

## Center for Law & Policy Solutions Internship Program

### Description

The mission of the Center for Law & Policy Solutions (CLPS) is to inform the development of good public policy through evidence-based practice and research. With a strong focus on state and local government issues, CLPS assists policymakers, community organizers, and the general public in identifying problems and developing solutions to complex policy challenges. A collaboration among the Rockefeller Institute of Government, the Rockefeller College of Public Affairs at the University at Albany, the University at Buffalo School of Law, the Government Law Center at Albany Law School, Hudson Valley Community College (HVCC), and SUNY Empire State College, CLPS examines issues from a cross-section of disciplines ranging from political science and law to criminal justice and social work.

Weekly meetings are anticipated to take place on **Wednesday morning from 10 a.m. to noon**, so interns should ensure they are fully available during that time each week.

In fulfillment of our mission, the CLPS Internship Program is designed to give students hands-on/virtual exposure to policy analysis and advocacy, including research. The internship consists of: (1) a placement at the Center for Law & Policy Solutions; (2) a series of professional development workshops and trainings; and (3) networking opportunities with CLPS policy experts and legal professionals, as well as community leaders. Interns will work closely with their instructor to collect and analyze data and write research deliverables, such as blogs and policy briefs. General findings will be presented at a policy webinar sponsored by the Rockefeller Institute of Government.

### Objectives

The internship's objectives are twofold, namely, to equip students with hands on policy experience and support their professional development. To this end, the internship will provide students with the opportunity to:

- conduct policy analysis under the supervision of professional researchers, receiving feedback on their research and writing, as well as the opportunity to publish in an online forum,
- network with CLPS staff and policy experts, who will serve as informal mentors, and
- develop professional skills necessary for a career in the public or private sectors. These skills include but are not limited to time management, workplace etiquette, and politically persuasive writing; i.e., writing for or against a position using evidenced-based policy arguments.

## Expectations

This internship is a credit-bearing and paid internship for students who are enrolled full-time at their respective institutions. Interns are paid \$15.00/hour for ten hours a week for 15 weeks. Weekly cohort meetings are anticipated to occur on Wednesdays from 10 a.m. to noon, but interns should expect to meet flexibly during other times each week to work collaboratively.

Please note that for any student that holds or will hold another SUNY position during the semester, there is a combined limit of 20 hours/week of university service (meaning that no other university position held could exceed 10 hours per week).

Once applications are reviewed and placements for the program are offered/accepted students must register for the appropriate course at their institution and have paid the required tuition fees in order to receive credit for the internship. Interns will be expected to work ten hours a week, researching and writing a final policy brief, in addition to contributing to the daily operations of the Center for Law & Policy Solutions. The CLPS Internship Program will be housed both in-person and virtually this year but with opportunities for experiences in and around the Capitol.

## Application

Undergraduate students from the University at Albany, SUNY Empire State College, and Hudson Valley Community College are eligible for this internship. To apply, please send an email to the director (contact information below) with the following materials (all in one email) by Wednesday, November 15th at 5 p.m.:

- Your resume.
- A cover letter regarding your interest, skillset, and relevant experience or goals with regard to the program.
- Contact information for 2-3 professional or academic references (include email contact). A reference letter is not required.
- A copy of your transcript (unofficial copies are accepted, but official copies may be requested at a later date).
- A sample of your written academic work. The sample should be 2-3 pages in length; it may be an excerpt from a class paper. Please add a 1-2 line description at the top of what paper or section of a paper and class it is from.

To apply (or if you have any further questions), please contact:

Dr. Laura Rabinow, Deputy Director of Research  
& Director of CLPS Internship Program  
Rockefeller Institute of Government  
[laura.rabinow@rock.suny.edu](mailto:laura.rabinow@rock.suny.edu)