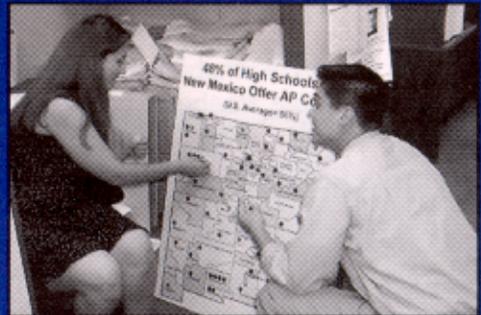


Intern Opportunities

With United States Senator

Jeff Bingaman



Opportunities for all majors.

Internship Opportunities in Senator Jeff Bingaman's Office

General Information

Another term for internship is "experiential learning," because an internship offers the chance to learn by doing. An internship in Senator Bingaman's office is an opportunity for students to experience firsthand how a Senate office runs, from the inside, as an active participant in the process. Internships in Senator Bingaman's office are open to all majors.

Interns help support the mission of the office by providing support to permanent staff. Internships are offered year-round in both the Washington and New Mexico offices, which are located in Albuquerque, Las Cruces, Las Vegas, Roswell, and Santa Fe.

Interning in Washington, DC

Internships in the Washington office allow students to observe the operations of the Senate and its interactions with the House of Representatives and the executive and judicial branches of the federal government. All legislative and press interns undertake a variety of projects under the guidance of their supervisor. Interns discuss the results of their projects with Senator Bingaman at the conclusion of the session. All Washington interns regularly assist with other necessary support work. Every effort is made to ensure that these tasks are evenly and fairly distributed among available interns.

Legislative Department: The legislative department makes up the majority of the Washington office. Legislative Assistants (LAs) and Legislative Correspondents (LCs) work under the direction of the Legislative Director (LD) to help the Senator on various federal issues. LCs also help Senator Bingaman respond to constituent concerns regarding those issues. Legislative interns, depending on their academic background and interests, will assist the LAs and LCs in tracking the actions of Congress, drafting policy memos, attending committee hearings, and composing correspondence.

Press Department: The press department informs New Mexicans about Senator Bingaman's activities in Washington and New Mexico, and about legislative activities concerning the state. Press interns gain an understanding of the Senate office through their work with newspaper clippings, radio shows, daily news summaries, and press releases.



Interns have access to a full range of legislative research resources.

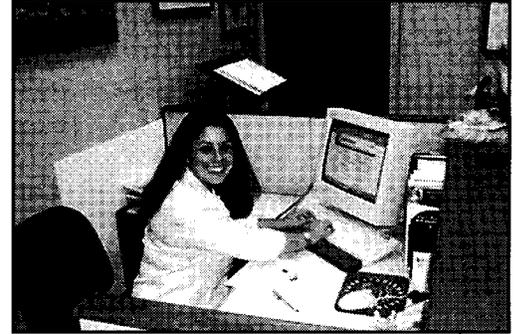


An internship is a great way to meet other students with similar interests.

"Supervisors were helpful and gave me interesting things to work on." – Marie, Las Cruces

Interning in New Mexico

Offices: Senator Bingaman has state offices in Albuquerque, Las Cruces, Las Vegas, Roswell, and Santa Fe. New Mexico offices are primarily involved with constituent services. The staff assists New Mexicans who are having difficulties with agencies of the federal government. They also seek out opportunities to assist state, local and county governments in their requests for federal grant money. In addition, some staff members work on legislative issues in the state. New Mexico intern duties include assisting with case-work and constituent requests under the supervision of the constituent service staff, greeting visitors, and answering phones.



Answers to Some of Your Questions

What intern positions exist?

Intern positions are available in each of Senator Bingaman's five New Mexico office as well as in his office in Washington, DC. Internships are available for the fall and spring, corresponding with the school semester, and for the summer on a shorter but more rigorous schedule. Fall and spring internships are usually part-time and built around the student's class schedule. Summer internships are available in the New Mexico offices part-time for two months, and in the Washington office for forty hours per week, for a six-week period.

What kind of internship should I do?

Each internship offers its own unique learning experiences. Deciding which one best suits you depends in a large part on your chosen career path and interests. If you are interested in constituent service, you should consider an internship in one of the state offices. If you plan to attend law school, consider interning in the Washington office. If you are interested in communications or journalism, apply for the press internship during the summer in Washington.

