

# **INTERNSHIP – REQUEST FOR APPROVAL**

Pursuant to AS 24.60.080(h), AS 24.20.060(8), AS 24.20.062(2), Advisory Opinion 94-03 and the Ethics Committee's Rules of Procedure, Section 2(f), Administrative Policies, Internship Program Approval.

## **Internship programs approved with the understanding that the following apply:**

- Sponsoring agency and the legislative office to which the intern is assigned provides oversight to include training, supervision and evaluation
- Limited duration of the placement
- Program exists independent of the legislature
- Program would be available to any other legislative office
- Intern will complete ethics training

## **AGENCY SPONSORING INTERNSHIP should provide to the Legislative Office**

- Purpose of the internship program
- Length of the program
- Evaluation provided upon completion; i.e., report, paper, or presentation that describes the experience, what the intern learned and/or recommendations for change

## **LEGISLATIVE OFFICE should provide to the Ethics Committee**

- Background material from the agency sponsoring the internship program
- General Duties: Statement outlining the legislative duties of the intern
- Training: Type of training provided by the legislative office
- Supervision: Who would supervise the intern
- Evaluation: What measures will be used to evaluate the work of the intern

## **ACCREDITED POSTSECONDARY EDUCATIONAL INTERNSHIP PROGRAM ONLY**

- Follow general guidelines in AS 24.20.062
  - Student must be in good standing
  - Student must have completed at least two years of study
  - May be entitled to receive academic credit but is not a requirement
  - May receive a stipend

## **ETHICS OFFICE**

- Requests can be submitted by letter, email or fax.
- Administrator will review all documentation, request additional documentation if necessary and consult with the Chair prior to approving an internship program pursuant to the Ethics Committee Rules of Procedure, Section 2(f).
- A one-to-two day turn around for approval unless additional information is needed.
- Ethics Committee members will be notified immediately of all internships approved.
- Any committee member has the option to request a committee meeting to review the internship approval.

## **UNIVERSITY OF ALASKA INTERNSHIP PROGRAM ONLY**

- Program provides for interns during a legislative session
- Established by Legislative Council under AS 24.20.060(8)
- Includes all University of Alaska campuses, and Alaska Pacific University
- For more information, visit [www.uas.alaska.edu/internprogram/](http://www.uas.alaska.edu/internprogram/)
- Interns are selected by a committee composed of members of the legislature appointed by Legislative Council and representatives of the University appointed by the University under the guidelines set out in AS 24.20.062(3)
- No approval by the Ethics Office is required

### ***Alaska Legislative Ethics Office***

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## **REFERENCES:**

### **AS 24.60.080(h)**

A legislator, a legislative committee other than the Select Committee on Legislative Ethics, or a legislative agency may accept a gift of

- (1) volunteer services for legislative purposes so long as the person making the gift of services is not receiving compensation from another source for the services; or
- (2) the services of a legislative intern who is participating in an educational program approved by the committee if the services are used for legislative purposes. The committee shall approve training under a program of the University of Alaska and training under 29 U.S.C. 2801 – 2945 (Workforce Investment Act of 1998).

### **AS 24.20.060(8)**

To establish a legislative internship program on a cooperative basis with the University of Alaska that will provide for the assignment of interns to standing committees of each house of the legislature during regular sessions of the legislature.

### **AS 24.20.062(2)**

A legislative internship program established by the legislative council under AS 24.20.060(8) shall provide that students enrolled and in good standing at any accredited postsecondary educational institution who have successfully completed at least two years of study are eligible to participate in the program.

### **Ethics Committee's Rules of Procedure, Section 2(f)**

On June 26, 2009, the committee granted authority to the Administrator to approve educational and government agency internship programs under AS 24.60.080(h). The Administrator will review all documentation provided and consult with the Chair prior to approving the internship program. Committee members will be notified of all internship programs approved. Backup materials will be

available upon request. Educational and government agency internship programs will be evaluated based on the requirements set out in AS 24.20.062(2) and/or Advisory Opinion 94-03. Interns will be notified of the requirement to attend ethics training.

INTERNS – must comply with certain sections of the LEGISLATIVE ETHICS ACT, AS 24.60

**AS 24.60.112. Applicability to legislative interns and volunteers.**

A legislative intern or legislative volunteer shall be considered to be a legislative employee for purposes of compliance with AS 24.60.030 - 24.60.039, 24.60.060, 24.60.080, 24.60.085, 24.60.158 - 24.60.170, 24.60.176, and 24.60.178. If a person believes that a legislative intern or legislative volunteer has violated the provisions of one of those sections, the person may file a complaint under AS 24.60.170. The provisions of AS 24.60.170 apply to the proceeding.

**AS 24.60.155. Legislative ethics course.**

- (a) A person who is a legislator, legislative employee, public member of the committee, legislative intern, or legislative volunteer shall complete a legislative ethics course administered by the committee under AS 24.60.150(a)(4) within 10 days of the first day of the first regular session of each legislature or, if the person first takes office or begins service after the 10<sup>th</sup> day of that session, within 30 days after the person takes office or begins service. The committee may grant a person additional time to complete the course required by this section.
- (b) A legislative intern or legislative volunteer who serves fewer than 30 days in one legislature is not subject to the requirements under (a) of this section.

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The following internship programs have been approved by the Ethics Committee.  
If you would like contact information, please call the Ethics office.

- First Alaskans Institute
- JobXperience Internship Program
- McCombs School of Business
- Mercer University, Walter F. George School of Law
- DePaul University, Graduate School of Business
- Tlingit and Haida Tribal Vocational Rehabilitation (TVR) Program
- IDEA (Individuals with Disabilities Education Act) Alaska Close Up Government Internship Program
- MASST (Mature Alaskans Seeking Skills Training) Intern Program
- The Alaska Universities Legislative Internship Program - administered by the Legislative Council of the Alaska State Legislature and representatives from the University of Anchorage (UAA), the University of Alaska Fairbanks (UAF), the University of Alaska Southeast (UAS), Alaska Pacific University (APU)
  - University of Alaska Political Science Department Course PS A495 Internship
  - University of Alaska - 49<sup>th</sup> State Fellows Program
  - University of Alaska – Masters of Social Work Program
  - University of Alaska Career Services (CSC)
  - University of Alaska PS A322 United States Foreign Policy
- Bob Jones University
- REACH, Inc.
- Creighton University's School of Law-The Werner Institute