

August 1, 2021

Dear Margo,

Welcome to Team Neubauer! We are excited to have you on the team this fall, and we know you're going to be a great addition to the office. We appreciate your commitment to building a better Wisconsin through progressive policy, and we are looking forward to getting to know you better in the coming months.

Working in the legislature is a privilege and a responsibility. We are all public servants – legislators, staff, and interns work for the people of the 66th Assembly District and for Wisconsin as a whole. As an office, we have a policy of mutual respect and professionalism and an expectation that everyone we encounter is treated with courtesy.

Legislative interns are an important element of a legislative office – your work contributes to our success. Our goal is to use proactive policy to build a better, brighter Wisconsin future, and interns help to make that goal possible. Interning in this office will provide opportunities for legislative research, political analysis, media outreach, constituent correspondence, and grassroots issue organizing and advocacy, as well as the general tasks associated with running a legislative office. We hope that this will be a challenging, but rewarding, experience, and we expect that you will excel here.

We are committed to your professional growth, and want that to be part of our ongoing conversations. We have a goal of providing connection, appreciation, meaning, and impact as part of your internship experience. Greta works to get to know each intern who passes through my office, and as staff, Beth and Adam work to develop learning, mentorship, and networking opportunities within the office and with other legislative staff. As we all adjust in the wake of COVID-19, we are hopeful that there will be many opportunities for you to join us all in the office and participate in the daily rhythms of the Legislature, alongside virtual work.

Your work in our office makes you part of an ongoing effort to make Wisconsin a better place to go to school, live, work, raise a family, and to enjoy in retirement. We are excited to have you on the team, and we hope this experience will be a valuable stepping-stone as you begin your career. Again, welcome to the team!

Sincerely,



Greta Neubauer
State Representative
66th Assembly District



Elizabeth Shimek, J.D.
Chief of Staff
66th Assembly District



J. Adam Wigger
Legislative Aide
66th Assembly District

Intern Conduct Guidelines

Professionalism:

Treat everyone you encounter with respect and courtesy, from the Representative and your coworkers to office guests and constituents. Your behavior reflects upon Representative Neubauer, and they will judge her by your conduct.

Timeliness:

Arrive at the office or log on to the legislative network on time and ready to work. If you will be more than ten minutes late or will miss the day altogether due to sickness, school requirements, or another emergency, please notify the office as soon as possible. If you will not be able to follow your regular schedule, please give the office a call or an email so we are aware and can make alternate arrangements. Consistent tardiness or absenteeism may result in termination of your internship.

Privacy Agreement:

When assisting constituents, there will be times when you need to receive private information from them, such as addresses and phone numbers, or medical histories. All of this information is confidential and should not be shared with anyone outside the office.

Social Media:

As an intern, you should portray yourself in an appropriate manner on social media web sites such as Facebook, Instagram, and Twitter. This is especially important, but not exclusive to, when mentioning anything about the office.

Dress Code:

Dress in the office is business casual. On days when the Assembly is in session, dress should be more formal – plan on a jacket or blazer. Use your best judgment, and always err on the side of being professional. When not in session, dark jeans may be worn on Fridays provided they are not “distressed” (i.e., have no holes/rips).

Resources on Business Casual Dress:

<https://bus.wisc.edu/bba/mybiz/careers-internships/interviews/business-attire>

<https://careers.ls.wisc.edu/wp-content/uploads/sites/39/2017/08/Dress-for-Success.2017.8.8.pdf>

Open Records:

Because this is a public office, everything you type, read, and look at is public under the open records law. When a member of the public requests to look at email, for instance, or the websites you have been visiting, it is necessary for the office to comply. This includes any email that you may open in your personal email accounts. If you do not want an email communication, instant message, etc., to be public record, please do not open it on the office computer.

Testifying at a Public Hearing:

We encourage civic engagement; however, if you choose to register on a bill and/or testify at a public hearing please make sure that you do so as a citizen of Wisconsin only. Please do not testify in representation of Representative Neubauer’s office.