

2025 Policy and Procedure Guide



CT General Assembly Legislative Internship Program

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Legislative Internship Program Policies and Procedures

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I. General Structure and Purpose

The Committee for Legislative Staff Internships is a statutorily created Committee (CGS-2-84, see *Appendix A*) whose principal responsibility is the development and administration of Connecticut General Assembly (CGA) interns. The Committee is a bi-partisan body with bi-partisan co-chairs, who alternate between the respective houses, in each successive term. Since 1980, the Committee has retained the services of an administrator to serve as Director (*see Appendix B: Job Title: Director, LIP*). The Director is responsible for implementation of the Committee's policies, the administration of the Legislative Internship Program (LIP), and the oversight and counsel of interns and legislative participants.

II. Legislative Internship Program Administration

The LIP has two broad purposes. One is to afford students the opportunity to learn about Connecticut's legislative process by working within the Connecticut General Assembly. A second equally important purpose is to aid legislators in the performance of their duties by providing them with capable student interns.

In addition to the learning gained from direct placement in the legislative offices, the LIP requires academic coursework designed to reflect on the relationship between theory and experience. Interns attend a two-day orientation at the beginning of the session and are offered legislative policy and career development programming throughout their internship.

The Committee is responsible for the interview, selection and assignment of interns, oversees the creation and adjustment of the policies that relate to the CGA interns, encourages and monitors mentoring opportunities among their colleagues, and participates in recruitment and orientation as needed.

Program Administration is the responsibility of the Director of the LIP. This includes:

1. Daily administrative operations and Committee support
2. Advising on and implementing Committee Policy
3. Promoting the program and recruiting students
4. Coordinating application materials and interviews
5. Planning and implementing orientation and other training opportunities (including supplemental programming).
6. Developing, facilitating and evaluating Academic Components
7. Providing council and addressing any issues that arise concerning program participants
8. Maintaining open communication with Campus Advisors, as well as providing evaluations and other materials necessary for grading.

III. Framework and Procedures

The Committee has established the following administrative policies:

1. The LIP begins in mid-January and ends in early May.
2. LIP Interns must:
 - a. be 18 years of age by the beginning of the internship;
 - b. be Undergraduate student with a cumulative grade point average of at least 2.7;
 - c. have earned 20 credits by the beginning of the internship;
 - d. be registered for a course (varies by institution) to receive credit for the internship.
3. Schedule:
 - a. Full-time interns will participate five (5) days a week for eight (8) hours per day.
 - b. Part-time interns will participate on Monday and Wednesday or Tuesday and Thursday, for eight (8) hours per day.
 - c. Fridays are available to part-time interns if additional credit is awarded by their school.
 - d. Other combinations of days may be requested but require approval from the Committee.
4. After the completion of the LIP in early May, students are encouraged to continue as volunteers until the end of the session.
5. When the budget allows, LIP interns are granted a travel allowance at the prevailing rate set by the Joint Committee on Legislative Management.
6. LIP Interns are required to complete the program academic components which include participation in Orientation and related trainings, as well as the assignments that compose the Session Binder.
7. Legislators participating in the LIP are required to complete the “Letter of Agreement”, “Mid-Term Assessment”, and a questionnaire evaluating their intern’s performance at the end of the program year.
8. LIP Interns are required to complete a questionnaire evaluating their experience.
9. The Director is responsible for collecting and reviewing all evaluations and academic components. By the end of the program, the Director will submit an “Intern Score Card” to the campus advisor of each student. The awarding of academic credit and grades is solely the responsibility of the campus advisor.
10. In the month of May, the Director will compile feedback from student evaluations for the purpose of summarizing activities that students participated in, overall satisfaction of the program, and attendance trends. Upon request of the Committee, the Director will also distribute a random sample of student reflection papers in order to track a student’s progression through the program.
11. Interns participating in the LIP are required to have the Intern Conduct and Information Technology Guidelines (*see Appendix C & D*) on file with the Director prior to the start of their service, as well as attend a Sexual Harassment Prevention Training.
12. Any non-program interns provided “Intern” badges by the Capitol Police must have a “Non-Program Intern Information Form” (*see Appendix G*) on file with the Program Director.

IV. Selection Process

A. Recruitment

Any student attending a college or university in Connecticut is eligible to participate (*see Appendix E- Job Title: Legislative Intern*). In addition, any resident of Connecticut attending college outside of the state is also eligible.

Each of the state's colleges and universities is asked to assign a campus advisor to administer the program on campus. Campus advisors serve as the principle contact person at the school and arrange for the awarding of academic credit. Students attending out-of-state institutions must make individual arrangements for academic credit.

In the beginning of the Fall Semester, the following recruitment actions are undertaken by the Committee's Chairs and the Director:

1. College Presidents are contacted about assigning their campus liaison.
2. Campus liaisons are contacted to discuss recruitment and changes to the program.
3. Promotional materials are distributed to the campus liaison and campus media sources.
4. The Director will coordinate on campus visits to assist in recruiting efforts.

These recruitment activities are usually completed by mid-October. Campus liaisons are expected to promote the program to the campus community, assist in distribution and collection of program application materials, and forward required materials to the Program. The deadline for student submission of applications is November 1, with the advisors expected to submit their corresponding materials by the end of the first week of November. Reminder notes are sent to campus advisors in mid-October.

Additional recruitment efforts by the Director throughout the year include career/job fair participation, school/department organized information sessions either on campus or at the LOB, and visits with campus advisors at their schools to reinforce program coordination and procedure.

