**Legislative Internships at a Glance**

<table>
<thead>
<tr>
<th>General Requirements</th>
<th>NYS Senate (UUNI 391)</th>
<th>NYS Assembly (UUNI 392)</th>
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</thead>
<tbody>
<tr>
<td><strong>GPA</strong></td>
<td>3.0</td>
<td>2.5</td>
</tr>
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<table>
<thead>
<tr>
<th>Items Required for Application Review</th>
<th>Application Link</th>
<th>Application Link</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fully completed online application</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Contact information for recommendation letter writers</td>
<td></td>
<td>✓</td>
</tr>
<tr>
<td>Academic writing sample (6 - 8 pages, double spaced)</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Personal Statement or Statement of Purpose</td>
<td></td>
<td>✓</td>
</tr>
<tr>
<td>Resume</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Memorandum and Rebuttal (1 page each, double spaced)</td>
<td>✓</td>
<td>✓</td>
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</tbody>
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<table>
<thead>
<tr>
<th>Electronic Signatures Required for Application Review</th>
<th>Application Link</th>
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<tbody>
<tr>
<td>Access to Letters of Recommendation</td>
<td>✓</td>
</tr>
<tr>
<td>Judicial Clearance</td>
<td>✓</td>
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<tr>
<td>Transcript Release</td>
<td>✓</td>
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</table>
If I don’t exactly meet the GPA requirement, can I still apply?

- All students are encouraged to apply for this internship and all applications will be reviewed, but students’ GPA should be as close as possible to the requirement. Students should be able to reach the GPA requirement by the end of the Fall 2020 semester.
- Are you working on improving your overall GPA this current semester? Make sure to speak to that in your personal statement! You may ask a professor to submit a letter speaking to your academic performance during the current semester.

Can I still apply for this internship if I don’t have Junior or Senior standing?

Students are encouraged to apply for this internship in their Junior and/or Senior year. Historically, exceptions to this requirement have been made for exceptional Sophomore students. Students who will be close to the 56 credit minimum by the end of the Fall 2020 semester should apply with little hesitation.

How do I submit my letters of recommendation?

Your letter writers will submit them to us! Once you complete the Application Coversheet for either internship, they will receive an email with instructions to submit the letter. It is always a good idea to check in with your recommender to ensure that they received the email – it may have gone to their Spam or Junk folder.

Who can write me a letter of recommendation?

- For those applying to the Assembly internship, at least one letter must come from a teaching faculty member.
- For those applying to the Senate internship, at least two letters must come from teaching faculty members.
- For both internships, it is strongly preferred that these letters be written by teaching faculty at the University at Albany.
- Additional letter writers need to be able to speak to one or more of the following about you: character, research skills, familiarity with public policy issues, understanding of governmental process, and ability to learn in a work setting.
  - Remember – you are applying for a professional internship, so make sure your letters reflect that!

Do I have to order a transcript for this application?

Nope! Just complete the portion of the online application that gives us permission to access your transcript on your behalf. If you attended another institution before the University at Albany, we can access your transcripts that were provided during your admissions process.

What is the time commitment of the Assembly and Senate internships?

Think of this internship as a professional job – it bears both academic credit and financial compensation. This internship should be considered a job that is worked “9 to 5”, Monday through Friday. Remember that the academic component is critically important to your success in this internship. Students must successfully complete the required academic portion to receive the 15 academic credits.

Could you explain more about the academic component of these internships?

- For more information about the academic component of the Assembly internship, click here.
- For more information about the academic component of the Senate internship, click here.
I have to provide an academic writing sample, what does that mean?
The academic writing sample is an important part of your application. This piece should be 6-8 pages in length, be for an academic course where you are the sole author (no group papers), and includes a Works Cited/References page(s). You may use the same academic writing sample for both the NYS Senate and NYS Assembly applications.

What is a memoranda and a rebuttal?
Note: These are only required for applicants to the Senate internship.

- A **memoranda** is a policy proposal. This can be either enacted or proposed legislation. This will provide an example of your ability to write and research an issue in a clear and concise manner. You also must show that you can articulate points on either side of the issue.
  - The policy proposal should describe the problem you are trying to solve, what your proposal would do, and the expected outcome. Be sure to include information that is factual with statistics, data, quotes of relevance from reliable sources – this is not to be opinion.
- The **rebuttal** in contrast, opposes the policy proposal you have written. You should describe reasons why the proposal would not create the expected outcomes, some unintended consequences of the proposal, and the costs versus the benefits of the proposal?
For more information about types of legislation, visit the New York State Senate’s [webpage](https://www2.legislature.state.ny.us/) about bills and laws.

Can I get my resume reviewed to strengthen it for this application process?
Yes! Visit the Office of Career and Professional Development for assistance! Make a virtual appointment with their staff to have someone review your resume and/or personal statement! Click the links above for more information.

What kinds of things should I say in my personal statement / statement of purpose?
The purpose of the personal statement is to help committees reviewing your application understand things that cannot be seen through your other application materials, like your resume and your academic transcript. Specifically, your personal statement is an opportunity to explain **why** you are applying to this legislative internship. Reiterating what you present in your resume does not help committees understand more about you as a person.

