



Colorado Governor's Office Internship Program Handbook

2013

Governor John W. Hickenlooper
Lt. Governor Joseph A. Garcia



**Colorado Governor's Office
Internship and Experiential Learning Program**

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Colorado Governor's Office Internship and Experiential Learning Program

WELCOME AND INTRODUCTION

Thank you for your interest in the Governor's Office Internship and Experiential Learning Program. This program offers a variety of opportunities and possibilities for interns to gain both academic and professional experience. The Governor's Office Internship and Experiential Learning Program is a select internship experience designed for students who are innovative and passionate about public service.

The Office of the Governor embraces diversity and does not discriminate on the basis of race, color, gender, national or ethnic origin, religious affiliation, sexual orientation, or physical ability. The Office of the Governor and the State of Colorado are equal opportunity employers.

The Governor's Office Internship Program is uncompensated and is intended for persons seeking to gain academic and/or professional experience.





Colorado Governor's Office Internship and Experiential Learning Program

OFFICE DESCRIPTIONS

Office of Boards and Commissions

This office recommends persons to the Governor for appointment to state boards, commissions, and boards of certain public universities. Interns are required to assist in the fulfillment of office responsibilities including, but not limited to: soliciting, receiving, organizing, processing, and responding to applications, assisting in outreach to board administrators and researching board functions.

Office of Chief of Staff, Office of the Deputy Chief of Staff

Being an intern for the Chief of Staff of the Deputy Chief of Staff office offers interns the unique opportunity to interact directly with Cabinet members, department and agency staff, and constituents. Tasks include preparing briefings for the Governor and the Chief of Staff (or Deputy Chief of Staff), preparing agendas and staffing Cabinet-level meetings, scheduling and trip-planning, traveling with administration leadership, and administrative tasks as needed to help maintain day-to-day operations of the office. This is a fast-paced environment and a minimum of 16 hours per week for four months is recommended in this placement.

Communications Office

This office works with the media to inform the public of the Governor's goals, actions and ideas. Information is provided through the preparation and coordination of news releases, audio and video presentations, and news conferences. Intern duties include assembling daily clips packets, drafting press releases and letters on behalf of the Governor, assisting with media events, acting as a liaison between government officials and members of the press, and other office duties.

Community Partnerships & Special Initiatives

Interns assist staff with the implementation of special initiatives, projects, fundraising, and events. Interns contribute to projects by creating and strengthening partnerships with key stakeholders that strengthen state and local processes, and by creating opportunities to increase volunteer participation in communities across Colorado. Community Partnerships facilitates and encourages collaborative relationships with local government, non-profit agencies, foundations, businesses and service providers through the provision of technical assistance and the convening of stakeholder forums.

Governor's Office of Correspondence

The Governor's Office of Correspondence is managed by Community Partnerships. Staff and interns ensure constituents, as stakeholders, are assisted by working and coordinating with state agencies, divisions, and federal offices. More specifically, interns will respond to constituent comments and concerns over mostly through email and letters, but also face to face and by phone as needed. Interns are expected to have good interpersonal, writing, and research skills and will assist in drafting and processing Governor Proclamations and official correspondence for publication. Interns in this area should have a strong understanding of local policy, current legislation, and national politics.

Constituent Services/Citizens' Advocate Office

The Citizens' Advocate ensures state government is meeting the needs of every Colorado resident. Interns have the opportunity to research and respond to constituents while gaining valuable insight into the interaction between state government and the public. The Citizens' Advocate Office leads the Citizens' Advocate Corps; interns help manage and strengthen that network committed to facilitating community outreach.

Governor's Office: Scheduling, Reception, and Advance

The Governor's schedule sets the foundation for the rest of the office. The schedule determines which initiatives and projects will receive the Governor's regular attention and time, and thus greatly impacts what the administration will be able to accomplish. The Governor's schedulers and assistants use an effective scheduling strategy by addressing four key issues: communicating the Governor's availability, booking and labeling appointments, press conferences, meetings, etc., allocating time appropriate for duties and meetings, and processing requests. Additionally, schedulers and assistants are responsible for taking calls, directing guests and meeting attendees to the appropriate conference rooms, and keeping staff on time.

