

# 2021

## NEW YORK STATE ASSEMBLY GRADUATE INTERNSHIP APPLICATION



CARL E. HEASTIE, SPEAKER

INTERN COMMITTEE  
DEBORAH J. GLICK, CHAIR



# New York State Assembly GRADUATE INTERNSHIP

The Assembly Intern Committee will award up to 10 **GRADUATE SCHOLAR** positions for the 2021 legislative session.

**GRADUATE SCHOLARS** will be paid a \$15,000 stipend for the Internship, commencing January 11, 2021 and concluding June 18, 2021.

## **DEADLINE:**

Completed applications can be e-mailed directly by the applicants by the **October 23, 2020** deadline. Requests for extensions of any application deadlines will be made on a case by case basis, and may be made by calling the Assembly Intern Committee at (518) 455-4704.

## **ELIGIBILITY:**

Applicants for the Internship must be matriculated in, or have recently completed (within one year from date of graduation), a graduate degree program. Applicants should have excellent research skills and a strong interest in state government and the legislative process. All majors may apply. International students must have academic requirements in the United States to be eligible and are expected to have proper work authorization prior to the Internship start date, January 11, 2021.

## **THE INTERNSHIP:**

The Assembly Graduate Internship provides research and policy development experiences for up to ten qualified graduate students. Graduate Scholars have the opportunity to develop their understanding of the legislative process and New York State government, as well as apply their ideas and research skills in the legislative process. Graduate Scholars are required to attend Issue Policy Forums and staff trainings and are enrolled in a course taught by the Professor-in-Residence. The Internship affords a unique opportunity with many of its participants moving to other positions in government within the United States and internationally.

## **APPLICATION PROCEDURES:**

Applications and all supporting documents must be submitted to the Assembly Intern Committee as a complete package. All materials **must be e-mailed to [intern@nyassembly.gov](mailto:intern@nyassembly.gov) by October 23, 2020**. Interviews will begin the week of October 26th 2020; either remotely or in-person in Albany. Final decisions will be made shortly thereafter.

The following supporting documents are required of all applicants:

- ◆ A personal statement (item #19 on the application).
- ◆ Official transcripts of all graduate and undergraduate coursework completed **and in progress**. If the college/university will not release official transcripts to students, they may be sent directly to the Assembly Intern Committee under separate cover. The applicant should note this on the application.
- ◆ Two letters of recommendation, which discuss the applicant's research skills, character, understanding of the governmental process, and **familiarity with particular public policy areas**. Letters should not be requested from anyone who has not directly observed and evaluated the applicant's skills, character, and areas of knowledge. At least one letter must be from a professor at the current university or most recently attended academic institution.

- ◆ A letter from the graduate program dean or director indicating how the Graduate Internship relates to the student's academic or career objectives and amount of credit, if any, to be granted. If this letter is written by the same person as one of the above, it should be clearly stated as performing this dual purpose. This is required whether or not the applicant has completed his/her/their graduate degree.
- ◆ A public policy proposal (item #16 on the application).

## **RESPONSIBILITIES:**

Graduate Scholars serve as full-time Assembly staff, researchers and policy analysts. Assignments are based on experience, program of study, interest, and the availability of supervision within the Assembly. Graduate Scholars' responsibilities include: fiscal analysis of proposed legislation and program budgets, researching and drafting bills and memos, and preparing background papers and reports. Specific duties are dependent on the abilities of the Graduate Scholar and the needs of the office assigned.

Assignments may also include constituent services, research for floor debate, short-term policy and bill analysis, and budget and fiscal policy analysis on a broad array of topics.

## **ASSEMBLY POLICY:**

**For the Assembly Policy Prohibiting Fraternization with Student Interns, please visit our website:**  
<https://nyassembly.gov/internship/>

## **STIPEND:**

Assembly Graduate Scholars receive a \$15,000 stipend for the six-month, full-time Internship.

## **EDUCATIONAL COMPONENT:**

An Orientation to the legislative process and state government is held at the start of the Internship in January. The Assembly Intern Committee's faculty advises the Graduate Scholars and initiates a series of seminars and activities designed to integrate theory and practice. Issues such as legislative reform and policy analysis are examined in small-group discussions with the Professors-in-Residence and legislative leaders. Graduate Scholars should not register for coursework beyond any credit which may be granted by their college for participation in the Internship without **prior approval** from the Assembly Intern Committee.

## **ORIENTATION:**

Includes sessions on legislative research, the role of legislative staff and interns, legislative/executive relations, political parties in the Legislature, communication skills, the legislative process, and budget.

## **HOUSING:**

The Assembly Intern Committee does not provide housing for Graduate Scholars.





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**If you have any questions, call or write the Assembly Intern Committee as follows:**

**518-455-4704**

**E-mail address: [intern@nyassembly.gov](mailto:intern@nyassembly.gov)**

**Website: <https://nyassembly.gov/internship/>**

The New York State Assembly is an Equal Opportunity Employer. The New York State Assembly Intern Committee seeks to attract to its Internships qualified persons of diverse backgrounds, and pursuant to this policy, no applicant is discriminated against because of race, color, creed, sex, religion, age, sexual orientation, national origin, disability, domestic violence victim status, genetic predisposition or carrier status, marital status, or military status. A copy of the Assembly's Affirmative Action Policy is available upon request.

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# APPLICATION

## NEW YORK STATE ASSEMBLY GRADUATE INTERNSHIP

JANUARY 11, 2021 – JUNE 18, 2021

Applications and all supporting documents, including official transcripts, as described in the previous pages, must be **e-mailed** to the Assembly Intern Committee at [intern@nyassembly.gov](mailto:intern@nyassembly.gov) by **October 23, 2020**, or sent to **The New York State Assembly Intern Committee, Room 104A, Legislative Office Building, Albany, NY 12248**.

