

The New Jersey Leaders of Tomorrow Presidential Internship Program Application

PROGRAM DESCRIPTION

This internship was designed for students of all majors to have an opportunity to perform service for state legislators and other government officials in order to experience leadership, policy making and citizenship first hand.

- Students will serve a 120-hour internship with a New Jersey state legislator, in an office of the state legislator, or in the Governor's office or other executive branch setting. Students assigned to legislators will also spend time in their district offices.
- Once accepted, placements will be arranged and supervised by the Civic Engagement and Service Education Partnerships Program (CESEP). Placement preferences will be considered but are not guaranteed.
- Students will also enroll in the three-credit course, New Jersey State Government Internship – 01:790:393, meeting seven Tuesday evenings during the Spring semester on the College Avenue Campus in New Brunswick and will undertake a related academic project.
- Students need to arrange their own transportation. Reimbursements for some travel will be made.

ELIGIBILITY REQUIREMENTS:

- Open to students who will have earned sixty credits upon entering program
- Minimum GPA of 3.0
- Strong oral and written communication skills

INTERNSHIP EXPECTATIONS:

- **Legislative Support:** attending committee and caucus meetings, researching issues, and tracking legislation; assisting with preparation of material to draft and track legislative bills.
- **Constituent Services:** assisting district office staff or legislator in responding to constituents who have concerns, requests, or problems pertaining to policy issues.
- **District Office Support:** assisting staff with political communications, including writing press releases, letters, and speeches; assisting with legal research and acting as liaison between professional district staff and the public.
- **Academics:** through participation in a companion academic seminar and orientation, students will be given an analytic framework to reflect on their internship with fellow students, plus have opportunities to hear from guest speakers such as: media representatives, lobbyists, and academics to gain a broader perspective of policy issues facing New Jersey. A final written paper incorporating these experiences with outside reading will be required.

BENEFITS OF SERVING AS A NEW JERSEY LEADER OF TOMORROW PRESIDENTIAL INTERN:

- Experience state government on a first-hand basis
- Earn three course credits
- Gain valuable work experience for a future career
- Enhance research and communication skills
- Make contacts for other internships, government jobs, political organizations, or campaigns

APPLICATION / SELECTION PROCESS:

- **FIRST STAGE:** Interested students should submit their application and required materials (please see list at the end of this application) by **Monday, November 16, 2009** deadline for initial review.
- **SECOND STAGE:** Promising candidates will be called for an interview in mid-November.
- **THIRD STAGE:** Final decisions will be announced by mid-December.

Application instructions: Please type into the fields below to complete your application. This

application can be printed, and submitted along with the other required materials in person or via campus mail to our office.

Name			
Email			
Phone Numbers	Mobile:	Home:	Permanent:
Class Year		School/Campus	
Last 4 digits of Social Security #		RU ID # :	
Major(s)			
Minor(s)			
Current Address:			
City, State, Zip			
Permanent Address			
City, State, Zip			
Gender: (optional)	<input type="checkbox"/> Female <input type="checkbox"/> male	Race/ Ethnicity: (optional)	
TRANSPORTATION	Interns must provide their own transportation to and from the Legislative site. Do you have your own transportation? How will you commute? Please explain.		
I understand that: <ol style="list-style-type: none"> submitting data on my gender, race, ethnicity, disability status, and veteran status is voluntary. leaving these fields blank will not affect my participation in the program. I am granting my permission to release all information I provide to individuals deemed appropriate by the program staff, to which I am submitting this information. I am giving permission to Rutgers to record my image and/or voice and grant Rutgers all rights to the use of these recordings or photographs in any medium for educational, promotional, advertising, or other purposes that support the mission of the university. 			
<input type="checkbox"/> I understand that by checking this box and submitting this application I have read and understand these terms and conditions and give my consent to the above statements.			