Office of Legal Counsel

This area provides legal advice to the Governor, his staff, and his cabinet. The Office processes judicial applications and handles appointments to the Judicial Nominating, Performance, and Discipline Commissions. Interns assist with research and writing projects, asked to help vet judicial nominees, or assigned to follow legislation. Internships in this office are intended for law students, however, some projects may be assigned to interns from other fields of study when appropriate.

Office of Legislative Affairs

The Governor's Office of Legislative Affairs is responsible for overseeing the Governor's legislative agenda, developing a rapport between the Governor's Office and members of the state legislature, managing executive agency legislative liaisons and interacting with the lobby core. An internship in the Legislative Affairs Office offers students the opportunity to be directly involved in the legislative process. Interns perform a variety of tasks to assist the Legislative Affairs Office with day-to-day operations and long-term projects. Duties include basic administrative support, bill tracking and maintaining bill files, help coordinating and executive bill signings, policy and issue research, preparing briefings for the Governor, and assisting the Legislative Affairs Office with additional duties as assigned.

Office of the Lieutenant Governor

Interns in the Lt. Governor's Office assist with the coordination of some special initiatives and are responsible for staffing the office during business hours, including answering emails, phones and letters. They will also be responsible for assisting in general office function such as filing, organizing and setting up databases. Interns will have the opportunity to attend legislative processes, to staff the Lt. Governor at meetings, speeches and other public appearances and to attend staff meetings.

Office of Policy and Research

Interns assist in gathering information and providing analysis on a wide range of federal, state and local issues that come to the attention of the Governor. The staff assists the Governor in developing and monitoring public policies, as well as analyzing all legislation that is considered each session. The office also proactively assists in implementing the Governor's policy agenda, in collaboration with the Governor's cabinet.



Colorado Governor's Office Internship and Experiential Learning Program

AGREEMENT

Congratulations on being selected for placement in the Governor's Office Internship Program! This program offers a variety of opportunities and possibilities for interns to gain both academic and professional experience. The Governor's Office Internship Program is a select internship experience designed for students who are innovative and passionate about public service. The Office of the Governor embraces diversity and does not discriminate on the basis of race, color, gender, national or ethnic origin, religious affiliation, sexual orientation, or physical ability. The Office of the Governor and the State of Colorado are equal opportunity employers.

The Governor's Office Internship Program is uncompensated and is intended for persons seeking to gain academic and/or professional experience.

Purpose of The Governor's Office Internship Program:

The Governor's Office Internship Program is designed to give high-quality applicants the opportunity to see the inner workings of state government and contribute to growing and improving the State of Colorado.

The Governor's Office Internship is intended to provide you with:

- Exposure to the operations and day-to-day tasks of the Governor's Office
- Experiential learning and assignments that reflect methods in how the office strives for government to be more effective, efficient and elegant
- A framework to enhance educational experience through practical work and research, thereby developing skills useful for career development

Requirements for participation:

- Completion or active participation in undergraduate or graduate level studies
- Commitment to consistent weekly hours based on individual schedules (minimum 10hrs/week)
- Above average academic enthusiasm
- Excellent writing, communication, and proofreading skills.
- Strong individual initiative/work ethic
- Interest in public service
- Ability to responsibly handle and participate in confidential work
- Strong commitment to good government and nonpartisanship

Duties and Responsibilities of the Intern:

Interns will comply with the Governor's Office rules, policies, and security requirements and follow the instructions received from the Governor's Office staff. Interns are expected to carry out all tasks assigned by the coordinator or designated staff supervisor.

Specific duties will vary based upon the department to which the intern has been assigned. All interns participate in staff meetings unless it is in direct conflict with class or other work schedules. Unless otherwise stated, all interns are trained in and will provide coverage for constituent services including receiving guests, visitors, and officials at the front desk and assisting callers. Overall administrative support tasks are approximately 25% of assigned time or less.

