



## **Minnesota Capitol Pathways Program**

### **Paid Capitol Internship Program for BIPOC College Students**

**Student Application Open On: October 12, 2020**

**Deadline Extended To: November 6, 2020**

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 BIPOC leaders. Through this program, interns build relationships with established Capitol 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 students legislative, leadership and professional development training (with a cohort of up to 25 other students) alongside an immersive hands-on paid spring internship experience from January – May 2021.

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.

#### **\*\*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 Black, Indigenous or a person of color.
- 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: November 11– 26, 2020**
- Be available to attend 4-hour long monthly cohort meetings on the following dates:  
**Dates: January 22, February 19, March 19, April 16 and May 14 (2021)**
- Be available to attend a mandatory orientation/legislative training on:  
**Dates: December 28 – January 1, 2021**
- Be available to attend a race & equity training on January 22, 2021.
- We are not accepting High School PSEO students at this time

#### **NOTE:**

***Programming begins in December 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 December, you will not be considered for the program. Please make arrangements accordingly.***

## **Internship Details:**

In the program, Capitol Pathways interns:

- 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). Internships provide policymaking experience. In light of the COVID-19 pandemic, much of the work will be conducted remotely. Intern responsibilities and duties will vary depending on the organization they work with however, some remote work examples include:
  - 1) Monitoring regular committee hearings
  - 2) Taking notes during meetings
  - 3) Research and track bills; summarize bills
  - 4) Virtual informational interviews with policy professionals
  - 5) Assist in coordinating online meetings and events
- Attend 4-hour long monthly cohort meetings (12pm – 4pm) 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.

## **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 their 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 10, 2020.
- 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.

### **Program Timeline (Tentative):**

#### **2020:**

October 12	Student application opens
October 20	Student info session I (Zoom Meeting)
October 27	Student info session II (Zoom Meeting)
November 2	Student application closes
November 10	Students notified of acceptance/decline for interview round (Phase I)
November 11 - 26	Hosts and student interviews (Phase II)
December 4	Hosts & students notified of final placement match (Phase III)
December 28 – January 1	Student orientation and legislative training

#### **2021:**

January 4	First day of internship program
January 22	Race & Equity Training
May 21	Last day of internship program (tentative date)
June 10	Capitol Pathways End of Session Celebration

### **Student Cohort Meeting Dates in 2021:**

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 student info sessions via Zoom on the following dates and times below.  
Please contact Kalia Xiong for the Zoom link to join.

Monday, October 19 from 11am – 12pm  
Tuesday, October 27 from 1pm – 2pm

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