



The Panetta Institute for Public Policy

January 28, 2020

Ellen Junn, Ph.D.
President
CSU Stanislaus
One University Circle
Turlock, California 95382

Dear Dr. Junn:

The Panetta Institute for Public Policy begins its twenty-second annual *Congressional Internship Program* on Sunday, August 9, 2020 with students nominated by presidents of the twenty-three campuses of California State University along with three private universities. The *Congressional Internship Program* offers participating students an extraordinary opportunity to learn and experience politics and policymaking both at the Panetta Institute and in the nation's capital. Due to the efforts of the Panetta Institute, the generosity of its patrons, and the Chancellor of California State University, this exceptional educational opportunity is available to students of all income levels. The Panetta Institute provides a full scholarship covering program courses, travel and lodging costs for each student. Additionally, students earn twenty academic units with their successful completion of the Institute's *Congressional Internship Program*.

The Panetta Institute *Congressional Internship Program* has been recognized as one of the best in the country. The program begins with a two-week training and orientation program onsite at the Panetta Institute from Sunday, August 9, 2020 through Friday, August 21, 2020. The focus of this training and orientation is to prepare students for their internship work in Washington, D.C. by giving them an in-depth background to understand the most important policy challenges facing our nation. The Panetta Institute invites experts at the top levels within their fields to expand students' understanding of politics and policy. Please refer to and distribute in your recruitment the attached *Congressional Internship Program Description*.

Following the orientation, on Saturday, August 22, 2020, students will travel to Washington, D.C. for their eleven-week internships with members of the U.S. House of Representatives, both Republican and Democrat, from the California delegation where they will serve through Friday, November 6, 2020. While in Washington, D.C., students are mentored and closely supervised by Panetta Institute faculty in California as well as Panetta Institute staff in Washington, D.C. Another unique feature of the *Congressional Internship Program* includes weekly seminars on policy issues that the interns attend while working on Capitol Hill with nationally renowned leaders who currently practice in their specialized field. (The attached Program Description lists speakers who presented in the 2019 program.)

We invite you to nominate from your university an outstanding undergraduate (sophomore or junior) student, who is either a matriculating junior or senior during the Fall 2020 term, the period of the internship. Please note that students who have accumulated more than 120 semester units or 180 quarter units prior to Fall 2020 term, the start in the program, are **ineligible**. Further, the twenty academic units provided through the Institute's *Congressional Internship Program* must be accepted as an integral component of the student's academic transcript. We require that each president from the participating campuses nominate only the most qualified student using a rigorous review process that includes an interview by the president prior to sending the letter of nomination to the Panetta Institute.

Notwithstanding the fact that every student has a compelling and unique background deserving of this opportunity, attached is a Checklist of Required Criteria to guide your selection process. Based on twenty-one years of experience, students selected on the basis of their exemplary scholastic record, strong written, oral and analytical skills, desire for a public service career and interest in politics are most successful in the program and reflect best upon their university. The Panetta Institute will reasonably accommodate interns with disabilities if the person is otherwise qualified to safely perform all of the essential functions of the position.

To attract the best-qualified students, please ensure broad advertisement of the Panetta Institute's *Congressional Internship Program* throughout the campus community well in advance to ensure that the entire student body is notified. The Panetta Institute Congressional Internship Program is open to students in any academic major. All departments on campus must be contacted to recruit for the program. A rigorous interview process must be conducted by a broad-based review committee that, amongst the required criteria, assesses the candidate's clarity of speech, writing skills and overall demeanor and character. Thereafter, the president of each university must conduct the final student interview before nominating the student. **University president's nomination letter must be received by the Panetta Institute no later than Friday, March 27, 2020.**

The Panetta Institute interview team will review college transcripts, resume, personal statement of interest and references and then schedule an interview with the student nominee during the week of April 6 – April 10, 2020 at the Panetta Institute. During the student's interview, he or she will begin the process for a background investigation. The Panetta Institute reserves the right to reject the nominee if the student fails to meet the Panetta Institute's standards set for participation or due to the findings of the required background investigation.

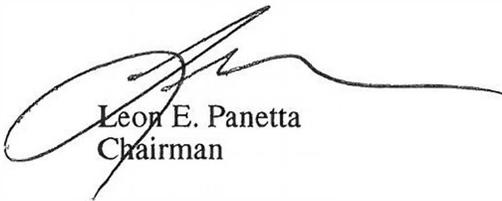
The enclosed documents must be distributed to advertise and recruit qualified students:

- Checklist of Required Criteria to be completed, signed and returned with the University President's signed nomination letter
- Important Deadline Dates
- Congressional Internship Program Description detailing information about the program
- Congressional Internship Position Description explaining the nature of internship work
- Publicity Flyer for distribution to all academic departments for university wide recruitment
- 2019 Intern Comments and Comments by Congressional Offices

We strongly encourage your university's participation in this program. We have always believed that the educational experience provided by this *Congressional Internship Program* can be and often is a turning point in a student's life.

We thank you for your cooperation and support and look forward to hearing from you and having a student from your campus join the program.

Sincerely,



Leon E. Panetta
Chairman



Sylvia M. Panetta
Co-Chair and CEO

LEP/SMP:sb
Enclosures