Scheduling and Work Hours:

Recognizing that school schedules vary, the Governor's Office strives to accommodate individual scheduling constraints. Attendance and punctuality are essential to the efficient operation of the Office. Although situations beyond interns' control may occur and create absenteeism and tardiness, all interns must call his/her supervisor as early as possible, preferably before the beginning of the workday or shift to provide (1) an explanation for the absence or tardiness, (2) his/her location and phone number, and (3) a date or time of the expected return to work. We require a minimum placement of 16 hours per week for eight weeks. We promote a healthy work environment in our office. If you are sick, please do not report to work and contact your supervisor immediately. Please attempt to contact your supervisor at least thirty minutes prior to the beginning of your assigned shift.

Absences for medical or personal reasons are handled at the discretion of your internship supervisor. Communication with your supervisor is essential. With the consent of your supervisor, you may attend seminars, lectures, and activities that support or relate to the goals of your internship. When weather conditions or other emergencies make it unsafe to travel to and from work, the Office will be open for essential services only. This policy goes into effect only when media reports indicate federal government offices are completely closed due to inclement weather, or the Chief of Staff determines that the Office will be closed.

Dress Code:

Business attire is required. Slacks, pants, skirts/dresses longer than the ends of your fingers on your legs, blouses, shirts, and capris are acceptable. Suits are not required, but may be appropriate for some meetings/events. Inappropriate slacks or pants include sweatpants, exercise pants, shorts, bib overalls, leggings, and any spandex or other form-fitting pants. Additional unacceptable attire includes tank tops, midriff tops, shirts with potentially offensive words, terms, logos, pictures, cartoons, or slogans, halter-tops; tops with bare shoulders, sweatshirts, and t-shirts unless worn under another blouse, shirt, jacket, or dress. Jeans may only be worn on Fridays under the direction of the Chief of Staff. Conservative athletic or walking shoes, loafers, clogs, sneakers, boots, flats, dress heels, and leather deck-type shoes are acceptable for work. Flashy athletic shoes and flip-flops are not acceptable. Hats are not appropriate in the office. Head covers that are required for religious purposes or to honor cultural tradition are allowed.

Academic Credit and Evaluations:

Many students receive credit for their university or college for their internships. Although the Governor’s Office Internship Program does not grant academic credit, it will cooperate with schools that do. If you are seeking credit, you should make arrangements in advance with your university advisor and your internship supervisor.

The Governor’s Office Internship Program encourages interns to evaluate their experience at the program as well. Many interns are provided with assessment forms by the intern coordinator at their site. Thank you for taking the time to complete the assessment form which will help us improve the internship experience for future interns.

Behavior:

As an Intern in the Governor’s Office you are responsible for maintaining a respectable and professional demeanor, keeping stable composure, treating colleagues and constituents equally and with respect and dignity, here and away from the office.

Amendment 41 places restrictions on gifts, broadly defined, given to Colorado public officials, government employees, and their immediate family members. Such persons are prohibited from receiving gifts with value exceeding \$53. Gifts from lobbyists are banned regardless of amount. An exception is made for gifts given between personal friends and relatives on special occasions.

You will be exposed to certain information of a sensitive or confidential nature. It is critical that confidentiality be maintained by all interns who work for the Office, that no disclosure of confidential information be made to anyone except as required in the performance of work, and that no use be made of confidential information for personal gain or advantage or for the harm of others.

Media:

Because of the sensitive nature of the work that interns will be involved in, in your role as an intern, you may not communicate with members of the media, unless specifically directed to do so by a supervisor. In addition, as many interns maintain presences on social media websites, do not share the nature of your work in the administration on a social media website unless specifically directed to do so. Accurate dissemination of information to the media is vital to the goals of the Hickenlooper administration. Failure to follow these guidelines is grounds for dismissal.

Agreement:

I understand and agree to the above-outlined expectations of the internship and have been provided a copy of the Internship policies and procedures. I am also aware and understand the requirement for confidentiality, media, and the implications of the Colorado Open Records Act and Amendment 41.