B. Screening and Selection

Applicants who meet the minimum requirements (*see Appendix F- Criteria for Internship Selection*) for the program are invited to a personal interview held by the Committee. The Director is responsible for the initial screening and organizing the interviewing selection process. The Committee conducts interviews in early December. In undertaking their evaluation of prospective interns, the Committee has focused on the following areas:

1. Motivation/Interest in the LIP
2. Awareness of responsibilities and work schedule of interns
3. Academic background and campus advisor's evaluation
4. Communication skills, both written and oral
5. Areas of interest of interns
6. Interpersonal skills

7. Awareness of Connecticut's government and politics
8. Prior and intended future involvement in government, politics and community service
9. Partisan orientation of applicant (where applicable)
10. Requesting legislator's schedules, committees/days and needs

Selection of interns is based on the above criteria and the general impression the applicant makes on the Committee. Applicants are notified in early December of the Committee's decision. The goal of the recruitment process is to accept approximately 60-80 interns.

V. Assignment Process

A. Legislator Requests

Inquiries are sent to all legislators asking if they wish to be assigned an intern. They are asked to indicate whether they want a full-time or part-time intern, and the type of work they would be assigning. The inquiry letter stresses the need to provide the intern with a meaningful educational experience and the requirement for effective mentoring and evaluation by the legislator. The letters are sent in mid-October in the odd number years and immediately after the November election in the even numbered years. Intern Request Forms are due to the Committee before interviews begin. The Committee will take note of requests received after the deadline.

In order to coordinate information about interns working at the Capitol, and to implement Committee policy, any legislators working with a non-LIP intern must inform the Committee.

B. Assignment Criteria

The Committee, in making assignments, is guided by the expressed interests of the intern and the needs of their colleagues. Assignments are made by the members of the requesting legislator's caucus. The Committee does not assign a legislator an intern who is a resident of the legislator's district.

The following criteria have been established by the Committee in making assignments:

1. Preference is given to party leaders, Committee Chairs and Ranking Members.
2. Preference is given to senior rank-and-file members with a record of effective utilization of interns.
3. Preference is interpreted to mean:
 - a. being assigned a full-time vs. part-time intern;
 - b. being the only legislator an intern is assigned to rather than sharing one;
 - c. receiving an intern vs. not being assigned one when requests out-number available interns.
4. Evaluations provided by former interns are also taken into consideration when placing interns with legislators.

Special note should be taken of the role of partisanship in the assignment process, and the

special circumstances of assignment of interns to Co-Chairs of Committees, Ranking Members and party leaders. While the Committee functions in an essentially non-partisan manner, partisanship is relevant to some of its decisions. Generally, the Committee will base its allocation formula of interns to Democratic and Republican legislators in proportion to the partisan ratio in the House and Senate. Majority and Minority Committee members play a primary, though not exclusive, role in matching interns to members of their respective caucuses. In instances where interns have expressed a partisan attachment, the intern is assigned to a legislator from the intern's preferred party.

In the case of assignment to Co-Chairs, Ranking Members, and Leadership, though the intern often works closely with staff, the legislator is still responsible to mentor and evaluate the intern.

(updated by Committee vote Feb. 2015)

VI. Withdrawals and Reassignments (updated by Committee vote March 2015)

In the event an intern accepted into the program withdraws, the appointed Committee leader from the corresponding caucus will make a new intern selection and assignment from the same party as the legislator being assigned the replacement. This decision is made after consultations with the corresponding party Co-Chair and the Director. Attention is directed toward choosing an intern who will make a good match, taking into consideration factors such as applicant interest, capability, and partisanship.

In the event a legislator who is assigned an intern decides not to accept the intern, the reassignment will be made by the appointed Committee leader from the corresponding caucus, in consultation with the corresponding party Co-Chair and the Director. Normally, such a replacement involves placing the intern in the same caucus.

Occasionally, a legislator and intern are unable to develop a satisfactory working relationship. The Director's responsibility is to attempt to resolve these issues. The Committee leader from the corresponding caucus, and corresponding party Co-Chair, may be brought into the process as well. If all efforts at reconciliation fail, the Committee leader from the corresponding caucus and Director will develop an alternative assignment using the criteria cited above. However, reassignment must be viewed as a last resort, undertaken only after remedial actions have been attempted.

VII. Academic Components

The Director is responsible to ensure that the internship contains a sound experiential education focus. The Director develops and plans the program's orientation and seminar series. The Director also communicates with colleagues at the state's various campuses concerning the academic aspects of the program. The Director often serves as a resource person for the students.

A. Orientation

All LIP interns are required to participate in the Orientation Program. The main Orientation Program occurs prior to the start of the internship, and normally runs for two to three days. During orientation, interns are given an overview of the legislative process,

the structure of the Connecticut General Assembly, and the duties of interns. The program consists of guest speakers from various legislative offices, as well as sessions offering insight on the legislative culture. An examination is given at the completion of the orientation program.

Following the main program orientation, completion of additional Library Research and Sexual Harassment Prevention Training will be required of all interns. These, along with additional supplemental programming offered during the course of the session, are designed to allow interns the chance to interact with each other, enhance opportunities for training and involvement during the program, and expose interns to other aspects of the legislative process. Additionally, the Director will hold small group meetings as part of this series to facilitate goal setting, the sharing of feedback, and reflection on experiences and lessons learned.

B. Session Binder

The Session Binder is a combination of projects assigned to the interns over the course of the session which act as a catalyst for discovery and involvement in the legislative process. It is comprised of assignments including reflection papers, Letter of Agreement and Mid-Term Assessment, an interview, and a three-part bill tracking project. These projects require the students to connect with their legislators to discuss goals and expectations, gather alternate views from CGA process participants, and understand the life-cycle of a bill through monitoring its progression from the point of inception, as well as reflecting on the process and players.

Further, the ongoing submissions allow the Director to monitor attendance, each student's activity and experience, as well as gain important feedback and confirmation of individual development.

