

Panetta Institute Congressional Internship

Fall 2024

Applications due March 27, 2024

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 2024 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 2024 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 the 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 by 12:00 noon on WEDNESDAY **March 27, 2024**

Email all materials to Professor Fernandes
Department of Political Science & Criminal Justice
dfernandes@csuchico.edu

Questions? Contact Professor Fernandes - dfernandes@csuchico.edu

<https://www.panettainstitute.org/programs/study-with-us/congressional-intern-training/>

Panetta Institute Congressional Internship

How to apply for the Panetta Institute Congressional Internship

Review the attached materials, then put together an application that includes the following:

- A completed Panetta Congressional Internship Application Form (see next page)
- A **two-page essay** stating the reasons you are interested in the Panetta Institute's Congressional Internship Program (typed and double spaced).
- A completed *References Form* (see below) that includes the name, phone number and email address of **two (2) faculty members who will serve as references for you**. (Make sure to give each of them this document for their reference.)
- Your **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 a recent graded paper** (at least three pages long, WITH the grading comments on the paper).

(Additional materials may be requested.)

Email your applications materials to Professor Fernandes (dfernandes@csuchico.edu) by **12:00 noon on March 27, 2024**

Questions? **Contact Professor Fernandes**
dfernandes@csuchico.edu

Panetta Institute Congressional Internship

Application Information

Submit this form with your application by 12 noon on March 27, 2024

Name of Applicant _____

Chico State Student ID# _____

Mailing Address _____

Phone Number _____

Chico State E-mail _____

Major _____ Minor (if applicable) _____

Number of units completed as of August 2024 _____

Cumulative GPA _____ Chico State GPA _____

Are you a first-generation student? _____

- I authorize the faculty members of the selection committee to review my educational record in conjunction with this application.
- I understand that the Panetta Institute requires the following:
 - A background check is required prior to nomination and final selection for the Panetta Congressional Intern Program, and I agree to cooperate with the background check process.
 - Must provide proof of health insurance that is compliant with the Affordable Care Act and that covers me while residing and working in the Washington, D.C. metropolitan area and in Northern California
 - Must provide copies of the full vaccination (including booster vaccines) for COVID-19
 - Must provide a copy of a government-issued photo identification card
 - U.S. citizenship is required and must be a California resident
 - Never been sanctioned under the California Code of Regulations, Title 5, Article (Student Discipline), Section 41301.
 - Must not have held this Panetta internship in previous years.

Applicant's signature _____

Date _____

Panetta Institute Congressional Internship

References

Submit this form with your application to dfernandes@csuchico.edu by 12 noon on March 27, 2024

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: _____

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

2024 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-sixth annual *Congressional Internship Program* will be held from Sunday, August 4 through Friday, December 6, 2024.

This semester long program begins with a rigorous two-week academic orientation at the Panetta Institute from Sunday, August 4, 2024 through Friday, August 16, 2024. 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 17, 2024, 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, 2024. 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 2, 2024, 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, December 6, 2024 with the submission of both assignments directly to the Panetta Institute for grading by the Institute's professors. The internship ends on Friday, December 20, 2024 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
 - o Take messages
 - o Transfer calls
 - o 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

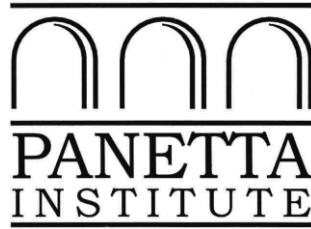
- Ability to multi-task and prioritize assignments
- Ability to work in a fast-paced environment
- Ability to be a good team member with an attitude of doing what it takes to get the job done and doing so with a pleasant, cooperative, and professional demeanor

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.

Expectations If Selected:

- Provide the Chico State Selection Committee with a copy of your submitted Panetta Policy Paper



The Panetta Institute for Public Policy
2024 Congressional Internship Program
Important Deadline Dates

- Monday, April 22, 2024 – Campus deadline for nominations
- Tuesday, May 14–17, 2024 – Student interviews with Panetta Institute
- Friday, June 7, 2024 – Panetta Institute announces intern appointments
- Friday, July 12, 2024 – Panetta Institute mails information to interns
- Friday, July 26, 2024 – Deadline for interns to submit information forms to the Panetta Institute
- Sunday, August 4, 2024 – Interns arrive at the Panetta Institute
- Monday, August 5, 2024 – Classes begin at the Panetta Institute
- Saturday, August 17, 2024 – Interns depart for Washington, D.C.
- Monday, August 19, 2024 – Interns' first day of internship in assigned Congressional offices
- Friday, November 1, 2024 – Interns' last day of internship in assigned Congressional offices
- Saturday, November 2, 2024 – Interns return to California
- Monday, November 4, 2024 – Interns begin work on the policy paper and reflective journal assignments
- Friday, December 6, 2024 – 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 20, 2024 – Grades for twenty internship units submitted to CSUMB



The Panetta Institute for Public Policy

March 26, 2024

Stephen Perez, Ph.D.
President
Chico State University

Dear Dr. Perez:

The Panetta Institute for Public Policy begins its twenty-sixth annual *Congressional Internship Program* on Sunday, August 4, 2024 with students nominated by presidents of the twenty-three campuses of California State University along with two 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 4, 2024 through Friday, August 16, 2024.** 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, at the Panetta Institute, on Saturday, August 17, 2024, 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, 2024. 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 by nationally renowned leaders who currently practice in their specialized field.

On Saturday, November 2, 2024, 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 6, 2024 for grading by the Institute professors. The program ends on Friday, December 20, 2024 with the submission of final grades.

We invite you to nominate an outstanding undergraduate student from your university, who is either a matriculating junior or senior during the Fall 2024 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 2024 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 ask 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-five 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 Monday, April 22, 2024.**

The Panetta Institute interview team will carefully review the college transcripts, resume, and personal statement of interest, references and then schedule an online interview through zoom with the student nominee during the week of May 13, 2024 – May 17, 2024. 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 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.

Attached 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 being considered by the Panetta Institute;
- Important Deadline Dates;
- Congressional Internship Program Description to provide each applicant with information about the program;
- Congressional Intern 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 broad based recruitment for the most qualified candidate;

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

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 positive 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,

Leon E. Panetta
Chairman

Sylvia M. Panetta
Co-Chair and CEO

LEP/SMP:sb
Attachments

*A signed hard copy of this letter with enclosures will follow via Federal Express.