



## Kansas Legislative Intern Program 2010

The Kansas Legislature will have internships available for the 2010 Legislative Session. Any student who is enrolled in a secondary or post-secondary education institution and will be earning credit for their learning experience or is making academic progress in their educational course of study is eligible to apply. No specific major is required, but strong oral and written communication skills, and a basic understanding of government and the legislative process, are helpful.

Internships will begin the week of January 11, 2010, the first day of the 2010 Legislative Session and end in April. A mandatory Intern Orientation will be held on Thursday, January 7, 2010. Each intern will be assigned to a specific legislator by an Intern Coordinator. Placements are based upon applicant's experience, partisan preference and interests. Interns are required to attend a minimum of 12 days during the legislative session. Specific hours required for the internship will be agreed upon by the intern and his/her assigned legislator. Course credit for the internship will be determined by each intern and his/her respective educational advisor and may have additional requirements. Legislative internships are non-paid positions; however, legislative interns who complete program requirements are eligible for up to \$600 in mileage reimbursement.

### Goals and Expectations

The combination of each intern's expectations, interests and legislator assignment produces a unique experience; however, each intern can expect to gain experience in these areas:

*Legislative Support:* Responsibilities include attending committee and caucus meetings, researching issues, and tracking legislation.

*Constituent Services:* Responsibilities include drafting letters, researching constituent concerns or requests, and preparing material for weekly newsletters.

*Office Support:* Responsibilities include filing, answering the phone, preparing mail, and welcoming visitors from the district. Generally, the legislator's secretary is responsible for these duties; however, on occasion interns will be expected to help.

Working with your legislator you should be able to experience and do most of the following tasks:

- Write a bill brief.
- Write constituent correspondence.
- Write a press release.
- Aid constituents in casework (negotiate state agencies).
- Track legislation.
- Understand the basics of floor debate and voting.
- Understand General Orders and the Committee of the Whole.
- Understand the committee process (procedural and strategic).
- Develop a policy proposal.
- Understand key points of the most significant legislative issues.
- Describe and understand the governmental relationship between various officers (Governor, Attorney General, Speaker of the House, etc.)
- Understand the Legislative Calendar and how it impacts legislative development.
- Be familiar with key tenants of some or all of the following state issues: agriculture, alcohol (direct shipments, taxation), education finance, energy, gaming, health care (Medicaid), insurance, and taxes.

## Program Completion

All interns will have to meet the following requirements to successfully complete the Kansas Legislative Internship Program:

- Attend Intern Orientation, January 7, 2010.
- Work at the Capitol a minimum of 12 days during the regular session.
- Submit a Policy Proposal project completed for their legislator.
- Submit an evaluation of their internship.
- Submit an evaluation by their legislator of their performance.

## Benefits of Serving as an Intern

- Experience state government on a first hand basis.
- Earn course credit from your college/university.
- Gain valuable work experience for a future career.
- Further develop research and communication skills.
- Make contacts for other internships, government jobs, political organizations or campaigns.

## Application/Selection Process

Interested individuals must submit: this Intern Application, a letter of recommendation from their college or university advisor, and a writing sample. Applications not containing all three requirements will not be processed. Applications are due by **Friday, December 4, 2009**. Applicants will receive a confirmation letter from the Kansas Intern Program Coordinator when the application process is complete. Applicants showing strong potential for doing quality work can expect to be placed with a legislator and will receive an assignment letter after applications are reviewed. The integrity and quality of the Kansas Legislative Intern Program is important, therefore the Intern Coordinator reserves the right to terminate any intern who consistently fails to show strong effort and produce quality work.

## Send all application materials *together* by Friday, December 4, 2009 to:

(If emailing, please include as attachments your letter of recommendation and writing sample)

Office of the Speaker Pro Tem  
Kansas House of Representatives  
State Capitol Building, Rm 330-N  
Topeka, KS 66612

Phone: 785.291.3500  
Fax: 785.291.3888  
Email: ryan.gilliland@house.ks.gov

*Dear Kansas Student,*

*I am pleased you are applying for the Kansas Legislative Intern Program. The 2010 Legislative Session promises to be filled with many exciting moments. As a legislative intern, you will have a wonderful opportunity to see and be a part of state government in action. You will make a number of great contacts for further internships and future jobs and hone your future career interests. As an intern you will be volunteering to serve your fellow Kansans in a unique and exciting way.*

*Good luck and see you in Topeka,*



*-Representative Arlen Siegfried, Speaker Pro Tem*

**KANSAS LEGISLATIVE INTERN PROGRAM 2010 APPLICATION**

**PLEASE PRINT OR TYPE, Incomplete Applications will not be processed.**

Name: \_\_\_\_\_ E-mail: \_\_\_\_\_

College/University: \_\_\_\_\_ GPA: \_\_\_\_\_

Class:  Law Student  Grad. Student  Senior  Junior  Sophomore  Freshman

Major: \_\_\_\_\_ Minor: \_\_\_\_\_

Name, address, phone number and e-mail address of your advisor for the intern program (this information should also be included in your Letter of Recommendation):

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Name of, Section or Course Number, and number of credit hours you will be receiving for this internship (ie. *Pol Sci 498 Legislative Seminar– 3 credit hours*)

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Your Current Address:

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Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Permanent Address:

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Permanent Phone: \_\_\_\_\_

Please list any classes you have taken or are currently taking which you feel provide a solid background for a legislative internship:

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Plans after graduation:

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Extracurricular activities:

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Chamber Preference:

- House of Representatives
- Senate
- No Preference

Partisan Preference:

- Democrat
- Republican
- No Preference

**IMPORTANT:** If you have arranged to be an intern for a specific legislator, please list his/her name and the date the internship was arranged:

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Work experience (related to government and/or politics):

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What legislative issues interest you the most?

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List three goals/expectations you would like to fulfill as a legislative intern:

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What days/hours do you plan to devote to your internship? (16 hours per week is recommended)

Monday:

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Tuesday:

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Wednesday:

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Thursday:

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Friday:

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