Office/department placement: _____ Assigned supervisor: _____

Signature of Intern: _____ Date: _____

Thank you for your participation in the Governor’s Office Internship Program. If you have questions, concerns, or feedback, please contact Karla Maraccini at karla.maraccini@state.co.us or 303-866-3700.



Colorado Governor's Office Internship and Experiential Learning Program

POLICIES AND PROCEDURES

AMENDMENT 41

Amendment 41 places restrictions on gifts, broadly defined, given to Colorado public officials, government employees, and their immediate family members. Such persons are prohibited from receiving gifts with value exceeding \$53. Gifts from lobbyists are banned regardless of amount. An exception is made for gifts given between personal friends and relatives on special occasions.

CONFIDENTIALITY

During internship with the Office of Governor Hickenlooper and Lt. Governor Garcia, all interns will be exposed to certain information of a sensitive or confidential nature. It is critical that confidentiality be maintained by all interns who work for the Office, that no disclosure of confidential information be made to anyone except as required in the performance of work, and that no use be made of confidential information for personal gain or advantage or for the harm of others.

Examples of sensitive or confidential information may include information designated as classified or secret by the government, matters involving the personal or professional lives of Office employees, internal legislative or political strategy, and internal operations of the Office, among others.

Strict observance of this policy by all interns is of great importance to the effective operation of the Office of the Governor and of all other agencies and departments you might be placed in. Violations of this policy may result in discipline, up to and including immediate termination. Interns who discover a violation of this policy have the responsibility to notify their supervisor. If any intern has any questions as to whether any information is sensitive or confidential, he or she should discuss it with the internship coordinator who may consult the Chief of Staff or the Office manager/supervisor.

**Violations of this policy also could expose the violator to civil and/or criminal liability.

MEDIA

Because of the sensitive nature of the work that interns will be involved in, in your role as an intern, you may not communicate with members of the media, unless specifically directed to do so by a supervisor. In addition, as many interns maintain presences on social media websites, do not share the nature of your work in the administration on a social media website unless specifically directed to do so.

Accurate dissemination of information to the media is vital to the goals of the Hickenlooper administration. Failure to follow these guidelines is grounds for dismissal.

COMPUTER/E-MAIL

E-mail is provided as a communications tool to employees of the Office and should be used with the same rules of professional behavior that apply to use of the telephone. E-mail often interrupts an employee's work, and therefore it should be used only to conduct Office business, not for personal communications.

Use of e-mail to do any of the following is strictly prohibited; to commit an unlawful act; to harass, annoy, offend or disrupt another employee; to advertise or promote outside business; or to solicit or distribute information to employees in violation of the Office's solicitation and distribution policy. Unacceptable e-mails include, but are not limited to, those that contain language or images that are sexual or are derogatory towards a person's race, religion, disability, ethnic background, age, gender or sexual orientation.

Occasionally an employee may be assigned to review the e-mail messages of another employee for legitimate purposes. An employee must have approval, however, from the Chief of Staff before reviewing the e-mail files of another employee. E-mail is not private, and all employees should use good judgment when using e-mail. Because the computers and all data stored on them are the property of the Office, the Office has the right to, and may at any time, retrieve and read any employee's messages, whether sent, received, in draft form or deleted. This is true even though employees use personal passwords; passwords do not guarantee confidentiality.

USE OF THE INTERNET

Interns who have access to the Internet on Office computers must use the Internet for work-related purposes only. All information accessed and communications sent over the internet, including internet e-mail, will be identified with the Office. For this reason, employees must identify themselves properly when using any Internet service and should be aware that their conduct can reflect on the reputation of the Office and the Governor. Because of the open nature of the Internet, the Office cannot guarantee the integrity or security of information transmitted via the Internet. For example, e-mail can easily be altered and/or forwarded to other persons. For this reason, employees of the Office should not send confidential or sensitive materials via the Internet.

