Minnesota Capitol Pathways Program
Paid Capitol Internship Program for BIPOC College Students
https://citizensleague.org/capitolpathways
Host Application Open: October 5, 2020
Host Application Deadline: November 6, 2020

With the long-term goal of making Minnesota government truly representative of our diverse communities, the program opens access to the Minnesota Capitol to the next generation of BIPOC leaders. Through this program, interns build relationships with established Capitol leaders and policy professionals, learn about the legislative process, gain exposure to various careers in policy and build a strong professional resume in the process.

Due to the COVID-19 pandemic, all Capitol Pathways programming (orientation, trainings and cohort meetings) will be conducted virtually until further notice. Any changes will be communicated promptly and clearly by program staff.

Internship details:

In the program, students:

- Are matched with an organization (lobbying firm, nonprofit, government agency and others) working at or around the Capitol 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/supervisors.

- Work at their internship 10 hours per week (minimum) during the length of session and are compensated $15/per hour (minimum).

- 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.
- Compensate the intern at a minimum of $15 per hour. Assuming $15/hr for 10hrs a week throughout the legislative session (approximately 20 weeks) please budget approximately $3,450 for an intern.
Payment will need to be processed directly from your office to the student intern.

- Pay a **$500** host fee to the Citizens League to support programming efforts.
- **Time at the Capitol.** We understand that the Capitol Campus may not be fully open to the public due to the COVID-19 pandemic. Hosts are not expected to bring their interns to the Capitol often and only to the extent that is possible and needed for their organization.
- **Hands-on work experience and networking.** Help facilitate your student intern’s exposure to policy work and build their professional network.

**Capitol Pathways Intern Position Description:**

This internship is meant to give students exposure to policy work and a first-hand experience with the legislature. Your student intern should support your work as needed and visit the Capitol as is possible with you. In light of the COVID-19 pandemic, we understand that much of the nature of your work has changed. Some examples of remote work to assign your intern includes:

- Online informational interviews with legislators, Capitol staff, co-workers, policy professionals at other organizations and etc.
- Research and track bills; summarize bills
- Attend virtual legislative and committee hearings; take notes
- Schedule meetings; help staff meetings
- Attend events within your organization or other events of interest to your intern
- 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 learn about policymaking. The program will make every attempt to pair interns with organizations working in policy areas of their interest.

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.
- Self-identify as Black, Indigenous or a person of color.

**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.

**Program Timeline (Tentative):**

**2020:**
- October 5: Host application opens
- October 9: Host info session I (Zoom Meeting)
- October 12: Student application opens
- October 21: Host info session II (Zoom Meeting)
- October 30: Host Application closes
- November 2: Student application closes
- November 10 - 26: Hosts and student interviews
- December 4: Hosts & students notified of final placement match
- December 9 - 22: Host orientation and race & equity training (date TBD)

**2021:**
- January 4: First day of internship program
- May 21: Last day of internship program (tentative date)
- June 10: Capitol Pathways End of Session Celebration

**Student Training & Cohort Meeting Dates in 2021 (Tentative):**

- Orientation and legislative training week: December 28 – January 1
- Cohort meeting 1: January 22
- Cohort meeting 2: February 19
- Cohort meeting 3: March 19
- Cohort meeting 4: April 16
- Cohort meeting 5: May 14

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

We will be conducting two host info sessions via Zoom on the following dates and times below.

Please contact Kalia Xiong for the Zoom link to join.

- Friday, October 9 from 2pm – 3pm
- Wednesday, October 21 from 1pm – 2pm

For more information, contact: Program Manager, Kalia Xiong at kxiong@citizensleague.org
763-898-7848