

Legislative Internship—Colorado State University

1. The internship is intended to be an educational experience. You should have the opportunity to see the full range of legislative life, from committee hearings, floor activity, constituent contact, some research, tracking down information and simply running errands. If you find yourself in a rut, or unable to see some aspects of legislative life, speak with your legislator about it or talk with me.
2. You are an intern and that means being of help to your legislators. Look for things to do. Take some initiative. Do your best to be of continuous help. Your legislator is a busy person and cannot give you constant attention. Much of what you do, and much of what you learn will come from your own initiative.
3. Most legislators have aides and often other interns. Most often you will find your relationships with these folks to be very good. But should any interpersonal difficulties arise, employ your best diplomatic skills and if that fails, visit with me and/or your legislator.
4. You must dress appropriately, conduct yourself in professional fashion, and be courteous, dependable and prompt. Similarly, you may expect others to treat you in courteous fashion as well. You represent Colorado State University and yourself; do it well!
5. Lobbying and reporting are two honorable professions. But do not mix them with your role as an intern with a legislator. You are not in the Capitol this spring to champion a cause or an ideology, or to “snoop out” the inside dope. Lead with your eyes and ears, not your mouth. Honor confidentiality. You will be in a position of trust; do not violate that trust.
6. Check in with your legislative office first thing each Tuesday and Thursday. Often they’ll be looking for you and may have work for you. If you are ever sick, call and let them know. Let me and the van drivers know too, so we don’t wait and make everyone else late. Regular attendance is expected and required—anything less will be a problem.
7. Review materials on the legislative process so you know what is going on. During the first week, secure a list of all legislators (pink book) and put the 100 names with the 100 faces. Come to know who constitutes the leadership, who is in what chamber and what party, and what the committee arrangements are. Any game can be a bore if you’re unfamiliar with the rules and the players! Don’t let that happen.
8. I will be in the Capitol with you every day during the session. If you have questions or problems, or just want to talk, let me know. You can also catch me in my department office during office hours, or call me at 491-5304

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