

INTERNSHIP PROGRAM

OFFICE OF
CONGRESSMAN RICK
BOUCHER

Introduction

The purpose of the Internship Program is to provide opportunities for college students, recent college graduates and others interested in public service to gain firsthand knowledge of the way in which a Congressional office operates on a daily basis, to observe the legislative process at the federal level, and to develop research skills related to public policy.

The program is structured to provide participants with a full range of opportunities and experiences. Internships can range from 8 weeks to 16 weeks and will be negotiated on an individual basis.

It is often possible to work with college faculty to receive college credit for participation in the internship program. Although neither a salary nor expenses can be paid, my office will be glad to assist in the search for temporary housing in the Washington area.

Opportunities and Responsibilities

Interns perform a variety of tasks depending on the needs of the Congressional office during each period of service and the particular interests and skills of the intern.

The basic internship program is divided into three components:

A. *Day-to-day operations* - designed to provide the intern with an understanding of the core functions of daily operation. Responsibilities include assisting full-time staff in responding to various constituent requests, assisting with information inquiries, updating computer databases and drafting general correspondence.

B. *Observing legislative process* - provides the intern with direct observational experience in the federal legislative process. Responsibilities include attending committee and agency hearings and briefings, assisting full-time staff in preparing summaries, statements and testimony, observing floor proceedings and attending meetings related to specific legislation.

C. *Research* - gives each intern the opportunity to sharpen research skills related to particular legislation or development of public policy. Responsibilities include assisting full-time staff in developing detailed responses to constituent concerns, legislative issues and policy questions. The intern will be exposed to a variety of primary and secondary research sources, including the Library of Congress, federal agencies and affiliated organizations.

Those individuals interested in applying for an internship should fill out the Internship Application. Please return the completed application form, one letter of reference, and your resume to Jennifer Hardin at: Congressman Rick Boucher 2187 Rayburn House Office Building Washington, D.C. 20515 fax: 202-225-0442. If you have any questions,

please contact my Intern Coordinator, Jennifer Hardin at (202) 225-3861 or by email at ninthnet@mail.house.gov.

Internship Application Form

NAME _____

HOME
ADDRESS _____

CITY, STATE, ZIP
CODE _____

HOME PHONE _____

SOCIAL SECURITY NUMBER _____

NAME OF
COLLEGE _____

SCHOOL
ADDRESS _____

CITY, STATE, ZIP
CODE _____

SCHOOL PHONE _____

E-MAIL ADDRESS _____

EXPECTED GRADUATION DATE _____ GRADE POINT
AVERAGE _____

INTERNSHIP DESIRED: FALL _____ SPRING _____ SUMMER _____

PLEASE LIST ISSUES AND/OR AREAS OF PUBLIC POLICY THAT ARE OF
PARTICULAR INTEREST TO YOU:

ON A SEPARATE PAGE, PLEASE WRITE A SHORT STATEMENT ELUCIDATING
WHAT YOU HOPE TO LEARN THROUGH AN INTERNSHIP EXPERIENCE ON
CAPITOL HILL.

SIGNATURE _____

DATE _____

Please return the completed application form, one letter of reference, and your resume to
Jennifer Hardin at: Congressman Rick Boucher 2187 Rayburn House Office Building
Washington, D.C. 20515 fax: 202-225-0442