C. Grading and Credits

Each component of the academic requirements will be evaluated and a percentage will be calculated to decide the amount of points a student will earn for each section.

Students will be evaluated on the following:

1. Orientation 10%
2. Session Binder 25%
3. Attendance 30%
4. Legislator Evaluation 35%

A "Score Card" with a breakdown of each component, and the overall rating, will be provided to each intern and the intern's campus advisor. The "Score Card" is not a grade. Students' grades for the internship are determined by his or her campus advisor. Credits for participation are also earned through each school. Since requirements from institution to institution may vary, it is strongly encouraged that students discuss with their campus advisors the number of credits that will be earned and criteria for grades at the beginning of the internship.

VIII. Attendance

Students are allocated a certain number of hours of excused time. Any time missed during the session that exceeds the amount of excused hours must be made up before the end of the session (this includes Spring Break or other school sanctioned “days off” when the student may choose to be absent).

Status:	Excused Time (<i>in hours</i>)
Full-time, five (5) days per week	24
Part-time, four (4) days per week	16
Part-time, three (3) days per week	12
Part-time, two (2) days per week	8

State Holidays and official building closures (as announced by the Governor or Legislative Leaders) will not be counted against student attendance. Individual legislator offices are not authorized to release students from working hours.

In the case of bad weather, interns should check the Governor’s official delayed openings/closure notices on the Department of Emergency Services and Public Protection website, as they apply to non-essential employees. Should interns ultimately choose to not work when no official delay/closure has been announced, their time missed will count against their overall attendance.

IX. Evaluation

A. Interns

In mid-April, Intern Evaluations are distributed to legislators who are mentoring interns. Legislators are required to complete an evaluation based on their intern’s performance. Evaluations are submitted to the Director and shared with interns and campus advisors.

B. Program/Legislators

Interns complete evaluations based on their experience with the program as well. Evaluations are submitted to the Director and are shared with Committee leadership from each caucus. Feedback provided from student evaluations provides guidance for improvements to the program and assists with future placement of interns.

At the Director’s recommendation, a bi-partisan Sub-Committee consisting of one sitting Committee Member from each caucus will be formed to address any poor reviews and determine what, if any, action should be taken.

X. Dismissal from the Program

Each intern participating in the LIP will engage in appropriate and ethical conduct while performing his/her/their official duties that may directly reflect upon the General Assembly. Interns participating in the program are required to abide by the Intern Conduct Guidelines. Violation of the Intern Conduct Guidelines is grounds for dismissal from the program.

The internship of any individual may be terminated at any time at the sole discretion of the Internship Committee or its designee. For purposes of this Policy, the Director shall be the designee of the Committee who is authorized to dismiss an intern.

An intern may be placed on administrative leave and removed from his or her responsibilities pending the effective date of his or her dismissal from the LIP. The intern shall be sent notice of dismissal outlining the reasons either by hard copy or email, seven calendar days prior to the date of dismissal. A copy of this notice will be submitted to the intern's campus advisor at the sponsoring educational institution. In circumstances where an intern is found to have engaged in serious misconduct, such as any action that jeopardizes the integrity of the General Assembly and those actions strictly prohibited by the Intern Conduct Guidelines, no advance notice of dismissal shall be required.

The intern, upon receipt of the notice, has five work days to request in writing, from the Internship Director, a meeting to provide any facts about the issue which the Director may not have. The meeting will be held in person or virtually within five work days of the request. Following this meeting, the Director will convey to the intern either that the termination is upheld or that an alternate course of action will be taken. The decision rendered at this meeting shall not be subject to further appeal.

All notices of involuntary termination will be sent in writing via hard copy or email and a copy will be included in the interns file submitted to the campus advisor. (*Section X revised by Caroline Beitman, HR Administrator, June 2020*)

XI. Information Technology Guidelines

Each intern will be granted a legislative account by the Director. Access to legislative computer systems personal computers (PCs) shall be restricted to those with a legitimate need for legislative data and shall be at the discretion of assigned legislators and/or office staff. Questions concerning access shall be directed to the intern's Supervisor, or the Director.

Interns will sign and return a statement sheet certifying that they have received and read the Committee on Legislative Staff Internship's Information Technology Guidelines, and agree to abide by such guidelines, for the Director to authorize intern accounts. The statement also acknowledges that failure to abide by these policies may result in disciplinary or other action including but not limited to dismissal from the Internship Program.

A. Prohibitions on Use

Interns may not use State PCs, portable computers, software, and supplies:

1. for any business other than official legislative business;
2. to access general bulletin boards or subscribe to non-business related list services;
3. to play games, unless they are related to job training;
4. to download unauthorized software or files, particularly interactive graphic files and executable (.exe) files; or
5. to download, view, disseminate, or produce pornographic, sexually explicit, racially offensive, or other offensive material.

Interns shall not use State equipment for any purpose that is not authorized by policy of the Joint Committee on Legislative Management or in a way that could compromise the security of the legislative computer systems or the integrity of legislative data. Violators are subject to disciplinary action up to and including dismissal from the internship program.

B. Protection of Passwords, User IDs and Data

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Access to systems requires an ID and a password. Passwords shall be kept confidential and interns are responsible for anything done that is attributable to their ID. If an intern's ID or password has been compromised, the Office of Information Technology Services shall be notified immediately. Interns shall not share access codes, passwords, access procedures, or system telephone numbers with anyone.

Interns who use a PC, or portable computer, are responsible for the equipment, the software loaded on the equipment, and the data stored in their accounts. Data stored in the intern's account shall be for legislative business only. Random checks of storage may be performed. Any theft or unlawful activity shall be reported to the intern's Supervisor, the Director, and the State Capitol Police immediately.

Interns are responsible for protecting the data on their PCs. Access to data should be limited to persons with a legitimate business need for the information.

