Congressional Internship Program
Program and Position Description

Program Summary:

The Panetta Institute’s sixteenth annual Congressional Internship Program will be held from August 9 through November 7, 2015. This program combines a rigorous two-week academic orientation at the Panetta Institute along with an experiential education as a Panetta intern in a Washington, D.C. office of a California member of the U.S. House of Representatives. While serving in our nation’s capital the student will also attend weekly seminars. Upon completion of all requirements for this course, interns will earn full-time academic units that will be posted to their university transcripts. All program costs are covered, including housing, ground transportation, travel to and from Washington, D.C. and a living stipend. Any academic major may apply; the program is open to qualified students regardless of income.

Course Components:

- Participate in a two-week training session at the Panetta Institute, located at the CSU Monterey Bay campus on the Monterey Peninsula;
- Work full-time for eleven weeks in a Washington, D.C. congressional office for a member of the U.S. House of Representatives;
- Attend special seminars held exclusively for Panetta Institute interns while in Washington, D.C. and submit reports on all classes and seminars;
- Submit a brief weekly report;
- Submit an experiential twenty-page journal and a twenty-page research paper; and
- Receive full-time academic credits upon completion of the internship.

Position Functions and Tasks:

Provide support to congressional office staff that includes, but not limited to:

- Answer phones
  - Take messages
  - Transfer calls
  - Conference calls
- Enter data
- Draft correspondence or other materials
- Sort mail
- File and shred papers
- Run errands
- Photocopy materials
- Meet and greet constituents
- Provide tours of Capitol Building
- Compile newspaper clippings
- Attend hearings and briefings, take notes and provide summaries/reports
- Conduct issue/legislative research
Position Qualifications:

**Education**
- Matriculating student in upper-division undergraduate status (matriculating juniors or seniors during the time of the internship – and has not applied for graduation)
- High academic standing at all colleges/universities attended (includes lower division also)
- Congressional Internship Program academic units must be applied to the student’s transcript

**Experience**
- Outstanding student leader, who is not a former Panetta Institute Congressional Internship Program participant
- Demonstrated commitment to community and public service

**Skills**
- Advanced written and verbal communication skills (especially clarity of speech)
- General computer proficiency, word processing and spreadsheet knowledge
- Ability to follow instructions carefully
- Flexibility to adjust with poise to changing deadlines and priorities
- Ability to provide information to the public and others as directed by supervisors
- Strong organizational skills
- Ability to multi-task and prioritize assignments
- Ability to work in a fast-paced environment
- Ability to be a good team member with an attitude of doing what it takes to get the job done and doing so with a pleasant, cooperative, and professional demeanor

**Other qualities**
- Exemplary conduct at the home campus university and in the community
- Positive attitude with a willingness to work (hard) on any project assigned by the congressional office
- Willingness to accept entry level work assigned to young unpaid assistants who normally serve as interns
- Full-time commitment to the Panetta Institute’s Congressional Internship Program; no extra-curricular or outside courses allowed; including but not limited to scheduling of LSAT, graduate record exams (GRE), etc;
- Possesses good health that would contribute to excellent attendance in all aspects of the program;
- U.S. citizen;
- State of California resident;
- and all students must have health insurance that is compliant with the Affordable Care Act.
Panetta Institute interns are consistently outstanding and have earned their reputation as the best program. Please keep sending us great interns! We look forward to working with your program again next year.
Katherine Brandt, Special Assistant to the Chief of Staff
U.S. Representative Mike Honda (D)

I have had nothing but good experiences with the Panetta Institute and the interns they have provided. Our office is looking forward to future opportunities.
Anthony Duhon, Staff Assistant
U.S. Representative Jeff Denham (R)

The Panetta Institute does a terrific job of preparing congressional interns.
Daniel Lightstone, Intern Coordinator
U.S. Representative Doris Matsui (D)

The Panetta Institute does a very thorough job of preparing interns. We are very grateful for it. Thank you for everything.
Emma Mehrabi, Legislative Correspondent
U.S. Representative Barbara Lee (D)

Kristen was definitely well prepared when she came into our office, with a full understanding of Congress and how individual offices operate. Her politeness and well-mannered demeanor was obviously taught to her throughout her life, and the Panetta Institute did a great job in selecting her as a Panetta intern.
Madison Smith, Staff Assistant
U.S. Representative Ken Calvert (R)

Panetta interns, in my experience, have been beyond prepared. Thanks for a great intern!
Jilian Plank, Staff Assistant
U.S. Representative Devin Nunes (R)
The Panetta Institute does a fantastic job preparing the interns. The preparation that the interns receive is extremely valuable for the interns as well as the congressional office. Thank you for continuing to provide this amazing opportunity and thank you for assigning an intern to our office.

