



2024

Keiki
Caucus
High School
Internship

Program
Guide

updated 10.1.2023

INTRODUCTION

Aloha Legislative Interns:

Welcome to the 2024 Keiki Caucus (KC) High School Legislative Internship Program. This program is a project of the KC of the Hawaii State Legislature and Place-Based After-School Literacy Support (PALS), with the support of the Hawaii Department of Education.

The internship program is a unique educational opportunity that will allow you to have a hands-on learning experience in the legislative process. We will be exploring the theme of "Place, Power and Politics" in the 2024 high school legislative internship. We hope that your experience will give you an understanding of how laws are made and the importance of participating in democracy. It is our goal to provide you with the opportunity to work with a host legislator and their staff while learning how to conduct research, track and analyze bills, and write bill briefs. You will experience how to engage in collaborative, inquiry based, and community-building discussions to explore public policy questions with some of the top civic educators in the state.

This guide provides you with important information about the intern program. Please review and share it with your parent(s) or guardian(s), and keep this guide in your portfolio for future reference throughout your internship.

We look forward to sharing this experience with you throughout the 2024 legislative session.



Your Program Coordinators,

Jeanné Kapela

State Representative, District 5 (D)

Amy Perruso

State Representative, District 46 (D)

ABOUT THE HAWAII STATE LEGISLATURE



The Hawaii State Legislature was created in 1959 following the passage of the federal Hawaii Admissions Act. The Senate consists of 25 members elected from 25 senatorial districts for staggered four year terms. The House of Representatives consists of 51 members elected from 51 representative districts for two year terms. Each house adopts its own rules, establishes standing committees, maintains its own records, and elects its own officers. The presiding officer of the Senate is the President of the Senate. The presiding officer of the House is the Speaker of the House of Representatives.

- Guide to Government in Hawaii Legislative Reference Bureau

STUDENT RESPONSIBILITIES

It is a privilege to be selected to serve as a student intern for a state legislator. Your respect and commitment are expected throughout your internship.

All legislative interns are required:

- 1) To work a minimum of four hours weekly with the office of your host legislator either at the Capitol, in the legislator's district, or virtually.
- 2) To be prompt and reliable in reporting to work and scheduled meetings.
- 3) To abide by House and Senate rules and policies, and follow policies and guidelines established by your host legislator and staff.
- 4) To honor confidentiality of information:

“Being discreet is an important attribute of a student intern. The best way to ensure that confidential information remains confidential is to not repeat it. Be careful, too, of unauthorized third parties overhearing office or telephone conversations.”

- 5) To avoid even the appearance of conflict of interest, and at all times comply with the State Code of Ethics (Hawaii Revised Statutes, sections 84-11 to 84-19).
- 6) To provide a business-like, professional image to colleagues and to the public, all interns are required to wear appropriate clothing and footwear in the workplace. Female appropriate dress includes suits, and skirts or pants with blouses. Male appropriate dress includes suits, pants, dress shirts or aloha attire.
- 7) To act with professionalism, respect, and integrity at all times.
- 8) Attend (in person or online) the seven intern class sessions on dates listed on page 5.
- 9) Complete all curricular assignments.

LEGISLATIVE INTERN MEETING DATES



You are required to attend seven blended (in person or online) class sessions to build a community of inquiry on lawmaking and public policy on the following dates, from 3:30 p.m. to 5:30 p.m.; (meeting locations in the Capitol Building will be announced at a later date):

Wednesday January 17, 2024

Wednesday January 31, 2024

Wednesday February 14, 2024

Wednesday February 28, 2024

Wednesday March 13, 2024

Wednesday March 27, 2024

Wednesday April 10, 2024

ZOOM CONFERENCING

For students participating in intern meetings, you will be sent an email with a link to participate in the Zoom video conference prior to each meeting. You will need the following equipment: computer, internet access, webcam, and a microphone. In order to make the most of the Zoom conference we ask you to use the following protocols:

Be punctual. Sign in to the Zoom conference at least 15 minutes prior to start.

When using a web camera make sure you do not have light behind you, such as a window.

Test your microphone, headphones, and webcam prior to start.

Avoid background noise.

Mute your microphone when you are not speaking.

If you do not have a microphone, please call in using a telephone.

If you have a question during a meeting, please raise your hand so we can see it if you are on the webcam, or type your question in the chat area.

