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

Programming

We will continue hybrid programming for the upcoming 2023 year. Program staff will provide detailed information about in-person and virtual programming to students accepted into the program.

Citizens League

Common ground. Common good.

Intern Position Description

·Our goal is to provide students exposure to policy work and 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.

Some examples of remote work to assign your intern includes:

- Assist in scheduling, planning and staffing meetings or events
- Research, track and summarize bills
- Informational interviews with co-workers, legislators, Capitol staff and other policy professionals
- Write articles for social media (e-newsletters, blogs, etc.)

As we continue to navigate the pandemic, please adapt the work to meet the needs of your intern and organization.

"Capitol Pathways is a great program for students who want to learn about what a career in policy looks like. It's important to have a program dedicated to students of color so their experiences can be centered in all of the programing."

— Ileana Mejia, Public Policy Advocate
Minnesota Council of Nonprofits

Program Timeline

2022

October 3	Host application opens
October 13	Host info session I (virtual)
October 17	Student application opens
October 20	Host info session II (virtual)
October 31	Host application closes
November 11	Student application closes
November 18	Hosts receive info of 3 student candidates for interviews
Nov 21 — Dec 2	Interviews
December 9	Hosts notified of final intern placement
Dec 12 — 21 (TBD)	Host orientation and race & equity training

2023

January 2	Internship start date
May 19	Internship end date
June (TBD)	End of Session Celebration

Student Training & Cohort Meeting Dates

- **Orientation and legislative training week:** Dec 26 - Dec 30, 2022
- **Student Race & Equity Training:** January 2023 (Date TBD)
- **Cohort Meeting 1:** January 20, 2023
- **Cohort Meeting 2:** February 17, 2023
- **Cohort Meeting 3:** March 24, 2023
- **Cohort Meeting 4:** April 21, 2023
- **Cohort Meeting 5:** May 12, 2023

Host an intern!
Interested in hosting a Capitol Pathways intern? Go to: **citizensleague.org/CapitolPathways** for more information and to apply!

Questions?
Contact Capitol Pathways Program Manager Kalia Xiong at kxiong@citizensleague.org
651-289-1075

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 2023 legislative session (approximately 20 weeks) please budget approximately $3,500 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 $4,000** ($3,500 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.
- **In-office plan.** If you expect your intern to come into the office, communicate with them to develop a plan that works and makes them feel safe.
- **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.

Program costs

Intern Salary: $3,500
$15 x 10 hours (min) x 20 weeks x 15% estimated payroll tax

Administration & Training: $500 per intern
TOTAL COST: $4,000

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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.

"The students we have worked with through Capitol Pathways have enhanced our team and brought substantial value to our work and to our clients. We are a proud and enthusiastic host of the program."

— Dan Larson, Director of State and Government Affairs, Lockridge Grindal Nauen PLLP

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 phase.

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 placements.

Apply to be a host today!

Please submit an application at:
citizensleague.org/CapitolPathwaysHost

The deadline to apply is October 31 at 11:59pm.

Join our Info Session!

Still have questions? We will be hosting two virtual info sessions:

- Thursday, October 13 from 10am – 11am
- Thursday, October 20 from 1pm – 2pm

RSVP by completing this form:
https://forms.gle/txMZqhnvu8tmVUzf8