C. Restrictions on Copying of Software

It is a violation of copyright laws, license agreements, and this policy to:

1. make or use unauthorized copies of any licensed software,
2. duplicate or use unauthorized copies of licensed software,
3. have more than one copy of a licensed software package running, or
4. load software on a PC, remove the disk and then use it to load another machine without proper license agreements.

Any questions about software licensing shall be directed to the Office of Information Technology Services.

D. PC Virus Protection

Each user is responsible for:

1. using only approved software purchased by the Office of Legislative Management;
2. scanning for PC viruses on a regular basis;
3. scanning for viruses all files from any outside source prior to use

Interns shall report any suspected viruses to the Office of Information Technology Services immediately.

E. Internet Access and Use

The Internet is used both to access Internet sites and to exchange E-mail/Microsoft Teams messages with persons outside the General Assembly. Internet access and services shall be used only for work-related activities. Communications sent or received through the Internet may be read or intercepted by anyone who is connected to the Internet. Consequently, confidential information shall not be sent via the Internet. Internet activities on all computers may be monitored for misuse, visits to inappropriate web sites, and work unrelated to the requirements of the General Assembly.

Interns shall not use the Internet for the following purposes:

1. transmission of, intentional receipt of, or viewing obscene, scandalous,
2. illegal, offensive, or otherwise inappropriate information or other matter;
3. transmission of confidential information;
4. subscribing to contests or other sales-related "events";
5. subscribing to any commercial service without the authorization of the office director, unless the site is owned by a legitimate commercial enterprise and there is specific notice that the site does not make the E-mail addresses of its subscribers known to other commercial entities;
6. downloading or receiving any executable (.exe) file; or

7. any other use prohibited this Handbook.

If an intern receives prohibited information, the intern shall notify their Supervisor and/or the Director immediately.

F. Electronic Mail (E-mail)/Microsoft Teams

E-mail/Teams is provided to interns for work-related uses. Interns shall not send personal messages using the General Assembly's E-mail and Microsoft Teams (Teams).

The General Assembly reserves the right to monitor intern E-mail/Teams use and messages. Monitoring can be accomplished despite the assignment to individual interns of passwords for system security. The computer system's security procedures, message delete function, and an intern's personal password can be bypassed for monitoring purposes. Therefore, interns do not have any expectation of personal privacy in their use of the E-mail system.

An intern shall not send E-mail to all employees without approval of the intern's office director. An intern shall use good judgment when sending E-mail/Teams messages to a large number of recipients, being aware that it is not without costs to operate and to store messages. Information that concerns employee activities shall be sent to the Office of Legislative Management for inclusion in *The Assembly Line on-Line*.

The following uses of the General Assembly's E-mail/Teams systems are specifically prohibited:

1. Sending any form of slanderous, harassing, threatening, or intimidating message, at any time, to any person. (Such communication may also be a crime, pursuant to sections 53a-182b and 53a-183 of the general statutes, and other laws.)
2. Sending any message that discloses confidential information.
3. Sending any copyrighted material, or other legally protected material. (This may also constitute a violation of law or contract.)
4. Sending messages that constitute an impropriety or the appearance of an impropriety, or that are unprofessional or would embarrass the Legislative Department.
5. Sending any other message that is prohibited by law.

If a particular behavior or activity is prohibited by the policies in this Handbook generally, it is also prohibited using the E-mail/Teams systems. For example, interns may not use E-mail/Teams for solicitation purposes.

G. SPAM and MALWARE

Email scams and phishing attempts evolve constantly, hoping to take advantage of the latest trends and current events. Although the e-mails change, the people behind them inadvertently send up the same warning signs again and again. Please review the following tips to protect you and your computer:

1. No legitimate organization will ask for your social security, bank account or PIN number via e-mail.
2. Watch for typos or spelling mistakes.
3. Don't trust links to Web sites in e-mails from an email address you do not know.
 - a. Never fill out a survey or enter a contest – requiring you to give personal information or "log on" to your account.
4. Got a "hot stock tip" via e-mail? SCAM, delete it.
5. Don't open an attachment from someone you don't know – even if it appears to be your bank or credit card company.

6. Some legitimate looking "e-mails" are actually just images, by clicking on the image you may install spyware.
7. Some scammers like to pose as technical- or customer support from a company you associate with – but fail to keep up with current events.
8. If you see the phrases "verify your account," "you have won the lottery" or "if you don't respond within XX hours, your account will be closed," it's a scam – every time. Hit the delete button and don't look back.
9. While you can't trust every e-mail that knows your name, you can definitely ignore the ones that start "Dear member" or "Hello friend." If your bank or credit card company is writing you, it knows who you are. So do your friends.

If you think that an email and you believe that it is SPAM delete it. If you need assistance, please contact the Help Desk 860-240-0000.

(Approved Feb 2015)

XII. Social Media Policy

(Approved May 2017)

While the Legislative Internship Program recognizes fully that individuals may rightfully engage in personal social networking, it is critical that interns participating in the CT General Assembly Legislative Internship Program (here forth referred to as “The Program”) understand that postings and comments made via social media may affect the public’s perception of the Program, as well as the elected officials/offices they serve, and should therefore conduct themselves accordingly. Furthermore, there are occasions when an intern may reference the Program or identify themselves (either directly or indirectly) as an intern, creating the outward perception that they are speaking, as either a spokesperson or representative of the Program/CT General Assembly/specific legislator/caucus, or its elected members.

As interns are already held accountable to Program Intern Conduct and Information Technology Guidelines, as well as the Connecticut General Assembly Employee Handbook, this policy acts as an extension and augmentation of those requirements. This policy further provides additional guidance on how the guidelines apply to the use of social media.

