

Massachusetts Community College Council

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October 31, 2009

Dear MCCC faculty and professional staff,

The Massachusetts Community College Council will sponsor up to four State House interns for the spring 2010 or summer 2010 semesters. The internship provides selected Massachusetts Community College students with an opportunity to learn first-hand about state government and encourages them to consider a career in government and politics. Over the past 5 years MCCC students have worked at many State House offices, including those of Senator Joan Menard, Senator Richard Tisei, Representative Steven D'Amico, and Representative Stephen Canessa,.

The application process is simple. MCCC requirements parallel those of the Legislative Education Office (LEO): Qualified students* must complete a one-page application and provide a resume, transcript, and writing sample. The application deadlines are January 30, 2010, for the spring semester and March 1, 2010, for the summer program. Interested students should contact their campus cooperative education office as they may be able to earn academic credit for this experience. Selected students will receive a \$500 grant, which can be used to underwrite transportation costs and other expenses.

Student interns are expected to spend a minimum of six weeks in their State House placement, with a suggested schedule of two days and twelve hours per week, but *schedules can be adjusted to suit an individual student's circumstances*. A minimum of 72 hours is required overall. In-district placements are sometimes possible, though working in the State House typically provides a more comprehensive and interesting experience. The summer internship program is highly recommended, most comprehensive, and extremely popular. Students from private and public colleges meet for group training and seminars related to legislative process and related issues.

The MCCC Vice President will review applications, schedule interviews and select candidates. The LEO staff will then interview and place selected student interns in an appropriate legislative office. LEO Director Anne Reilly Ziaja says that interns "perform numerous duties, including research projects, constituent service assignments, computerized bill tracking, attendance at hearings, and general office tasks." Reilly Ziaja stresses that students are placed appropriately within a system that monitors and supports each intern.

Please encourage qualified* students, especially those with an interest in law, paralegal studies or political science, to apply for this internship and the corresponding \$500 MCCC grant. Fall advisement meetings are ideal for talking with students about this opportunity, so students can plan their academic schedules accordingly. Thank you for your assistance in promoting this program.

Sincerely,

Diana (Donnie) McGee, MCCC Vice President, Email: vice-president@mccc-union.org

*** A minimum GPA of 3.0 is required for an applicant to be considered for this program.**