



The Panetta Institute for Public Policy

January 24, 2018

Erika Beck, Ph.D.
President
CSU Channel Islands
One University Drive
Camarillo, California 93012

Dear Dr. Beck:

Later this summer, Sunday, August 5, 2018, The Panetta Institute for Public Policy will begin the twentieth annual *Congressional Internship Program* for students selected from the twenty-three campuses of California State University along with private universities. This semester long program begins with a two-week training session at the Panetta Institute followed by an eleven-week internship in Washington, D.C. in assigned congressional offices where students serve through Friday, November 2, 2018. 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 program ends on Friday, November 30, 2018 with the submission of both assignments directly to the Panetta Institute for grading. We invite you to nominate from your university an outstanding undergraduate (sophomore or junior) student, who will then be either a matriculating junior or senior during the period of the internship, Fall 2018. This student will participate in an extraordinary learning experience held both at the Institute and in the nation's capital. Please note that students who will have accumulated more than 120 semester units or 180 quarter units prior to their start in the program are **ineligible**. The twenty units of the Institute's *Congressional Internship Program* must be accepted as an integral component of the student's transcript.

The Institute's *Congressional Internship Program* has been recognized as one of the best in the country for several reasons. First, is the two-week training that the Panetta Institute provides before the students depart for Washington, D.C. After each class, students are required to reflect on the presenter's key ideas and then provide a written summary of what they learned. Second, while they are serving in Washington, D.C., students are mentored and closely supervised by Panetta Institute staff in California as well as Panetta Institute staff in Washington, D.C. Third, students attend regular seminars that are planned in our nation's capital with nationally renowned leaders. Finally, the Panetta Institute offers a full scholarship covering program courses, travel and lodging costs for the selected students.

Accordingly, we require each president from the participating campuses to select 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. **Please take special note of the following listed requirements for eligibility, criteria for selection and the specifications to help in your recruitment process. We have also provided a check-off sheet that must be signed by either you or a representative of your office and returned with the nomination letter along with a timeline and a**

list of documents that are required by the Institute. Remember, the performance of these students reflects on your campus as well as the Institute.

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

- is a matriculating student during the internship;
- has not accumulated more than 120 semester units or 180 quarter units prior to his or her start in the program;
- has not taken part in this program during previous years;
- is willing to submit 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 selection committee may 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 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 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);
- work full-time in a congressional office;
- attend required seminars in Washington, D.C. (arranged by the Panetta Institute);
- submit a brief weekly report to the Panetta Institute;
- maintain a reflective journal; and
- upon return to California, write a twenty-page policy research paper.

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 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, there must be 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 above criteria must be included in the outreach information. All departments on campus must be contacted to recruit for the program. It may not be limited to just a few departments. Enclosed is a program and position description to provide to each applicant to ensure that the type and nature of intern work is known. A rigorous interview process must be conducted by a broad-based review committee that, amongst other items, assesses the candidate's clarity of speech, 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. In addition to a check-off sheet, we are enclosing a publicity flyer for campus distribution.


The Panetta Institute interview team, including a representative from the 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. To repeat, this 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 2, 2018. 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/s
Enclosures



The Panetta Institute for Public Policy
Congressional Internship Program 2018

Important Deadline Dates

- Friday, March 2, 2018 – Campus deadline for nominations
- Monday, March 12, 2018 – Tentative date for student interviews to begin at Panetta Institute
- Monday, April 2, 2018 – Panetta Institute announces intern appointments
- Monday, June 25, 2018 – Panetta Institute mails intern packets
- Monday, July 9, 2018 – Interns submit information forms to the Panetta Institute
- Sunday, August 5, 2018– Interns arrive at the Panetta Institute and register
- Monday, August 6, 2018 – Classes begin at the Panetta Institute
- Saturday, August 18, 2018 – Interns depart for Washington, D.C.
- Monday, August 20, 2018 – Interns' first day of internship in assigned congressional offices
- Friday, November 2, 2018 – Interns' last day of internship in assigned congressional offices
- Saturday, November 3, 2018 – Interns return to California
- Monday, November 5, 2018 – Interns begin work on the policy paper and reflective journal assignments
- Friday, November 30, 2018 – 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.

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**.



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.



The Panetta Institute for Public Policy

Congressional Internship Program Program and Position Description

Program Summary:

The Panetta Institute's twentieth annual *Congressional Internship Program* will be held from Sunday, August 6 through Friday, November 30, 2018. 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 2, 2018. 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 program ends on Friday, November 30, 2018 with the submission of both assignments directly to the Panetta Institute for grading. Upon completion of all requirements for this course, interns will earn 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 a Washington, D.C. congressional office for a member of the U.S. House of Representatives;
- Attend special seminars held exclusively for Panetta Institute interns while in Washington, D.C. and submit reports on all classes and seminars;
- Submit a brief weekly report;
- Submit an experiential twenty-page journal and a twenty-page research paper; and
- Receive full-time academic credits upon completion of the internship that are accepted as an integral component of the student's 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



The Panetta Institute for Public Policy

Congressional Internship Program

Position Description

-continued-

- 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;
- 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.
- 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.



The Panetta Institute for Public Policy
Congressional Internship Program 2018

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 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 is willing to submit 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 may 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 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.