Interns are expected to know and adhere to Program Conduct Guidelines when using social media, similar to conduct while performing official duties and while engaged in off duty activities that may directly reflect upon the General Assembly. The following principles apply to professional use of social media in the intern capacity, as well as personal use of social media during the intern’s time with the program.

- A. For the purposes of this policy, the term “social media” includes, but is not limited to: the creation, maintenance and contribution to personal websites, blogs, photo- and video-sharing sites, chat rooms, wikis, micro-blogs, electronic newsletters, online forums, message boards, social networking sites and other sites and services that permit users to share information with others in a contemporaneous manner.
- B. The use of social media to harass, personally attack, discriminate, or make defamatory statements will be considered an immediate violation of Program policy and will result in discipline, including possible program termination. For policy reference, discriminative content includes: anything that may promote,

- foster, or perpetuate discrimination on the basis of race, creed, color, age, religion, gender, marital status, genetics, status with regard to public assistance, national origin, physical or intellectual disability or sexual orientation
- C. The following uses of social media will also constitute a violation of Program policy:
1. The use of social media to disclose confidential information or that violates individuals privacy rights;
 2. The use of social media to post any material that constitutes hate speech or libel;
 3. The posting of any material in relation to the intern's personal political agenda, and/or private advocacy activities, where the Program/agency's name, seal, badge or similar representation appears.
- D. When using social media, whenever interns identify themselves as such, they must clearly explain that the views they express are their own and not necessarily the views of the Program/ CT General Assembly / specific legislator / caucus, or its elected members.
- E. Interns must take care that their personal social networking identity or description does not give the impression that they are employed by or speaking on behalf of the Program/ CT General Assembly / specific legislator / caucus, or its elected members.
- F. Interns must consult the Program if receiving any inquiries from the media seeking their position within the intern capacity.
- G. Interns may not use CGA equipment (i.e. state-owned computers) for personal social networking purposes unless specifically authorized by the Program Director and/or their direct superior, and such activity is strictly limited to a reasonable Internship-related use.
- H. It is not feasible to list every conceivable use, both prohibited and permitted, of social media. Therefore, situations may arise in relation to this policy which will be reviewed on a case-by-case basis.

Interns are personally responsible for the content of any material published or posted as part of their social media activities. Any intern whose social media activities violate any portion of this policy will be subject to discipline, including possible program termination. In such cases, the Program may require that the intern cease any conduct deemed in violation of this policy and/or remove the offending post.

Nothing contained within the aforementioned policy, inclusive, shall be construed as abridging an intern's right to engage in protected and concerted activity under Section 7 of the National Labor Relations Act.

XIII. Appendices

Appendix A:
Enacting Statute, CGS-2-81

Appendix B:
Job Description, Director

Appendix C:
Intern Conduct Guidelines

Appendix D:
Information Technology Guidelines

Appendix E:
Job Description, Intern

Appendix F:
Criteria for Intern Selection

Appendix G:
Non-Program Intern Information Form

Appendix A: Enacting Statute

Title 2 - General Assembly and Legislative Agencies Chapter 21 - Legislative Intern Program

[Section 2-81 - Committee for Legislative Staff Internships. Appointment of cochair persons.](#)

There is created a Committee for Legislative Staff Internships which shall consist of six representatives appointed at the time of appointment of the joint standing committees of the General Assembly by the speaker of the House of Representatives, and six senators appointed by the president pro tempore of the Senate to serve for the terms for which they were elected. Not more than one-half of the members of said committee from each house shall be members of the same political party. Members of said committee shall receive no compensation for their services as such but shall be reimbursed for necessary expenses in performance of their duties. There shall be two cochair persons, one of whom shall be a member of the Senate and one of whom shall be a member of the House of Representatives, each appointed by the applicable appointing authority, provided the cochair persons shall not be members of the same political party and shall be from alternate parties in the respective houses in each successive term. For purposes of this section, “appointing authority” means the speaker or minority leader of the House of Representatives and the president pro tempore or minority leader of the Senate, as appropriate according to the respective house and party of the member to be appointed.

(1969, P.A. 769, S. 1, 2; P.A. 79-111, S. 1, 2; P.A. 11-208, S. 1.)

History: P.A. 79-111 increased from four to six the number of members from each house and provided for election of cochair persons; P.A. 11-208 replaced provision reelection of cochair persons with provision re appointment of cochair persons by the appointing authority, and defined “appointing authority”, effective July 1, 2011.

[Section 2-82 - Duties and powers of committee.](#)

The agencies of the Legislative Department and the State Librarian shall assist the committee on request. Said committee shall recruit, select, supervise and appoint interns and assign them to members of the General Assembly to assist in the performance of their duties. Said committee shall coordinate the legislative intern program with the public and private institutions of higher education in Connecticut. Said committee shall have the authority to make application for and receive grants from any governmental agency and any charitable foundation. Said committee shall have such other powers as may be necessary to carry out the purposes of this chapter.

(1969, P.A. 769, S. 3, 4; P.A. 11-208, S. 2.)

History: P.A. 11-208 deleted provisions re appointment of a secretary and assignment of interns to legislative committees or legislative agencies, effective July 1, 2011.

[Section 2-83 - Interns: Term of appointment and stipend, and appointment of program coordinator.](#)

Such interns shall be appointed for the duration of the spring semester of such interns’ institution of higher education, and may continue to serve for the duration of the regular session of the General Assembly or any subsequent special sessions of the General Assembly. The committee shall (1) appoint a program coordinator, (2) authorize the expenses of administration of the program, and (3) pay at least one-half of the stipend awarded to such interns, the remainder of such stipend to be paid out of appropriations to the committee therefor.

(1969, P.A. 769, S. 5; P.A. 11-208, S. 3.)

History: P.A. 11-208 replaced provision re 9 to 12-month terms with provision re appointment for duration of spring semester and service through regular or special sessions, effective July 1, 2011.

