

# CAUSE Leadership Academy 2014 Application

Since its inception in 1991, the student internship at CAUSE,\* (formerly called CASIC-California Asian American Student Internship Coalition) has prepared elite student leaders to be in the forefront of California's legislative arena. This program is especially dedicated to developing leadership skills for college students who are interested in exploring a career in public office, public service or community advocacy, which includes becoming an elected or appointed official. All college students with an interest in Asian Pacific American (APA) affairs may also apply.

## **This nine-week leadership academy will develop:**

- Political awareness and civic engagement
- Understanding of the legislative process
- Insight on issues related to the APA community
- Professional and leadership qualities
- Public speaking and presentation skills
- Interview and social etiquette
- Organizational and cooperative working skills

## **As part of this intensive nine-week leadership academy, CAUSE interns will:**

- **Receive internship placement in the offices of elected officials.**  
This opportunity affords interns a unique hands-on experience in the legislative process, policy knowledge and constituent outreach.
- **Gain access to and insight from civic leaders through leadership workshops and seminars.**  
Interns receive leadership training from elected officials and community leaders; meet and learn from Assemblymembers and Senators in Sacramento; and get a first-hand, inside perspective of how the government functions.
- **Participate in local APA community events.**  
Interns act as liaisons between community and government, and gain a deeper understanding of the issues that affect their communities, and the APA community.

## **How CAUSE Interns are selected:**

Intern candidates will be selected on the basis of demonstrated academic and personal excellence, and involvement and leadership in extracurricular activities. Previous students have been selected from Ivy League schools, the campuses of the University of California, community colleges, and local high schools. Graduates of the program have gone on to run for elected office, work in government and legislative staffs, the nonprofit sector, or become leaders in the private sector.

\*This program is organized and supervised by the CAUSE, the Center for Asian Americans United for Self Empowerment (CAUSE), and includes support from various organizations such as Chinese American Citizens Alliance and generous contributions from private and corporate sponsors. Long-time corporate sponsors include Southwest Airlines, Southern California Edison and Mr. Nelson Tan.

# CAUSE Leadership Academy 2014

## COMPLETE WORK PLAN

**Duration: 9 weeks (June 17th -August 15th)**

**One week orientation, eight weeks full-time placement**

**Stipend\*: \$1,000 (Upon satisfactory completion of program)**

*\*Additional awards will be given to outstanding interns pending sponsor participation*

The nine-week internship program consists of four components:

- I. Internship Experience** – Interns will be placed in a legislative office, a public agency office, or a city government office. In addition to internship experience, interns will gain a new perspective of government and public service. Interns will closely interact with staff as they represent the legislator at public events, conduct policy research, and write policy briefings. Overall, the internship experience allows interns to develop a stronger understanding of how government operates.
- II. 2014 Annual Legislative Leadership Conference** – CAUSE’s Annual Legislative Leadership Conference is a two-day conference held in the state capitol, Sacramento. In its 23<sup>rd</sup> year, CAUSE holds close relationships with legislators, staff members, and lobbyists that provide the conference participants with lessons from their legislative experience.
- III. Weekly Issues Forum** – Each week, interns will gather to hear an invited guest speak about the APA community, leadership development or current policy issues. The speakers consist of community leaders, elected officials, legislative staff, political consultants and more. Weekly meetings take place at the CAUSE office in Pasadena, CA.
- IV. Group Research Project** – Interns collaborate to work on a comprehensive group project that will be presented to the CAUSE Board of Directors, community members, media, and other distinguished guests. The project topic will be proposed by the interns and approved by the CAUSE Internship Coordinator and Advisor. The coordinator and advisor will assist the interns in carrying out their research, guiding them to sources and providing them with other necessary resources to complete their project. The group project presentation will occur at the CAUSE Graduation Ceremony at the conclusion of the program.

### **STUDENT QUALIFICATIONS:**

Candidates should be graduating high school seniors or current/recent undergraduate college students in good academic standing, with a minimum GPA of 3.2. CAUSE interns will be placed in legislative offices in the Southern California area, so they should be prepared to live in the vicinity of their placement and/or the CAUSE office, where weekly issues forum takes place, or be willing to commute independently.

