California Legislature

JIM PATTERSON
Assemblyman, 23rd District

Internship Program

Recognizing the need to provide hands-on educational opportunities to learn about the legislative process, the Office of Assemblyman Jim Patterson sponsors an internship program for college and high school students. Students selected to participate in the program provide research and staff assistance to district office staff, capitol staff, and the Assemblyman. This invaluable experience helps students gain an understanding of, and appreciation for, the legislative process and representative democracy as a whole. Interns gain unique insight into the legislative institution and its vital role in creating public policy.

PROGRAM ELIGIBILITY

To participate in the District Office Internship Program for Assemblyman Jim Patterson, individuals must be enrolled at a secondary or post secondary education institution, be a constituent of the 23rd Assembly District, or be enrolled in an institution that agrees to sponsor the student if the student is not a district constituent. The applicant must also undergo an interview conducted by the Intern Coordinator.

INTERVIEW PROCESS

The Intern Coordinator will hold a brief interview with applicants, examining qualifications such as:

- Previous work experience
- Academic record
- Displayed professionalism

This will also include:

- An introduction to the office
- An overview of the legislative process,
- An overview of managing legislative inquiries

CODE OF CONDUCT

The purpose of the internship is to observe the legislative process and to assist staff and the legislator with their workload, not to influence public policy.

- Interns are non-partisan and are not allowed to lobby or advocate for issues while participating in the program; interns work on behalf of the Assemblyman.
- All interns affiliated with the office of the Assemblyman are expected to maintain the highest standard of conduct both inside and outside the office:
    - Including compliance with all laws
    - Demonstrated respect for the Assemblyman's office
    - Adherence to generally accepted moral and ethical standards of society

Breech of the above, whether inside or outside of the office may lead to suspension and/or termination of the internship.

INTERNSHIP DUTIES

Interns perform a variety of duties that may include but not limited to:

- File maintenance
- Bill summarization and analysis
- In-depth research

- Constituent services
- Performing administrative tasks

Preparing research and providing staff assistance to the legislator is only a portion of the internship experience. In addition, interns may be asked to assist with district outreach programs/projects as well as attend meetings and events. The end goal is to familiarize interns with the many facets of state government.

DURATION OF INTERNSHIP

An internship is offered on a semester basis during the fall, spring, and summer sessions of the school year. The internship is similar to having a job. Interns need to schedule the times they are planning to be at the district office and keep that commitment through the duration of their internship.

TIME COMMITMENT

Work is not limited to the traditional work week. Activities often take place over the weekend and on holidays. While interns are not expected to make these kinds of work commitments the internship program does require students to spend a minimum of 10 hours of on-site service per week through the duration of the semester, unless other arrangements have been made between the student and the internship coordinator.

PROCEDURES

Attendance: Interns are expected to call the intern coordinator when they will not be in for their regularly scheduled hours. Schedules can be flexible, however missing more than two shifts without prior notice is grounds for termination of the internship.

Arrival*:* When interns arrive for their assigned time they should check-in with the intern coordinator for the day's assignments and updates.

Decorum: Cleanliness is important to a smooth functioning office. As interns finish using materials, or their work space, they should clean up appropriately.

Phones: When answering the phone it is important to do so in a professional manner. Many times the phone is the first impression a constituent will receive.
Phone calls should be answered in the following manner: "Good morning/afternoon. Thank you for calling the office of Assemblyman Jim Patterson . How may I help you?" Calls should be answered promptly. If you are away from your phone answer the phone nearest to you. Before transferring calls determine ***who*** is on the line and the ***purpose*** of their call. Check with the staff member who the call is intended for before transferring the call. Calls from the media are to only be answered by the district director. Scheduling questions should be directed to the Office Assistant. It is in violation of state law to handle any campaign related questions in the office on state time and state resources.

DRESS CODE

Female: Acceptable:

- slacks, dresses, cropped pants, flat heeled or high heeled shoes (close toed), suits, skirts (must be knee length), blouses, sweaters.