Kristina Solberg, Legislative Correspondent & Press Assistant
U.S. Representative Jim Costa (D)
I can’t express how grateful I am for being chosen to be a part of this program and definitely chosen for this office. I received the best preparation. I learned from some of the leading officials in the nation about a wide range of topics. I observed the inner-workings of Congress. And now I am interested in public service as my career.
Jessica Burke, Cal Poly, San Luis Obispo

Today I gave a tour of the Capitol to a family of four and I couldn’t speak highly enough about having the opportunity to work in Congress as an intern. I really wish that everyone in my generation had similar opportunities like this. I feel like I have developed as a voter, as an intern and as a student.
Christine Edmisten, California Maritime Academy

I had never truly considered how much I would actually learn while in Washington, D.C. Nevertheless, with all the briefings, hearings, memos and everyday office chatter, I must say that I feel well deserving of the class credit that is awarded for this internship.
Philip Goodwin, Saint Mary’s College of California

My last week was very sad. I am not even home yet and I am already feeling “Potomac Fever.” Washington is such a nice place and I have been so happy with my office. This internship has opened my eyes to public service. I started the program not interested in public service and I leave it desperately wanting to remain in the public sector for life. I can only hope to finish my degree quickly and return to the Hill (or state government) and begin a career. What an experience!
Joshua Halvorson, CSU Stanislaus

This internship experience has been unparalleled to anything I have done in my lifetime, and I want to express my sincerest gratitude for everyone at the Panetta Institute for all of their hard work in making this program successful. Witnessing government function behind the scenes was educational, and should be something every American should strive to experience. Thank you for providing this opportunity.
Otto Lange, San Diego State University
Throughout this internship, I’ve learned and grown so much. My entire mentalities, ideologies, perceptions of Congress, government and life have changed. I feel that I have completed my civic duty, but know that I will return and give back much more.
Diana Muñoz, CSU Fullerton

Working in a congressional office is different from what I expected. I learned and realized what it takes to get the attention of the congressional office. I learned about lobbying. I learned how to research and keep informed on today’s issues. Ultimately, the greatest takeaway is that I learned to care more for government, public policy, legislation and political activism.
Yenifer Origel, Cal Poly, San Luis Obispo

Looking back on this experience, I have learned more than I could have possibly hoped for. The opportunity to fly across the country and work for a member who represents the United States Government is an eye-opening event. You never really understand anything fully until you see it firsthand. The Panetta Institute gave me that opportunity. Thanks to the Panetta Institute, I have been able to see an environment drastically different than what I have known. Seeing that lifestyle has enabled me to see what truly matters. I believe the only thing that matters is making life better for others. In the end, the good one does for others is the only real way to make a difference. Every individual will inevitably die, but the good that one does for other people continues to persist. The positive feelings, reciprocity and appreciation all continue from a single act of service. In the future, I would love to be of service to people by making their lives better. I hope to use my expertise to promote a better world.
Anthony Pham, San José State University

This has been one of the greatest experiences I have ever had. It has been such an honor being able to represent the Panetta Institute and work in a congressional office this fall. I have been able to meet and talk to some incredible and influential people, and I have learned so much about myself and what I would like to do, and even more so what I am capable of doing. This internship showed me that I am ready for the real world and I can survive with a real job.
Kristen Ramos, CSU San Bernardino

I can truly say that this experience has been life changing. I will never forget all that I have learned. I am forever grateful to both my office and the Panetta Institute.
Britney Toste, CSU Fresno

It is amazing how much I have leaned about myself being somewhere new and challenging myself. More than anything, I am overwhelmed with how much this experience has impacted my life. I will never be able to thank the Institute or my congressional office enough.
Kelsea Vaughan, Dominican University of California
Learn about Congress by working in Congress!

Expenses paid while you earn academic credits.

No matter what your major, if you’re a student leader with a strong academic record and a commitment to public service, apply now for a Panetta Congressional Internship.

Each fall semester, the Panetta Institute for Public Policy, located on the beautiful Monterey Peninsula, provides selected California students an intensive two-week training course on the workings of the U.S. Congress, then sends them to Washington, expenses paid, for 11 weeks of service to a California member of the U.S. House of Representatives. While in Washington, you’ll attend special seminars with government leaders, journalists and policy experts. And with the submission of an experiential journal and a research paper, you can earn academic credits at your school.

For more about the program and how to apply, go to Panettainstitute.org.

The Panetta Intern Program

Open to undergraduate juniors and seniors at all CSU campuses, plus Santa Clara University, Dominican University of California and Saint Mary’s College. Apply through the office of your university president. Your travel to and from Washington, along with housing expenses and a stipend, will be covered by the program.