

# **PBI PUBLIC POLICY INTERNSHIP PROGRAM**

## **FAQ SHEET**

### **WHAT IS THE PBI INTERNSHIP PROGRAM?**

- The Pat Brown Institute exposes students to applied experiences with public policy issues while also introducing them to career opportunities in public service.

### **WHEN DO THE INTERNSHIPS TAKE PLACE?**

- Internships are for one quarter (10 weeks) and will take place in Spring quarter of 2008.

### **HOW MANY INTERNSHIPS ARE AVAILABLE?**

- PBI currently has funds for one internship.

### **WHAT IS THE PAYMENT OR STIPEND?**

- The positions are internships and offer a small stipend. Interns will receive \$1,000 for the quarter. Please find out more information on how this stipend could affect your financial aid from the Office of Financial Aid.

### **IS COURSE CREDIT AVAILABLE?**

- Yes, interns are eligible to receive 4.0 units per quarter for “Community Service in Political Science, POLS 395.” Units may be applied toward graduate and undergraduate degrees in **any discipline**.

### **WHERE ARE PLACEMENTS MADE?**

- Interns may be placed in local offices of city or county government, California State Legislature, or US Congress. Interns will not be required to relocate.

### **WHAT IS REQUIRED TO APPLY?**

- Must be a currently enrolled CSULA graduate or undergraduate student (any discipline)
- Minimum 3.0 GPA
- Completed application
- One page cover letter
- Two letters of recommendation
- Writing sample
- Resume
- Copy of college transcripts (unofficial copy is acceptable)

### **WHAT ARE THE REQUIREMENTS OF THE INTERNSHIP?**

- Able to work a minimum of 15 hours per week
- Bi-weekly updates to PBI Internship Coordinator
- Report on experience at the end of the quarter
- In-person meetings with Internship Coordinator as necessary

### **WHERE DO I GET MORE INFORMATION?**

- Print an application from our website at [www.patbrowninstitute.org](http://www.patbrowninstitute.org) or request an application from: Jacqueline Ruiz, Director, Public Policy Education Program.
- Email: [jruiz@cslanet.calstatela.edu](mailto:jruiz@cslanet.calstatela.edu) or call 323-343-3770