



Congressional Internship Program Application

One California State University, San Bernardino (CSUSB) student is nominated annually to participate in the prestigious Panetta Congressional Internship Program. The student will receive two weeks of orientation at the Panetta Institute at CSU Monterey Bay, followed by 11 weeks in Washington, D.C. working for a California member of the U.S. House of Representatives. The Panetta Institute pays all program costs and the student may earn up to 20 academic units upon successful completion of all program requirements.

To be eligible, applicants must be matriculating juniors or seniors during the period of internship. Students in any academic major may apply and the program is open to qualified students regardless of income. Applicants must have completed at least one quarter at CSUSB and be in good academic standing at all colleges or universities attended.

All applications must be postmarked by January 27, 2021 for consideration. Please address your completed application to:

Diane Podolske, Director
Office of Community Engagement
CSUSB
5500 University Parkway
San Bernardino, CA 92407

Incomplete applications or applications that are received after the deadline will not be considered.

- Complete set of official transcripts for all colleges/universities attended**
- Resume**
- Written essay stating the reasons for your interest in the Panetta Institute's Congressional Intern Program (approximately two pages in length, double spaced)**
- Copy of a graded paper (at least three pages long) with notation that indicates the grade received**
- If you are selected, there is a required background check**

Questions? Please contact:

Diane Podolske, Director
Office of Community
Engagement Faculty Office
Building (FO) – 228 Email:
dpodolsk@csusb.edu
Phone: 909-537-7483

Panetta Congressional Internship Program

Washington D.C.



Course Components

- Participate in two-week training session at the Panetta Institute, located at CSUMB
- Work full-time for 11 weeks in a Washington, D.C. congressional office for a California member of the U.S. House of Representatives
- Attend special seminars held exclusively for Panetta interns while in Washington, D.C.
- Submit an experiential journal and a 20 page research paper
- Earn up to 20 academic units on completion of program requirements

Position Functions and Tasks

Provide support to congressional office staff including:

- Attend hearings and briefings, take notes and provide reports
- Conduct issue/legislative research
- Answer phones and take messages
- Conference calls
- Enter data
- Draft correspondence or other materials
- Sort mail
- File and shred papers
- Run errands
- Greet constituents
- Provide tours of the U.S. Capitol Building
- Compile newspaper clippings

Deadline:

Wednesday, January 27, 2021

Submit Application to:

Dr. Diane Podolske

Office of Community Engagement
5500 University Parkway
San Bernardino, CA 92407
dpodolsk@csusb.edu

Program Summary

The Panetta Institute Congressional Internship Program, held from August through November, combines a rigorous two-week academic orientation at the Panetta Institute at CSU Monterey Bay, regular seminars in Washington, D.C., and experiential education as a Panetta intern in the Washington, D.C. office of a California member of the U.S. House of Representatives. Upon completion of all requirements, interns will earn up to 20 academic units.

All program costs are covered, including academic fees and tuition, food and housing, a modest living stipend, and air and ground transportation.

The Congressional Internship Program is open to undergraduate students from any academic major who will be enrolled in their junior or senior year during the period of the internship.

Position Qualifications:

Education

- Upper-division undergraduate status (junior or senior during the internship)
- High academic standing
- Eligible for concurrent enrollment
- Eligible for unit-bearing courses

Experience

- Outstanding student leader
- Demonstrated commitment to community and public service

Skills

- Strong written/oral communication skills
- General computer proficiency
- Ability to follow instructions carefully
- Ability to adjust with poise to changing deadlines and priorities
- Ability to provide information to public
- Strong organizational skills
- Ability to multi-task and prioritize
- Ability to be a good team member

Other Qualities

- Exemplary conduct at the home campus and in the community
- Positive attitude and willingness to work on any assigned project
- Full-time commitment to the Panetta Congressional Internship Program
- U.S. citizen
- California resident