



Minnesota Capitol Pathways Program

Paid Capitol Internship Program for Students of Color and Indigenous Students

Student Application Open on: November 4, 2019

Deadline to Apply: November 24, 2019

View our website at: <https://citizensleague.org/capitolpathways>

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, leadership and professional development training (with a cohort of up to 35 other students) alongside an immersive hands-on paid internship experience from January – May 2020.

****ELIGIBILITY:**

Before proceeding, please carefully read the application criteria below to ensure you are eligible to apply to the program.

Internship application criteria. You must:

- Be a current college undergraduate student in good academic standing (at least a 2.0 G.P.A and not on academic or progress probation) at an accredited two- or four-year institution of higher education
- Have completed your first year in college (at least have Sophomore status) or have the equivalent in credits of a full first year student
- Self-identify as a person of color or Indigenous
- Have a J1/F1 visa with authorization to work in the U.S. if you are an international student
- Be available to interview with up to three host organizations during the weeks of:
Dates: December 2 – December 16, 2019
- Be available to be present in the Twin Cities on a regular schedule throughout the spring semester, including the third Friday afternoon (12pm – 4pm) of each month
Dates: February 21, March 20, April 17, May 15 (2020)
- Be available to attend a mandatory orientation/legislative training on:
Dates: January 7 – 10 (2020)
- Be available to attend a race & equity training sometime during the end of January 2020. Exact date TBD.
- We are not accepting High School PSEO students at this time

NOTE:

Programming officially begins in January 2020 which includes mandatory orientation and other trainings. If you are not able to commit to the dates above or are not available during the month of January 2020, you will not be considered for the program. Please make arrangements accordingly.

Internship details:

In the program, Capitol Pathways interns:

- 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.
- Are matched with a Capitol Pathways alumni mentor for ongoing support, advising and coaching throughout the internship experience.
- Work at their internship 10 hours per week (minimum) during the length of session and are compensated \$15/per hour (minimum). Internships provide direct experience at the Capitol.

Intern responsibilities/duties vary but may include:

- 1) Attending regular committee hearings with their host mentors
 - 2) Taking notes during meetings; sitting in on conference calls
 - 3) Research and track bills; summarize bills
 - 4) Informational interviews and shadowing opportunities with other professionals working in policy
 - 5) Assist in coordinating meetings and events
- Attend 4-hour long cohort meetings on the third Friday of every month with their colleagues in the program for networking, leadership development and professional 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.
 - 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 and alumni mentors.

Required materials:

- One professional/academic letter of recommendation
We accept academic/professional letters of recommendation from professors, employers and supervisors. We will not accept letters of recommendation from family members or close friends. Letters of recommendation need not be longer than 1 page.
- Resume

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. Program staff will notify students whether they have been accepted into the interview round by November 29, 2019.

- Phase Two: Interview round
 - Students interview with up to three pre-selected host organizations. 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.

2020 Program Timeline:

2019:

| | |
|------------------|---|
| November 4: | Student application opens |
| November 11: | Student info session I (via conference call) |
| November 19: | Student info session II (via conference call) |
| November 22: | Student application closes |
| November 29: | Students notified of acceptance/decline for interview round (Phase I) |
| Dec. 2 – Dec. 16 | Student and host organizations interview period (Phase II) |
| December 20: | Hosts & students notified of final placement match (Phase III) |

2020

| | |
|-----------------|---|
| January 7 – 10: | Student orientation and legislative training |
| Jan. 20 - 30: | Student race & equity training (exact date TBD) |
| February 3 | Capitol Pathways Program start date |
| February 11: | First day of 2020 legislative session |
| May 18 | Last day of 2020 legislative session |
| May 22: | Last day of Capitol Pathways Program (tentative date) |
| June 11: | Capitol Pathways End of Session Celebration |

Student Cohort Meeting Dates in 2020:

Cohort meeting 1: Feb. 21
 Cohort meeting 2: Mar. 20
 Cohort meeting 3: Apr. 17
 Cohort meeting 4: May 15

Want to learn more or still have unanswered questions?

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

Monday, November 11th from 11am – 12pm
 Tuesday, November 19th from 1pm – 2pm

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