

GORDON H. SMITH *Senator for*



Mark O. Hatfield Internship Program

Washington DC and
Oregon Offices



After being sworn in to the United States Senate on January 7, 1997, Gordon Smith has quickly earned a reputation as a statesman with an independent streak. Senate leaders have recognized Senator Smith's abilities and have continually asked him to serve in key leadership and committee positions. He has also become known for his ability to cross party lines in the interests of his constituents.

Smith is the Ranking Member of the Senate Special Committee on Aging and also serves on four major Senate committees: Commerce, Science, and Transportation, Energy and Natural Resources, Indian Affairs, and the powerful Finance Committee. In addition, he is a member of the Senate Western Water and Rural Health Caucuses as well as the High Tech Task Force. Smith is also co-chairman of the Senate Task Force on Medicare and Prescription Drugs and has been selected by leadership four times to be a Deputy Whip, a position that he currently holds.

Since coming to the Senate, Smith has focused on issues crucial to the future health and prosperity of Oregonians. Smith believes that every child deserves a quality education and has been a consistent supporter of programs that increase funds for students. He has also made solving Oregon's dropout problem one of his primary goals and has introduced legislation to create a pilot program that will hire guidance counselors to work with students at risk of dropping out. Senator Smith is also committed to improving access to healthcare. To accomplish this Smith has sponsored a number of initiatives that will increase flexibility for state programs like the Oregon Health Plan. He has also introduced a bill that will alleviate the nursing shortage by authorizing \$40 million in grants for health care facilities to develop innovative nursing programs. Smith continues to push for federal funds that will help to meet the basic health care needs of the uninsured.



Senator Smith is also actively engaged in the many natural resource issues affecting the state and is recognized as an advocate for protecting Oregon's natural resources and the working families who depend on them for their livelihoods. Oregon has a long history of innovation in environmental policy that Smith continues to build upon. He has been working to strengthen and improve important policies such as the Oregon Forest Practices Act, the Beach Bill, the Oregon Plan for Salmon and the Oregon Resources

Protections Act. He has also played a pivotal role in passing legislation that will protect Steens Mountain and Portland's Bull Run watershed for generations to come. Smith believes that Oregon's legacy of good stewardship and consensus-based decision making should be applied to many of the environmental issues under consideration by Congress.

Smith's foray into politics began in 1992, when he was elected to the Oregon State Senate. His colleagues recognized his leadership abilities by electing him Minority Leader, and then President of the State Senate during his first term in office. Upon his election to the United States Senate, Smith became the first U.S. Senator from eastern Oregon since 1938.

Born on May 25, 1952 in Pendleton, Oregon, Gordon Smith Graduated from Brigham Young University in 1976, and earned a law degree from Southwestern University in 1979. After working as an attorney in private practice, Smith assumed management of his family's frozen vegetable processing company, a position he held until his election to the U.S. Senate. Senator Smith and his wife Sharon have raised three children, Brittany, Garrett, and Morgan. They maintain homes in Pendleton and in Bethesda, Maryland.



Office of Senator Gordon H. Smith Mark O. Hatfield Internship Program

Frequently Asked Questions

1. What are the benefits of being an intern in a Senate office?

A Senate internship is a great way to gain valuable experience on Capitol Hill. Senate interns develop leadership skills, time-management skills, learn how our government works through firsthand participation, and enjoy exploring Washington, D.C. An internship is also an excellent beginning to a career in public service.

2. Will I get to meet Senator Smith?

Of course! Senator Smith is eager to meet all of the students who come to serve in his office. In addition, every intern will have the opportunity to shadow Senator Smith to see his work in the Senate up close.

3. What type of work would I do as an intern?

Interns are expected to provide both administrative and legislative support. Through no two days are alike, typical duties include sorting and processing constituent mail, answering phones, giving tours of the Capitol, running documents to the Senate floor and other Capitol Hill offices, and assisting the staff with research and writing. Interns are also encouraged to attend hearings and pursue additional research regarding issues of particular interest to them.