You may not use the Internet:

- To access pornographic, obscene or other inappropriate material. "Inappropriate material" includes, but is not limited to, language or images or sounds that are sexual in nature or would offend anyone on the basis of the person's age, race, national origin, disability, gender or religion;
- To download software (except as may be authorized);
- To engage in unlawful activities;
- To solicit funds for any purpose or to engage in promotional or commercial activities;
- To make misrepresentations of any kind; or
- To solicit political or financial support for a particular candidate or party.
- To make misrepresentations of any kind; or
- To solicit political or financial support for a particular candidate or party.

ETHICS

All interns of the Office of the Governor must strictly comply with the provisions of the Independent Ethics Commission Handbook regarding outside income, gifts, and personal financial disclosure, if required.

Interns must be aware of the restrictions of Amendment 41, banning all professional lobbyist gifts and requiring that all other gifts be valued under \$53. They must also be aware of the Colorado Open Records Act, which states that all state communications are public record, and therefore can be subpoenaed at anytime.

Interns who abuse Internet privileges will be subject to appropriate disciplinary action, up to and including termination of employment. Accessing pornographic, obscene or other inappropriate material on the Internet may also be a violation of the Office's harassment policy and is grounds for immediate termination of employment.

All data stored on the Internet are and remain the property of the Office. This includes, but is not limited to, Internet searches, bookmarks, sent and received messages and images, material printed from the Internet and deleted material. Use of the Internet, therefore, is not private, and the Office may monitor employees' Internet activities at any time.

If you have questions or concerns about the proper use of the Internet, please contact your immediate supervisor or the Systems Administrator.

HARRASSMENT POLICY

It is the policy of the Office of Governor Hickenlooper that harassment on the basis of race, color, religion, national origin, disability, age, uniformed service and gender, including sexual harassment, is prohibited and will not be tolerated. All interns are required to avoid any behavior that could be interpreted as harassment.

Sexual Harassment

One form of prohibited harassment is sexual harassment. Sexual Harassment is defined as unwelcome sexual advances, requests for sexual favors, and other unwelcome verbal or physical conduct of a sexual nature when:

- (a) The intern's submission to or rejection of the conduct results in a tangible employment action (such as promotion or demotion); or
- (b) The conduct is sufficiently severe or pervasive to interfere unreasonably with the intern's work performance or work environment.

Sexual harassment may include such actions as sex-oriented verbal "kidding," "teasing," jokes, or suggestive or lewd remarks; subtle or blatant pressure for sexual activity or unwelcome dating; physical contact such as pinching or brushing against another's body; demands for sexual favors; unwanted hugging or kissing; and displaying derogatory or pornographic posters, cartoons, drawings, or male or female pinups.

Complaint Procedure for Reporting Harassment

The Office has established a procedure for reporting harassment complaints. Interns should follow this procedure for reporting any form of harassment. If you feel that you have been the victim of any prohibited harassment, immediately notify immediate supervisor.

You are not required to confront or to report the alleged harassment to the individual whom you believe is harassing you. Your complaint will be taken seriously and will be investigated immediately, and as confidentially as possible. If the complaint is found to be valid, appropriate corrective action, which may include termination of employment or lesser disciplinary action depending on the severity of the offense, will be taken against the harasser.

ACADEMIC CREDIT

Many students receive credit for their university or college for their internships. Although the Governor's Office Internship Program does not grant academic credit, it will cooperate with schools that do. If you are seeking credit, you should make arrangements in advance with your university advisor and your internship supervisor.

LUNCH PERIODS

Lunch periods are established by each intern's immediate supervisor.

PARKING

Due to limited spaces, parking is not available on grounds for interns. A map of lower-cost parking lots will be provided upon request.

WORK HOURS

Each intern's work schedule is independently determined by the internship supervisor and the intern.

ATTENDANCE POLICY

Attendance and punctuality are essential to the efficient operation of the Office. Although situations beyond interns' control may occur and create absenteeism and tardiness, all interns must call his/her supervisor as early as possible, preferably before the beginning of the workday or shift to provide (1) an explanation for the absence or tardiness, (2) his/her location and phone number, and (3) a date or time of the expected return to work.

