

## PANETTA INSTITUTE Congressional Internship Program Call for Applications

**Application Deadline: Friday, March 25, 2022**

The Panetta Institute's 24th annual Congressional Internship Program will be held from August 7 through December 5, 2022. This 13-week program combines a rigorous two-week academic orientation at the Panetta Institute for Public Policy at CSU, Monterey Bay along with experiential education as a Panetta intern in a Washington, D.C. office of a California member of the U.S. House of Representatives. While serving in our nation's capital the student will also attend regular seminars. Upon completion of all requirements for this course, interns will earn full-time academic units that will be posted to their university transcripts. All program costs are covered, including housing, ground transportation, travel to and from Washington, D.C. and some reimbursement for living expenses.

Any academic major may apply; the program is open to qualified students regardless of income.

### Eligibility and Qualifications

#### *Education*

- Must be enrolled as a junior or senior at the start of the internship
- Has not applied for graduation
- High academic standing at all colleges/universities attended

#### *Experience*

- Outstanding student leader, who is not a former *Panetta Institute Congressional Internship* program participant
- Demonstrated commitment to community and public service

#### *Skills and Other Qualities*

- Advanced written and verbal communication skills (especially clarity of speech)
- General computer proficiency, word processing and spreadsheet knowledge
- Ability to follow instructions carefully
- Flexibility to adjust with poise to changing deadlines and priorities
- Ability to provide information to the public and others as directed by supervisors
- Strong organizational skills and ability to multi-task and prioritize assignments
- Ability to work in a fast-paced environment
- Ability to be a good team member with an attitude of doing what it takes to get the job done and doing so with a pleasant, cooperative, and professional demeanor
- Exemplary conduct on campus and in the community

- Full-time commitment to the Panetta Institute's *Congressional Internship Program*; no extra-curricular or outside courses allowed
- State of California resident
- Proof of health insurance that is compliant with the Affordable Care Act and provides coverage while residing and working in Washington, D.C.
- Proof of requisite COVID-19 vaccinations

## Application Process

To apply, students need to send these materials as an email attachment to Dr. Anne Marie Todd, at [annemarie.todd@sjsu.edu](mailto:annemarie.todd@sjsu.edu) by Friday, March 25, 2022 (5:00 PM PST):

1. Complete college transcripts including community/junior college work and/or other college/university work;
2. Professional resume;
3. Two-page written essay stating the reasons for their interest in the Panetta Institute's *Congressional Internship Program*;
4. A copy of one of the student's most recently graded papers (at least three pages long) with the professor's comments and grade accompanying or written on the paper.

A review committee will select San José State University's nominee. That student will be informed of the decision and will interview with the selection committee during the week of April 4 and will interview with the campus President, Dr. Steve Perez, on or before Friday, April 8<sup>th</sup>.

Please direct any questions about the program or application process to Dr. Anne Marie Todd: [annemarie.todd@sjsu.edu](mailto:annemarie.todd@sjsu.edu)