The New York State Senate Fellowships
Established 1965
Graduate/Post-Graduate/Mid-Career

Legislative Fellowships (13)

Memorial Fellowships
Richard J. Roth Journalism Fellowship (1) • Richard A. Wiebe Public Service Fellowship (1)
James L. Biggane Fellowship in Finance (1)

Thursday, September 6, 2018 through Wednesday, June 26, 2019

Application deadline is Friday, April 27, 2018. Each year there are approximately 16 fellowships.

All Senate fellowships are on-site in Albany, New York. Fellowships are not financial aid for academic work, on-campus or classroom study. Housing in Albany is the responsibility of the Fellow.

A Grant-in-Study Stipend is awarded — $33,000 — distributed in biweekly installments prorated from the first day to the last day of enrollment. Some benefit options are available (health, dental, vision, life insurance, and the New York State retirement program).

Applications from a wide range of interests and disciplines are welcome and encouraged. Training in the history/politics/government of New York State is not required. Placements are usually to the office of an elected member of the Senate or to a central staff office.

While Fellows are not Senate employees, after the program ends, Fellows may sometimes be hired to full employee status in the Senate. A great number of former Fellows are today employees of the Senate, the Assembly, the Executive Chamber, state agencies, associations, and lobbying firms.
Fellowship Overview
Legislative Fellowships,
Roth Fellowship, Wiebe Fellowship, Biggane Fellowship

Basic Eligibility
In most cases, Fellows must be full-time matriculated graduate students in an accredited university during the immediate previous spring and fall semesters.
Fellowships are open to all Academic Majors.
The Biggane Fellow may be a person in mid-career at the time of application. Biggane applicants need not be currently enrolled in graduate-level study, but must have previous graduate-level experience.

Writing Samples
The first writing sample is an essay. Any topic is acceptable. The essay may be a paper or portion of a paper previously prepared for a class. The essay should be between 6-10 pages (double-spaced, single-sided 8.5 x 11).
The second writing sample is to be a policy proposal (single-spaced, one page).
The third writing sample is to be a rebuttal of your policy proposal (single-spaced, one page).
The fourth writing sample is your Statement of Purpose. It should be no more than two single-spaced, 8.5 x 11 pages. The Statement should explain why you are applying, what you hope to accomplish, and which fellowship you prefer and why.

Interviews and Selection
Interviews will be scheduled during the months of May and June and selections determined in July.

Office Placement
All office placements are arranged by the Office of Student Programs only. Each Fellow is assigned to a specific office and is expected to function as a regular staff member.

While most placements are to the office of an elected member, the Roth, Wiebe, and Biggane placements are made to central staff offices rather than the office of an elected member. The Roth placement is made to the Senate Majority Press Office, the Wiebe placement to the Majority Counsel/Program Services Office, and the Biggane placement to the Senate Finance Committee.

Concurrent employment, on-campus obligations, and class work that may conflict with fellowship commitments are prohibited. Upon arrival in September, Fellows participate in an orientation program in addition to regularly scheduled informational forums.

Senate Fellows are required to work a minimum of 35 hours per week or 70 hours per biweekly pay period. Due to the nature of legislative work, longer hours may sometimes be necessary and are to be expected during some portions of the Fellowship Program. Additionally, Senate Fellows must work through the last scheduled date of the Program in order to receive the full and timely payment of their final biweekly stipend check.
The New York State Senate Annual Fellowships

Official Application Form

Thursday, September 6, 2018 through Wednesday, June 26, 2019

Legislative Fellowships (13)

Memorial Fellowships

Richard J. Roth Journalism Fellow (1) • Richard A. Wiebe Public Service Fellow (1)
James L. Biggane Fellow in Finance (1)
Indicate your order of preference for consideration among fellowships, with the first choice being 1.

- **Legislative Fellows Program** *(Approximately 13 positions)*
  The Legislative Fellows Program is designed to provide talented and skilled graduate/post-graduate students with a richer understanding of New York State government, and to attract able students to public service careers from a variety of academic disciplines. Placement is to the office of an elected member of the Senate.

- **Richard J. Roth Journalism Fellowship** *(1 position)*
  A memorial fellowship established upon the death of Richard J. Roth, a former Senate Press Officer, the Roth Fellowship is intended for students with experience and/or intentions in the fields of communications, journalism, and/or public relations. The Roth Fellow is placed in the Majority Press Office.

- **Richard A. Wiebe Public Service Fellowship** *(1 position)*
  A memorial fellowship was established upon the retirement of an extraordinary public servant, tax specialist, and advisor to governors and Senate leaders. Students with legal training and a variety of other backgrounds have been selected. The Wiebe Fellow is placed in the Majority Counsel/Program Services Office.

- **James L. Biggane Fellowship in Finance** *(1 position)*
  A memorial fellowship was established upon the death of Jim Biggane, a former Forest Ranger who walked out of the woods and into the halls of government. Jim became the trusted advisor of the Executive, Legislature, and professional staffs, concentrating in program and policy, finance, and fiscal studies. The Biggane Fellow works with the Senate Finance Committee.
Annual Fellowships/Official Application Form

Incomplete or inappropriately completed applications may not be considered. Application materials are not returnable.