**MANDATORY ATTENDANCE REQUIRED\*:**

Those selected to the internship program MUST be able to attend the following:

- Orientation Week: June 17-June 19, 2014
- Press Kick-Off Luncheon: June 20, 2014
- Graduation Ceremony: August 15, 2014

***\* Please note that dates are subject to change!***

**THE APPLICATION PROCESS\*\*:**

In addition to **Application Forms Part I & II** (on the following pages), please ensure the following documents are not stapled and are single-sided:

- Current resume
- Official school transcript (sealed, mailed from school)
- One letter of recommendation, including contact information of recommender
- One essay addressing the following question (Maximum 1,000 words):  
***Please share why you would like to become a CAUSE intern, how the CAUSE Leadership Academy will help you achieve your goals, and what you would like to gain from the CAUSE Leadership Academy.***

The CAUSE Leadership Academy will accept **completed** applications until **April 11, 2014**. Applications will be reviewed and top candidates will be asked to participate in a personal interview with the CAUSE Selection Panel. In-person interviews will take place on **May 17, 2014**, in Pasadena. Video interviews may be offered for students who are out of town. Decisions will be made by the end of May.

Please mail application and all required documents to:

**CAUSE  
ATTN: CAUSE Leadership Academy  
260 S. Los Robles Ave., #115  
Pasadena CA, 91101**

# CAUSE LEADERSHIP ACADEMY 2014 PROGRAM APPLICATION – PART I

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**NAME:**

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Last	First	Middle Initial
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**MAILING ADDRESS:**

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Street	City	State	Zip
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**PERMANENT ADDRESS:**

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Street	City:	State	Zip
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**PHONE CONTACT:**

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Cell	Home	Other
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**PERSONAL E-MAIL:****D.O.B.:****GENDER:****COUNTRY OF CITIZENSHIP:**

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M		F
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**EMERGENCY CONTACT:**

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Name	Relationship	Phone Number
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**CURRENT SCHOOL:****YEAR IN SCHOOL:****MAJOR(S)/MINOR(S):****GPA:****TWO REFERENCES:**

1.

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Name	Address	Phone or E-mail
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2.

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Name	Address	Phone or E-mail
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**OTHER SCHOOLS ATTENDED:**

1.

2.

**LANGUAGES SPOKEN:****Additional Information:**

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1. What is your political preference? (i.e. liberal, conservative, etc.)

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2. If selected to the internship program, what city will you reside in?

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3. Do you have access to a vehicle?

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4. How did you hear about the CAUSE Leadership Academy internship?

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# CAUSE LEADERSHIP ACADEMY 2014

## PROGRAM APPLICATION – PART II

### TERMS AND CONDITIONS:

All incidental expense outside of the CAUSE Leadership Academy such as transportation, fees, insurance, and materials are not the responsibility of the CAUSE Leadership Academy.

The internship stipend of \$1,000, which will be provided upon satisfactory completion of the nine-week program, serves as reimbursement for any additional expenses incurred during the course of the program.

Any special arrangements or needs must be discussed and settled prior to the start of the nine-week program.

By submitting this application for the CAUSE Leadership Academy, I agree to the terms set forth in the descriptions for the program, as applicable to my application. I have read and agreed to the TERMS AND CONDITIONS set forth in this application.

I also certify that all information provided on this application is a true and complete statement of facts. I understand that falsification and withholding pertinent information may result in internship denial.

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PRINT AND SIGNED BY CANDIDATE  
(IF UNDER 18, PLEASE HAVE PARENT OR GUARDIAN SIGN)

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DATE SIGNED

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APPROVED BY CAUSE STAFF

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DATE SIGNED

# CAUSE LEADERSHIP ACADEMY 2014

## APPLICATION CHECK LIST

- All documents must be **single-sided**.
- Please submit this checklist (completed).
- Please **do not** staple your application.
- Please remember to make a copy of this completed checklist and your entire application, for your records.

I have completed and submitted the following:

- Completed Program Application Part I
- Completed Program Application Part II (Signed Terms and Conditions)
- Current resume
- Official school transcript
- One letter of recommendation, including contact information of recommender
- One essay

**This completes the applicant's checklist.**