Kansas Legislative and City of Topeka Intern Program

City of Topeka Internship

The City of Topeka and/or office of the Mayor, Topeka, Kansas, may have one internship opening for the spring semester. The internship will begin when the Washburn semester starts and end when the Washburn spring semester ends. The intern will be expected to commit to 10-15 hours a week working in a city office or the Mayor’s office. Interns will be paid a stipend ranging from $1500-$3000, depending on the hours worked. If you want to apply for the Topeka internship, fill out pages 3-7 of this application form and also submit a resume along with your completed application and writing sample. You may apply for both the Topeka internship AND the Legislative internships.

Legislative Internships

The Kansas Legislature will have internships available for the Spring 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 second week of January on the first day of the Spring Legislative Session and end in April. A mandatory Intern Orientation will be held on the Thursday prior to the beginning of the legislative session. 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 (96 total hours or more) 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. If you want to apply fill out pages 3-4 of this application form and also submit a resume along with your completed application and writing sample.

*** Washburn Clyde Hill Leadership Internships***

This internship program is exclusive to Washburn University and was founded by former Speaker of the Kansas House of Representatives Clyde Hill. Clyde Hill interns will be paid a stipend ranging from $1000 - $3000 (depending on the office in which the intern is placed). Hill interns are placed in the Republican and Democratic leadership offices in the Kansas House and Senate. Hill interns are expected to work regular hours during the session, usually 15-20 hours per week but possibly more depending on the nature of the internship. Some successful Hill interns in the past have ended up with full-time jobs after graduation in various state and national government offices. If you want to apply for a Hill internship, you will need to fill out pages 3-7 of this application form and also submit a resume along with your completed application and writing sample.

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.
- Track legislation.
- Understand the basics of floor debate and voting.
- Understand General Orders and the Committee of the Whole.
- Understand the committee process.
- 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.)
- Be familiar with key tenants of some or all of the following state issues: agriculture, alcohol (direct shipments, taxation), education finance, eminent domain, 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.
- Work at the Capitol a minimum of 12 days (96 hours or more) during the regular session.

Course Credit: Students taking PO 309, PO 307, or HN 202 will have other requirements as specified in the course syllabi in order to complete the course and receive a grade. Students will take PO 309 for regular internship and PO 307 for Clyde Hill or Topeka Internship. HN 202 can be taken as an Honors course.

WTE: Students fulfilling a WTE with the internship will need to consult the Washburn requirements for either the community service WTE or the scholarly/creative WTE.

Application/Selection Process

Interested individuals must submit: This Intern Application, a resume and a writing sample to Dr. Bob Beatty in the Department of Political Science at Washburn University. The writing sample should be at least a 3-5 page paper on any subject that you have written while at Washburn or another school.

Application Deadlines:

Clyde Hill and Topeka City Internship: 4th Friday in October

Legislative Internship (non-Clyde Hill):
Priority: 4th Friday in October
Final: 4th Friday in November

Applicants will receive a confirmation letter from the Kansas Intern Program Coordinator when the application process is complete and an email from Dr. Beatty with details on the course they are taking. Applicants who are not chosen for the Clyde Hill and/or Topeka Internship will still be eligible to partake in the regular intern program. 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 to: Dr. Bob Beatty: Bob.Beatty@washburn.edu via email.

Important note: When sending via email, attach application materials to email. Writing sample and resume MUST be in WORD format. Application packets can also be sent to or dropped off at the Department of Political Science (Room 215, Henderson Hall, Washburn University, 1700 College Avenue, Topeka, Kansas 66621). Application packets must be COMPLETE or they will not be accepted.
Kansas Legislative and City of Topeka Intern Program
INTERN PROGRAM APPLICATION

Name: ____________________________________________________

Email Address: _____________________________________________

University: Washburn University    Year in School: _________________

Total University credit hours completed:

Hours taking this fall:

INTERNSHIP ADVISOR:
Dr. Bob Beatty and/or Dr. Mark Peterson, Department of Political Science
Washburn University, Topeka, Kansas 66621
Phone: 785-670-1736; Email: Bob.Beatty@washburn.edu, Mark.Peterson@washburn.edu

Major: _______________________________ Minor: ____________________
Current GPA: ______

Your address at school:
_______________________________________________________________________

