



New Hampshire State Senate
107 North Main Street
Concord, NH 03301

New Hampshire State Senate Internship Program

The Senate Internship Program provides an invaluable experience to college students interested in learning more about state government with an emphasis on the Legislative Branch. Interns will complete the program at the Statehouse in Concord having achieved a greater understanding of the legislative process and the responsibility that government and its elected leaders have to the citizens of New Hampshire. Interns represent both their educational institution and the New Hampshire State Senate. Students participating in this internship for academic credit must maintain a high standard of performance. Interns that complete the program will be awarded with academic credit as arranged with their educational institution.

Internship Program - Requirements

- **Degree Progress** - Interns must be enrolled as either a Jr. or Sr. at an accredited college or university.
- **GPA** - Interns must have a minimum GPA of 3.0 to be accepted into the program.
- **Program Schedule** - Interns work two or three days per week (most work three). Interns are required to be present from 8:30am-3:30pm. The internship program runs from January through May.
- **Attire** - Interns are required to dress in business attire when at the Statehouse.
- **Impartiality** - Interns must remain impartial and objective in the performance of their duties. Neutrality and dedication are essential to the work environment. Interns must avoid imposing their personal opinions, political philosophies, or any bias in their work.

Internship Program – Specifics

Each intern is assigned to one or two Senate Committees and will work under the direction of the legislative aide for that committee. Daily responsibilities of interns include (but are not limited to): Tracking bills, aiding senators, helping with constituent services/correspondence, assisting with Committee and Session Day work.

- **Bill Tracking** - Interns will track Senate bills sponsored by their assigned senator(s). This includes following the legislation from introduction through the public committee hearing process to the senate floor debate, and final resolution.
- **Aiding Senators** - Interns will assist individual senators in their preparation for meetings and hearings.
- **Constituent Services & Correspondence** - Interns will work with senators and staff on constituent requests and assistance. This includes correspondence via email, letters, and phone calls. This may also include correspondence with various state agencies.
- **Committee Work & Session Days** - Interns will assist legislative aides assigned to senate committees during bill hearings, executive sessions, and senate session days. Duties may include helping with the sign-in sheets indicating individuals' positions on bills, organizing written testimony submissions, writing hearing reports on testimony from public bill hearings, and writing floor speeches for senators on specific legislation.
- **Special Events** - Interns will have the opportunity to attend special events at the Statehouse.



New Hampshire State Senate
107 North Main Street
Concord, NH 03301

New Hampshire Senate Internship Program Application
2022 Session

Applicant Information

Student Name: _____

Phone Number: _____

Email Address: _____

Mailing Address: _____

College/University: _____

Major and Minor: _____

Graduation Year (Expected): _____

Faculty Advisor/Sponsor Name: _____

Phone Number: _____

Email Address: _____

Questions

(1) Why are you interested in participating in the New Hampshire Senate Internship Program?

(2) The schedule for the internship program runs Tuesdays, Wednesdays, and Thursdays from 8:30am-3:30pm from January to May. Are you able to you make the time commitment for the Senate Internship Program?

Answer: **YES / NO / UNCERTAIN**

If No, will you need scheduling accommodations based on your other academic obligations? Please identify those here.

If you are currently uncertain of your final academic schedule for the Spring 2022 semester, please state that here:

New Hampshire Senate interns work closely with several senate committees. A list of the committees and a brief description of the issues each committee considers follows. Please review the list and indicate which committee(s) interest you.

Capital Budget - considers legislation pertaining to the state's spending on physical infrastructure of state government, such as buildings, state parks, and historic sites in odd numbered years.

Commerce - considers legislation pertaining to business regulations, liquor, banking, and insurance.

Education - considers legislation pertaining to the operations of schools.

Election Law & Municipal Affairs - considers legislation pertaining to the operations of all elections and the operations of local and county government.

Energy & Natural Resources - considers legislation pertaining to land-use law, pollution, energy, hunting, and protection of natural resources and wildlife.

Executive Departments & Administration - considers legislation pertaining to the operations and organization of state government, occupational licensing, and building codes

Finance - perhaps the committee with the "heaviest" workload; creates the state budget and considers bills (from all standing committees) that have a fiscal impact.

Health & Human Services - considers legislation pertaining to public health benefits, the operations of the department of health and human services, health insurance, and general health policy.

Judiciary - covers some of the more controversial topics; considers legislation pertaining to legal issues, the court system, individual rights, and property rights.

Transportation - considers legislation pertaining to roadways, license plates, tollbooths, vehicle and road safety, and the operations of the Department of Transportation. In even numbered years, it takes up the 10-Year Highway Plan, the state's capital plan for the transportation infrastructure of the state, including, roads, bridges, airports, harbors, and rail.

Ways & Means – forecasts state revenues in odd numbered years. Considers legislation pertaining to charitable gaming and tax policy.

(3) Please list which committee(s) interest you and why:

Application Process Instructions

All internship applications are **due by December 3** to participate in the 2022 Senate Session (beginning in January). Select applicants will be invited to the Statehouse in Concord for an interview in November.

Please submit your **Application and Resume** via email to Senate Communications Director, Carole Alfano at carole.alfano@leg.state.nh.us. She may also be reached at 603.271.3043 if you have any questions.

Note: Interns must provide their own reliable transportation.