



Congressional Internships

**Congressman Dan Benishek M.D.
Michigan's First District**

DAN BENISHEK M.D.
MEMBER OF CONGRESS
FIRST DISTRICT, MICHIGAN

Congress of the United States
House of Representatives

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WASHINGTON, DC 20515-2201
(202) 225-4735
WWW.BENISHEK.HOUSE.GOV

Dear Applicant:

Thank you for your interest in a congressional internship in my office. A congressional internship will give you a firsthand look at the interworking of our country's democracy at work. Working and living in our nation's capital—the world's most influential city— is an experience like no other.

No matter what direction your career ambitions take you, I am confident that a congressional internship will provide you with added professional skills to enter the workforce. As you may discover, working on Capitol Hill can feel overwhelming at first, but it is a rewarding experience that you will remember for the rest of your life.

Please use the information enclosed in this packet to submit an internship application to my office. And whether or not you become an intern, I would like to sincerely wish you the best of luck in your future endeavors.

Best wishes,



Dan Benishek M.D.
Member of Congress
Michigan's First District



CONGRESSIONAL INTERNSHIPS

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CONGRESSIONAL INTERNSHIPS

Timeline

Summer 2012 Internships (Session 1)

March 30, 2012	Applications Accepted
May 11, 2012	Deadline for Applications
May 18, 2012	Accepted Interns Notified of Acceptance
May 29 – June 5, 2012	Summer Interns Arrive
July 13, 2012	Summer Session 1 Ends

Summer 2012 Internships (Session 2)

May 19, 2012	Applications Accepted
June 29, 2012	Deadline for Applications
July 6, 2012	Accepted Interns Notified of Acceptance
July 16 – July 20, 2012	Summer Interns Arrive
August 24, 2011	Summer Session 2 Ends

Fall 2012 Internships

July 6, 2012	Applications Accepted
August 10, 2012	Deadline for Applications
August 17, 2012	Accepted Interns Notified of Acceptance
August 27 – August 31, 2012	Fall Interns Arrive
December 7, 2011	Fall Session Ends

Spring 2013 Internships

November 2, 2013	Applications Accepted
December 7, 2013	Deadline for Applications
December 14, 2013	Accepted Interns Notified of Acceptance
January 7 – January 11, 2013	Spring Interns Arrive
April 26, 2013	Spring Session Ends



CONGRESSIONAL INTERNSHIPS

Required Materials Checklist

Application for Internship (See page 8)

- > Complete entire application form.
- > Please type or print neatly.
- > Make sure to sign and date application form.

Resume

- > Include employment history, community service, and extracurricular activities.

Letters of Recommendation

- > Please include 2 letters.
- > Should be from people who applicant knows personally, and should attest to applicant's character, motivation to serve, and integrity.
- > Letters should be emailed directly to Congressman Benishek's Washington DC Office (See email address below).

Please email: | **Application form** | **Resume** | **Letters of recommendation** | to:

benishekinternships@mail.house.gov

Applicants may also fax their materials to:

202-225-4710



CONGRESSIONAL INTERNSHIPS

Frequently Asked Questions

Q. What will I be doing as an intern?

A. Interns in Congressman Benishek's office will be assigned to a wide array of tasks. These tasks include, but are not limited to, sorting and responding to constituent mail, answering phone calls, researching bills, drafting cosponsorship memoranda and other general office work. There will also be opportunities to attend hearings, conferences, and explore Washington DC.

Q. What kind of hours will I work?

A. Washington work hours will generally be 9 am -5 pm EST. However, phones will be answered until 6 pm EST as a portion of the district is on Central Time (CST). Interns will never be advised to work late into the evening or on weekends.

Q. How long do internships last?

A. Generally internship sessions in the fall and spring will last the length of a college semester (i.e. September through November). Summer internship sessions vary depending on factors including the number of interns accepted. Generally there are two sessions for summer internships that last approximately six weeks each.

Q. Will I get paid during my internship?

A. Internships in Congressman Benishek's office are unpaid. As you may be aware, however, many universities offer college credits for congressional internships. Please check with your university's internship coordinator for more information.

Q. What is the dress code?

A. Standard business attire is required. Male interns are expected to wear suits or a white collared shirt, tie and blue blazer. Women should also wear suits and appropriate business attire. The Washington office will observe "Casual Friday" as a departure from standard business attire. Casual Friday staff will be allowed to wear more casual dress. Casual dress includes jeans and casual blouses. No ties are required. However, no frayed, ripped, or torn clothing will be deemed appropriate attire. Unacceptable attire also includes T-shirts, hoodies, and track jackets.

Q. Where will I be living?

A. Finding housing and related expenses will be your responsibility. Congressman Benishek's office, however, will be happy to assist you if you have questions about finding a place to live. The first place to check is with your local university's internship coordinator.

Q. Will there be a training session when I arrive?

A. Yes, there will be a one-day training session to acquaint you with office procedures and staff. Upon acceptance, interns will be emailed our office guide book and will be directed to review certain sections prior to arriving. Interns will also be given a copy of our Washington Visitors Guide before they arrive.



CONGRESSIONAL INTERNSHIP EVALUATION FORM

_____ : (____ / ____ /2012 - ____ / ____ /2012)

As a supervisor, how would you rate the individual referenced above.

> Understands requirements of his/her job.

Top 1% Top 10% About Average Below Average Very Unsatisfactory

> Generally performs his/her duties well.

Top 1% Top 10% About Average Below Average Very Unsatisfactory

> Demonstrates a serious interest in performing all the responsibilities of the job.

Top 1% Top 10% About Average Below Average Very Unsatisfactory

> Demonstrates initiative and common sense problem solving skills.

Top 1% Top 10% About Average Below Average Very Unsatisfactory

> Deals well with other staff members; serves as a 'team player' role model.

Top 1% Top 10% About Average Below Average Very Unsatisfactory

> Follows directions given by supervisor.

Top 1% Top 10% About Average Below Average Very Unsatisfactory

> Accepts constructive criticism and avoids repeating errors.

Top 1% Top 10% About Average Below Average Very Unsatisfactory

> Demonstrates a generally positive attitude in the workplace.

Top 1% Top 10% About Average Below Average Very Unsatisfactory

> Handles sensitive matters with tact, judgment and diplomacy.

Top 1% Top 10% About Average Below Average Very Unsatisfactory

> His/Her output meets or exceeds that of fellow office workers.

Top 1% Top 10% About Average Below Average Very Unsatisfactory

> Possesses an optimistic approach to work; demonstrates a positive attitude for each assigned task.

Top 1% Top 10% About Average Below Average Very Unsatisfactory



CONGRESSMAN DAN BENISHEK M.D.
MICHIGAN'S FIRST DISTRICT

- INTERNSHIP APPLICATION -

FULL NAME: _____
First Last

CURRENT ADDRESS:

PERMANENT ADDRESS: (If different from current address)

Street

Street

Apt./P.O Box

Apt./P.O Box

City State Zip

City State Zip

PHONE NUMBER: _____

CELL NUMBER: _____

EMAIL: _____

UNIVERSITY INFORMATION

Name of Institution

Major

City State Zip

Minor

Enrollment Date

Graduation Date

GPA

ARE YOU A RESIDENT OF MICHIGAN'S FIRST DISTRICT? YES NO

ARE YOU A RESIDENT OF MICHIGAN? YES NO

TERM PREFERENCE:

SUMMER 2012

FALL 2012

SPRING 2013

I certify that the information contained on this form and in my application pack is true and complete to the best of my knowledge.

SIGNATURE: _____

DATE: _____