

Legislative Services Agency Student Intern Program Factsheet

The Legislative Services Agency (LSA) is hiring a small number of East High School Seniors and Juniors to work on a part-time basis as Student Interns at the State Capitol.

Employment will be during the 2017 Session of the Iowa General Assembly, which is scheduled to begin January 9, 2017, and conclude around May 1, 2017.

Each Intern will work approximately 20 hours per week, beginning as early as 7:30 a.m. and ending as late as 8:00 p.m. (possibly later). Morning and afternoon/evening shifts will be available.

LSA Student Interns provide an indispensable service by delivering thousands of confidential documents during the Legislative Session to the legislators, LSA staff, Governor's office, and state agencies.

Interns learn the inside workings of government and lawmaking, and meet and relate to large groups of people from around the state.

A safe, secure, professional, and education-oriented work environment is maintained.

The rate of pay is \$10.46 per hour and paychecks are disbursed every two weeks.

Status as a student in good standing at East High School, a minimum GPA of 2.5, and a satisfactory criminal background check are required.

Failure to perform work as assigned or any use or abuse of nonprescribed controlled substances or other drugs or alcohol may result in immediate dismissal.

A professional dress code exists consisting of a blazer, black slacks or skirt, white shirt, and tie for males. A uniform stipend is provided.

Interns are responsible for their own transportation. Parking in the Capitol vicinity is available.



To: East High School Counselors
From: Glen Dickinson, Director, Legislative Services Agency
Date: February 10, 2016
RE: 2017 LEGISLATIVE INTERNSHIP PROGRAM

The Iowa Legislative Services Agency (LSA) is inviting East High School students who will be seniors or juniors in the 2016-2017 school year to apply for part-time Legislative Internship positions for the 2017 session of the Iowa General Assembly.

The LSA is a nonpartisan agency serving the 150 members of the Iowa Senate and House of Representatives. The LSA is responsible for drafting legislation, staffing legislative committees, and performing fiscal analysis in connection with approximately 2500 bills and 3500 amendments drafted in a typical legislative session.

Legislative Interns play an important role in ensuring that bills and amendments, which are confidential, are delivered in a timely fashion to legislators and their caucus staff, the Governor's office and state agencies, and the staff of the LSA. The program operates independently from the Senate and House Page Program. The work of the Interns is demanding, unpredictable, and involves daily interaction with LSA's legal and fiscal professional staff. The experiential and educational benefits derived from the program have often been communicated by past participants to the LSA and attest to the value of the program to aspiring high school students.

The attached Legislative Internship Application contains necessary forms to be completed by applicants, parents or guardians, and school representatives. The application is also available on the Iowa Legislature's website at <https://www.legis.iowa.gov/careers>.

Please disseminate this information at your earliest convenience. The deadline for receipt of applications is April 15, 2016. Feel free to photocopy the originals or download copies from the website.

If you have questions regarding the program or need additional forms, please contact Teri Souer, Legislative Intern Supervisor, at Teri.Souer@legis.iowa.gov or 515-281-4849 or 515-281-3566.

Thank you for your assistance in making this opportunity known to your students.



Legislative Internship Application

General Information

Legislative Services Agency (LSA) is interested in employing East High School seniors and juniors on a part-time basis to serve as Interns for the 2017 legislative session. Interns will be allowed to participate in their official school functions and social activities if possible. Interns will begin work on January 9, 2017, and work the entire legislative session, which usually concludes sometime in May.

The LSA is a nonpartisan agency whose purpose is to provide legal, bill drafting, committee staffing, and fiscal analysis services to the Iowa General Assembly. Materials generated by LSA are of a confidential nature and must be treated as such. Interns provide an indispensable service by delivering documents to the legislators, LSA staff located in the Statehouse and the Miller building, the Governor's office and state agencies, and others.

Serving as an Intern in a professional working environment will contribute to the participant's confidence and self-esteem. Because Interns learn to accept a great degree of personal responsibility for their work, the Intern experience helps prepare them for the future demands of their academic and professional careers. They will learn to respond to organizational priorities and directives and to uphold the standards of confidentiality and professional service.

