



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.