



The West Virginia Legislature's  
**Frasure - Singleton Internship Program**  
Application Packet - 2012 Session

## **FRASURE-SINGLETON STUDENT LEGISLATIVE PROGRAM**

### **PURPOSE**

This program provides selected full-time undergraduate students an opportunity to observe the state legislative process for one week during the regular legislative session.

### **PARTICIPATING INSTITUTIONS**

Thirty-one public and private two-year and four-year institutions of higher education in the state are invited to participate in the program. Each institution designates a person on its staff to assist the program director and the Legislative Intern Committee.

Fifty students participate in this program. The Intern Committee determines the number of students to represent each institution. This is accomplished by apportionment based on the institution's full-time equivalency figures with each institution assured one position in the program. The enrollment records used by the Intern Committee are the full-time equivalency figures (FTE) for the previous academic year. When an institution does not use its full student allocation, the position is awarded to another institution based upon the current allocation formula.

### **PUBLIC RELATIONS AND COMMUNICATION**

Communication between the program director and the faculty sponsors is conducted throughout the year. This provides an easy flow of information and keeps the program fresh in the minds of faculty sponsors.

The program provides each institution with public relations materials. These include a press release for the campus newspaper, posters, and brochures. Each institution determines the best use of these materials.

### **STUDENT REQUIREMENTS, APPLICATION AND SELECTION**

The Intern Committee requires that applicants be full-time undergraduates in good academic standing and have successfully completed a course in political science or government. This insures that the participants have some basic knowledge of government. The program is open to students in all fields of study. Freshmen are not eligible to participate.

Applications for interested students are made available on each campus through the institution's faculty sponsor. The completed application is returned to the faculty sponsor. Once all applications are returned, the faculty sponsor (sometimes a committee is used by an institution) reviews the applications and places them in a priority listing. All applications and priority listing are forwarded to the program director.

**Application deadline is December 1, 2011.**

All applications are reviewed by the program director and the Intern Committee to insure that program requirements are met. The Intern Committee makes the final selection of participants and alternates.

Each selected participant and alternate is notified by letter of their status. Faculty sponsors also are notified of the Committee's selections.

## **PHYSICAL ARRANGEMENTS**

### **Housing**

Participants are housed in a location central and convenient to both the Capitol and other legislative activities. The cost of this housing is a part of the program expenses.

### **Transportation**

Hotel will provide transportation to and from the Capitol.

### **Meals**

Evening dinner meetings are held throughout the program week. Participants also receive meal tickets for breakfast and lunch in the Capitol Cafeteria each day. The program pays for these meals.

### **Study Materials**

Study materials are acquired from various sources and are sent to the student prior to arriving in Charleston. These materials also are sent to alternates who might become part of the program at the last moment.

## **PROGRAM ACTIVITIES**

The scheduled activities for the observation week are carefully planned to further orient the participants to the legislative process, to explore influences upon the Legislature, and to briefly discuss the relationship among the three branches of government. The participants spend at least twelve hours each day working in this program.

The Intern Committee selects the fourth and fifth full weeks of the legislative session for the observation period. These weeks insure that participants receive an overall view of the legislative process including both committee and floor activity and that legislators have sufficient time available to assist in the education of the participants.

### **Orientation**

Orientation begins on Sunday afternoon. The first phase allows participants to meet each other through individual introductions. The program director provides detailed information about all aspects of the program week. Initial questions of the participants are answered.

The latter part of Sunday afternoon is devoted to the budget process. Two persons who are prominent figures in the budget process discuss the part each plays to reach the final adoption of the state budget.

The Speaker of the House of Delegates or a member of the House leadership welcomes the participants at the Sunday evening dinner meeting. The role and powers of the leadership in the legislative process are explained. The rules, procedures, committees, upcoming issues, and suggestions for a successful week also are mentioned.

The orientation continues Monday morning with an explanation of the role of the minority party in the legislative process. This discussion is followed by a meeting with the Senate President who discusses his responsibilities as President, the issues of current interest in the Senate, the assignment of Senate members to committees and the manner in which the Senate operates.

### **Introduction to Legislator**

Participants working with individual senators are introduced to the senator just prior to the beginning of the Senate floor session on Monday. Students then sit in the rear gallery of the Senate during floor session and reunite with the senator when the session adjourns.

Delegates meet their assigned participant at the Delegate's seat on the House floor prior to session convening. Throughout the week, the participant sits next to the delegate. All participants wearing a program name tag have access to the House floor during the week.

All participants are introduced to the full membership of the Senate or House of Delegates by the Majority Leader of the respective bodies.

### **Meeting with the Governor and the Supreme Court of Appeals**

Meetings are arranged each week with both the Governor and the Chief Justice of the Supreme Court of Appeals. These meetings are scheduled for the late afternoon to avoid interfering with legislative activities and events.

### **Evening dinner meeting-seminar**

Participants meet each evening for dinner. Once the meal is concluded speakers comment on the role they play in the workings of the Legislature. These topic areas include the Court of Claims, Special Investigations, Rule-making Review, Government Operations, lobbying and the press. The seminars are part of the educational components of the program and participants are required to attend.

### **Program Wrap-up**

A wrap-up session concludes each program week. At this time participants share their impressions and the changes that occurred in these impressions because of this experience. Participants also recommend future changes in the program that might improve the offering.

### **Contact**

Jason Wazelle - Program Director  
Building 1, Room 212-W  
1900 Kanawha Blvd., East  
Charleston, WV 25305  
*phone:* 304.357.7935  
*e-mail:* jason.wazelle@wvsenate.gov

FRASURE-SINGLETON STUDENT LEGISLATIVE PROGRAM  
APPLICATION

One week program for full-time undergraduates only

PLEASE PRINT IN BLACK INK OR BLACK TYPE

College or University \_\_\_\_\_

Name \_\_\_\_\_  
(Last) (First) (Middle)

First name commonly used \_\_\_\_\_ Social Security No. \_\_\_\_\_

E-mail address \_\_\_\_\_

CURRENT MAILING ADDRESS:

Street \_\_\_\_\_ City \_\_\_\_\_

State \_\_\_\_\_ Zip \_\_\_\_\_ Phone \_\_\_\_\_

Parent's Name \_\_\_\_\_ Phone \_\_\_\_\_

Parent's Address \_\_\_\_\_  
(Street) (City) (State) (Zip)

PLEASE PROVIDE YOUR SIGNATURE \_\_\_\_\_

For this program, what means of transportation will you be using to travel to and from Charleston? \_\_\_\_\_

EDUCATIONAL BACKGROUND: List all higher educational institutions that you have attended.

College	Location	Dates	Degree

Will you be a full-time student during the time of this program? (Circle one) Yes No

What is your present college class? (Circle) Soph. Junior Senior

What is your cumulative grade point average? \_\_\_\_\_  
(This application will not be considered without an accurate GPA.)

COURSE OF STUDY:

Major \_\_\_\_\_

Minor \_\_\_\_\_

Have you ever applied for this program before? (Circle) Yes No

If "yes," when did you apply? \_\_\_\_\_

Have you participated in any other student program related to West Virginia state government? (Circle) Yes No

If "yes," please describe briefly \_\_\_\_\_

\_\_\_\_\_

Career Goal: \_\_\_\_\_

List any College Scholastic Honors received (Dean's List, Honor Societies, etc.)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

College Extracurricular Activities (Clubs, Sport Teams, Fraternity or Sorority, Student Government, etc.) Indicate any office held.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Are you presently employed full- or part-time? (Circle) Yes No

If "yes," please indicate your place of employment and the number of hours worked per week.

\_\_\_\_\_  
(Employer) (Job Title) (Hrs. Per Week)

Please list previous employment, if any, in three most recent jobs.

\_\_\_\_\_  
Employer Job Title From (date) To

\_\_\_\_\_

\_\_\_\_\_

APPLICANT PREFERENCES: These questions are intended to assist the Internship Committee and the Program Director regarding your placement in the program. While the final decision for placement must rest with the committee, every effort will be made to accommodate personal preferences when possible.

Which of the following observation weeks would you prefer and why?

\_\_\_\_\_ February 5-10                      \_\_\_\_\_ February 12-17                      \_\_\_\_\_ No Preference

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Of the major standing committees (Judiciary, Finance, Education, and Government Organization), which might be of most interest to you and why?

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Of the numerous problems facing West Virginia today, in which particular issues are you interested? (Name three areas and the reasons for your interest.)

To be eligible for this program, you must have taken one course in political science or government. Please indicate by name at least one such course successfully completed.

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(Course Title)

Describe any previous experience you have had in politics or public affairs.

Describe your computer skills.

Please prepare a brief statement discussing what you hope to gain from participating in this program in relationship to your educational and career goals.

**FACULTY RECOMMENDATION:** Please provide insight into the personality of the applicant, the skills of the applicant, and the strengths and weaknesses of the applicant. This information is most helpful in assigning a participant to a legislator.

