



Rowan University

Rowan Institute for Public Policy & Citizenship

College of Humanities & Social Sciences

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RIPPAC Internship Guide – Summer 2025

Please complete and EMAIL to: RIPPAC@rowan.edu

Name of Company / Association / Organization Office of Assemblyman Al Barlas

Internship Coordinator Michael Knauss Coordinator's Phone / Email mknauss@njleg.org

Location of Main Office Fairfield, Essex County # of Summer 2025 Interns Accepted 4

Where will the internship be done?

☒ In the main office ☐ Remotely (student works from home) ☐ Combo At-home & In-Office

Dates / Length of Summer 2025 Internship Flexible Required Hours/Week Flexible

Is there some type of salary or stipend? NO If so, how much? \$0

What is the application process? *(Please include deadlines & other requirements. Feel free to attach additional pages)*

Submit resume and writing sample to mknauss@njleg.org with subject line "Rowan Intern"

Intern work areas: Clerical ☐ Research ☒ Errands ☐ Organizing ☐

Please explain the work that will be required of the intern: Legislative research, budget research, note taking, memos, opportunities to participate directly in lawmaking and budget processes

Will there be opportunities for the intern to observe:

Internal strategy sessions? ☒ Legislative sessions? ☒ Committee hearings? ☒

Is the intern expected to work evenings and weekends? If so, please explain. Never

Do you have any suggestions for the applicants? *(Please use additional pages if necessary)*

Use of AI software to generate writing sample will result in immediate disqualification.