[Section 2-84 - Report to General Assembly.](#)

At a time prior to the last day of each regular session, said committee shall report to each house of the General Assembly concerning the operation of the internship program.

(1969, P.A. 769, S. 6; P.A. 11-208, S. 4.)

History: P.A. 11-208 deleted “on or before the second day of January of the odd-numbered years” and inserted “At a time prior to the last day of each regular session”, effective July 1, 2011.

Appendix B: Job Description, Director

Job Title:	Director, Legislative Internship Program
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Summary of Class:	Oversees, develops and coordinates the activities of the Legislative Internship Committee.
Supervision Received:	Works under the general supervision of the Legislative Internship Committee.
Supervision Exercised:	Serves as a mentor and counselor for interns
Examples of Duties:	<p>Initiates and maintains relationships with universities and colleges to generate student applications for the General Assembly’s Legislative Internship program;</p> <p>Designs, develops and updates materials including brochures, posters, and newspaper advertisements to market the program;</p> <p>Updates and maintains the Internship Committee website, and other electronic program related data;</p> <p>Evaluates and proposes procedures and policies for the Internship Committee, including the application process for intern selection and recruitment;</p> <p>Implements new procedures and procedural revisions;</p> <p>Coordinates the scheduling of intern interviews and the selection process for new students to the program;</p> <p>Coordinates and administers the entire range of Internship Committee activities including the orientation program for new interns, receptions, and other special events;</p> <p>Coordinates all aspects of the academic program including examination, term paper, library research project, attendance, and the final grade reporting to colleges;</p> <p>Provides personal and academic advisement counseling for interns on an individual basis;</p> <p>Responsible for scheduling and providing agenda for the Legislative Internship Committee meetings;</p> <p>Collects and Maintains data on the General Assembly Legislative Internship program;</p> <p>Budget administration;</p> <p>Other duties as assigned.</p>
Minimum Qualifications Required:	<p>Master's degree plus 5 years experience in higher education administration, academic advisement, or a related field; or an equivalent combination of education and experience;</p> <p>Knowledge of the philosophy of education and teaching;</p> <p>Knowledge of student program needs and goal setting;</p> <p>Considerable ability to plan, develop, implement, manage, supervise and evaluate an internship program;</p> <p>Ability to motivate students;</p> <p>Excellent written and oral communications skills;</p> <p>Basic knowledge of the legislative process;</p> <p>Considerable interpersonal skills;</p> <p>Outstanding organizational skills;</p> <p>Knowledge of budget preparation;</p> <p>Ability to establish and maintain cooperative relationships;</p> <p>Proficiency in Microsoft Word.</p> <p>Note: This is a part-time position from September 1 to May 30.</p>

Approved 12/09

Appendix C: Intern Conduct Guidelines

Intern Conduct Guidelines

Policy

Each intern participating in the State of Connecticut Legislative Internship Program will engage in appropriate and ethical conduct while performing official duties and while engaged in off duty activities that may directly reflect upon the General Assembly.

Standards of Conduct

Each State of Connecticut Legislative Internship Program intern will:

- Comply with all federal and state laws, regulations, and/or statutes, legislative policy and lawful instructions or directives.
- Ensure that a safe, secure and sanitary work environment is maintained.
- Report for work dressed in an appropriate manner. The “Standards of Dress,” as defined in the Connecticut General Assembly Employee Handbook Sec. 8.4, (will be distributed at Orientation).
- Report to a supervisor as required when leaving the work site during work hours.
- Report any arrest and subsequent disposition, including conviction or loss of driver’s license, to a supervisor on the next scheduled workday following the arrest and disposition.
- Inform the supervisor in writing of any change of address and/or telephone number in a timely manner.
- Report to the Program Director any medical condition or any medication being taken which could place the program participant or others at risk during the performance of a job duty. This information will be shared with the Capitol Police to be referenced in the case of an emergency.
- Act in a professional manner by showing respect to the public, other program participants, legislators, legislative aides, committee clerks, and other staff members.
- Maintain good stewardship of all state property and equipment.
- Maintain appropriate demeanor.
- Cooperate fully and truthfully in any inquiry or investigation conducted by the General Assembly or any law enforcement or regulatory agency.

The following are strictly prohibited:

- Acting in any way that jeopardizes the integrity of the General Assembly or the health, safety, or welfare of the public and/or staff.
- Removing state property from the Legislative Office Building without authorization.
- Using state resources, including property, equipment, or consumable supplies, for private benefit or gain.
- Reporting to work in possession of and/or under the influence of alcohol or illicit drugs.
- Entering a restricted work location unless on duty or otherwise authorized.
- Engaging in abusive, threatening or intimidating behavior or using obscene language.
- Engaging in sexual harassment and/or unlawful discrimination of any kind.
- Accessing or disclosing confidential information without authorization.
- Failing to report an accident or providing a false report.
- Engaging in any conduct or activity that constitutes or has the appearance of a conflict of interest.

Appropriating or using any property belonging to the General Assembly, including computer equipment, without authorization and/or for inappropriate purposes.

I hereby certify that I have received and will read the Committee on Legislative Staff Internship’s Intern Conduct Guidelines, IT Guidelines and Sexual Harassment policy, and I further agree to abide by such. I recognize that my failure to do so may result in disciplinary or other action including but not limited to dismissal from the Internship Program.

Name (Please Print)

Signature

Date

Approved 3/21/16

Legislative Internship Program Policies and Procedures

Appendix D:

Information Technology Guidelines

Each intern will be granted a legislative email account by the Director. Access to legislative computer systems personal computers (PCs) shall be restricted to those with a legitimate need for legislative data and shall be at the discretion of assigned legislators and/or office staff. Questions concerning access shall be directed to the intern's Supervisor, or the Director.

