

# PROFESSIONAL DEVELOPMENT

On Mondays, interns will participate in professional development workshops that explore:

- Business and Social Etiquette
- Effective Communication
- Organizational Skills
- Financial Literacy
- Conflict Resolution
- Resume Writing and Interview Skills

# HOW TO APPLY

The applicant must submit to the Senate Student Programs Office the following documents:

- A completed Work-Based Learning Application;
- One letter of reference from a person familiar with the applicant’s academic abilities and professional skills;
- A one-page personal statement; and
- Valid working papers.

# KEY DATES

- Application Deadline.....May 15
- Announcement of Selections.....June
- Program Duration.....July - August

# INTERNSHIP LOCATION

5 Southwoods Blvd., Albany, NY 12211

\* Please contact Student Programs for exact dates, as they are subject to change.



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# NEW YORK STATE SENATE WORK-BASED LEARNING SUMMER INTERNSHIP

PERSEVERANCE · DISTINCTION · PROFICIENCY

## WHAT IS AN INTERNSHIP IN SENATE PRODUCTION?

The Work-Based Learning Summer Internship in Senate Production will provide interns with an enriching and constructive experience. We are working professionals with extensive experience, and are happy to share our industry insights and provide interns with opportunities to:

- Earn money and gain exposure to an exciting career in print production;
- Learn and develop the skills, attitudes, and commitment necessary to excel professionally; and
- Interact with working professionals in a positive work environment.

This training program will expose interns to careers in the New York State Senate that will positively affect their futures. Interns participate in 20 hours per week, 16 hours of which are hands-on at the worksite.

The remaining four hours are spent in professional development workshops. The internship is open to students 16 and older, with valid working papers.

## HANDS-ON EXPERIENCE

Hands-on experience at our Senate Production facility, located on Southwoods Blvd. in Corporate Woods, is the first step on an exciting career path.

Interns will learn every aspect of print production, from the early stages of design and planning to the technical stages of manufacturing and off-press processing.

Students work with mentors to develop an understanding of the printing process. Their activities will range from operating an offset press and working with post-press bindery to digital press operating. They will learn how to make posters, books, stationery, and much more.