Not Acceptable:

- revealing tops, flip flops, t-shirts, hip huggers, shorts, jeans, tank tops, and skirts two inches above the knees.

Male*:* Acceptable:

- Suits, slacks, long/short sleeved shirts with a collar, ties, sweaters, sports coat.

Not Acceptable:

- Flip flops, t-shirts, tennis shoes, shorts.

***If at any time staff deems an intern to be in violation of the dress code, a request will be made to return home and change to meet the office standards.**

District Office Internship Contract

Name:	Date:
Address:	Home Phone: Cell Phone: e-mail: Other:
School:	SS#: D.O.B:

Emergency Contact Information:

Name:
Address:

Phone:

Orientation Check List:

Phone: ☐ Arrival Procedure: ☐ Attendance Policy: ☐
Office Decorum: ☐ Dress Code: ☐ Location of Materials: ☐
Assignment: ☐ Office Programs: ☐

All interns affiliated with the office of Assemblyman Jim Patterson are expected to maintain the highest standard of conduct both inside and outside of the office. These expectations include, but are not limited to, compliance with all laws, adherence to generally accepted moral and ethical standards, and demonstrated respect for the Assemblyman's office. Breech of the above, whether inside or outside of the office, may lead to suspension and/or termination of the internship.

I acknowledge and agree to the terms outlined in the *Internship Program* brochure.

Intern (signature): _____ Date: _____

Intern Coordinator: _____ Date: _____

CALIFORNIA LEGISLATURE ASSEMBLY RULES COMMITTEE

ASSEMBLY VOLUNTEER REGISTRATION FORM

Return this form to Assembly Payroll, 1020 N Street, Suite 300, Sacramento, CA 95814 or fax to (916) 319-3707

Name _____
Last First Middle

Date _____

Address _____

Home Ph. _____

_____

Work Ph. _____

Last 4 digits of Social Security No. XXX-XX-_____

Date of Birth _____

Pursuant to Assembly Rules Committee Resolution No. 11, adopted during the 1993-94 Regular Session of the Legislature, this form signed by both the volunteer designated above and the Assembly Rules Committee constitutes an employer-employee contract for the sole and express purpose of extending coverage to the volunteer under the Workers' Compensation Laws while he or she is performing legislative activities.

By signing below, the volunteer represents that, during the time of his/her association with the Assembly, he or she will not use legislative resources for a campaign or private purpose and will not engage in any outside business or employment that is inconsistent, incompatible, or in conflict with the volunteer's functions or responsibilities with the Assembly, or that will impair the volunteer's independence of judgment as to those responsibilities or induce disclosure by the volunteer of confidential information.

The Member and volunteer understand that the volunteer is not authorized to act on behalf of the Member and that the volunteer's activities will be closely supervised and substantially reviewed by the Member or appropriate Assembly employees.

Work Location: ☐ Capitol Office ☐ District Office Member's District Number _____

_____
First Date of Volunteer Activity

_____
Last Anticipated Date of Volunteer Activity

_____
Signature of Volunteer

_____
Signature of Member

_____
Assembly Rules Committee Approval

PRIVACY STATEMENT

The Federal Privacy Act (Public Law 93-579) requires that this notice be provided when collecting personal information, including social security numbers, from individuals.

The Assembly uses social security account numbers for the following purposes:

- Employee identification
- Payroll deduction and state contributions for state employees
- Benefit and PERS eligibility processing and verification

Portions of personal information, including social security numbers, may be transferred to another agency (such as the Controller, Teale Data Center, Franchise Tax Board, Internal Revenue Service, Workers' Compensation Appeals Board, Social Security Administration, physicians, insurance carriers, Department of Justice) but only in accordance with current statutes regarding confidentiality.

It is mandatory that you furnish all information requested on this form. Failure to provide mandatory information may result in a requested action not being processed.

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