4. What kind of hours would I work?

Office hours are from 9:00 AM to 6:00 PM, though interns may be asked to stay longer if assigned to a time-sensitive project.

5. Are internships full-time or part-time?

All internships in the Washington, D.C. office are full-time, five days per week.

6. Does the internship come with a stipend?

The office offers four Mark O. Hatfield paid internships in the winter, spring and fall sessions. Three paid internships are offered for each of the summer sessions. Stipends are \$1,000 per month for the duration of the internship. Unpaid internships are also available.

7. Will I get college credit for my internship?

It depends on the rules of your college or university. Prospective interns should make the appropriate inquiries and arrangements with their academic advisor in advance.

8. How long does an internship last?

Depending on which session you apply for, your internship could last from 10 to 15 weeks.

9. When is the best time to come to Washington, D.C. for an internship?

Any time is a good time to intern in the Nation's Capitol. There is always something interesting going on, even when Congress is not in session.

10. Do I have to be a Political Science major in order to apply?

No. Applicants pursuing majors in all subjects are encouraged to apply.

11. Do I have to be a Senior in college to apply?

No, but preference is given to upperclassmen, and all applicants must have completed their second year of college before the internship start date.

12. Do I have to be an Oregonian?

No, but preference is given to Oregonians.

13. Are there application deadlines?

No, but the program positions are competitive. You are encouraged to apply at least a year in advance.

14. Where can I stay while in Washington, D.C.?

A variety of temporary housing options are available, many geared exclusively towards students and young adults. It is up to the student to secure housing arrangements.

15. How can I get around town?

The easiest and most convenient way to get around town is by riding *Metro*, Washington, D.C.'s subway system. Sometimes, you may find it more convenient to take a cab, though it is more expensive. More information about *Metro* rates and schedules can be found at their website: www.wmata.com.

16. Are there internship opportunities in Senator Smith's Oregon offices?

Occasionally, yes. Please contact Mary Cecchini at 503-326-3386 for additional information on internships in Washington, D.C. and Oregon.

17. Do you have a website?

Yes. Visit <http://gsmith.senate.gov> to learn more about Senator Smith and to get updates in the Mark O. Hatfield Internship program.

Capitol Hill Internships Can Kickoff Careers

By Eric YoderSpecial to washingtonpost.com
Friday, June 25, 2004; 12:36 PM

Getting a job on Capitol Hill depends in large part on whom you know and on word of mouth, advantages that come from prior experience. So how do you get started on the career path? Internships are the answer. They require relatively little experience. The positions are often unpaid and short-term. The Hill is swarming with interns, especially in the summer. Some are college students; others are graduates.

Most interns work in the personal offices of House and Senate members. Commonly, applicants look first to the House members representing their home districts, on the theory that House members represent fewer people than senators and therefore the positions are less competitive. However, the Senate can be fertile ground. In both cases, the opportunities are either on the Hill or in the home district.

Look beyond home-district congressional members, too. Consider interning for someone with a voting record and political positions akin to yours. Search for personal offices of House and Senate members on the Web. The Library of Congress "Thomas" Web site is one place to start. The members' Web sites usually have a section called "services," where internship information is found. The services section explains program requirements and provides contact information. A Congressional Research Service report advises candidates to consider more than one program "because competition is stiff and applicants often greatly exceed the number of positions available." Typically, the first step is to send a cover letter, resume and writing samples to the office's intern coordinator, who does the initial screening. Computer proficiency, including Internet research skill, is in demand, as is general writing skill.

After several weeks, follow up with a phone call. The goal is to get an interview. The final say on hiring may come from a higher-level aide such as the administrative assistant, who is often called the chief of staff on the Senate side.

"There's really no one specific requirement," said Gary Meltz, press secretary for Rep. Eliot L. Engel (D-N.Y.). "We're looking for people who have shown previous interest in government, someone who will come in, do a good job and get a lot out of this."

Erica Rossi, office manager for Rep. Steny H. Hoyer (D-Md.), looks for maturity and commitment in applicants. "Those things we find out in the interview process," she said.

