



The Panetta Institute for Public Policy
2024 Congressional Internship Program
Checklist of Required Criteria

Checklist to be Returned with President's Nomination Letter

Please check each item to confirm that the following criteria have been met in the presidential selection process:

- ___ Student is a matriculating student during the internship;
- ___ Student has not taken part in this program during previous years;
- ___ Student has exhibited superior academic achievement;
- ___ Student has demonstrated commitment to community and public service;
- ___ Student is willing to accept work assigned to interns that will involve the practical application of what is learned in the classroom;
- ___ Student is willing to take on assigned tasks and work hard;
- ___ Student has exemplary maturity and leadership abilities;
- ___ Student has demonstrated ability to be a good team member;
- ___ Student has good character and acts with discretion and sound judgment;
- ___ Student has excellent English written and oral skills, and clarity of speech appropriate for constituent phone calls and visits;
- ___ Student is willing to live in assigned group housing with other interns during the entire program;
- ___ Student submits a two-page written essay stating the reasons for her/his interest in the Panetta Institute's *Congressional Internship Program*, and one of the student's graded papers so that the selection committee can review it to ensure excellent English language proficiency;
- ___ Student has never been sanctioned under the California Code of Regulations, Title 5, Article 2 (Student Discipline), Section 41301;
- ___ Student is willing to accept and abide by the Institute's Code of Conduct Confidentiality Agreement;
- ___ Student is willing to undergo a background investigation;
- ___ Student is a California resident; and
- ___ Student must have proof of health insurance that is compliant with the Affordable Care Act and that covers the student while residing and working in Washington, D.C. metropolitan area.
- ___ Student must have proof of requisite COVID-19 vaccinations.

The following documents are to be included with the nomination letter signed by the president:

- ___ Complete college transcripts including community/junior college work and/or other college/university work;

- ___ Resume;
- ___ Two-page written essay from the student stating the reasons for her/his interest in the Panetta Institute's *Congressional Internship Program*;
- ___ A copy of one of the student's most recently graded paper (at least three pages long) with the professor's comments and grade accompanying or written on the paper.

*Signature _____

Printed Name _____

Title _____

Date _____

* Once completed, to be signed by president or his/her representative.