Mary Papazian, Ph.D.
President
San José State University
One Washington Square
San José, California 95192

Dear Dr. Papazian:

The Panetta Institute for Public Policy will begin its twenty-first annual Congressional Internship Program on Sunday, August 4, 2019 with students nominated by presidents of the twenty-three campuses of California State University along with three private universities. Due to the efforts of the Panetta Institute and the generosity of its patrons, this exceptional educational opportunity is available to students of all income levels. The Panetta Institute provides a full scholarship covering program courses, travel and lodging costs for each student. The Congressional Internship Program offers participating students an extraordinary opportunity to learn and experience politics and policymaking both at the Panetta Institute and in the nation’s capital. Additionally, students earn twenty academic units with their successful completion of the Institute’s Congressional Internship Program.

The Panetta Institute’s Congressional Internship Program has been recognized as one of the best in the country. The program begins with a two-week training and orientation program onsite at the Panetta Institute from Sunday, August 4, 2019 through Friday, August 16, 2019. The focus of this training and orientation is to prepare students for their internship work in Washington, D.C. by giving them an in-depth background to understand the most important policy challenges facing our nation. The Panetta Institute invites experts at the top levels within their fields to expand students’ understanding of politics and policy.

During the first week of the orientation, seminars concentrate on: the legislative process and policymaking, congressional leadership, structure and committees, House of Representatives parliamentary rules and procedures, budget and appropriations process, congressional-presidential relations, American jurisprudence and the role of the U.S. Supreme Court and the role of a free press in a democracy.

During the second week of orientation, seminars focus upon key policy issues such as: national security, foreign relations, defense policy, cyber security, climate change, national debt and tax policy, healthcare policy, current cases before the U.S. Supreme Court, infrastructure, natural resources, U.S. trade policy, education reform, energy challenges, aging and diversity and immigration reform. Added to the program, students participate in a budget reconciliation exercise and a consensus building exercise as well as receive targeted lessons on communication skills in a Congressional office and policy writing. Also during the orientation, the Panetta Institute arranges for each student to be interviewed by, and secures each student’s appointment to intern for, a congressional office within the California delegation in Washington, D.C.

Following the orientation, on Saturday, August 17, 2019 students will travel to Washington, D.C. for their eleven-week internships with members of the U.S. House of Representatives, both Republican and Democrat, from the California delegation where they will serve through Friday, November 1, 2019. While in Washington, D.C., students are mentored and closely supervised by Panetta Institute faculty in California as well as Panetta Institute staff in Washington, D.C. Another unique feature of the Congressional Internship Program also includes weekly seminars on policy issues that the interns attend while working on Capitol Hill with nationally renowned leaders who currently practice in their specialized field.
On Saturday, November 2, 2019, interns will return to California to begin 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. Both academic written assignments must be submitted directly to the Panetta Institute by Friday, November 29, 2019 for grading by the Institute professors. The program ends on Friday, December 20, 2019 with the submission of final grades.

We invite you to nominate from your university an outstanding undergraduate (sophomore or junior) student, who is either a matriculating junior or senior during the Fall 2019 term, the period of the internship. Please note that students who have accumulated more than 120 semester units or 180 quarter units prior to Fall 2019 term, the start in the program, are ineligible. Further, the twenty academic units provided through the Institute’s Congressional Internship Program must be accepted as an integral component of the student’s academic transcript.

Accordingly, we require each president from the participating campuses nominate 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. Notwithstanding the fact that every student has a compelling and unique background deserving of this opportunity, please take special note of the following listed requirements for eligibility, criteria for selection and the specifications to help in your recruitment process. Based on twenty years of experience, students selected on the basis of their exemplary scholastic record, strong written, oral and analytical skills, desire for a public service career and interest in politics are most successful in the program and reflect best upon their university.

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

- is a matriculating student prior to and during the internship;
- has not accumulated more than 120 semester units or 180 quarter units prior to the start in the program, Sunday, August 4, 2019;
- has not taken part in this program during previous years;
- submits 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 Panetta Institute selection committee can 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 good character and acts with discretion and sound judgment;
- 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 willing to accept and abide by the Institute’s Code of Conduct and Confidentiality Agreement;
- 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);
- attend and participate in all events, seminars, classes and exercises during the two-week orientation at the Panetta Institute;
- work full-time in their assigned congressional office;
- attend all required seminars in Washington, D.C. (arranged by the Panetta Institute) and submit written summary reports of each seminar;
- attend weekly group meetings with Panetta Institute staff;
- submit weekly reports and other required assignments to the Panetta Institute;
- upon return to California, students shall prepare and submit to the Panetta Institute by Friday, November 29, 2019
  - an academic quality reflective journal of their eleven-week internship experience; and
  - a well research and sourced twenty-page policy paper in accordance with the Institute’s syllabus.

The above noted required criteria must be included as part of all outreach information.

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 in 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, please ensure 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. All departments on campus must be contacted to recruit for the program. It may not be limited to just a few departments. 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.

The Panetta Institute interview team, including a representative from the CSU 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.
Enclosed are the following documents:

- Checklist with list of documents that are required by the Institute to be completed and signed by either you or a representative of your office and returned with your signed nomination letter,
- Important Deadline Dates,
- Publicity Flyer for distribution in all departments throughout the campus for wide-ranging recruitment,
- Program and Position Description to provide to each applicant to ensure that the type and nature of intern work is known,
- Congressional Internship Program Selected Intern Comments, Class of 2018, and
- Congressional Internship Program Selected Congressional Staff Comments, Class of 2018.

The Panetta Institute Congressional Internship 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 1, 2019. 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/t
Enclosures