

## College Internships

Elected to The House of Representatives in 1996, Congresswoman Loretta Sanchez has been attracting "the best and the brightest" students from across the country and around the world. Both the district office in Garden Grove, Calif., and the Washington, D.C. offices offer full- and part-time, unpaid internship positions year round. With a staff of more than 20 professionals devoted to the support of students, we are able to help you develop your academic, professional and personal progress in your chosen field. Washington, D.C. is an exciting and unique city which provides resources and opportunities unavailable elsewhere. Interning in a Congressional office is a great way to learn more about government and the inner workings of Congress.

### Minimum Requirements:

- Currently enrolled in undergraduate or graduate students
- Two letters of recommendation:
  1. From an academic resource (Professor)
  2. From a professional resource
- One page (no more than 250 words) essay on why you would like to intern for the Congresswoman
- Writing sample
- Minimum 3.0 GPA on a 4.0 Scale

### Deadlines:

Fall: Late August - December: applications requested by Friday of first week in August

Winter: January - May: Applications requested by Friday of second week in December

Summer: May - August: Applications requested by first Friday in May.

Apply early and send required documents to the following addresses:

Intern Coordinator

1230 Longworth HOB

Washington, D.C. 20515

Phone: (202) 225-2965

Fax: (202) 225-5859

Intern Coordinator

12397 Lewis St, Ste 101

Garden Grove, CA 92840

Phone: (714) 621-0102

Fax: (714) 621-0401

Students who are enrolled at a UC university may wish to look into the UCDC program, which provides financial assistance and opportunities for students to intern in Washington D.C. UCDC Internship Program or UCDC Academic Internship Program.

Students enrolled at UCI may also wish to look into the Public Affairs Internship Program (PAIP) to receive class credit for their internships. This program provides students with information regarding various internship opportunities in law and government.

#### CHCI Congressional Internship Information

The Congressional Hispanic Caucus Institute (CHCI) was established in 1978 by members of the Congressional Hispanic Caucus as a non-profit, non-partisan educational organization dedicated to developing the next generation of Latino leaders. CHCI's educational services are designed to provide Latino students with the tools and resources they need to succeed in attaining a higher education. Its leadership development programs seek to help participants search for and understand, their identity as professionals, Latinos, and leaders. By bringing together individuals who share a commitment to serve their communities, CHCI endeavors to make its vision of an educated and civic-minded Latino community a reality.

#### Summer Internship

Every summer (early June-early August), 32 promising Latino undergraduates from across the country are selected for an eight-week program in the nation's capital. While in DC, interns work in the offices of U.S. representatives. Interns benefit from the leadership development curriculum's emphasis on work experience, community service, and learning. This comprehensive three-prong approach fosters critical professional development and personal growth in the participants.

CHCI provides participants with:

- Domestic round-trip transportation to Washington, DC
- Summer housing
- \$2,000 total gross stipend for local expenses
- Placement in a Congressional office
- Leadership development sessions

### Work Experience

After a week-long orientation, interns are assigned to congressional offices where they gain first-hand knowledge of how the U.S. government works. Assignments may not necessarily match the interns' political views. Interns' duties may include responding to constituent inquiries, drafting correspondence, monitoring hearings, conducting research, and assisting with general office operations.

### Community Service

While in Washington, DC, interns are required to engage in community service. This component of the curriculum allows interns to identify areas of interest and give back to the community.

### Leadership Development

Interns attend weekly sessions and meet with distinguished leaders from different professional backgrounds, engage in substantive policy discussions, and participate in professional development trainings. The sessions create an ideal forum for interns to share and exchange ideas with national leaders and among themselves. Activities with other intern groups further fortify these sessions through coalition-building and an open dialogue on issues of mutual interest. Interns are also required to produce a professional portfolio and submit weekly reports.

### Program Requirements

- Work a minimum of 32 hours a week in congressional office assignment
- Participate in all CHCI-sponsored activities
- Attend one-week orientation and weekly leadership development sessions
- Fulfill community service hours
- Submit weekly portfolio reports

-Comply with CHCI policies regarding work performance and personal conduct

#### Eligibility Criteria

-Applicants must be currently enrolled undergraduate students (applicants must have completed one year of college by the start of the program; college seniors graduating before the program begins are ineligible)

-High academic achievement (preference will be given to applicants with a 3.0 GPA or above)

-Strong analytical and writing skills

-Consistent active participation in public and/or community service activities

-U.S. citizenship or legal permanent residency

For more information, please visit <http://www.chci.org/chciyouth/internship/internship.htm>

#### Other Web Sites For Internship Information:

Students.gov

Studentjobs.gov

Washington Center