

# Capitol Pathways

Opening access to policymaking and public service to the next generation of leaders who are Black, Indigenous, and People of Color.

## About our program:

Capitol Pathways is a paid spring internship program for college students who identify as Black, Indigenous, and People of Color (BIPOC). With the long-term goal of making Minnesota state government more representative of our diverse communities, our program provides leadership, legislative and career readiness training alongside an immersive hands-on internship experience with organizations doing policy work during the legislative session.



## We provide:

### Student recruitment and placement

- Recruitment of students from colleges and universities in Minnesota
- Coordination of selected students with host organizations for interviews
- Finalize student and host placement based on interest and fit

### Training

- Monthly cohort meetings for professional development training and networking
- Week-long technical legislative training that helps build a foundational understanding of the legislative process

### Support

- Mentorship from program alumni throughout the internship period
- Access to program alumni network for additional support and resources
- Ongoing support from program staff

## Intern hosts provide:

### Professional work experience

- A minimum of 10 hours per week of meaningful work for an intern under one host supervisor who provides mentoring and support
- Compensation at a minimum of \$15/hour. Host offices pay intern directly

### Policy exposure

- Immersion in organization's policy work and professional working environment
- Network-building for interns, building connections to policy professionals



## COVID-19 Safety Info

Due to the COVID-19 pandemic, 2022 will be a "hybrid" program year, with mainly virtual programming and some in-person convenings, starting January 2022. We will continue to monitor public health guidelines from the CDC and Minnesota Department of Health and make changes as necessary. Any changes will be communicated promptly by program staff.

## Intern Position Description

This internship is meant to give students exposure to policy work and a first-hand experience with the legislature. They should support your work as needed, be involved in session preparations and visit the Capitol as is possible with you. In light of the COVID-19 pandemic, we understand that some 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, and policy professionals
- Research, track and summarize bills
- Attend virtual meetings; take notes
- Assist in scheduling, preparation, and staffing meetings
- Attend events within your organization or other events of interest to your intern
- Write articles for social media (e-newsletters, blogs, etc.)



"Public policy should be informed and made by the people who are most directly impacted by that policy. Capitol Pathways makes this a reality by bringing energetic young people from diverse communities into the process."

— Venna Iyer, Executive Director  
Immigrant Law Center of Minnesota

## Program Timeline

### 2021

October 4	Host application opens
October 13	Host info session I (Zoom meeting)
October 21	Host info session II (Zoom meeting)
October 30	Host application closes
November 1	Student application opens
November 19	Student application closes
November 29	Hosts receive info of 3 student candidates for interviews (Round I)
Nov 30 — Dec 17	Interviews (Round II)
December 21	Hosts submit names of top 2 candidates to program staff
December 27	Hosts & students notified of final placement match

### 2022

January TBD	Host Orientation and Race & Equity Training
January 30	Official start of internship
May 20	Last day of internship
June 9	Capitol Pathways End of Session Celebration

## Student Training & Cohort Meeting Dates

- **Orientation and legislative training week:** January 3 — 7, 2022
- **Student Race & Equity Training:** January 24 — 28, 2022 (Date TBD)
- **Cohort Meeting 1:** February 18, 2022
- **Cohort Meeting 2:** March 18, 2022
- **Cohort Meeting 3:** April 22, 2022
- **Cohort Meeting 4:** May 20, 2022

Dates & schedule subject to change. Go to [citizensleague.org/CapitolPathways](https://citizensleague.org/CapitolPathways) for the most up-to-date information.

### Host an intern!

Interested in hosting a Capitol Pathways intern? Go to: [citizensleague.org/CapitolPathways](https://citizensleague.org/CapitolPathways) for more information and to apply!

### Questions?

Contact Capitol Pathways Program Manager Kalia Xiong at [kxiong@citizensleague.org](mailto:kxiong@citizensleague.org), or 763-898-7848

# Capitol Pathways

## Additional Details

### The Internship Experience:

#### In the program, student 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 are referred to as our host 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 cohort peers for networking and skill-building sessions. 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 career, 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 student intern at a minimum of \$15/hour.** Assuming \$15/hr for 10hrs a week throughout the 2022 legislative session (approximately 16 weeks) please budget approximately \$2,800 for the student intern salary. Unless other arrangements have been made with program staff, payment must be process directly from your office to the student intern.
- **Pay a \$500 host fee to the Citizens League** to support programming efforts.
- **To participate as a host organization, you must budget \$3,300** (\$2,800 student salary + \$500 admin fee).
- **Time at the Capitol.** As we continue to navigate the pandemic, hosts are only expected to bring their student interns to the Capitol and their office to the extent that is safe and necessary for their organizational work.
- **Work space plan.** Communicate with your student intern to determine an internship workspace plan that makes them feel safe in regards to the pandemic.
- **Hands-on work experience and networking.** Help facilitate your student intern's exposure to policy work and build their professional network.
- **Cohort Meetings.** Allow your intern to attend 4-hour long monthly cohort meetings for community building with cohort peers and career readiness training. Cohort meeting dates are as follows: February 18, March 18, April 22 and May 20 (2022).

### Program costs

**Intern Salary: \$2,800**

\$15 x 10 hours (min) x 16 weeks x 15% estimated payroll tax

**Administration & Training: \$500 per intern**

**TOTAL COST: \$3,300**

## 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 in Minnesota.
- 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.
- International students are eligible to apply.
- Students with undocumented status are encouraged to apply.

"Capitol Pathways provides an opportunity for students to bring their skills and perspectives to help us build and support successful government affairs strategies. We are proud to support this program."

—Breanna Schafer, Senior Director of Government Affairs,  
Target Corporation



## Selection & Placement 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: Interviews

Host sites interview with three pre-selected students. Host sites will provide program staff their top two candidates. Not all students who interview will move on to Phase Three.

### 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.

## Apply to be a host today!

Please submit an application at:  
[citizensleague.org/CapitolPathwaysHost](https://citizensleague.org/CapitolPathwaysHost)

The deadline to apply is October 30 at 11:59pm.

## Still have questions?

Join a virtual host info session on one the following dates and times below:

- Wednesday, October 13 from 11am – 12pm
- Thursday, October 21 from 2pm – 3pm

Please contact Kalia Xiong to join:

- [kxiong@citizensleague.org](mailto:kxiong@citizensleague.org)
- 763-898-7848