

### **Valley Legislative Intern Scholar Program**

**Program Overview:** The *Jim Costa Washington, D.C. Legislative Intern Scholar Program* provides San Joaquin Valley students with the opportunity to develop public leadership skills while gaining practical knowledge of the daily operations of government & the political process. As a Maddy Intern, students will:

- Work full time in a Valley U.S. Representative's office over the Summer.
- Contribute to an elected official's office that addresses real-world challenges impacting our communities in the Valley.
- Build connections with community leaders, stakeholders, & policy experts in Washington, D.C., opening doors for future opportunities.
- Participate in training sessions designed to enhance their skill set.
- Gain a deeper understanding & insight on the legislative process in Washington, D.C.

**Internship Timelines:** June to August

**Scholarship:** \$7,000 (*Note: A portion of the scholarship will be used to cover the costs of housing*)

**Housing:** The Maddy Institute will assist with housing.

**Responsibilities:** Intern responsibilities vary depending on the legislative office. Common tasks may include:

- Assist with incoming calls, letters, or office visits from constituents.
- Conduct research on current legislation, policies, & issues impacting the Valley.
- Draft correspondence such as letters to constituents, emails, memos, & summary briefs.
- Participate in local events to connect with constituents.
- Attend meetings, hearings, & briefings to gain a deeper understanding of the legislative process.
- Provide administrative support to office staff.
- Take on special projects or assignments as directed by staff.

**Location:** Washington, D.C.

**Eligibility:**

- Open to all majors.
- 3.0 overall GPA or higher.
- At least a Junior in standing (60 units completed) OR enrolled in a Graduate program during the semester of the internship.
- Be able to work full-time for 8-10 weeks in the Summer.