CURRICULUM

You will receive a detailed academic syllabus at the January 17, 2024 meeting. To give you an idea of what to expect for the academic part of this program, we will be using P4CHI (Philosophy for Children Hawai'i), an innovative approach to education that is transforming the schooling experience by engaging people in the activity of philosophy (<http://p4chawaii.org>). This approach aids students and teachers in converting traditional classrooms into intellectually safe spaces where community, inquiry, philosophy, and reflection are central to classroom activity.

The P4C Hawai'i structures that we will be using during our community of inquiry meetings are:

Intellectual Safety

Community Ball

Prompts of the Day and Daily Reflections

The Good Thinker's Tool Kit

Plain Vanilla Philosophical Discussions

Inquiry Memos

Philosophical Text Annotations

The detailed syllabus will outline the standards, activities, and assessments that will be used to support your learning during the 2024 Legislative Session. A list of key compelling questions that we will focus on throughout your learning experience are:

How do we understand key concepts of power, authority, democracy, the common good and individual rights?

What are the most important public policy issues facing young people in your community? How do race, class and gender shape the framing of public policy issues?

What are the relationships between race, gender, power, authority, and political structure?

What does it mean to be "good" citizen in a democracy?

What do young people need to understand and know how to do to take political action?

INTERN ACTIVITIES

You are required to work a minimum of two hours weekly with the office of your legislator either at the Capitol, in the legislator's district, or virtually. We expect you to complete all class assignments, to be proactive and initiate activities both at the Capitol and at home. Class activities will include: tracking bills using the Capitol website, tracking media coverage of key legislation, analyzing committee reports and testimony, and utilizing available training resources, including training videos.

Activities for interns who serve in your host legislator's Capitol office will also include:

Attending floor sessions in the House or Senate chambers

Attending House or Senate committee meetings

Shadowing your host legislator and/or staff

Attending tours of civic center facilities, including the state archive building

Activities for interns who participate from outside the Capitol will include:

Viewing live or archived video of House or Senate floor sessions and committee meetings

Conducting class assignments using online resources

Attending community town hall or neighborhood board meetings

OPTIONAL COMMUNITY SERVICE CREDIT



Student interns may be eligible to apply for a one-half community service credit if they complete a minimum of 60 hours of service for their host legislator, either in the legislator's Capitol office or through district activities. Formal enrollment in the community service course is required prior to accumulation of service hours. Information on the community service course, guidelines, and forms for documentation are available from your instructor and should be obtained from Representative Amy Perruso (repperruso@capitol.hawaii.gov) before starting the program. This course would award students who are enrolled in it a .5 general elective credit.

TRAINING RESOURCES



Public Access Room Overview - an overview of the free services provided by Hawaii's Public Access Room (PAR)
<https://lrh.hawaii.gov/par/services/>

"Your Voice" : Discover the Public's Power in the Legislative Process

Original Presentation Archive on the PAR YouTube Channel (54 min.) :

<https://www.youtube.com/watch?v=X83qSKYG4ws>

PDF: <https://lrh.hawaii.gov/par/wp-content/uploads/sites/2/2021/01/2021-Your-Voice-presentation.pdf>

Powerpoint: <https://lrh.hawaii.gov/par/wp-content/uploads/sites/2/2021/01/2021-Your-Voice-presentation.pptx>

Archive of all PAR Workshops: <https://lrh.hawaii.gov/par/workshops/>

A Bill's Journey - How a bill becomes a law in Hawaii

<https://lrh.hawaii.gov/par/overview-of-the-legislative-process/a-bills-journey>

Guide to Government in Hawaii - describes state and county departments and their organization, as well as the agencies of the federal government that have offices in Hawaii. Includes organizational charts.

https://lrh.hawaii.gov/wp-content/uploads/GuideToGovernmentInHawaii_2020.pdf

Glossary of Hawaii Legislative Terms - a listing of key legislative terms and their meanings.

<https://www.capitol.hawaii.gov/glossary.aspx?show=all>

Organization & Function of the Legislature - a brief overview of the structure and function of Hawaii's legislative branch.

<https://lrh.hawaii.gov/par/hawaiis-legislature-and-government/hawaiis-legislative-branch/>

Overview of Hawaii's branches of government:

<https://lrh.hawaii.gov/par/hawaiis-legislature-and-government/overview-of-branches-of-government/>

Walk through Session - specifics of the legislative process and timetable

<https://lrh.hawaii.gov/par/overview-of-the-legislative-process/>

Hawaii State Constitution - <https://lrh.hawaii.gov/constitution/>

Legislative Reference Bureau Website - <https://lrh.hawaii.gov/>



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