John Ullyot, spokesman for Sen. John W. Warner (R-Va.), helps manage the office's intern program. Although the office managers prefer candidates from Virginia, they look for a strong academic record and interest in civics such as involvement in student government or community service. "We like to see candidates who are not just single-track. We look for people who have extra-curricular activities in college where they are demonstrating leadership. It could be music, sports, drama," he said.

Intern responsibilities vary. The primary duties are administrative: answering phones and basic correspondence, filing, running errands or helping constituents who visit. An intern might be assigned to research issues or pending bills, attend events to summarize what was said, assist at press conferences or compile information for hearings. An intern who has a special interest – say, dealing with the press or working on a particular issue – may work closely with the full-time employee assigned to that area.

A number of offices offers structured programs that include mentoring, educational sessions with government officials and tours of agency buildings. Less formal, daily experiences provide valuable lessons in the workings of Capitol Hill, too.

"The first thing they [interns] get out of it is an understanding of the legislative process," Rossi said. "At the end of the internships they say, 'This is so much different than I thought it was going to be. I've taken government classes for three years and actually seeing it is so different from the way it's described in my school's textbooks.'"

"The objective is to have interns come away with an appreciation of the demands of representing constituents, an immersion in life of a young Capitol Hill staffer, to help them to decide if this is a profession they want to pursue after college," said Ullyot.

If an intern decides to pursue a career in government, the contacts gained from the program experience can create an inside track for job announcements.

"We've had a lot of interns who were not having a lot of luck in the job market who have been able to parlay this internship into a good job on the Hill," said Meltz, himself a former intern. "It gives you a base of operations, it gives you a connection to Capitol Hill. When it comes to getting a job in Washington, I really can't think of a better method than interning on the Hill."

Editor's note: This article by Eric Yoder, was acquired by washingtonpost.com on December 9, 2003.

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Office of Senator Gordon H. Smith Mark O. Hatfield Internship Program

Application Information

To apply, interested students should complete an application cover sheet and submit it with the following materials:

- Resume
- Cover letter stating why you want to work for Senator Smith
- Writing sample
- Two letters of recommendation
- Official college transcript (sealed)

Send application materials to:
Mark O. Hatfield Internship Program
c/o Senator Gordon H. Smith
One World Trade Center
121 SW Salmon Street, Suite 1250
Portland, OR 97204

There is no application deadline.
However, you are encouraged to apply at
least one year in advance.

Mark O. Hatfield Internship Application Cover Sheet

Office of Senator Gordon H. Smith

Name: _____

Date: _____

Contact Information

Home Phone: _____

Cell Phone: _____

Email: _____

Address: _____

Mailing Address (if difference): _____

Personal Information

What year are you in school? _____

Are you legally eligible to work in the United States? (circle one) Yes No

Date of Birth: _____ Social Security Number: ____-____-____

Other

If hired for an internship, what session is your first choice? _____

Second choice? _____

Where did you hear about the Mark O. Hatfield Internship Program?

___ University Career Services

___ Job/Internship Fair

___ University Website

___ Acquaintance/Past Intern

___ Senator's Website

___ Other (describe) _____

Office of Senator Gordon H. Smith Mark O. Hatfield Internship Program

Session Dates for 2008

Winter Session

January 2, 2008 - March 28, 2008 (13 Weeks)

Spring Session

March 24, 2008 - June 13, 2008 (12 Weeks)

Summer Session

June 9, 2008 - August 22, 2008 (11 Weeks)

OR

June 30, 2008 - September 12, 2008 (11 Weeks)

Fall Session

September 8, 2008 - December 23, 2008 (15 Weeks)

Session Dates for 2009

Winter Session

January 5, 2009 - March 27, 2009 (12 Weeks)

Spring Session

March 23 2009- June 12 2009 (12 Weeks)

Summer Session

June 8, 2009 - August 21, 2009 (11 Weeks)

OR

July 6, 2009 - September 25, 2009 (12 Weeks)

Fall Session

September 21, 2009 - December 23, 2009 (14 Weeks)

* Please note: all internship positions for both summer 2008 sessions have been filled.