

## Intern Duties

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- Track legislation and conduct legislative research
- Attend committee hearings and meetings
- Correspond with constituents and state agencies
- Draft letters, resolutions, talking points, press pieces, and newsletters
- Assist with daily office tasks

## Classes and Training

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### ***Legislature and State Government***

How a Bill Becomes a Law  
Committee Process  
Caucus and Committee Staff  
Legislative Ethics  
Legislative Research/Bill Tracking  
Constituent Casework  
Budget Introduction and Balancing Exercise  
Media Panel and Lobbyist Panel  
Supreme Court Tour/Q&A with Justices  
Shadowing a state official  
Mock Committee and Floor Debate

### ***Professional Development***

Writing for the Legislature  
Respectful Workplace/Office Decorum  
Phone Etiquette  
Outlook and Calendering  
Grad School/Law School Panel  
Résumé Workshop

### ***Optional Activities***

Correctional Facility Tour  
British Columbia Parliament Tour  
TVW Tour  
State Archives and Governor Mansion Tours

## Who can apply?

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Juniors and seniors, of all ages, attending four-year universities and colleges in Washington or Washington residents attending a four-year institution out of state.

International students must be authorized to work in the United States for the duration of the program.

All majors are accepted.

## Timeline

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Late spring . . . . . Applications open  
Mid-October . . . . . Applications due  
November . . . . . Interviews on campus \*  
Last week of November . . . . Hiring decisions made  
December 1 . . . . . Applicants notified \*\*  
Early January . . . . . Internship begins

\*Students in the Olympia area will be interviewed on the Capitol Campus. Interviews by Skype can be arranged.

\*\*All applicants will be notified by phone or email no later than December 1.

## For more information

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Emily McCartan, Senate Intern Coordinator  
360-786-7016

Paula Rehwaldt, House Intern Coordinator  
360-786-7993

Washington State Legislative Internship Program  
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[www.leg.wa.gov/Internships](http://www.leg.wa.gov/Internships)

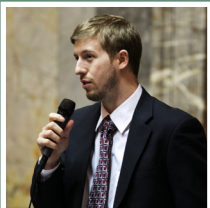
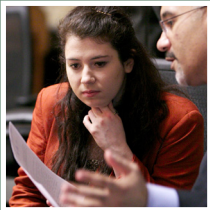


WASHINGTON STATE LEGISLATIVE INTERN PROGRAM



## Program

Interns spend winter quarter or spring semester working in Olympia as staff for members of the Washington State House of Representatives or Senate. In addition to their office work, interns participate in weekly academic seminars, panel discussions, and workshops.



### Selection Criteria

- A strong desire to learn about public policy and the legislative process
- Excellent written and oral communication skills
- Solid analytical and research skills
- Professional work ethic
- Mature demeanor and judgment
- Ability to handle a fast-paced environment
- Prior political experience is not necessary

### How to apply

- Visit our website ([www.leg.wa.gov/internships](http://www.leg.wa.gov/internships)) to find school and program requirements
- Complete the online application form
- Upload a résumé, cover letter, and one page essay based on the prompt
- Obtain two letters of recommendation – one academic, one personal
- Arrange to receive academic credit for the internship (follow school policies)
- Applicants interviewed jointly by the House and Senate coordinators in November
- All applicants are notified of hiring decisions prior to December 1

### Placement Criteria

- Office placement is made by the coordinators
- Every effort is made to place interns with an office of similar ideology and/or area of interest
- Interns are assigned to one or two offices in the Senate
- Interns are assigned to two to four offices in the House and may work for both parties

### Compensation

This is a paid internship. Compensation is subject to economic conditions impacting the state budget. Interns were paid \$1300 per month during the 2016 legislative session.

## Past Interns

“Best decision I made in college.”

~ Olin Johansen, WWU

“Interning for the House was an incredibly unique opportunity. It gave me an insider’s look into state government, a chance to work on issues that I care about, and helped me connect with people who share my interests and goals.”

~ Ethan Gill, WWU

“The internship allowed me to see my individual voice and that voice is powerful.”

~ Alexandra Auguste-Lewis, TESC Tacoma

“My experience as an intern alleviated my cynicism about State government. I was proud to intern for a legislature that valued diversity and I was inspired by the equal representation of women in leadership positions.”

~ Katy Buck, TESC

“Completing the Legislative Internship has proved time and again to be my most influential career stepping stone. The legislature opened my eyes to a vast array of issues and policy areas that impact the everyday lives of the people living in our state.”

~ Ariel Taylor, TESC

“My time as an intern for the Washington State Legislature was nothing short of amazing. The experience, connections, and most importantly, the job offers, are something you wouldn’t receive at any other internship.”

~ Dana Mydland, WSU