How should I plan for Spring 2021 registration?
- Due to the unique circumstances of Fall 2020, and looking ahead to Spring 2021, we advise you to register for a full-time course load for Spring 2021. This will ensure that if you are not selected, or if the internship is canceled for Spring 2021 you have a backup plan.
- Once interns are selected, University at Albany students will participate in a mandatory virtual In-Service training in December 2020. After successfully completing the in-service, you will receive the permission number to register for the internship course (either UUNI 391 or UUNI 392).
- Please note the internships are scheduled to happen. Only the Internship Directors from the NYS Senate or Assembly can determine the cancelation of the internships.
- **Regarding housing options for Spring 2021:** Students selected for the internship will be required to return to Albany in early January. If you live on campus, we will notify Residential Life that you will need to move back into your residential hall before January 7, 2021 (NYS Senate) or January 11, 2021 (NYS Assembly) to begin the internship.

What is the timeline for decisions regarding the internships?
The NYS Senate & NYS Assembly anticipate having decisions to students by the 3rd week of November.
## College vs. Internships

<table>
<thead>
<tr>
<th>College</th>
<th>Internship</th>
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<tbody>
<tr>
<td>College week is usually 12 to 15 hours of classes each week.</td>
<td>Consider this internship to be your full-time job (roughly 40 hours of work per week).</td>
</tr>
<tr>
<td>The University has a designated week for spring break.</td>
<td>This internship has a spring break during a DIFFERENT week than the University’s, and you are expected to continue to work within your internship during the University’s designated spring break week.</td>
</tr>
<tr>
<td>You choose your major and classes based on your interest and goals.</td>
<td>You may not get your “first choice” of assemblyperson/senator to work with.</td>
</tr>
<tr>
<td>If you skip class, you might get a lower grade.</td>
<td>If you skip your internship, you could get fired.</td>
</tr>
<tr>
<td>If you are late for class without notifying the instructor, you might get a point penalty (or no penalty at all).</td>
<td>If you are late for your internship without notifying your supervisor, you could get fired.</td>
</tr>
<tr>
<td>You can roll out of bed and throw on sweats to run to class.</td>
<td>You are expected to be dressed appropriately and present yourself professionally every day.</td>
</tr>
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## Information on Basic Email Etiquette

Email is one of the main ways to communicate in the workplace and is more formal than texting. Over time, certain rules of etiquette, or social expectations, have developed. You may be viewed negatively if you neglect to follow them. Email etiquette includes using a polite tone, representing yourself professionally, writing clearly, and being timely when sending and replying to emails. Etiquette is especially important when communicating with professors, bosses, or supervisors. The following guidelines and examples will help you make a good impression with these individuals.

### Polite Tone
- Write in a polite tone that is respectful of your supervisor and their time.
- Be careful about where you assign blame, particularly when it comes to discussing evaluations.
- Present requests as questions, rather than commands or demands.
- If scheduling a meeting, leave the request open for your supervisor to suggest a specific time.

### Professionalism
- Recognize when it is appropriate to email.
  - Asking simple questions.
  - Submitting an assignment when told to do so.
  - Explaining that you will be late to your internship or a meeting.
  - Requesting a meeting with your supervisor.
- Recognize when not to email.
  - Asking questions that are already answered on written guidelines you have been provided.
  - Expressing anger that could lead to a heated debate or argument.
- Proofread your email before sending.
  - Re-read your subject line and entire email before sending.
  - Ensure the recipient’s name is spelled correctly.
  - Check for grammar, spelling, and punctuation.
- If you attach a document, double-check that the correct document is attached.
- Provide all necessary information, such as dates, the name of an assignment/project, etc. This prevents extra emails for clarification and ensures you get the information you need in a timely manner.
- Send emails early, so you can receive a response before your deadline, and reply as soon as possible as well.

*Email etiquette guidelines adapted from the Howe Center for Writing Excellence at Miami University.*
Tips for Strengthening Your Application

Think About Your Career Goals
- Speak with your academic advisor, faculty members, career advisors or mentors in your field about your career goals and how a legislative internship, could help you reach those goals.

Choose a Strong Writing Sample
- Many full-time internships are looking for candidates with strong writing skills. The subject matter of the paper is not too important, just be sure that it showcases your best research and/or writing skills.

Ask References Who Know You Well
- Be sure to choose people who know you well and can speak to your academic and career skills.

Do a Practice Interview
- You can learn interview tips and record practice interview questions on Big Interview, found on the Office of Career and Professional Development’s website.

Dress Professionally
- Even for a virtual interview, you want to dress to impress.

Planning Ahead

For students who may want to apply in future semesters, there are things that you can do now to strengthen your future application!

Get Some Experience
- Volunteer, take on a leadership role in a campus organization, or find a part-time internship. All of these experiences will help you build marketable skills and make you a stronger candidate for this selective program.

Improve Your GPA
- If your GPA isn’t as strong as you would like it, spend a semester or two working to increase your GPA. Building your writing, time-management and study skills now will better prepare you for the academic rigor of legislative internships.

Tips and advice on this page adapted from a document about The Semester in Washington (authored by Joan Marso, Undergraduate Internship and Career Coordinator; Rockefeller College of Public Affairs and Policy, jmarso@albany.edu)