Interns also develop meaningful friendships with others and a sense of belonging to a time-honored tradition of public service. They meet and relate to a large group of people from around the state and begin learning how to make good decisions as they manage their finances, transportation, work demands, and new friendships. Interns learn the inside workings of government and lawmaking.

Interns will be expected to exercise extreme discretion throughout their LSA employment. This includes being pleasant, courteous, and helpful to all persons. Adherence to all legislative policies and procedures is expected, including strict adherence to policies regarding gifts, sales of goods and services, sexual harassment, and substance abuse. The use or abuse of nonprescribed controlled substances or other drugs or alcohol may result in immediate dismissal.

Interns report to work each morning at 8:00 a.m., unless a specific duty requires otherwise, and remain until 4:30 p.m., the Legislature adjourns for the day, or night work is completed.

The Legislature often does not work on Fridays but Interns are on a rotation and will work approximately every third Friday. Interns are paid \$10.42 per hour.

Uniforms consisting of a blazer and appropriate tie for males, black slacks or skirts, comfortable black dress-type shoes, and white shirts or blouses for all Interns are required. A uniform allowance is provided.

Questions regarding this application or the Intern program should be addressed to Teri Souer, Legislative Intern Supervisor, at Teri.Souer@legis.iowa.gov or 515-281-4849 or 515-281-3566.

Checklist to submit by April 15, 2016.

- Your completed application form and your written statement. (Item 1)
- School form, School transcript, and letter of recommendation from School Official. (Item 2)
- Parental consent form and letter from Parent. (Item 3)



Item 1

Legislative Internship Application

To be completed by Applicant

Date _____

Name _____

Address _____

(City)

(County)

(Zip)

Home Telephone _____ / _____ / _____ Cellular Telephone _____ / _____ / _____

Email Address _____

Birth Date _____ Age _____ (must be 16 by January 9, 2017)

Written Statement Required from Applicant.

Include a written statement of one to two pages giving your reasons for wanting to become an Intern which may include your high school, community, and government-oriented activities; and your hobbies.



Item 2

Legislative Internship Application

To be completed by School Official

Name of Applicant _____

East High School _____

School Address _____

(City) (County) (Zip)

Counselor's Office Telephone ____/____/____

School Telephone ____/____/____

Grade in High School as of January 2017 (please circle one) Senior Junior

Cumulative High School Grade Point _____
on a 4.0 scale)

Courses applicant will likely be taking during the 2017 spring semester if selected as an Intern (if none, enter "NONE")

Please enclose a transcript of the applicant's high school grades with this form.

On an attached letter, please give a general recommendation regarding the applicant's ability to perform the work of an Intern and to educationally benefit from the experience.

I, _____, certify that the transcript enclosed is a correct record of the applicant's grades and that the applicant has permission of the school to be absent for all of the 2017 spring semester, if necessary, and that the school will assist the applicant in any reasonable manner to complete required course work.

(Signature)

(Title)



Item 3

Legislative Internship Application

To be completed by Parent

Name of Applicant _____

Parent's or Guardian's Name _____

Work or Home Telephone ____/____/____ Cellular Telephone ____/____/____

Parent's or Guardian's Name _____

Work or Home Telephone ____/____/____ Cellular Telephone ____/____/____

Emergency Contact's Name _____

Work or Home Telephone ____/____/____ Cellular Telephone ____/____/____

I consent to my daughter/son serving as a Legislative Intern during the next regular session of the Iowa General Assembly. I understand that, if selected, time will be lost from school.

I understand that my daughter/son will be responsible for transportation to and from work, which may include evenings, some after midnight.

Parent's (or Guardian's) Signature Date Parent's (or Guardian's) Signature Date

Written Letter Required from Parent or Guardian.
On an attached letter, please comment on your daughter's/son's ability to perform the work of an Intern.