

HOW TO APPLY

Upon approval for off-campus study, the applicant must submit to the Senate Student Programs Office the following documents:

- A completed Work-Based Learning Application;
- One letter of reference from a person familiar with the applicant’s academic abilities and professional skills; and
- A one page personal statement.

KEY DATES

- Application Deadline.....Mid-September
- Announcement of Selections.....Late September
- Program Duration.....September - December

* Please contact Student Programs for exact dates, as they are subject to change.



NEW YORK STATE SENATE
 OFFICE OF STUDENT PROGRAMS
 208 LEGISLATIVE OFFICE BUILDING
 ALBANY, NY 12247
 PHONE: 518-455-2611
 EMAIL: STUDENTS@NYSENATE.GOV
 WEBSITE: WWW.NYSENATE.GOV/STUDENT-PROGRAMS



NEW YORK STATE SENATE
WORK-BASED LEARNING
 FALL ASSISTANT
 PERSEVERANCE › DISTINCTION › PROFICIENCY

THE VISION

Expose our community to vocational pathways through a full immersion work-based learning partnership within our production department.

DEPARTMENTAL AREAS OF LEARNING

Production includes:

- Shipping/Receiving/Warehousing
- Mailing and Packaging
- Post-Press Bindery
- Offset Press: Sheet-fed offset printing
- Digital Press: Sheet-fed digital printing

Additional areas of learning:

- Order Entry
- Production Coordinating
- Editing and Proofing
- Pre-press/Large format printing
- Graphic Design

ACADEMIC CREDIT

The Senate does not award course credits. Advisement, evaluation, and the granting of credits are the responsibility of on-campus faculty.

Please complete and submit application materials via mail or email in coordination with your Campus Liaison Officer/Advisor. If there is no Campus Liaison Officer/Advisor, please write, call or email the Office of Student Programs.

FIRST STEPS

Applicants must identify and contact their Campus Liaison Officer (CLO) or duly authorized advisor to determine: the requirements for off-campus study; whether they are eligible to participate in such a program; the number of course credits earned; and their institution's deadline for off-campus internship applications.

ELIGIBILITY

- To be considered, applicants must be enrolled in Work-Based Learning or a College student;
- Authorized academic institution faculty must discuss off-campus eligibility; and
- Applicants must meet their institution's requirements for off-campus study.

PLACEMENT

Work-Based Learning Assistants are assigned to work a pre-determined number of hours in the New York State Senate Production department aligned with the student's experience, abilities and interests.