An intern who must leave work early because of illness or other unavoidable reason is responsible for personally notifying his/her immediate supervisor and obtaining approval before departure.

ABSENCES

Absences for medical or personal reasons are handled at the discretion of your internship supervisor. Communication with your supervisor is essential. With the consent of your supervisor, you may attend seminars, lectures, and activities that support or relate to the goals of your internship.

Also, when weather conditions or other emergencies make it unsafe to travel to and from work, the Office will be open for essential services only. This policy goes into effect only when media reports indicate federal government offices are completely closed due to inclement weather, or the Chief of Staff determines that the Office will be closed.

GRIEVANCE

Should you have a serious complaint or concern while you are at your assignment, do not hesitate to contact your supervisor. If you feel the matter is still unresolved, arrange a meeting with your intern coordinator. The staff of the Governor's Internship Program will make every effort to assist you.

DRUG AND ALCOHOL ABUSE

Interns of the Governor's Office Internship Program are required a high degree of trust and confidence. In addition, the Office has a responsibility to protect its employees, the public, Members, and all other persons who interact, directly and indirectly, with the Office's employees. Therefore, the Office strictly prohibits all interns from being under the influence of drugs or alcohol while interning or while on workplace premises. Also, the Office prohibits any illegal use, manufacture, dispensation or possession of drugs.

Interns who violate this policy may be disciplined, up to and including immediate termination, at the discretion of the Office.

NOTIFICATION CONTACT INFORMATION

Your two primary contacts during your internship are your supervisor and the intern coordinator for your agency or department.

SAFETY AND SECURITY POLICY

It is the policy of the Governor's Office to maintain safe working conditions for its employees and interns. Accordingly, all interns are expected to abide by applicable safety and security rules and regulations at all agencies and departments' facilities. Failure to observe general safety procedures, neglect of the safety of others, or the commission of unsafe acts is unacceptable.

In the event of an emergency, interns must follow the emergency action plan that has been developed for the Office or their specific department or agency they will be interning at.

An intern who is injured while at work must report the injury immediately to their intern supervisor. In furtherance of security and safety concerns, offices and work stations are subject to inspection at the Office's discretion.

DESIGNATED HOLIDAYS

The following are holidays for the state service in calendar year 2013: New Year's Day; Martin Luther King, Jr. Day; Memorial Day; Independence Day; Labor Day; Veterans Day; Thanksgiving Day; and Christmas.

INTERNSHIP ASSESSEMENT

The Governor's Office Internship Program encourages interns to evaluate their experience at the program. Many interns are provided with assessment forms by the intern coordinator at their site. Thank you for taking the time to complete the assessment form which will help us improve the internship experience for future interns.

ADHERENCE TO THE THREE E'S

During Governor Hickenlooper's first State of the State, he identified three keys to elevating the culture of government – Effectiveness, Efficiency, and Elegance. All interns will be expected to uphold and promote this culture of good government.

Effectiveness: Interns will take part in measuring the actions of government and concentrating on *outcomes* to determine the quality of the government's programs.

Efficiency: All government employees, including interns, are expected to work and produce in a timely fashion. It is important that government and government employees act quickly and work diligently on all tasks.

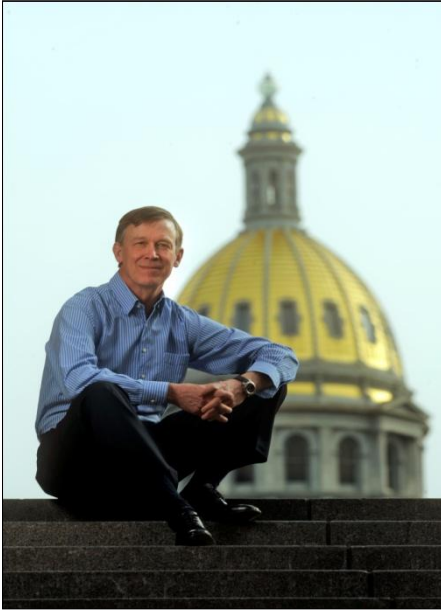
Elegance: All interns must adhere to the principles of good customer service. Whether inside the office or outside the office, good governance requires that every interaction be conducted with respect and dignity for all those involved.



