

Internships – General Information

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.

Frequently Asked Questions

Does the Ethics Committee hire interns?

No. The Ethics Committee approves the internship program. The appointing authority approves the hiring of an intern.

Do all internship programs require Ethics Committee approval?

No, some internship programs are already approved. Those include:

- Ethics Committee pre-approved internship programs – see list of approved internship programs following the FAQ.
- Ted Steven Legislative Internship Program (session only) – approved by Legislative Council
- Workforce Innovation and Opportunity Act (WIOA) internship program – approved by AS 24.60.080(h)

I want to hire an intern participating in an Ethics Committee approved internship program.

What documentation does the Ethics Committee need prior to the start of the internship?

1. Complete the Ethics Committee Approved Internship Program Notification of Intent to Hire an Intern.
2. Ask the intern to complete the Intern Agreement.
3. Submit both documents to the Ethics Office at ethics.committee@akleg.gov.

How do I get approval for an internship program that is not already approved?

1. Ask the sponsoring agency/university to complete the top section of the Ethics Committee Application for Internship Program Approval form.
2. When the form is returned to you, have the person in the legislative office who will supervise the intern complete the Legislative Office section of the application.
3. Submit the completed application to the Ethics Office at ethics.committee@akleg.gov.
4. The ethics administrator will contact you if additional information is needed. If no additional information is needed, expect a one-to-two day turnaround for a letter of approval pending final review by the committee.
5. **If the internship program is approved**, the Ethics Administrator will notify the appropriate hiring authority of the Ethics Committee approval.

When does the Ethics Committee approve internship programs?

- The Ethics Committee approves UA internship programs during interim.
- Legislative Council approves UA program internships during session.
- The Ethics Committee approves internships offered by other institutions/agencies during both session and interim.

What requirements must an internship program meet for approval by the Ethics Committee?

- Sponsoring agency and the legislative office must provide oversight of the intern to include training, supervision, and evaluation
- Internship placement must be of limited duration
- Internship program must be available to any legislative office or legislative agency

Do interns need to take ethics training?

Yes, [AS 24.60.155](#) requires interns who serve 30 or more days to complete ethics training.

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 10th 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.

In addition, [AS 24.60.112](#) requires a legislative intern or legislative volunteer to comply with other sections of the Legislative Ethics Act, [AS 24.60](#).

Sec. 24.60.030. Prohibited conduct and conflicts of interest.

Sec. 24.60.031. Restrictions on fund raising.

Sec. 24.60.033. Restrictions on employee candidacies.

Sec. 24.60.035. Protection of whistle blowers.

Sec. 24.60.037. Open meetings guidelines.

Sec. 24.60.039. Discrimination prohibited.

Sec. 24.60.060. Confidential information.

Sec. 24.60.080. Gifts.

Sec. 24.60.085. Restrictions on earned income and honoraria.

May interns get paid?

Yes. Interns may receive a stipend from the sponsoring agency or university.

I need more information.

Call the Ethics Office at 907-269-0150 or email ethics.committee@akleg.gov.

Ethics Committee Approved Internship Programs

Contact the Ethics Office at 907-269-0150 or email ethics.committee@akleg.gov for more information.

University of Alaska Internship Programs – Interim Only
University of Alaska Political Science Department Course PS A495 Internship
University of Alaska Career Services
University of Alaska - Master of Social Work Program
University of Alaska PS A322 United States Foreign Policy

Non-University of Alaska Internship Programs – Interim and Session
First Alaskans Institute
SERRC JobX 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
Bob Jones University
REACH, Inc.
American Council of Young Political Leaders
Creighton University's School of Law-The Werner Institute
Seattle University School of Law

Senator Ted Stevens Legislative Internship Program

Authorized and administered by the University of Alaska

University legislative internship programs were created by statute. Reference [AS 24.20.060\(8\)](#) and [AS 24.20.062](#). The university legislative internship programs are now known as the **Senator Ted Stevens Legislative Internship Program**. The Senator Ted Stevens 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), and the University of Alaska Southeast (UAS) - provides for the assignment of interns to standing committees of each house the legislature during regular sessions of the Alaska Legislature. For more information, visit <https://uas.alaska.edu/internprogram/index.html>.

References

[AS 24.60.112](#). **Applicability to legislative interns, volunteers, consultants, and independent contractors.**

(a) A legislative intern or legislative volunteer shall comply with [AS 24.60.030](#) - [AS 24.60.039](#), [AS 24.60.060](#), [AS 24.60.080](#), [AS 24.60.085](#), and [AS 24.60.155](#), and the committee shall apply [AS 24.60.158](#) - [AS 24.60.170](#), [AS 24.60.176](#), and [AS 24.60.178](#) to a legislative intern or legislative volunteer.