Please list the two faculty members submitting references on your behalf:

Name			
Dept.			
Phone		Fax	
Email			
Name			
Dept.			
Phone		Fax	
Email			

How did you hear about the program?
Relevant Extracurricular Activities
Plans Following Graduation

Internship Preferences (cannot be guaranteed)

Check one: <input type="checkbox"/> Assembly	<input type="checkbox"/> Senate	<input type="checkbox"/> Governor's Office	<input type="checkbox"/> No Preference
Check one: <input type="checkbox"/> Democrat	<input type="checkbox"/> Republican	<input type="checkbox"/> No Preference	
Availability: Interns should work 8-10 hrs. per week. (One full day or two half days per week, depending on the internship site's needs). Please check-off days and the available time frames that you are available.			
Day	½ Day (AM)	½ Day (PM)	Full Day:
Monday	<input type="checkbox"/> 8:00 – 12:00 pm	<input type="checkbox"/> 12:00 – 4:00 pm	<input type="checkbox"/> 8:00 – 4:00 pm
Tuesday	<input type="checkbox"/> 8:00 – 12:00 pm	<input type="checkbox"/> 12:00 – 4:00 pm	<input type="checkbox"/> 8:00 – 4:00 pm
Wednesday	<input type="checkbox"/> 8:00 – 12:00 pm	<input type="checkbox"/> 12:00 – 4:00 pm	<input type="checkbox"/> 8:00 – 4:00 pm
Thursday	<input type="checkbox"/> 8:00 – 12:00 pm	<input type="checkbox"/> 12:00 – 4:00 pm	<input type="checkbox"/> 8:00 – 4:00 pm
Friday	<input type="checkbox"/> 8:00 – 12:00 pm	<input type="checkbox"/> 12:00 – 4:00 pm	<input type="checkbox"/> 8:00 – 4:00 pm

To be considered a complete application, please include the following required documents with your application:

- **Resume**
- **Unofficial transcript** (may be printed or cut and pasted from web into a word document)
- **One-page (double-spaced) statement explaining why you should be accepted into this program.**
Include in the statement:
 - Relevant work/volunteer experience
 - Goals/expectations you would like to fulfill as an intern
 - Legislative issues that interest you the most
- **Two faculty recommendations** (forms enclosed). Please give forms to faculty members to complete and fax to our office by the required deadline.

For more information or if you require assistance, please call (732) 932-8660

Application Deadline: Monday, November 16, 2009

Please submit completed application and all required documents to:

Civic Engagement and Service Education Partnerships Program (CESEP)
Rutgers, The State University of New Jersey
191 College Avenue
New Brunswick, NJ 08901
or email to: civic@rci.rutgers.edu
Office Hours: 9:00 am – 5:00 pm

FOR INTERNAL USE ONLY
PLACEMENT:
CONTACT:
INTERVIEW:



Civic Engagement and Service Education Partnerships Program (CESEP)
Rutgers, The State University of New Jersey

The New Jersey Leaders of Tomorrow Presidential Internship Program
FACULTY RECOMMENDATION FORM

The individual named below has indicated that you have stated your willingness to serve as a reference for his or her application to the New Jersey Leaders of Tomorrow Presidential Internship Program. Administered by the Civic Engagement and Service Education Partnerships Program under the auspices of the Associate Vice President of Academic and Public Partnerships in the Arts and Humanities in partnership with the Office of the President, the Office of State Relations, and the School of Arts and Sciences, this internship places students in the offices of state legislators and other top governmental officials. We are seeking students with the necessary academic and social skills to perform effectively at these high levels of government. Your insight will be invaluable to our decisions and greatly appreciated. **Please fax completed form by Monday, November 16, 2009 to: 732-932-5218. Any questions may be directed to: Claudio Mir at, 732-932-4302.**

Name of Applicant: _____

Name (Faculty Member): _____ Department: _____

E-mail: _____ Phone: _____ Fax: _____

Please answer the questions below, using the scale provided (1 being lowest; 5 being highest).
 5 = Excellent, top 5% of students I have ever taught; 4 = Very good, top 20%; 3 = Good to average top 50%;
 2 = Average to poor, bottom 50%; 1 = Very poor, bottom 20%

Please assess this student's:	5	4	3	2	1	Can't Assess
Writing skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Oral communication skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Overall intellectual ability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Seriousness about academic work	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Initiative	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ability to work well with others	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Please provide any relevant comments below or if more space is needed attach them separately:



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