Prohibitions on Use

Interns may not use State PCs, portable computers, software, and supplies:

- (a) for any business other than official legislative business;
- (b) to access general bulletin boards or subscribe to non-business related list services;
- (c) to play games, unless they are related to job training;
- (d) to download unauthorized software or files, particularly interactive graphic files and executable (.exe) files; or
- (e) to download, view, disseminate, or produce pornographic, sexually explicit, racially offensive, or other offensive material.

Interns shall not use State equipment for any purpose that is not authorized by policy of the Joint Committee on Legislative Management or in a way that could compromise the security of the legislative computer systems or the integrity of legislative data. Violators are subject to disciplinary action up to and including dismissal from the internship program.

Protection of Passwords, User IDs and Data

Access to systems requires an ID and a password. Passwords shall be kept confidential and interns are responsible for anything done that is attributable to their ID. If an intern's ID or password has been compromised, the Office of Information Technology Services shall be notified immediately. Interns shall not share access codes, passwords, access procedures, or system telephone numbers with anyone.

Interns who use a PC, or portable computer, are responsible for the equipment, the software loaded on the equipment, and the data stored in their accounts. Data stored in the intern's account shall be for legislative business only. Random checks of storage may be performed. Any theft or unlawful activity shall be reported to the intern's Supervisor, the Director, and the State Capitol Police immediately.

Interns are responsible for protecting the data on their PCs. Access to data should be limited to persons with a legitimate business need for the information. Data on a PC should be backed up on the users M:\ drive, not on the local drive (C:\) of the device.

Restrictions on Copying of Software

It is a violation of copyright laws, license agreements, and this policy to:

- (a) make or use unauthorized copies of any licensed software,
- (b) duplicate or use unauthorized copies of licensed software,
- (c) have more than one copy of a licensed software package running, or
- (d) load software on a PC, remove the disk and then use it to load another machine without proper license agreements.

Any questions about software licensing shall be directed to the Office of Information Technology Services.

PC Virus Protection

Each user is responsible for:

- (a) using only approved software purchased by the Office of Legislative Management;

Legislative Internship Program Policies and Procedures

- (b) scanning for PC viruses on a regular basis;
- (c) scanning for viruses all files from any outside source prior to use

Interns shall report any suspected viruses to the Office of Information Technology Services immediately.

Internet Access and Use

The Internet is used both to access Internet sites and to exchange E-mail with persons outside the General Assembly. Internet access and services shall be used only for work-related activities. Communications sent or received through the Internet may be read or intercepted by anyone who is connected to the Internet. Consequently, confidential information shall not be sent via the Internet.

Internet activities on all computers may be monitored for misuse, visits to inappropriate web sites, and work unrelated to the requirements of the General Assembly.

Interns shall not use the Internet for the following purposes:

- (a) transmission of, intentional receipt of, or viewing obscene, scandalous, illegal, offensive, or otherwise inappropriate information or other matter;
- (b) transmission of confidential information;
- (c) subscribing to contests or other sales-related “events”;
- (d) subscribing to any commercial service without the authorization of the office director, unless the site is owned by a legitimate commercial enterprise and there is specific notice that the site does not make the E-mail addresses of its subscribers known to other commercial entities;
- (e) downloading or receiving any executable (.exe) file; or
- (f) any other use prohibited this Handbook.

If an intern receives prohibited information, the intern shall notify their Supervisor and/or the Director immediately.

Electronic Mail (E-mail)

E-mail is provided to interns for work-related uses. Interns shall not send personal messages using the General Assembly’s E-mail system.

The General Assembly reserves the right to monitor intern E-mail use and messages. Monitoring can be accomplished despite the assignment to individual interns of passwords for system security. The computer system’s security procedures, message delete function, and an intern’s personal password can be bypassed for monitoring purposes. Therefore, interns do not have any expectation of personal privacy in their use of the E-mail system.

An intern shall not send E-mail to all employees without approval of the intern’s office director. An intern shall use good judgment when sending E-mail to a large number of recipients, being aware that E-mail is not without costs to operate and to store messages. Information that concerns employee activities shall be sent to the Office of Legislative Management for inclusion in *The Assembly Line on-Line*.

The following uses of the General Assembly’s E-mail system are specifically prohibited:

- (a) Sending any form of slanderous, harassing, threatening, or intimidating message, at any time, to any person. (Such communication may also be a crime, pursuant to sections 53a-182b and 53a-183 of the general statutes, and other laws.)

- (b) Sending any message that discloses confidential information.
- (c) Sending any copyrighted material, or other legally protected material. (This may also constitute a violation of law or contract.)
- (d) Sending messages that constitute an impropriety or the appearance of an impropriety, or that are unprofessional or would embarrass the Legislative Department.
- (e) Sending any other message that is prohibited by law.

If a particular behavior or activity is prohibited by the policies in this Handbook generally, it is also prohibited using the E-mail system. For example, interns may not use E-mail for solicitation purposes.

SPAM and MALWARE

Email scams and phishing attempts evolve constantly, hoping to take advantage of the latest trends and current events. Although the e-mails change, the people behind them inadvertently send up the same warning signs again and again. Please review the following tips to protect you and your computer:

1. No legitimate organization will ask for your social security, bank account or PIN number via e-mail.
2. Watch for typos or spelling mistakes.
3. Don't trust links to Web sites in e-mails from an email address you do not know. Never fill out a survey or enter a contest – requiring you to give personal information or "log on" to your account.
4. Got a "hot stock tip" via e-mail? SCAM, delete it.
5. Don't open an attachment from someone you don't know – even if it appears to be your bank or credit card company.
6. Some legitimate looking "e-mails" are actually just images, by clicking on the image you may install spyware.
7. Some scammers like to pose as technical- or customer support from a company you associate with – but fail to keep up with current events.
8. If you see the phrases "verify your account," "you have won the lottery" or "if you don't respond within XX hours, your account will be closed," it's a scam – every time. Hit the delete button and don't look back.
9. While you can't trust every e-mail that knows your name, you can definitely ignore the ones that start "Dear member" or "Hello friend." If your bank or credit card company is writing you, it knows who you are. So do your friends.

