

Objectives and Methods

UNITED STATES SENATOR'S OFFICE

- OBJECTIVE I Gain an understanding of the role of the general counsel in the personal office of a U. S. senator.
- METHODS
1. Attend, as available, meetings with the senator and the senator's staff, staff from other legislative offices, White House congressional liaisons, lobbyists, interest groups, constituents, and others.
 2. Assist, as required, in matters related to the federal judiciary, judicial vacancies and administrative duties associated with the Federal Judicial Nominating Commission.
 3. Conduct legal research and prepare memoranda on issues regarding general office administration.
 4. Conduct legal research and prepare memoranda on ethical issues that arise for U. S. senators and their staff.
 5. Conduct legal research and respond to constituent requests that require an explanation of the law.
- OBJECTIVE II Learn how legislation is developed and passed in the U. S. Senate. Become familiar with the terminology, and the rules, precedents and practices in the Senate and understand how they govern the legislative process and shape legislation. Gain an understanding of how investigative, appropriations and authorizing committees differ in function and practice.
- METHODS
1. Review the Standing Rules of the Senate, the Senate Manual and other materials contained in the Reference section of the U. S. Senate website at <http://www.senate.gov/index.htm>, including the Senate glossary of terms.
 2. Assist the Senator's legislative staff by performing legal and factual research to gather and organize information for bills, committee hearings, speeches, floor colloquies, special reports and press releases.
 3. Attend committee hearings and write summaries of the proceedings.

OBJECTIVE III Develop skills in statutory drafting and in the other types of drafting done in a U. S. senator's office.

- METHODS
1. Assist the Senator's legislative staff with the drafting of bills.
 2. Assist with the drafting of questions for committee hearings, speeches, floor colloquies, special reports and press releases.
 3. Assist with the drafting of letters to constituents.

OBJECTIVE IV Maintain awareness of progress in the externship program.

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1. Make daily entries in journals, write assigned papers, prepare student progress reports, and regularly review progress with faculty supervisor and supervising attorney.