Who should apply for an internship?

Senator Bingaman's internship program is open to all undergraduate students from New Mexico or out-of-state residents who are attending school in New Mexico. Students must be in good academic standing and have an interest in issues affecting the country and the state. Students in all majors are accepted. You do not have to be a political science or government student to apply. Although the internship often appeals to students with those majors, it can also be a beneficial experience for students in other disciplines by giving them insight into public policy development in their area of study. New Mexico high school students may apply for an internship in one of the state offices. High school students in Washington are an exception, and will only be considered if they are part of an established internship placement program, such as those run by local high schools.

Can I get college credit for this internship?

Many colleges and universities offer credit through "Independent Study" to students who take part in an internship of this type. Check with your faculty advisor or department head to determine if this option is available to you. Our office will work with your college, if necessary, to assist in the process.

"As a future law school student, I found a world of employment opportunities in the government." – Alex, Albuquerque

Is this a paid internship?

The internship is intended to be an educational opportunity, and not to be considered a profit-making position. However, since some students might not be able to participate in the program without some type of financial assistance, various stipend arrangements are available, as outlined below.

What is a stipend?

A stipend is a small amount of money offered to interns to help defray the costs of the internship.

How are stipend awards determined?

Stipend amounts for state interns vary throughout the year and by office. Consult your contact in the office in which you are applying to discuss the possibility and amount of a stipend. Financial assistance is available to Washington interns for the summer session only. In lieu of stipends, our office will pay the cost of your housing for the course of your internship in our office in D.C. We will make arrangements for you to stay in a dorm room at a local university. Once accepted, you must pay the cost of the room up front directly to the university. You will then receive a paycheck from our office which equals the cost of the room, minus taxes and social security.

How do I get to D.C.? How can I cut costs?

Transportation arrangements and travel costs are your responsibility. Our office will help with information on area airports and train and bus schedules. Here are a few suggestions for keeping the cost of your summer internship to a minimum. Although Washington Regan National Airport is the most convenient to the city, compare costs on flights to Washington Dulles (in Dulles, Virginia) and Baltimore-Washington International (in Baltimore, Maryland). Sometimes flying to an airport other than National and taking a train or shuttle bus into the city can be less expensive than flying directly to National. When you arrive, consider purchasing a monthly pass on the Metro subway system. You will probably ride the Metro often and an extended pass can be a good deal.

Application Info: Senator Bingaman's office recruits interns from among undergraduate students of all majors. Applicants should be either New Mexico residents or attending school in the state. Call or write for an application form or apply online at www.senate.gov/~bingaman.

Deadlines: Summer Session -- March 31, Fall Session – August 15, Spring Session – December 1

For More Information: Contact David Pike at (202)-224-5521

Send Completed Application to:

Washington DC
Senator Bingaman
c/o David Pike
Senate Hart 703
Washington, DC 20510

Albuquerque
Senator Bingaman
Intern Coordinator
625 Silver Ave SW
Suite 130
Albuquerque, NM 87102

Las Cruces
Senator Bingaman
Intern Coordinator
148 Loretto Towne Center
505 South Main
Las Cruces, NM 88001

