

Associated Students of the University of Missouri



August 24, 2009

The Associated Students of the University of Missouri (ASUM) is a student lobbying organization funded and operated by students. ASUM, founded in 1975, represents the interests of University of Missouri System students in the governmental process.

ASUM is now accepting applications for 2009-2010 State Legislative Internship program. A maximum of ten interns will be selected from all four UM System institutions to work in Jefferson City during the 2010 Winter Semester. ASUM strives for maximum representation from each UM campus. ASUM State Legislative Interns will be registered as lobbyists through the Missouri Ethics Commission in order to work at the Missouri Capitol representing the students of the UM System.

The ASUM Legislative Internship Program started in 1976 and is a premier opportunity for students desiring hands-on political experience. ASUM has successfully lobbied for many programs that benefit UM System students for the past 32 years. Through the years, 258 UM students have served as ASUM state legislative interns. Numerous ASUM state legislative interns are current and past Missouri legislators and others work in Washington DC. Some former ASUM legislative interns are working as professional lobbyists.

State interns earn six (6) academic credit hours for the experience and travel expenses are paid by the student's ASUM Chapter.

Interns lobby on the legislative platform set by the ASUM Board of Directors.

Internship applications are due in the ASUM Chapter Office on **Friday, September 18, 2009**. Applicants that meet all requirements will be contacted to set up an interview on your campus. Final selection decisions will be made by **October 5, 2009**. For specific and detailed information about the internship, please read the position description in this packet.

We appreciate your interest and look forward to your candidacy. Please contact the ASUM Legislative Director or Assistant Legislative Director by using the information listed below if you have questions about the internship.

Thank you for your interest!

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ASUM Program Coordinator
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Columbia, MO 65211-3030
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The Associated Students of the University of Missouri
Position Description: ASUM State Legislative Internship

Position:

ASUM legislative interns, comprised of a minimum of one intern per member campus and a maximum total of 10 interns from all four member campuses, represent ASUM and UM students through lobbying efforts in Jefferson City during the Winter Semester. Interns lobby on behalf of UM System student issues, as set forth in the annual ASUM Legislative Policy. Interns are registered as lobbyists with the Missouri Ethics Commission by the Intern Advisor. Interns speak with legislators, propose legislation, identify bill sponsors, testify in committee hearings, prepare FACT sheets, write press releases, and work to engage UM students in legislative issues. ASUM legislative interns are required to demonstrate open-mindedness and work professionally with all individuals in the internship program despite political differences on issues and beliefs. ASUM and the ASUM internship program is a non-partisan organization and program. Individuals who violate or compromise this standard will face disciplinary action.

Work Schedule:

The State Legislative intern will begin work in October 2009 at their home institution. Responsibilities throughout the Fall Semester include, but are not limited to, monthly trainings, weekly meetings and research. The State Legislative intern will begin lobbying in Jefferson City, Missouri 2-3 days out of the week starting in January and ending in May.

Eligibility:

Members must be in good standing as defined by university policy, rules and regulations and meet ASUM intern requirements.

To be considered for the ASUM Legislative Internship, a student must:

1. Be a fully enrolled UM students who meets eligibility requirements according to the UM Collected Rules and Regulation
2. Hold sophomore status prior to start of internship.
3. Have a minimum cumulative GPA of 3.0.
4. Enroll in no more than 12 credit hours during the internship and be willing to be flexible in Winter Semester class schedule.
5. Be able to attend two days of training in October and November and one day of training in December and January.
6. Be able to be in Jefferson City at least two days per week on Tuesdays, Wednesdays, or Thursdays, beginning on January 6, 2010.
7. Demonstrate an ability to be tolerant, mature and professional when working with individuals who may have different political beliefs and prospective.
8. Complete and return the internship application with accompanying materials by September 18, 2009.

Duties:

The following outlines the duties and responsibility of this position:

- Attend all training sessions in October, November, December and January.
- Return to Columbia in early January (date to be given each year) for training and start of work in Jefferson City.
- Notify the Legislative Director or Assistant Legislative Director of your daily calendar.
- Complete a weekly report of activities, issues and perceptions to be turned in to the Legislative Director and Assistant Legislative Director.
- Research and carry out lobbying activity related to the issue(s) you have been assigned (testify, research, be present during bill floor debate, stay in contact with key legislators, etc.)
- Read available newspapers, journals, online updates related to your specific issue(s).
- Attend and participate in weekly intern meetings.
- Keep informed of current relevant political events and keep track of your legislation daily.
- Abide by ASUM policies, bylaws, university policy, MO Ethics Commission code of conduct, and state and federal law. Remember that your behavior reflects upon the UM system, your home campus, and ASUM.
- Assist in public dissemination of information about ASUM's legislative activities.
- Complete an informal mid-term evaluation of the internship experience and a formal final report for ASUM which discusses the internship, ASUM, assigned legislation, and ideas for strengthening the internship for the future.
- Complete paperwork required by your specific faculty advisor and academic department. Stay in communication with your faculty advisor throughout the internship.