[AS 24.60.080](#). **Gifts.**

(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](#). **Powers.**

The legislative council has the power (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](#). **Legislative internship program.**

A legislative internship program established by the legislative council under [AS 24.20.060\(8\)](#) shall provide that (1) the University of Alaska provide academic support and credit to the program; (2) 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; (3) interns will be selected by a committee composed of members of the legislature appointed by the legislative council and representatives of the university appointed by the university; (4) interns will be selected on the basis of their experience and interest in subjects which the legislative council feels are likely to be considered during a legislative session; (5) legislative interns are entitled to receive academic credit and payment of \$30 for each day of participation in the program during the legislative session.

[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.

Alaska Legislative Ethics Office

PO Box 90251

Anchorage AK 99509-0251

907-269-0150 / Fax 907-269-0152

Email address: ethics.committee@akleg.gov

Ethics Committee Application for Internship Program Approval

Use this form and follow this process for internships needing Ethics Committee approval.

1. Ask the sponsoring agency/university to complete the top section of the Ethics Committee Application for Internship Program Approval form.
2. When the form is returned to you, have the person in the legislative office who will supervise the intern complete the Legislative Office section of the application.
3. Submit the completed application to the Ethics Office at ethics.committee@akleg.gov.
4. The ethics administrator will contact you if additional information is needed. If no additional information is needed, expect a one-to-two day turnaround for a letter of approval pending final review by the committee.
5. **If the internship program is approved**, the Ethics Administrator will notify the appropriate hiring authority of the Ethics Committee approval.

Sponsoring agency or university _____

Internship program name _____

Purpose of the internship program _____

Length of the internship program _____

Evaluation method, e.g., report, paper, or presentation that shows how the intern benefited from the program?

University/agency contact name and title _____

Contact phone number _____ Contact email address _____

Legislative Office _____

Describe the intern's duties in the legislative office. _____

What training will the legislative office provide to the intern? _____

How many hours/week will the intern work in your office? _____

Who in the legislative office will supervise the intern? _____

Supervisor's email address _____ Phone number _____

Intern evaluation method or process. _____

Ethics Office Signature of Approval _____ Date _____

Ethics Committee Approved Internship Programs

Notification of Intent to Hire an Intern

Complete form and return to the Ethics Office at ethics.committee@akleg.gov

Legislative Office _____

Intern name _____

Intern's personal email address _____ Contact phone number _____

Date internship program begins _____ Date program ends _____

Intern will work during: Session _____ Interim _____ Number of hours/week intern will work _____

Intern supervisor's name _____ Email address _____

Evaluation method _____

Mark the type of internship program.

- Workforce Innovation and Opportunity Act (WIOA) internship program
- Ethics Committee-approved Internship. Mark the program in the list below.

Ethics Committee Approved Internship Programs

University of Alaska Internship Programs – Interim Only

- University of Alaska Political Science Department Course
- PS A495 Internship
- University of Alaska Career Services
- University of Alaska - Master of Social Work Program
- University of Alaska PS A322 United States Foreign Policy

Non-University of Alaska Internship Programs – Interim and Session

- First Alaskans Institute
- SERRC JobX 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
- Bob Jones University
- REACH, Inc.
- American Council of Young Political Leaders
- Creighton University's School of Law-The Werner Institute
- Seattle University School of Law

Intern Agreement

Intern name _____

Legislative office _____

Intern legislative email address _____

Intern legislative office phone number _____

1. You are required to comply with certain sections of [AS 24.60](#), [The Ethics Act](#).

- I understand that I am required to comply with the following sections of [AS 24.60](#).
- [Sec. 24.60.030](#). Prohibited conduct and conflicts of interest.
 - [Sec. 24.60.031](#). Restrictions on fund raising.
 - [Sec. 24.60.033](#). Restrictions on employee candidacies.
 - [Sec. 24.60.035](#). Protection of whistle blowers.
 - [Sec. 24.60.037](#). Open meetings guidelines.
 - [Sec. 24.60.039](#). Discrimination prohibited.
 - [Sec. 24.60.060](#). Confidential information.
 - [Sec. 24.60.080](#). Gifts.
 - [Sec. 24.60.085](#). Restrictions on earned income and honoraria.
 - [Sec. 24.60.155](#). Legislative ethics course.

2. You are required to complete ethics training.

- I have completed ethics training. Date: _____

3. Sign and submit this form to the Ethics Office ethics.committee@akleg.gov.

Signature _____ Date _____