If you think that an email and you believe that it is SPAM delete it. If you need assistance please contact the Help Desk.



Information Technology Guidelines

I hereby certify that I have received and read the Committee on Legislative Staff Internship’s Information Technology Guidelines and I further agree to abide by such guidelines. I recognize that my failure to do so may result in disciplinary or other action including but not limited to dismissal from the Internship Program.

Name (Please Print)

Signature

Date

Appendix E: Job Description, Intern

Job Title:	Legislative Intern
<u>Job Description:</u>	
To observe, learn and support the legislative process through direct experience performing a variety of assigned duties, participating in varied activities and trainings, and completing interrelated academic projects, during the legislative session.	
<u>Supervision Received:</u>	
Interns are assigned to one of the four CGA caucuses—House Democratic Offices, House Republican Offices, Senate Democratic Offices or Senate Republican Offices, and work under the direct supervision of those offices/staff, as well as the general supervision of the Legislative Internship Director.	
<u>Required Skills:</u>	
<p>Excellent verbal and written communication skills</p> <p>Critical thinking skills</p> <p>Knowledge of computer software including MS Outlook, MS Word, MS Excel, Canva</p> <p>Ability to deal effectively and tactfully with legislators, staff, and the public</p> <p>Strong desire to learn the legislative process</p> <p>Ability to take initiative</p> <p>Ability to follow directions</p>	
<u>Examples of Duties:</u>	
<p>Conduct research</p> <p>Attend public hearings, committee meetings, or other events to observe; gather information; or to assist with event technology</p> <p>Respond to constituents’ needs via phone, e-mail, or in person</p> <p>Attend both House and Senate Sessions</p> <p>Write letters, citations, speeches, & testimony</p> <p>Present testimony for a legislator or a constituent</p> <p>Assist legislative committees during public hearings</p> <p>Performs administrative duties to facilitate the legislative process including filing, sorting and distributing mail, and answering phones</p> <p>Track, analyzes, and report on proposed legislation</p> <p>Create, distribute, and tabulate surveys</p> <p>Serve as back-up for legislative aide</p> <p>Assist press staff with writing press releases and social media content</p> <p>Other duties as assigned</p>	
<u>Minimum Qualifications Required:</u>	
<p>18 years of age or older</p> <p>Undergraduate Student who has completed a minimum of 20 credits by program start (no more than 3 AP credits can be counted towards this minimum)</p> <p>A cumulative grade point average of at least 2.7</p> <p>Be registered for a course (varies by institution) in order to receive credit for the internship</p> <p>Note: Academic credits are awarded for program participation. These, and participation requirements, vary by institution</p>	

Appendix F:

Criteria for Intern Selection

CRITERIA FOR INTERNSHIP SELECTION

The Connecticut General Assembly Internship Program offers college students an opportunity to learn firsthand about the legislative process and gain valuable experience in a professional work environment.

Requirements for selection into the program:

- Applicants must have completed a minimum of twenty (20) credits by the start of their internship *and* be matriculated in a college degree program;
- Be at least 18 years of age;
- Have a cumulative grade point average of at least 2.7; *[Updated 2016]*
- Be enrolled at a Connecticut College or University or be a Connecticut resident attending College outside the state who will receive academic credit of the internship;
- Have good verbal communication skills with a proficiency in the English language;
- Have the ability to write clearly, utilizing proper grammar, spelling and punctuation;
- Have the ability to work effectively and tactfully with legislators, staff and members of the public;
- Be able to work in an organized, efficient manner;
- Have the ability to set work priorities and undertake whatever tasks are assigned to them;
- Have the ability to work independently with limited supervision;
- Be willing to be flexible, setting aside their own personal views when necessary to accomplish an assigned task;
- Good computer skills with a knowledge of the Microsoft Office Suite and other related software;
- Have an awareness of Connecticut's government and politics;
- Many interns are political science majors; however, student working toward degrees in other areas are encouraged to apply;

All placements are made by the Internship Committee in January. Acceptance into the program is at the discretion of the Internship Committee membership. The selection is made based on a student's experience, abilities and interest to the extent that these are compatible with the needs of the Legislators in the Connecticut General Assembly. Every attempt is made to provide Interns with their party preference and policy interests.

While the Internship Committee will consider the party preference and policy interest of interns when making assignments, it must be understood that the accommodation of such preferences and interests cannot be guaranteed.

Approved 12/09

Appendix G: Non-Program Intern Information Form

NON PROGRAM INTERN INFORMATION

Intern Name: _____ School: _____

Legislator/Office: _____

Supervisor, Extention: _____

Start Date: _____ End Date: _____

Scheduled days/times:

Intern Contact Information

Phone: _____ Email: _____

Emergency Contact: _____
Name Phone

Program Contact: _____
Name Phone

I have been provided with a copy of the following (check those that apply):

- Information Technology Guidelines, including prohibitions on use
- Intern Conduct Guidelines, including standards of dress
- Sexual Harassment Policy, including complaint procedure and office contacts

By signing below I signify that the above information is true. I will update this information with the Internship Director should any changes occur during my service here at the legislature.

Signature

Date

This form must be completed and returned to the State Capitol Police (LOB, Room 1300) before an "Intern" badge can be issued. If you have any questions regarding this form, please contact the Internship Director at (860) 240-0520, or cgaintern@cga.ct.gov.