



## Minnesota Capitol Pathways Program

### Paid Capitol Internship Program for Students of Color and Indigenous Students

#### **HOST APPLICATION NOW OPEN!**

For instructions on how to apply, view our website at:

<https://citizensleague.org/projects/minnesota-capitol-pathways/>

This internship program was created with the understanding that, to build a strong state, Minnesota government and the people who run it must be representative of the diversity of the state. Unfortunately, people of color are largely absent from legislative decision making in Minnesota today even as the state's population becomes increasingly more diverse.

With the long-term goal of making our government truly representative of our communities, the program opens access to the Minnesota Capitol to the next generation of leaders of color. Through this program, interns build relationships with established capitol leaders (non-partisan staff, lobbyists, and Republican/Democrat elected leaders), learn about the legislative process, gain exposure to various careers in policy and build a strong professional resume in the process. This is a program that provides college students of color supplementary legislative and professional development training (with a cohort of 25 - 30 other students) alongside an immersive hands-on internship experience from January – May 2019.

#### **Internship details:**

In the program, students:

- Are matched with a lobbying firm, nonprofit or government agency working at the legislature for the length of a legislative session. We refer to these internship sites as our host organizations/sites. All host organizations will assign a staff person as the student intern's direct supervisor. These individuals will be referred to as our host mentors.
- Work at their internship 10 hours per week (minimum) during the length of session and are compensated \$15/per hour (minimum). Internships must provide direct experience at the Capitol.
- Attend 4-hour long cohort meetings on the third Friday of every month with their colleagues in the program for networking and skill-building sessions. Topics include subjects such as public speaking, networking, career profiles and others. Cohort meetings are facilitated by program leaders and selected speakers. Cohort meetings are compensated time by the host organization (these hours can account for 4 hours of the required 10 work hours per week).
- Are consistently exposed to other job, internship and networking opportunities through programmed social hours following cohort meetings, a closed social media alumni network where opportunities are posted, and ongoing mentorship by program staff.

### **Capitol Pathways Host Expectations:**

- **Provide a minimum of 10 hours per week of meaningful work** for a student intern. Arrangements can be made for sites that desire an intern for more weekly hours.
- **Compensate the intern at a minimum of \$15 per hour.** Assuming \$15/hr for 10hrs a week throughout the legislative session (20 weeks), please budget approximately **\$3,500** for an intern. (Payment will need to be processed directly from your office to the student intern.)
- **Bring the intern to the Capitol early on and frequently throughout the session.** Past interns have told us that the in-person time in the Capitol halls, sitting in on committee hearings, and meeting staff, legislators, and other lobbyists was one of the most valuable experiences of the internship. Include your intern in legislative meetings as appropriate
- **Help facilitate your student intern's exposure to policy work.**

### **Capitol Pathways Intern Position Description:**

This internship is meant to give college students of color exposure to the inner workings of the legislature. Students should be involved with session preparations (to the extent possible given the schedule and your organizational needs); help conduct research, attend committee hearings, prepare testimony or educational materials; and should visit the Capitol as frequently as possible with you.

### **Some other examples of work to assign/include your intern in are:**

- Informational interviews with legislators, Capitol staff, co-workers, policy professionals at other organizations and etc.
- Shadowing opportunities
- Research and track bills; summarize bills
- Attend legislative and committee hearings; take notes
- Schedule meetings; help staff meetings
- Attend events within your organization or other events of interest to your intern □ Testify at hearings
- Write articles for social media (e-newsletters, blogs, etc.)

### **About Students:**

Capitol Pathways will have a cohort of undergraduate students from a variety of academic backgrounds who are enthusiastic about the opportunity to work at the Capitol and learn how the sausage is really made. The program will make every attempt to pair interns with organizations working in policy areas of their interest.

Capitol Pathways interns are all undergraduates. For some students, this will be their first internship or professional experience. The purpose of the Capitol Pathways program is to open doors for students who may not otherwise have had such an opportunity.

- All students are in good academic standing at an accredited two- or four-year institution of higher education
- Have completed their first year in college or have the equivalent in credits as a full first year student
- Must be available to be present in the Twin Cities on a regular schedule throughout the spring semester
- Self-identify as a person of color or Indigenous

### **Selection & Placement Process:**

***There are three phases in the selection process:***

- Phase One: Pre-selection  
Program staff will review host applications to determine their organizational needs. Based on this information and student applications, we will pre-select student applicants to move on to the interview round.

- Phase Two: Interview round  
Host sites interview with up to three pre-selected students. Host sites will provide program staff their top two candidates. Not all students who interview will move on to phase 3.
- Phase Three: Official acceptance into the program  
Program staff will make final selection based on host feedback from interviews along with information from host and student applications. Program staff will notify students of their acceptance into the program and final host site placement. Program staff will also notify hosts of final student-host matches.

**2019 Program Timeline (Tentative):**

**2018:**

August:	Host recruitment
August 24:	Host info session I
September:	Host application opens (close by end of the month)
Sept. 12 & 20:	Host info session II & III
October:	Student application opens (close by end of the month)
November:	Host & student interviews. Hosts select top candidates
December:	Hosts & students notified of final placement match
Dec. 10 – 21	Host orientation & race training (date TBD)

**2019:**

January 8:	First day of 2019 session
Jan. 14:	First day of internship program
May 20:	Last day of internship program (tentative date)
June 6:	Capitol Pathways End of Session Celebration

**Student Meeting Dates in 2019 (Tentative):**

Orientation and legislative training week: Jan. 11 – 17  
 Cohort meeting 1: Jan. 18  
 Cohort meeting 2: Feb. 15  
 Cohort meeting 3: Mar. 15  
 Cohort meeting 4: Apr. 19  
 Cohort meeting 5: May 17

**Want to learn more or still have unanswered questions?**

We will be conducting host info sessions via conference call on the following dates and times below (contact Kalia for call-in details):

Tuesday, September 11<sup>th</sup> from 2pm – 3pm  
 Tuesday, September 25<sup>th</sup> from 1pm – 2pm

For more information, contact: Program Manager, Kalia Xiong at [kxiong@citizensleague.org](mailto:kxiong@citizensleague.org)  
 651-289-1075