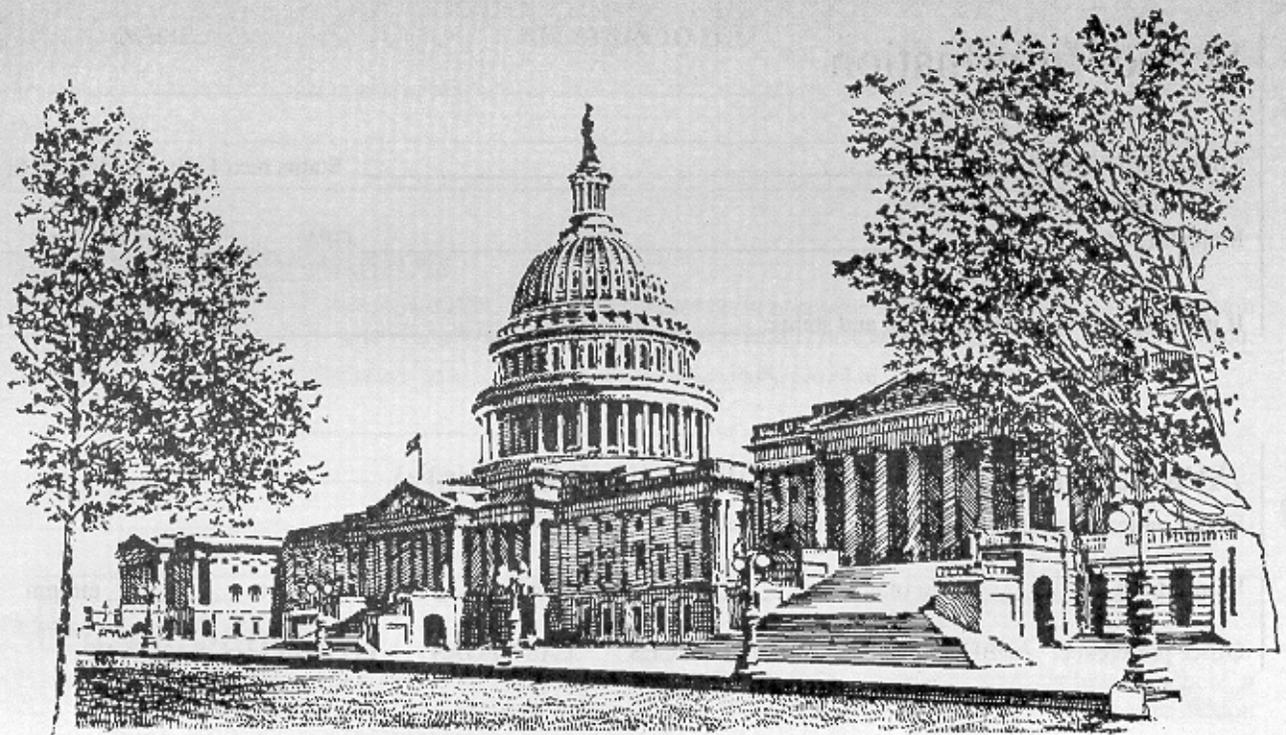
Las Vegas
Senator Bingaman
Intern Coordinator
P.O. Box 1977
Las Vegas, NM 87701

Roswell
Senator Bingaman
Intern Coordinator
105 West Third
Suite 409
Roswell, NM 88201

Santa Fe
Senator Bingaman
Intern Coordinator
119 East Marcy
Suite 101
Santa Fe, NM 87501

"It was wonderful to work with such great students from my home state. We learned a lot and had an incredible time."

- Simon, Albuquerque



INTERN APPLICATION

Senator Bingaman

New Mexico

A P P L I C A T I O N

1

Personal Information

Name: _____ Social Security Number: _____

School address until (date) _____:

E-mail: _____ Phone: _____

Where we can reach you after that date:

Parents' or guardians' names: _____

Parents' or guardians' address: _____

Parents' or guardians' phone: _____ or _____

2

School Information

College or University: _____ Status next fall:

Major and Minor: _____ GPA _____ out of _____

If in high school, name of school and status: _____

3

Availability

Complete only if applying for a state office internship, or a spring or fall semester internship in the Washington, D.C. office. Do not fill out if applying for summer internship in Washington.

From (date): _____ to _____ Days available: _____ am/pm to _____ am/pm

Office preference:

4

Stipend

Stipend amounts for New Mexico intern candidates will be arranged with the Intern Coordinator in each office. In lieu of stipends for Washington summer interns, our office will pay the cost of your housing during your internship. Stipends are not available for fall or spring Washington interns.

Would you require a stipend?

Amount per week: _____

5

Internship Preferences

Complete only if applying for a Washington office internship. Indicate your preferences for session, assignment and areas of interest. Rank each in order, 1 being your first choice, and so on. Mark as many choices as you wish.

Summer Sessions

_____ Fall semester: _____ Spring semester: _____

Assignment

Press Department: _____ Legislative Department: _____

Areas of interest

Aging/Senior issues: _____	Education: _____	Labor Relations: _____
Arts/Humanities: _____	Ethics: _____	Public lands/Ag: _____
Campaign finance reform: _____	Foreign Relations/Trade: _____	Small Business: _____
Crime/Gang Prevention: _____	Health: _____	Taxes: _____
Defense: _____	Indian Affairs: _____	Women's Issues: _____

6

Reference Letters

Please ask three people to submit a letter of reference on your behalf. List the names and relations of these references in the space below. The letters may be sent separately from the application and will be compiled when received.