Please fill out the application on our website: <https://nyassembly.gov/internship/>, sign and e-mail to the Assembly Intern Committee. If necessary, you may request a paper application.

1. NAME \_\_\_\_\_

2. PRESENT ADDRESS \_\_\_\_\_ (Apt/Box) \_\_\_\_\_  
(until \_\_\_\_\_)

(City) \_\_\_\_\_ (State) \_\_\_\_\_ (Zip) \_\_\_\_\_

3. TELEPHONE ( ) \_\_\_\_\_ CELL ( ) \_\_\_\_\_

4. E-MAIL ADDRESS \_\_\_\_\_

5. PERMANENT ADDRESS \_\_\_\_\_

(City) \_\_\_\_\_ (State) \_\_\_\_\_ (Zip) \_\_\_\_\_

6. COUNTY \_\_\_\_\_

7. TELEPHONE ( ) \_\_\_\_\_

8. GRADUATE SCHOOL(S)

a. Matriculated:

College/University \_\_\_\_\_

Major \_\_\_\_\_

Degree \_\_\_\_\_

Date Expected \_\_\_\_\_

GPA \_\_\_\_\_

Date of First Enrollment \_\_\_\_\_

Credits Completed Through 8/20 \_\_\_\_\_

Credits in Progress – Fall 2020 \_\_\_\_\_

b. Completed:

College/University \_\_\_\_\_

Major \_\_\_\_\_

Degree \_\_\_\_\_

Date Expected \_\_\_\_\_

GPA \_\_\_\_\_

Date of First Enrollment \_\_\_\_\_

9. UNDERGRADUATE SCHOOL(S)

College/University \_\_\_\_\_

College/University \_\_\_\_\_

Major \_\_\_\_\_

Major \_\_\_\_\_

Minor \_\_\_\_\_

Minor \_\_\_\_\_

Degree \_\_\_\_\_

Degree \_\_\_\_\_

Date Received \_\_\_\_\_

Date Received \_\_\_\_\_

GPA \_\_\_\_\_

GPA \_\_\_\_\_

10. PLANS FOR 2021 \_\_\_\_\_

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11. ACADEMIC HONORS

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12. EXTRACURRICULAR ACTIVITIES

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13. WORK EXPERIENCE (PLEASE ATTACH A COPY OF YOUR RESUME)

14. LIST THE THREE INDIVIDUALS WRITING REFERENCE LETTERS FOR THIS INTERNSHIP.

(1) NAME \_\_\_\_\_ E-MAIL \_\_\_\_\_ PHONE \_\_\_\_\_

(2) NAME \_\_\_\_\_ E-MAIL \_\_\_\_\_ PHONE \_\_\_\_\_

(3) DEAN: NAME \_\_\_\_\_ E-MAIL \_\_\_\_\_ PHONE \_\_\_\_\_

(4) DIRECTOR: NAME \_\_\_\_\_ E-MAIL \_\_\_\_\_ PHONE \_\_\_\_\_

15. LIST ANY AREAS OF PUBLIC POLICY FOR WHICH YOU HAVE AN INTEREST IN WORKING. INDICATE THE ACADEMIC STUDIES OR EXPERIENCES THAT HAVE PROVIDED YOU WITH THE NECESSARY BACKGROUND FOR THAT INTERNSHIP ASSIGNMENT.

16. WRITING SAMPLE

PLEASE SELECT AND CHECK ONE OF THE FOLLOWING:

WRITE A FOUR PAGE STATE LEVEL PUBLIC POLICY RESEARCH PROPOSAL, EXPLAINING WHY IT IS IMPORTANT, WHAT ISSUES IT RAISES, AND WHY IT SHOULD BE SUPPORTED.

**OR**

ATTACH A COPY OF A PAPER YOU HAVE COMPLETED WHICH RELATES TO STATE POLICY MAKING AND WHY IT IS EXEMPLARY OF YOUR ABILITIES.

THE PROPOSAL OR PAPER WILL BE REVIEWED FOR CLARITY, ORGANIZATION, DEMONSTRATION OF ANALYTIC SKILLS AND RESEARCH METHODS.

17. ALL OF THE INFORMATION PROVIDED IS TRUE TO THE BEST OF MY KNOWLEDGE. I UNDERSTAND THAT ALL MATERIALS SUBMITTED WITH THIS APPLICATION WILL NOT BE RETURNED AND ARE FOR THE CONFIDENTIAL USE OF THE ASSEMBLY INTERN COMMITTEE IN CONNECTION WITH MY ACCEPTANCE AND PLACEMENT IN THE GRADUATE INTERNSHIP. I HAVE ANSWERED ALL QUESTIONS AS DIRECTED AND ENCLOSED ALL OF THE REQUIRED SUPPORTING DOCUMENTS. TO ENSURE THAT OTHER APPLICANTS RECEIVE FULL CONSIDERATION, I WILL NOTIFY THE ASSEMBLY INTERN COMMITTEE IMMEDIATELY IF I WITHDRAW MY APPLICATION FOR ANY REASON.

18. SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

*Please type your full legal name. This will serve as your signature.*

19. IN THE SPACE PROVIDED BELOW PLEASE WRITE OR ATTACH A PDF COPY OF YOUR PERSONAL STATEMENT, DESCRIBING YOURSELF, YOUR ABILITIES, AND INTEREST IN STATE GOVERNMENT TO HELP US ACCURATELY EVALUATE YOUR APPLICATION AND DETERMINE AN APPROPRIATE PLACEMENT. (A RESUME IS NOT A SUFFICIENT SUBSTITUTE FOR THIS ITEM.)

*PERSONAL STATEMENT*