



Connecticut General Assembly

LEGISLATIVE INTERNSHIP PROGRAM



Legislative Internship Program FAQs

What is the value of the CGA legislative internship?

The Legislative Internship Program has existed in statute since 1969. The program offers Connecticut college students the opportunity to learn how state government works through first-hand experience in the legislative offices. Interns earn college credit for their work in the CGA and gain exclusive access to the legislators and insight into the policy making process. Interns are encouraged to build professional contacts within the CGA community during the program. The program is an important part of preparing future government leaders. Many interns go on to become legislative staff and legislators.

What kind of work can interns do for legislators?

Interns are assigned a CGA email and badge. Duties for a legislative intern will vary from office to office, but can include:

- bill tracking and analysis
- policy research
- drafting of news releases, speeches, or testimony
- social media
- liaison work
- constituent casework
- committee support
- responding to emails
- returning phone calls
- administrative functions (filing, copying, running errands, etc.)
- note taking in committee meetings and hearings

What kind of training do interns receive?

Interns are Connecticut college students from a variety of academic fields. Interns go through a 2-day orientation that introduces legislative process fundamentals, the committee structure, the culture of the LOB, the non-partisan offices (LCO, OLR, OFA and the Library) and basic professional etiquette. After



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orientation, interns will attend a library research seminar, sexual harassment prevention training and bill tracking training. They may be offered JF Report Writing and CMS training when possible.

When are interns available?

Interns start their legislative placement on Monday, January 22, or Tuesday Jan. 23, 2024, and work 8 hours every Monday and Wednesday or Tuesday and Thursday until May 1, 2024. They are assigned to individual legislators based on the intern's availability for committee days.

What role do legislators play for the interns?

Legislators play an active role as a mentor for an intern. Legislators are required to meet with their intern regularly, discuss goals and expectations, assist the intern to learn the legislative process and evaluate the intern formally twice during the internship.

How are interns selected?

Interns are recommended to the program by college/university staff and faculty. Interns submit a resume, cover letter and recommendation letters with the application. Their application materials are reviewed by the director, the caucus liaisons and internship committee members. The [Committee on Legislative Staff Internships](#) interviews candidates and selects applicants to be offered an internship for the upcoming legislative session.

Who assigns interns?

The [Committee on Legislative Staff Internships](#) along with caucus staff assign interns to individual legislators. A workable and mutually beneficial relationship between legislator and intern is a major goal of the interview process. Interns are assigned to legislative leaders, committee chairs, ranking members, and individual legislators. Legislators will be notified about their intern in early January. Freshmen legislators are not eligible for an intern.

May I request an intern from my home district?

The Committee will not assign an intern to a home district legislator. Interns are assigned by compatibility with interest, political affiliation, and personality.

What if someone is interested who is not a college student or has a limited schedule?

Legislators may choose to allow a student or other adult to volunteer in their office at any time. This person may be referred to as a "non-program intern." It is the responsibility of the legislator and their staff to orient and train the volunteer as necessary. The director may assist in administrative functions such as badges, email addresses and other tasks by request.



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May I have an intern outside of session?

Legislators may choose to allow a student or other adult to volunteer in their office at any time. This person may be referred to as a "non-program intern." It is the responsibility of the legislator and their staff to orient and train the volunteer as necessary. The director may assist in administrative functions such as badges, email addresses and other tasks by request.

How do I contact the director?

Angie Waszkiewicz
LOB 0550
Angie.waszkiewicz@cga.ct.gov
860-240-0520

How do I request an intern for the 2024 session?

Contact your caucus internship liaison, listed below, to let them know you would like an intern.

Caucus Liaisons to the Internship

HDO – Dawn Marzik Dawn.Marzik@cga.ct.gov
HRO – Maureen Urso Maureen.Urso@cga.ct.gov
SDO – Nick Neeley Nick.Neeley@cga.ct.gov
SRO – Eileen Conard Eileen.Conard@cga.ct.gov

Who do I contact if I am having trouble with my intern?

You may reach out to either your caucus liaison (see list above) or the director at any time for any concern or question.

Are interns paid?

Interns are not paid. In exchange for their work and learning they earn college credit through their school.

Can I hire an intern?

Many interns become staff in the LOB or on campaigns after the internship. An intern cannot be hired until after their official internship end date. After that date, all usual policies and procedures for hiring are applied to interns. See human resources for more information on hiring someone who was formerly an intern.

How do I get more information?

You can reach out to the director or your caucus liaison at any time or you may find your questions answered through the Internship Committee Website <https://cga.ct.gov/isc/internship.asp>