



## PANETTA CONGRESSIONAL INTERNSHIP PROGRAM

### ABOUT THE PANETTA CONGRESSIONAL INSTITUTE PROGRAM

in August 2022, the Panetta institute will begin the 24th annual Congressional Internship program for students selected from the twenty-three campuses of the California State University along with three private universities. The program runs thirteen weeks, beginning with a two-week session at the Panetta Institute, followed by eleven weeks in Washington, ending in November. Campuses are invited to choose one outstanding undergraduate (junior or senior) student leader to participate in an extraordinary learning experience held at the institute and in the nation's capital. This program is open to students in any academic major recognized by the university, subject to the criteria stipulated below. It provides an opportunity for students to enhance their educational experience by providing real-world engagement in the exploration of Congress, civil leadership, and community and public service. The cost of the program is fully funded, allowing participation by any qualified student, independent of family income. Student benefits include academic fees and tuition, food and housing, a living stipend, a text-binder, and other academic materials, along with air and ground transportation.

### INFORMATION SESSION

Camery Smith, CSUSM's Panetta Congressional Intern for 2022, and Dr. Chávez Metoyer will host a Zoom [info session](#) on **March 3@12-1pm** and another [info session](#) on **March 7@6-7pm**.

### APPLICATION PROCESS

Qualified applicants will be selected based on their application materials and the program requirements. Selected applicants will be contacted for an interview with the campus selection committee. During the interview, the committee will assess the applicant's clarity of speech, overall demeanor and character, leadership potential or experience, and interest in or commitment to community and public service, among other items. The selected finalist will advance to an interview with President Neufeldt on April 8 and makes the recommendation to the Panetta Institute. All applicants will be notified of selection or non-selection.

CSUSM's nominee will interview with the Panetta Institute, which includes a representative from the CSU Chancellor's Office the week of April 25. The Panetta Institute interview team reserves the right to reject the nominee if the student fails to meet the Panetta Institute's standards set for participation. Students may also be rejected due to the findings of the required background investigation. The Panetta Institutes makes the final determination for all program participants.

## APPLICATION PACKET MUST INCLUDE:

- ✓ CSUSM Panetta Congressional Internship [Application Form](#)
- ✓ Statement of interest (2 pages; standard 1" margins; one-side only; single or double spaced)
- ✓ Current resume
- ✓ Recently graded paper with professor's remarks and grade accompanying or written on the paper (3 pages minimum on any subject)
- ✓ Complete higher education transcripts (unofficial acceptable)
- ✓ [Completed consent form](#) to verify good standing with Student Dean's Office.
- ✓ Two letters of recommendation emailed directly to Dr. Chávez Metoyer no later than 5pm, Friday April 1, 2022.

Completed application packets must be emailed to Dr. Chávez Metoyer [cmetoyer@csusm.edu](mailto:cmetoyer@csusm.edu) no later than **5:00 p.m., Friday, April 1, 2022**. Incomplete applications cannot be considered.

## IF SELECTED, PREPARED TO PROVIDE THE FOLLOWING:

- ✓ Live scan background check
- ✓ Proof of health insurance that is compliance with the Affordable Cares Act and that covers students while residing and working in Northern California and Washington, D.C.
- ✓ Copy of full vaccination (including booster vaccines) for COVID-19.
- ✓ Copy of a government issued photo ID.

## CAMPUS TIMELINE

- March 3@12-1pm [Panetta Congressional info sessions](#)
- March 7@6-7pm [Panetta Congressional info sessions](#)
- April 1 Applications due by 5pm: Dr. Chávez Metoyer [cmetoyer@csusm.edu](mailto:cmetoyer@csusm.edu)
- April 6-7 Interviews with campus selection committee, Times TBD
- April 8@10am Zoom interview with President Neufeldt
- April 15 President submits nomination packet to Panetta institute
- April 25 Interviews begin the Panetta Institute for nominated students
- May 13 Panetta announces Congressional interns

Questions may be directed to Dr. Chávez Metoyer [cmetoyer@csusm.edu](mailto:cmetoyer@csusm.edu)

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Interested students should review the links below:

- [Congressional Intern Position Description](#)
- [Panetta Institute Website](#)