Phone Number: ( ) __________________
Permanent Address (if different than above) ________________________________________

Have you already made arrangements with a Legislator to intern with him/her? ______

If so: Name of Legislator and when arrangement made:
_______________________________________________________________________

Partisan Association Preference: Republican Democrat No Preference

Chamber Preference: Senate House No Preference

What classes have you completed in which you have learned skills valuable to this internship?
_______________________________________________________________________________________
_______________________________________________________________________________________
_______________________________________________________________________________________
_______________________________________________________________________________________

What are your professional/educational goals for after graduation? How will this internship prepare you to accomplish these goals?:
_______________________________________________________________________________________
_______________________________________________________________________________________
_______________________________________________________________________________________

_______________________________________________________________________________________
Extracurricular Activities:

Please check all legislative issues that interest you.
Agriculture
Budget and Finance
Commerce, Labor and Economic Development
Corrections and Juvenile Justice
Education
Energy and Environment
Federal and State Affairs
Health and Human Services
Utilities and Telecommunications
Veterans, Military and Homeland Security
Other

Which of these issues interests you the most? Please explain why:

Have you ever worked in a political campaign, been involved in any other governmental or political activity or worked in an office environment? If yes, please explain.

What are your expectations for this internship?

Have you ever been fired from a job or left a job under any unfavorable circumstances? Please explain.

Have you ever been found in violation of your school’s education or student life policies? If so, describe the situation, punishment, and any additional details of the event.
Have you ever been arrested for, charged with or cited for an offense? (Exclude traffic violations less than $150 unless they involved drugs or alcohol) If yes, please explain.

_______________________________________________________________________________________
_______________________________________________________________________________________

Work Availability: Please list the days (Monday - Friday) and times (8 AM - 5 PM) you will be available for this internship.
Monday: ________________________________
Tuesday: ________________________________
Wednesday: ______________________________
Thursday: ________________________________
Friday: ________________________________

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Important note: When sending via email, attach application materials to email. Writing sample and resume MUST be in WORD format. Application packets can also be sent to or dropped off at the Department of Political Science (Room 215, Henderson Hall, Washburn University, 1700 College Avenue, Topeka, Kansas 66621). Application packets must be COMPLETE or they will not be accepted.

Application for CLYDE HILL LEADERSHIP INTERNSHIPS and TOPEKA CITY Internship

(Do not fill out if you do not want to be considered for the Clyde Hill Internship or Topeka City Internship)

Clyde Hill interns and the Topeka City Intern will be paid a stipend ranging from $1000 - $3000 (depending on the office in which the intern is placed and the hours worked). Hill interns are placed in the Republican and Democratic leadership offices in the Kansas House and Senate. Hill interns are expected to work regular hours during the session, usually 15-20 hours per week but possibly more depending on the nature of the internship. Some successful Hill interns in the past have ended up with full-time jobs after graduation in various state and national government offices. For the Topeka City internship, Washburn sometimes places one student in a Topeka City office, where he/she will work 10-15 hours a week, engaged in a variety of duties that include a research project and paper.

Circle the one that applies:

1. I want to be considered for both the Clyde Hill Legislative Internship AND the Topeka City Internship
2. I only want to be considered for the Clyde Hill Legislative Internship
3. I only want to be considered for the Topeka City Internship

List all the political science courses you have taken at Washburn and the grades you received; List any other classes and grades that you believe to be relevant:
Do you plan on working a part-time job in the spring? If so, explain where and for how many hours:

Name two WU faculty members who would serve as a reference for you:

Have you had an internship or job before that has required you to be professional, keep regular hours, and be dependable? If so, explain:

**Questions**

1. What are you long-term goal or goals?

2. How would a Clyde Hill or Topeka City internship fit into your goals?
3. Describe your personal qualities, work habits, experience, and any other relevant information which you believe makes you qualified to be a Hill or Topeka City intern (attach additional sheets if necessary):

4. What public policy area or areas most interest you and/or most relevant for your future career? Briefly, what do you know about this/these areas and why do you think it is so important?

5. Are you registered with any political party? Do you have a strong or weak partisan affiliation, or no partisan affiliation at all? Explain your answer.
6. Have you ever worked in the legislature or for a political candidate before? If so, explain.