

## ***Legislative Intern Scholar Program*** **Summer 2023 Application**

### **DEADLINE:**

***Legislative Intern Scholar Program for Summer 2023*** (San Joaquin Valley Offices; Washington, D.C.; Sacramento): *Application must be emailed, postmarked, delivered, or faxed by 5 p.m. PDT on **January 19th, 2023 (Priority Deadline) and January 26th, 2023 (Secondary Deadline)***

### **Eligibility:**

Must have a 3.0 overall GPA or higher

Must be at least a Junior in standing (60 units completed) OR enrolled in a Graduate program during the semester of the internship.

Must be able to work 3-5 hours per shift and at least 10 hours per week during the semester (hours requirement is 150 hours total) for local placement.

Must act with the highest degree of professionalism and responsibility, which also includes taking into consideration that rescinding after you have already accepted an offer is unprofessional and makes future placements from your University less likely (i.e., it not only reflects on you, it reflects on your Univ.'s reputation for having students who are reliable).

### **Application Requirements:**

**Completed Application:** All sections must be completed and signed.

#### **Current Resume**

**Personal Statement:** No longer than ONE page with your name on the document. Write a short biographical sketch. Explain how a legislative office would benefit from having you in the office. What interest, experience, or background do you have in public policy or government affairs (school, work, volunteerism, etc.)? When and how have you exhibited leadership? What is your long-term commitment to making the Valley a better place? How do you plan to do it?

**College Transcripts:** Copies (PDF file) of unofficial transcripts are acceptable. Your name must appear on the document. Official transcripts indicating expected graduation date and degree may be required if offered a placement.

### **IF applicant is selected for a placement, the applicant MUST:**

- Enroll into a course to receive academic credit and complete a *Learning Plan of Agreement* with supervising faculty member at your university. Academic requirements need to be done **prior** to beginning an internship (Academic credit is granted through each academic department and graduate program. Applicants must contact their own school/academic department for requirements and forms.)

**OR**

- Enroll into an Independent Study program for at least one (1) unit credit and complete a *Learning Plan of Agreement* with a supervising faculty member. Academic requirements need to be done **prior**





# The Maddy Institute

The San Joaquin Valley – Inspiring Public Leadership

to beginning of internship. (Independent Study Policies vary per each academic department and graduate program. Applicants must contact their own school/academic department for requirements and forms.)

## To Apply:

**All applications must be received by specified date. Submit applications via email, fax, or mail to:**

The Maddy Institute  
4910 N. Chestnut Ave. OF-43, Fresno, CA 93726  
Email: [gacruz0521@csufresno.edu](mailto:gacruz0521@csufresno.edu) / Office: (559) 278-1133; Fax: (559) 278-1167

Decisions are final and confidential. Applications become the property of The Maddy Institute; and, if selected, may be distributed to participating government offices. **Applications that are incomplete or submitted after the deadline will not be considered.**

### I. PERSONAL INFORMATION

<b>Last Name:</b>		<b>First Name:</b>		<b>Middle Initial:</b>	
School:			Major:		
Expected Graduation Date:			Student ID Number:		
Mailing Address:		City:	State:	Zip:	
Permanent Address:		City:	State:	Zip:	
Home/Cell Ph.:		Work Ph.:			
<input type="checkbox"/> School E-mail*:		<input type="checkbox"/> Personal E-mail*:			

\*Specify a preferred e-mail by which the Institute can best contact you.

### II. REFERENCES (Three—at least 1 faculty member and 1 current/former employer. No family/friends.)

1. Last Name:		First Name:	
Address:			
Phone Number:		E-mail:	
Relation (faculty, employer, etc.):			

2. Last Name:		First Name:	
Address:			
Phone Number:		E-mail:	
Relation (faculty, employer, etc.):			





3. Last Name:		First Name:	
Address:			
Phone Number:		E-mail:	
Relation (faculty, employer, etc.):			

### III. PLACEMENT

#### Academic Requirements

I, \_\_\_\_\_, understand that if extended an interview opportunity, I must:

Enroll into a course to receive academic credit and complete an *Internship Proposal or Learning Plan* with a supervising faculty member. Academic requirements need to be done **prior** to beginning an internship (Academic credit is granted through each academic department and graduate program. Applicants must contact their own school/academic department for requirements and forms.)

**OR**

Enroll into an Independent Study program for at least one (1) unit credit and complete an *Internship Proposal or Learning Plan* with a supervising faculty member. Academic requirements need to be done **prior** to beginning of internship. (Independent Study Policies vary per each academic department and graduate program. Applicants must contact their own school/academic department for requirements and forms.)

**All academic requirements must be completed prior to beginning the internship.**

Signature of applicant (Date): \_\_\_\_\_



**Areas of Interest.** Please mark any areas in which you are specifically interested:

Agriculture	Globalization	Natural Resources
Air Quality	Government Reform	Pension
Armed Forces	Health	Public Advocacy
Banking	Higher Education	Renewable Energy
Budget	Homeland Security	Science & Technology
Commerce	Housing	Small Business
Conservation	Immigration	Social Security
Drugs	Indian Affairs	Telecommunications
Energy	Judiciary	Terrorism
Environment	K-12 Education	Trade
Finance	Labor	Transportation
Foreign Affairs	Law Enforcement	Veterans
Global Warming	Medicare/Medicaid	Water
Local Office	State Office	Federal Office

**Internship Location.** Please mark all areas in which you are willing/applying to serve an internship.

- North Valley (Merced, Modesto, Turlock, etc.)
- Central Valley (Fresno, Clovis, Madera, Visalia, Hanford, etc.)
- South Valley (Bakersfield, Kern County, etc.)
- Sacramento, California
- Washington DC

Indicate the city in which you will be living during  
**Summer semester 2023:**

**If selected, would you be willing to commute to an internship office outside of your area?**  Yes  No

If Yes, how far?

#### IV. SIGNATURE REQUIRED

I certify that all of the statements contained in my application are true, complete, and correct to the best of my knowledge. I am prepared, in good faith, to fulfill all components of *The Maddy Institute Intern Scholar Program*.





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Name (printed)	
Signature:	Date:

### Help us expand our program:

How did you hear about *The Maddy Institute Intern Scholar Program*? Check all that apply:

Professor/class presentation:      Name:

Past Intern:      Name:

Campus Flyer

Career Fair

Maddy Institute Website

Social Media

Other (please indicate):

### *OPTIONAL - To be completed by applicant\**

Check One:

Male

Female

I prefer not to volunteer information about my gender

Check One:

White

Black or African American

Native Hawaiian or Other Pacific Islander

Asian

Native American or Alaskan American

Two or more races





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Check One:

Hispanic

Not Hispanic

I prefer not to volunteer information about my ethnicity

- \* *Completion of this section is voluntary and refusal to provide it will not subject you to any adverse treatment. The information obtained will be kept confidential and may only be used in accordance with the provisions of applicable laws, executive orders, and regulations, including those that require the*

*When reported, data will not identify any specific individual.*