The application deadline is Friday, April 27, 2018. If you have any questions, please call the Office of Student Programs: (518) 455-2611, or FAX: (518) 426-6827. E-mail: students@nysenate.gov Mail applications to Nicholas J. Parrella, Director, Office of Student Programs, Legislative Office Building #1426, Albany, NY 12247. Please call the Office of Student Programs in advance of sending your application to indicate your intent to apply.

NAME:

Last

First

MI

YOUR ON-CAMPUS RESIDENCE:

Street & No./Bldg./Apt.

City

State

Zip

CAMPUS TELEPHONE/S: ( ) ___________________________ & ( ) ___________________________

YOUR PERMANENT ADDRESS:

Street & No./Bldg./Apt.

City

State

Zip

HOME TELEPHONE/S: ( ) ___________________________ & ( ) ___________________________

IF YOU VOTE, Give City & State: ___________________________ Or Write NONE:

☐ E-MAIL:

☐ EDUCATION:

List all academic institutions in which you have been enrolled, most recent first, and request that all official CONFIDENTIAL transcripts be sent directly to the Office of Student Programs. (If coursework-in-progress is not listed on your transcript, you must submit a coursework-in-progress list signed by a campus official.)

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<th>Name of Institution/Employer (Begin with most recent)</th>
<th>Dates of Attendance</th>
<th>Major/Minor</th>
<th>Current Degree Goal or Job Title If Any</th>
<th>Date of Graduation</th>
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LANGUAGE SKILLS: List foreign languages and proficiency/fluency

☐ RESUME: Include a resume or curriculum vitae with your application

PREFERRED POLICY AREAS: See Policy list on next page, first choice being 1.

1. ___________________________________________ 2. ___________________________________________

3. ___________________________________________

☐ REFERENCES: Request three CONFIDENTIAL letters of reference (at least two from faculty). These should be sent directly to the Office of Student Programs.

☐ ESSAY-WRITING SAMPLE:

Give the title of this paper: ___________________________________________ 

☐ A POLICY PROPOSAL:

☐ A REBUTTAL OF POLICY PROPOSAL:

☐ STATEMENT OF PURPOSE:

Print Your Name Here: __________________________________________________

Sign Your Name Here: ___________________________________________________
Policy Areas

- Aging
- Agriculture
- Alcoholism and Drug Abuse
- Banks
- Children and Families
- Cities
- Civil Service and Pensions
- Codes
- Commerce, Economic Development and Small Business
- Consumer Protection
- Corporations, Authorities and Commissions
- Crime Victims, Crime and Correction
- Cultural Affairs, Tourism, Parks and Recreation
- Education
- Elections
- Energy and Telecommunications
- Environmental Conservation
- Ethics
- Finance
- Health
- Higher Education
- Housing, Construction and Community Development
- Infrastructure and Capital Investment
- Insurance
- Investigations and Government Operations
- Judiciary
- Labor
- Local Government
- Mental Health and Developmental Disabilities
- Racing, Gaming and Wagering
- Social Services
- Transportation
- Veterans, Homeland Security and Military Affairs

DATE AND SIGN YOUR NAME BELOW. If you are selected for enrollment in a fellowship, after your arrival in Albany you must be able to present original documents in verification of United States Citizenship to be enrolled. Remember: Application is for a fellowship, not for employment.

With the exception of confidential materials to which you cannot have access, you are advised to make and keep photocopies of each page of the application as completed. Be sure to place your name in the top right hand corner of every page of your application.

I understand that all application materials submitted become part of a confidential file [Public Law 93-380, Sec. 438(a)(1)(B)] to be copied for dispatch during the interview and decision process for purposes of placement if I am selected, and that the file may become a resource if I am considered for further education or employment; all materials furnished by me are original where appropriate and the information accurate and true to the best of my knowledge; and that if I am selected I agree to meet all obligations of the program in which I may be enrolled.

YOUR SIGNATURE: ___________________________ DATE: ___________________________
Application Checklist
Applicants must submit a complete application, including the following:

☐ Application must be made on the Official Application Form. Applications are not complete until the form and originals of all supporting materials are received and on file in the Office of Student Programs.

☐ Coursework-in-progress list signed by campus official (if not on transcript)

☐ Call Office of Student Programs to indicate your intent to apply

☐ Policy Proposal

☐ Rebuttal of Policy Proposal

☐ Statement of Purpose

☐ Writing Sample Essay

☐ Resume or CV

☐ All official transcripts (graduate and undergraduate). Applicants should order official confidential transcripts from their academic institution early, to be mailed directly to the Office of Student Programs.

☐ Three letters of reference from persons familiar with the applicant’s character, academic and/or professional abilities (at least two from faculty members).

Nicholas J. Parrella, M.A., Director
Office of Student Programs
Mail to: NYS Senate, Legislative Office Building #1426, Albany, NY 12247
Location: 80 South Swan Street, Suite 1426, Albany, NY 12210
www.nysenate.gov/student-programs
Tel: (518) 455-2611 • E-mail: students@nysenate.gov • Fax: (518) 426-6827