

## LEGISLATIVE INTERNSHIP APPLICATION FOR SPRING 2023

Return to Professor Duffy **in person** Wednesday, October 5th (9:30 to 11:30 AM) or Thursday, October 6th (noon to 2 PM). My office is Clark C-343.

### General Information

The Colorado General Assembly is in session each year from early January to early May. Our student interns typically travel to the Capitol each Tuesday and Thursday throughout the spring semester and function as interns for individual House and Senate members. A few students sometimes intern or with lobbyists and, occasionally, in the Governor's office of legislative liaison. Duties vary from one legislator to another, but generally include some research, communication with constituents, attendance at committee hearings, observation of chamber floor work, clerical and errand work and more. Professor Duffy places the students with their legislative sponsors. If students know legislators and/or have political party preferences, efforts are made to accommodate them.

The internship carries a maximum of six upper division academic credits. Three of the six may count as credits required for the Political Science major. Interns who have not previously taken POLS 304 (Legislative Politics) or POLS 301 (Colorado Legislature) must speak with Professor Duffy.

### Eligibility

Students from all majors may apply. It is good to have some Social Science or Political Science course background, but one need not be a Political Science major. *Preference is given to graduating seniors, then juniors with excellent records.* Additionally, as good performance and absolute reliability are critical for this internship, I will look for those qualities when considering applicants.

**Because the internship is in Denver all day Tuesday and Thursday, you may not register for any other daytime T-Th courses. (You can't be in two places at once).**

### Assignments and Grading

Academic assignments include maintenance of a daily journal, tracking a piece of legislation throughout the session, and completion of a semester-end paper. Grades are by letter grade, and based on the academic assignments, attendance and reliability, and performance as an intern.

### Transportation

We travel to and from the capitol in university vans that are rented from the Colorado State University motor pool. Each student is assessed a \$345.00 fee (billed to your university account) that is pooled with the fees of the other interns to cover the cost. Occasionally interns provide their own transportation; those who might live in the Denver area during the session may

commute from there. All interns riding in the vans must sign a transportation liability waiver as a condition of riding in the vans.

I will need two volunteer student drivers to alternate driving one of the vans. I drive the other one.

### Schedule and “Attendance”

We begin on Tuesday, January 17, 2023 and continue through Thursday, April 28. Students may continue through spring break but are not required to do so as long as they are sure to inform their legislator that they will be absent during that week.

Vans leave campus at 7:20 am. sharp from the SE corner of the Behavioral Sciences Building, and depart for home from the Capitol south steps at 4:00 pm sharp.

In instances of bad weather and dangerous road conditions, we do not attempt the trip to Denver, and an email/Canvas/Remind system will be used to communicate early morning “go or no-go” decisions on bad-weather days. When we do not go, interns must contact their legislators and aides to inform them.

### Conduct

The performance and appearance of interns makes a statement about themselves and about Colorado State University. Interns must conduct themselves in responsible fashion, be courteous, dependable and prompt, and look professional. Similarly, they may expect others to treat them courteously and with respect. While interns retain their rights of expression as citizens they may not, as per legislature rules, lobby, testify before committees or function as reporters. Please be advised, too, that the General Assembly will run background checks on all interns.

### Application

Students wishing to apply for this program should complete the attached application form and return it, along with an unofficial transcript, in person, to Professor Duffy in Clark C 343 no later than **2 PM on Thursday, October 6th**. DO NOT SLIP IT UNDER THE DOOR OR PLACE IT IN THE DEPARTMENT MAILBOX.

A list of those accepted for the 2023 session will be emailed to all applicants by noon **Monday, October 10th**. Those selected will then meet in person or virtually for approximately one hour on **Wednesday, October 12<sup>th</sup> at 4:00 pm in Clark C 363**. We will meet again for roughly one hour in **Clark C 360, at 4 PM on Monday, December 5<sup>th</sup>**.

**If you are selected and want to participate in the program, do NOT miss these meetings. They are designed to provide further information on the program and to answer your questions.**

INTERNSHIP APPLICATION FOR SPRING 2023  
Return in person to C-343 Clark

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Hometown (if different from above address) \_\_\_\_\_

ATTACH ONE COPY OF YOUR UNOFFICIAL TRANSCRIPT

Name of Faculty member reference \_\_\_\_\_

Major: \_\_\_\_\_

GPA \_\_\_\_\_

Graduation Date: \_\_\_\_\_

Prior POLS. Courses \_\_\_\_\_

\_\_\_\_\_

Party Affiliation, if any: \_\_\_\_\_

Any assignment preferences by party, chamber, legislator, lobbyist?

\_\_\_\_\_

Specific policy interests, if any?

Why do you want to do this? Please write a short explanation below or on back of page: