



**Office of Republican
Congressman Charles
Boustany**

Internship Application

Washington, D.C. Office

The Details

Who: Upper Division students of any major, enrolled in college, with at least a 3.0 GPA; preference may be given to political science students and constituents from the Seventh Congressional District.

What: A paid internship of \$1,500 per month with Republican Congressman Boustany's DC office for students who are interested in gaining hands-on experience in a Congressional office. Students will be responsible for coordinating with the congressman's office for their own lodging and transportation.

Activities in D.C.

- Constituent Correspondence
- Capitol Tours
- Administrative Work
- Legislative Research
- Attend Briefings and Hearings
- General Staff Assistance

When: Internships are available for the Spring and Fall semesters. Internships in Washington, D.C. are full-time and will receive 12 hours of political science credit. Students will be responsible for various assignments to constitute these hours.

Where: Washington, D.C.

Why: To gain valuable experience while learning the inner-workings of a Congressional office first-hand.

How: Return a completed application packet to our University of Louisiana Congressional Internship Coordinator, Dr. Ryan Teten, in Mouton 119 by Monday, October 30th. After review, finalists will be asked to orally interview.

Office of Congressman Charles Boustany

Internship Program

Name: _____ Date: _____

Contact Information:

Permanent Address: _____

Home or Cell Phone: _____

E-Mail Address: _____

Parents Names: _____

Personal Information:

Name of School: _____

Major: _____ Minor: _____

Current G.P.A. _____

Grade Level: () Junior () Senior () Graduate

Please List Three References (At least one should be Academic):

Name: _____ Relation to you: _____

Address: _____

Phone: _____

Name: _____ Relation to you: _____

Address: _____

Phone: _____

Name: _____ Relation to you: _____

Address: _____

Phone: _____

Which internship period are you currently applying for?

() Fall () Spring

Have you ever been convicted of any crime or dishonorably discharged from military service?

Yes_____ No_____

If "yes", please explain below giving date, charge, disposition and any other details that you feel are appropriate. **Please note that a conviction record or dishonorable discharge will not necessarily be a bar to employment. All relevant factors such as seriousness/nature of the infraction, date of the conviction and rehabilitation will be considered.**

Have you ever been discharged from any position for misconduct or unsatisfactory service?

Yes_____ No_____

If "yes", please explain.

Additional Requirements:

1. A cover letter explaining your interest in an internship with the Office of Congressman Charles Boustany
2. A professional resume
3. An official transcript
4. An essay explaining your qualifications for the internship and the ways it will help you in the future.
5. A writing sample/research paper from a prior 300/400 level class.
6. Return all materials to Dr. Ryan Teten, Mouton 119

AUTHORIZATION AND RELEASE

IT IS MY UNDERSTANDING THAT THE Office of Charles Boustany MAY MAKE A THOROUGH INVESTIGATION OF MY ENTIRE WORK AND PERSONAL HISTORY AND MAY VERIFY ALL DATA GIVEN IN MY APPLICATION FOR EMPLOYMENT, RELATED PAPERS, OR ORAL INTERVIEWS. I AUTHORIZE SUCH INVESTIGATION AND THE GIVING AND RECEIVING OF ANY INFORMATION REQUESTED BY THE Office of Charles Boustany. I ALSO RELEASE FROM LIABILITY ANY PERSON GIVING OR RECEIVING SUCH INFORMATION.

I HAVE READ AND UNDERSTAND THE ABOVE AUTHORIZATION AND RELEASE.

Signature of Applicant _____ Date _____

CERTIFICATION AND AGREEMENT

I DECLARE AND CERTIFY THAT THE INFORMATION PROVIDED BY ME IS COMPLETE AND TRUE TO THE BEST OF MY KNOWLEDGE. I AM AWARE THAT ANY MISREPRESENTATION OR OMISSION MAY PRECLUDE AN EMPLOYMENT OFFER, MAY RESULT IN WITHDRAWAL OF AN EMPLOYMENT OFFER OR CAUSE IMMEDIATE DISMISSAL FROM EMPLOYMENT.

I UNDERSTAND AND ACKNOWLEDGE THAT EMPLOYMENT WITH THE OFFICE OF Congressman Boustany IS AT-WILL AND THE EMPLOYMENT RELATIONSHIP MAY BE TERMINATED BY EITHER THE OFFICE OF Congressman Boustany OR THE UNDERSIGNED AT ANY TIME, WITH OR WITHOUT NOTICE AND WITH OR WITHOUT CAUSE. I ALSO UNDERSTAND AND ACKNOWLEDGE THAT THE Congressman's Office MAY UNILATERALLY CHANGE, REVISE ITS POLICIES, PRACTICES OR BENEFITS AND SUCH CHANGES MAY INCLUDE REDUCTION IN BENEFITS. MOREOVER, I UNDERSTAND AND ACKNOWLEDGE THAT REGARDLESS OF THE CONTENTS OF EMPLOYEE HANDBOOKS, PERSONNEL MANUALS, BENEFIT PLANS, POLICY STATEMENTS, AND THE LIKE AS THEY MAY EXIST FROM TIME-TO-TIME, OR OTHER EMPLOYMENT PRACTICES, SHALL NOT SERVE TO CREATE AN ACTUAL OR IMPLIED CONTRACT OF EMPLOYMENT, OR TO CONFER ANY RIGHT TO REMAIN AN EMPLOYEE OF THE Congressman's Office, OR OTHERWISE TO CHANGE IN ANY RESPECT THE EMPLOYMENT AT-WILL RELATIONSHIP BETWEEN THE OFFICE OF Congressman Boustany AND THE UNDERSIGNED. I FURTHER UNDERSTAND AND ACKNOWLEDGE THAT THE EMPLOYMENT-AT-WILL RELATIONSHIP CANNOT BE ALTERED EXCEPT BY A WRITTEN INSTRUMENT SIGNED BY Congressman Boustany. I AM AWARE THAT, AS A CONDITION OF EMPLOYMENT, IF EMPLOYMENT IS OFFERED, I MUST BE AUTHORIZED TO WORK IN THE U.S. AND DEMONSTRATE THAT AUTHORIZATION AS REQUIRED BY THE IMMIGRATION REFORM AND CONTROL ACT OF 1986.

I HAVE READ, UNDERSTAND AND AGREE WITH THE ABOVE.

Signature of Applicant _____ Date _____

INTERN AGREEMENT - ENROLLED IN DEGREE PROGRAM

The Office of Representative Boustany provides a structured educational opportunity for interns through exposure to the legislative processes of the United States Congress. In compliance with the mandates of the Congressional Accountability Act¹ and the standards set forth in the House Ethics Manual², this document signifies the agreement between the Office of Representative Boustany and _____ that this internship is primarily for the educational benefit of _____ and any services provided by the intern are merely incidental to the educational program.

_____ is currently enrolled in a degree program at an educational institution and will receive academic credit for the completion of this internship.

This document does not constitute a contract of employment and should in no way be construed as such. The intern understands that s/he is an intern-at-will and his/her internship may be terminated at any time with or without notice. Additionally, the intern is able to terminate this relationship at any time.

The internship will commence on September 1, 2009.

_____ represents that s/he presently does not work for any special interest group and will not convey anything of value that could be construed as an undue advantage to any special interest group during the course of his/her internship.

This agreement describes the general educational parameters of the internship. Signing this agreement is not intended to affect the rights, responsibilities and obligations of the Member Office and/or the Intern under any other applicable law, rule or regulation.

Intern

Date

Chief of Staff

Date

Guardian (if Intern is under
the age of majority)

Date

¹ See Office of Compliance Regulation §H501.102.

² See discussion of "Volunteers, Interns, Fellows and Detailees" in the House Ethics Manual, 2008, at pp. 284-288.