank the Panettas as well as the Institute staff.
I am so happy that I decided to apply for this Congressional Internship Program. My heart is truly overwhelmed with this experience, and I would redo it in a heartbeat. I am forever changed. I discovered what law I want to practice, which is Public Interest Law. I remember Secretary Panetta talking about how important public service truly is, and I now understand what that means. I want to help the people in my community, and the people that look exactly like me. I really believe that I could be a voice for those young black girls who want to be a lawyer.
Camery Smith, CSU San Marcos
Intern for U.S. Representative Jimmy Gomez
I would like to thank everyone at the Panetta Institute for believing, and investing in me. I have gained more from this experience than I ever could have imagined and will hold the lessons I learned with me forever. I could never have experienced such profound moments without the help of the Panetta Institute, and I am deeply grateful for all you have done for our cohort.

Zachary Zirzow, CSU Fullerton
Intern for U.S. Representative Scott Peters
PANETTA
INSTITUTE

The Panetta Institute for Public Policy

Congressional Internship Program
Congressional Office Selected Comments
Class of 2021

It was a pleasure to have Nicholas in our office.
Brooklyn Tucker, Staff Assistant
Office of U.S. Representative Ken Calvert

Nicole was absolutely amazing. Send more interns like her.
José A. Fontanez, Scheduler and Executive Assistant
Office of U.S. Representative Lou Correa

Yulissa was an incredible intern. We are going to miss her.
Kaithleen Coñoepan, Intern Coordinator
Office of U.S. Representative Nanette Diaz-Barragán

We have always enjoyed the quality of the interns from the Panetta Institute.
Nadia Cortez, Intern Coordinator
Office of U.S. Representative Jimmy Gomez

Willow has been a fantastic intern. I wish we had Willow with us even more in this office. Working
with the Panetta Institute’s Congressional Internship Program has been invaluable to our office.
Cam Peterson, Staff Assistant
Office of U.S. Representative Sara Jacobs

It has been a great pleasure working with Blanca.
Julie Nickson, Chief of Staff
Office of U.S. Representative Barbara Lee

Ann has been a great addition to our team. Thanks for connecting her with our office.
Trevor Smith, Legislative Director
Office of the Minority Leader of the House of Representatives Kevin McCarthy
I do not have recommendations for improving the Panetta Institute’s interns. They are very well prepared; a lot more than most interns starting on the Hill. I look forward to working with the Panetta Institute program again in the future.
David Silverman, Intern Coordinator
Office of the Speaker of the House of Representatives, Nancy Pelosi

I would like to say that we truly enjoyed and valued Hannah’s time in our office. We entrusted her with substantial responsibility and she was able to exceed our expectations in carrying out her duties. We will miss her presence both personally, as a colleague, and professionally, her work product.
Niya Kebreab, Staff Assistant
Office of U.S. Representative Scott Peters

We truly enjoyed and valued Zachary’s time in our office. We entrusted him with substantial responsibility and he was able to exceed our expectations in carrying out his duties. We will miss his presence both personally, as a colleague, and professionally, his work product.
Niya Kebreab, Staff Assistant
Office of U.S. Representative Scott Peters

Thank you for providing such a valuable intern for our office. We love to continue working Panetta interns. Each time we have, the intern has been great.
Zach Miller, Staff Assistant/Legislative Correspondent
Office of U.S. Representative Raul Ruiz, M.D.

It was a pleasure to have Akayla in our office. Akayla came to our office well-prepared for a congressional internship. By the end of the semester, Akayla was tasked with leading and training her fellow interns.
Morgan Carter, Staff Assistant
Office of U.S. Representative Eric Swalwell