Memorandum: Intern Coordinator meetings at SDSU and USD

On 4/11 and 4/12/ 2016, LRC Staff Fred Baatz, Roxanne Hammond, and Amanda Reiss met with SDSU and USD staff to confer about the Legislative Intern Program. The intent of the meetings was to foster relationships with the new intern coordinators at each University, review questions about the program, share feedback about the program, and explore options for increasing applicants and enhancing the program for the benefit of all interested parties.

The meetings consisted of very positive feedback of the program from representatives of both universities. Over the past couple of years, each university has made the Legislative internship a priority, encouraging students in the program to make the internship a part the four year plan for incoming freshman. The coordinators are promoting the internship very well within the political science programs by encouraging former interns to speak with current students, and actively looking into opportunities to enhance the program and ensure that students are able to participate. The coordinators are dedicated to working with LRC in the future.

Opportunities to enhance the program.

1) Currently, our intern coordinator contacts are faculty of the Political Science Programs at each of the schools. This limits the applicant pool for the interns. (Recommendation 1)
2) Despite the current credit options offered with the program, students struggle to maintain the credit requirements for financial aid and some scholarships. (The Jackrabbit Guarantee scholarship requires students to maintain 15 hours per semester or 30 per year of credits from SDSU. Currently, the LRC intern course is offered through USD extension and does not count towards this requirement). (Recommendations 2 and 3).
3) The application timetable. In past years, the LRC intern application opens at the beginning of the fall school semester and closes in October. LRC interviews candidates in mid-October. Offers are not sent out until mid-to-end of November after the elections and new leadership is elected by the caucus. (Selections are made by the leadership). Each year, LRC loses excellent applicants because they receive offers for other internships earlier than we extend offers. (Recommendation 4).
4) LRC staff provides an orientation day for the interns. The information provided has not been changed and may need to be tweaked to the needs of the changing Legislature. We receive positive feedback in general, but we have also received suggestions for enhancing the orientation. (Recommendation 5).

Staff Recommendations

1) **Make contacts and promote the program within other majors:** Staff continues to make contacts within the other majors at each school to increase the knowledge of the program and recruit additional applicants from a variety of different backgrounds. Targeting Education, Journalism, Business, Economics, and other

related majors will provide a more diverse and dynamic intern class, allowing the Legislature to have a more effective partisan staff base.

2) **Explore solutions to the credit requirement issue:** SDSU staff is working with the Administration and the Board of Regents to find an agreeable solution to this matter. LRC staff will work with the coordinators from each school to share ideas and address this issue.
3) **Revise the course offered to interns during the Legislative Session:** The current LRC course offered during session is a 3 credit hour course taught by the Director of LRC and offered through the USD extension. Marshall Damgaard, an adjunct professor at USD, has offered to work with USD and LRC to enhance this course to provide additional credits, and has offered to personally teach the course during the 2017, 2018, and 2019 Sessions. The USD administration is supportive and would like to move forward with this option, with input from the LRC and Legislature. The course could be cross-listed as an SDSU course, alleviating the credit problems at SDSU.
4) **Revise the application timeline and intern selection:** Staff recommends considering a new timetable and selection process for the Interns. Moving up and condensing the interview timeline and potentially extending internship offers by the end of October may be beneficial to the program and to the interns, as it will allow more time to arrange schedules and housing. Additionally, some interns may use the extra time to prepare for the internship.
5) **Revamp the intern orientation:** Staff intends to review the orientation day materials to ensure the interns receive the information necessary to be effective interns. Dialogue with the Executive board or leadership is requested to confirm that we are providing the interns with the tools needed to best serve the Legislators.
6) **Continue to reach out to other state schools:** Staff intends to connect with the intern coordinators at NSU and BHSU in the same manner and will relay the information from those meetings after each meeting.
7) **Promote the internship through direct contact with the faculty and students:** This helps target promotion to the desired applicant pool, ensures that questions are answered, and avoids email/paper overload for students and faculty.

INTERN CALENDER for 2017

Beginning of Application Period
- August 22

Campus Visits – Recruitment and On-Site Interviews by LRC staff
- Late September/Early October

Intern Applications Due to LRC
- October 13

Conduct Remaining Intern Applicant Interviews - DDN
- Oct 17 to Oct 28

Staff Ranking of Intern Applicants
- November 2

Submit Intern Applicant Recommendations to the Leaders of Both Parties
- November 4

Final Selection of Interns from Party Leaders
- *(Election – Nov. 8) (Thanksgiving – Nov. 24)*
- *November 9-11 – if by Current Party Leaders*
- *November 21-22 – if by New Caucus Leadership*

Notify Intern Applicants of Internship Offer

Acceptance of Intern Job Offers (Deadline - Before Thanksgiving)

Inform Applicants whether assigned to the House or Senate
- **After Election of Caucus Leadership**

Paperwork, Communications, Housing
- December

Intern Orientation and Interns Meet with Party Leaders and Receive Assignments
- January 9, 2017 (Monday)

Intern Class for Credits
- Meets once or twice a week (noon hour and evening)

House of Representatives (13 Interns)

# of Members	# of Interns	# of Members	# of Interns
1	3.0	36	6.7
2	3.0	37	6.9
3	3.0	38	7.1
4	3.0	39	7.2
5	3.0	40	7.4
6	3.0	41	7.6
7	3.0	42	7.8
8	3.0	43	8.0
9	3.0	44	8.2
10	3.0	45	8.4
11	3.0	46	8.5
12	3.0	47	8.7
13	3.0	48	8.9
14	3.0	49	9.1
15	3.0	50	9.3
16	3.0	51	9.5
17	3.2	52	9.7
18	3.3	53	9.8
19	3.5	54	10.0
20	3.7	55	10.0
21	3.9	56	10.0
22	4.1	57	10.0
23	4.3	58	10.0
24	4.5	59	10.0
25	4.6	60	10.0
26	4.8	61	10.0
27	5.0	62	10.0
28	5.2	63	10.0
29	5.4	64	10.0
30	5.6	65	10.0
31	5.8	66	10.0
32	5.9	67	10.0
33	6.1	68	10.0
34	6.3	69	10.0
35	6.5	70	10.0

Senate (9 Interns)

# of Members	# of Interns
1	3.0
2	3.0
3	3.0
4	3.0
5	3.0
6	3.0
7	3.0
8	3.0
9	3.0
10	3.0
11	3.0
12	3.1
13	3.3
14	3.6
15	3.9
16	4.1
17	4.4
18	4.6
19	4.9
20	5.1
21	5.4
22	5.7
23	5.9
24	6.2
25	6.4
26	6.0
27	6.0
28	6.0
29	6.0
30	6.0
31	6.0
32	6.0
33	6.0
34	6.0
35	6.0