NAME

RELATION TO YOU

- | | |
|----------|-------|
| 1) _____ | _____ |
| 2) _____ | _____ |
| 3) _____ | _____ |

7

Resume Information

Please submit a *resume* with your application. In the space below or on a separate sheet of paper, select two things you would most like us to see from your resume, describe them in greater detail, and explain why they are important to you.

There are no right or wrong answers! Select anything you are especially proud of, regardless of what it is.

1)

2)

8

Writing Sample

Please include a three to five page *writing sample* with your application. This may be a paper you have written for school, a letter or article published in your school or city newspaper, or a research project. Please submit only a nonfiction writing sample.

In the space below, briefly describe the topic of your paper.

9

Essays

Please write a short response (fewer than 500 words each) to these three questions.

(Continued on next page.)

Question
1 of 3

How does this internship fit in with your long-term goals? What do you hope to bring to and take from this position?

9

Essays (Continued)

Please write a short response (fewer than 500 words each) to this question

(Continued on next page.)

Question
2 of 3

Describe an incident in which you were given a task and were successful in seeing it through.
What obstacles did you have to overcome?

9

Essays (Continued)

Please write a short response (fewer than 500 words each) to this question

Question
3 of 3

Describe your position on a current event in the news. Be sure to show your understanding of both sides of the debate and explain why you find one argument more persuasive than the other.

GENERAL INFORMATION

Eligibility: Applicants must be undergraduate-level students and be either New Mexico residents or attending school in the state.

Stipends: In general, interns are expected to be volunteers. However, it is recognized that some students will require financial assistance to participate in the program. Small stipends are available to competitively-qualified summer session interns who demonstrate financial need.

Application: To apply for an internship position, complete this application form. Send it along with a resume, a 3-5 page writing sample, and three letters of reference, to the office in which you would like to intern.

WASHINGTON, DC	ALBUQUERQUE	LAS CRUCES	ROSWELL	SANTA FE
Senator Bingaman	Senator Bingaman	Senator Bingaman	Senator Bingaman	Senator Bingaman
c/o David Pike	Intern Coordinator	Intern Coordinator	Intern Coordinator	Intern Coordinator
Senate Hart 703	625 Silver Avenue	148 Loretto Towne Centre	105 West Third	119 East Marcy
Washington, DC 20510	Suite 130	505 South Main	Suite 409	Suite 101
	Albuquerque 87102	Las Cruces 88001	Roswell 88201	Santa Fe 87501

Selection Process: Applicants will be kept informed of the status of their application. Final decisions can be expected by the following dates:

Summer Session:	April 15
Fall Session:	September 1
Spring Session:	January 1

The selection process is highly competitive. An interview may be required as part of the process. It is recommended that you return your completed application as soon as possible. Keep a copy of your completed application before sending the original to us. Applicants will be notified upon receipt of their completed forms. If notification has not been received within two weeks, please contact our office and be prepared to submit a copy of the original application.

ADDITIONAL INFORMATION FOR STUDENTS APPLYING FOR SUMMER INTERNSHIPS IN WASHINGTON, D.C.

Housing: Finding housing while in Washington is the responsibility of the intern. However, after selection, our office will provide application forms and phone numbers for local summer housing programs at participating universities. In the past, American University, Georgetown, Gallaudet, George Washington and others have offered summer housing arrangements. Additionally, if you desire, we will send you the names and phone numbers of other interns selected to participate in the same session, so that you can contact them for possible shared housing arrangements.

Travel: Travel arrangements to and from Washington are the responsibility of the intern. Our office will provide information on area airports and train or bus stations.

Accommodations: The U.S. Senate Office of Special Services provides support services for interns with disabilities. This intern application and the brochure are also available in Braille upon request. Completed applications may be submitted by audio tape or on the phone.

Activities: Interns will be scheduled for tours of the Capitol, the Kennedy Center, and other Washington landmarks, in addition to attending seminars and lectures within the Senate on items of legislative or current interest. Interns are also invited to play on our office softball team, provided there is one.