Malcolm Means

8/21/09

Summer Internship Executive Summary

Sewanee Tonya Public Affairs Internship

Executive Summary:

Internship in the Office of Senator Blanche Lincoln

As a part of the staff of U.S. Senator Blanche Lincoln’s office I rotated through the various sections of the office. While in the front office I answered phone calls from constituents, lobbyists, the press, and other Congressional offices. With constituents I tried my best to answer their questions and concerns and with the other callers I took messages or put them through to the appropriate person in our office. I also served as the greeting person for people coming into the office to meet with the Senator or one of her staffers. Our front office duties also included giving Capitol Tours to constituent groups such as schools from Arkansas. I also served in the mail room where I opened and sorted mail. The interns were also assigned a day with of press duty, during which we read and sorted news stories about Senator Lincoln and sat in while the press staff scheduled interviews and worked on press releases for the Senator. We were also assigned research projects and memos to complete both on pending legislation and on informational briefings held on Capitol Hill. These tasks allowed me to work on my research and writing skills and provided me with an opportunity to learn how to complete professional office memos. As interns we were also given the privilege of shadowing the Senator’s scheduler and executive assistant and the Senator herself for a day, during which we accompanied her to all of her meetings with constituents, committees, and to the Capitol for a vote in the Senate. Finally, our internship was rounded off by a series of intern speakers from Arkansas and by guided tours of different government agencies such as the State Department and the National Archives.