Colorado Governor's Office Internship and Experiential Learning Program

BIOGRAPHIES

Governor John W. Hickenlooper



John Hickenlooper's vision is more vast than his name is long. His ability to synthesize this vision, in both business and government, has led to continued success throughout his career.

After being laid-off as a geologist in the 1980s, John struggled for a while until he came up with the crazy idea to build Colorado's first brewpub. As John likes to say, "I didn't know anything about starting a business. I didn't even know what a pro forma was."

But John went to the library, checked out books on how to write a business plan and started the long process of building his vision into a reality. Although he had to interview with more than 20 banks, he eventually opened The Wynkoop Brewing Co. in the dilapidated warehouse district of downtown Denver. His vision proved successful, and his brewpub and restaurant are now mainstays of Denver's community, and the beating heart of the lower downtown neighborhood.

As the mayor of Denver, John's business abilities, partnered with his progressive vision for the city, have played important roles in the success he has achieved since taking office. In 2005, after serving only two years as mayor, Time Magazine placed him among the top five "big-city" mayors in the country. In 2008, John brought a new level of attention to the Mile High City, successfully marketing Denver as the ideal city to host the 2008 Democratic National Convention.

Born in Narberth, Pennsylvania, John lost his father at a young age and was raised by his notoriously frugal mother. Having lived through the Great Depression, John's mother never wore a dress she didn't sew herself, and she washed plastic wrap and aluminum foil for reuse. John has carried those lessons of frugality and budget consciousness throughout his life, and as an entrepreneur and politician, they have been crucial to his success.

John moved to Colorado in 1981, after earning a Master's in Geology at Wesleyan University, and found work with Buckhorn Petroleum. With the collapse of the oil industry in the 1980s, John was laid-off, providing him with the opportunity to follow his entrepreneurial vision.

When he opened the Wynkoop Brewing Company in 1988, the Lower Downtown section of Denver was a rough neighborhood. To the surprise of his business partners, John made a point of advertising near-by restaurants in his brewpub. Though his friends told him he was nuts, John understood that the real competition was television: if they could create an attractive atmosphere that would pull people off their couches, every restaurant in the area would benefit. His efforts helped revitalize the area and turned "LoDo" into the dynamic, bustling community it is today.

As Denver began the construction of its new football stadium, John got involved in the negotiations, ensuring that the new stadium stay true to its original name, the famed Mile High Stadium. Ever the believer in good marketing, John was concerned that the city was about to lose its one namesake landmark, *Mile High Stadium*. His work helped create the first brokered naming deal in the nation, for what is now Sports Authority Field at Mile High Stadium. John's leadership on the deal and his connection to the community got his friends talking about a run for mayor.

In 2003, without ever having run for public office, John entered the race for mayor. Despite opposition from seasoned political veterans, he captured the attention of voters with his outsiders' perspective and business prowess. He won by a landslide 2-to-1 margin.

Before ever taking office, he tossed aside regional conflicts - announcing to suburban mayors that the days of "Denver first" were over. John pushed aside partisanship and reached out to Colorado's Republican Governor to bridge a new, city-state partnership. Just like he did in his early days in LoDo, John knew that as the state and region succeeded, so would Denver and vice-versa.

As mayor, John has consistently honed a creative, innovative, and efficient edge to government. He overhauled the city's financial system, creating the city's first chief financial officer, and passed a bill to annul tenured salaries in the city, making government function more effectively.

In 2005, John introduced GreenPrint Denver, a plan to improve Denver's urban environment by increasing efficiency and decreasing greenhouse gas emissions, promoting "green" urban design, and implementing an aggressive waste reduction campaign. So far, the effort has reduced energy use at Denver International Airport by 11 percent per passenger, increased recycling throughout the city by 69 percent, and reduced water use at City Hall by a million gallons per year.

