

# THE MADDY INSTITUTE

## MADDY LEGISLATIVE INTERNSHIP PROGRAM

### FREQUENTLY ASKED QUESTIONS

#### What is the Maddy Institute?

Established in 1999, the Maddy Institute is the public policy institute for CSU Bakersfield, Fresno State, Stanislaus State and UC Merced.

#### What is the *Maddy Legislative Intern Scholar Program*?

The *Maddy Legislative Intern Scholar Program* provides students the opportunity to intern in Legislative Offices (City Council, County Board of Supervisors, State Senate and Assembly, and U.S. Senate and Representatives) throughout the Central Valley. Additional internships are offered during the summer in Sacramento and Washington, D.C. offices.

#### Is this a paid internship?

Yes, students who are accepted into the local program are offered a \$2,325 stipend at the end of the internship. Sacramento and Washington, D.C. interns receive a higher amount to help offset travel and housing costs.

#### How many hours must I intern?

The minimum requirement for all local internships is 150 hours over the course of the semester. Summer Sacramento and Washington, D.C. interns must work full time for 8-10 weeks.

#### What are the requirements for applying?

- Be at least a junior standing if enrolled at a University OR sophomore standing if enrolled in a Community College
- Have a minimum overall GPA of 3.00.
- Be enrolled in classes or independent study during the semester of the internship, including summer.

#### I am not a Political Science major. Can I still apply?

Yes! The program is open to ALL majors, and the experience will help prepare students for a career in any field.

#### How can I apply?

Applications are on the Maddy Institute [website](#) and they must be submitted to the Institute office (via email, U.S. mail, fax or hand delivery) prior to the deadline in order to be considered. Additional information can also be found on Handshake.

#### What happens after I apply?

The Institute will process all applications to determine whether they meet the minimum requirements and will then invite qualified applicants to an initial panel interview. After that, the Institute will send applications to each Legislative Office, which will then have the option to conduct individual interviews with their interest candidates.

#### How will I know if I am accepted into the program?

After interviewing applicants, the Legislative Offices will send placement requests to the Maddy Institute. The Institute will then send an offer of placement to the applicant. All placement offers will come from the Maddy Institute, not directly from a Legislative Office.

#### Will the Institute have any paperwork I will need to complete?

Yes. Once accepted as an intern, students will be expected to submit paperwork before starting the internship. All documents will be provided to applicants who are placed in internships.

#### If I am accepted, when will the internship begin?

Interns will begin as soon as all of the necessary paperwork is submitted and approved and they have attended a mandatory orientation with the Maddy Institute. We anticipate that all interns will begin working no later than two weeks after the start of the semester.

#### What kinds of tasks will I be doing in an office?

Each office is different; however most interns can expect to assist the offices with processing mail, conducting research for special projects or legislation, answering phones, answering constituent questions, attending meetings and public events, preparing certificates, etc.



**For any additional questions, please contact Guadalupe Cruz, Program Coordinator, at [gcruz0521@csufresno.edu](mailto:gcruz0521@csufresno.edu).**

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