- Arrange your schedule so you are free to be in Jefferson City at least two days per week on Tuesday, Wednesday or Thursday.
- Attend ASUM programs on your home and all UM campuses as appropriate.
- Communicate regularly with the Legislative Director and Assistant Legislative Director and notify him/her immediately of issues or problems you may encounter.
- Be on time, at all times. If you will be late, notify the Legislative Director or Assistant Legislative Director.
- Communicate to your home campus ASUM chapter the progress of your internship.
- Assume other duties as delegated by the Legislative Director, Assistant Legislative Director and Intern Advisor

Compensation:

Costs associated with the internship are reimbursed by the home campus, in accordance with campus policy. Travel reimbursement must be approved by the designated Student Life/Student Affairs staff member on your campus.

Accountability:

Legislative Interns are accountable to the Legislative Director and the Assistant Legislative Director, and ultimately to the ASUM Intern Advisor. Interns are also accountable to their campus faculty advisor, through whom academic credit is being supervised.

State Legislative Internship applications are due in the ASUM Central Office on **Friday, September 18, 2009**. Applicants that meet all requirements will be contacted to set up an interview.

**STATE LEGISLATIVE LOBBYIST INTERNSHIP
APPLICATION FORM**

Applicants must submit a resume, letter of interest, one letter of recommendation from a faculty or staff member, responses to the short answer questions, preferences and skills form, signed terms of agreement and an unofficial transcript with the completed application.

**Applications are due in the ASUM Central Office by 5:00pm
SEPTEMBER 18, 2009.**

**ASUM Central Office
c/o Lisa Prettyman
309 University Hall
Columbia, MO 65211
Fax: (573) 884-4204**

Full Name: _____

UM System School: _____

Year in School: SM____ JR____ SR____ Years at UM School(s): _____

Major: _____ Minor: _____

Current Cumulative GPA: _____ Student ID Number: _____

Expected graduation date (month and year): _____

Email: _____

Phone Number: (local) _____ (cell) _____

Local Address: _____

Hometown: _____

Birth Date: _____

Voting Districts: House: _____ Senate: _____

How did you learn of the internship?

Short Answer Questions

Please limit your responses to all eight questions to a maximum of six double-spaced typed pages and attach to your completed application.

1. Describe yourself. What are three distinguishing characteristics which set you apart from other applicants?
2. Does your GPA, particularly in classes relating to your major, accurately reflect your abilities? Why or why not?
3. What interests you about the political process and about government in general?
4. What have you experienced outside the classroom that could contribute to your ability to be a successful lobbyist? (Please give a few specific examples rather than a long list.)
5. It is imperative that ASUM interns are able to relate to fellow students. Please tell us how you connect and work with students on your campus and why you want to represent them as a legislative assistant.
6. Leadership, as well as teamwork, is necessary in making a successful intern program. Describe (A) a time when you lead a group of people in accomplishing a task, and (B) a time when you worked as a team.
7. While this internship is often performed by students of all interests and majors, it is most specifically related to those interested in the government process. How do you feel this internship will apply to your future and/or career plans?
8. Please describe outside time commitments (work, campus organizations) that will carry over into the winter semester if you are selected for the internship.

Preferences and Skills

Though you will most likely be performing all of these tasks as a legislative assistant, please check the three assignments in Column A which you think you would do best. Then check three more in Column B which you think you are weak in and would need the most time or practice to accomplish.

	Column A	Column B
A. Organize a letter writing campaign		
B. Draft a press release		
C. Research the effect of a proposed amendment		
D. Testify before a legislative committee		
E. Talk to legislators in detail about voting for a bill		
F. Speak to a large student group about a current bill		
G. Track down legislators in the Capital hallways to line up votes		
H. Attend a committee meeting to monitor it, take notes and report on it.		
I. Write a short speech for a legislator to use in support of a bill		
J. Explain to a University vice-president the intent of a bill		

If there is anything else you would like us to consider, please attach an additional page to the application.