In 2008, John successfully marketed Denver's long-shot bid for the 2008 Democratic National Convention. As promised, John avoided using public funds for the campaign. Instead, he traveled the country to garner support from leaders in the Democratic community, procuring the necessary funding to host the convention. The event put Colorado on the international stage and brought more than \$260 million into the local economy.

John's most ambitious campaign, his mission to reduce homelessness in Denver, has seen great success. Denver's Road Home provides employment assistance and housing for the homeless. The success of this program has become a model for other cities, illustrating how they can combat homelessness within the inner city.

Overall, his tireless efforts to improve the city of Denver paid-off. Despite shrinking budgets and managing the city through two national recessions, a recent citizen survey found that Denver's overall community quality rating improved from 78 percent in 2002 to 86 percent today.

He is doing the same at the State Capitol. His integrity, sense of humor and accomplishments have fueled his success in government, and his boundless energy, enthusiasm and creativity are generating tremendous optimism and confidence in Colorado's future.

During Governor Hickenlooper's first State of the State, he identified three keys to elevating the culture of government – Effectiveness, Efficiency, and Elegance. This administration upholds and promotes this culture of good government.

Effectiveness: We take part in measuring the actions of government and concentrating on *outcomes* to determine the quality of the government's programs.

Efficiency: We work and produce in a timely fashion. It is important that government and government employees act quickly and work diligently on all tasks.

Elegance: We adhere to the principles of good customer service. Whether inside the office or outside the office, good governance requires that every interaction be conducted with respect and dignity for all those involved.

During his State of the State address in 2012, Governor Hickenlooper stated, "Working together, we have made significant progress stabilizing the state budget. We didn't postpone hard decisions. We made difficult cuts. We put Colorado on a sustainable path going forward. We face the current budget challenge in a stronger position today than a year ago.....we are proving that we can do more with less and live within our means like all working families in Colorado ... even as the pressures on the state budget continue."



Colorado Lt. Governor's Office Internship and Experiential Learning Program

BIOGRAPHIES

Lt. Governor Joe A. Garcia

Lt. Governor Garcia brings a passion for education and public service to the state Capitol. Before he was elected Lieutenant Governor, Joe was president of Colorado State University – Pueblo. During his four-year tenure at the University, Joe helped the university overcome financial difficulties, stagnant enrollment and a mediocre reputation through aggressive marketing and non-traditional solutions. For example, Joe helped to energize the campus by working with local alumni and parents to bring back a football program that was abandoned in 1984.

Men's wrestling and women's track and field also made their return and a new football stadium was constructed entirely with privately-donated funds. Other new facilities included new residence halls and a new student recreation complex, while other facilities were significantly renovated and expanded. The effort contributed to a two-fold increase in freshman enrollment at the school in only two years.

While president of CSU-Pueblo, Joe also served as co-chair of the Governor's P-20 Education Task Force, helping guide the development of a significant education reform agenda. He also served as one of three Colorado commissioners on the Western Interstate Commission on Higher Education (WICHE), an organization that he now chairs.

Prior to CSU- Pueblo, Joe served as president of the second-largest community college in Colorado, Pikes Peak Community College. There, he oversaw three campuses that serve more than 16,000 students annually. Before serving at PPCC, he was a White House appointee serving as the Secretary's Representative for the Rocky Mountain States for the U.S. Department of Housing and Urban Development. He also served on former Gov. Roy Romer's Cabinet as the Executive Director of the Colorado Department of Regulatory Agencies, where he managed and maintained budgetary responsibility for agencies such as the Divisions of Banking, Financial Services, Real Estate, Insurance, Civil Rights, Securities and the Public Utilities Commission.

Joe has also been actively involved as a board member for many non-profit agencies such as the YMCAs of Pueblo, Colorado Springs and Denver, Pikes Peak Legal Aid, the Colorado Springs and Pueblo Economic Development Agencies, The Colorado Housing and Finance Authority (where he served as Board President), the Pikes Peak Child Nursery Centers Inc., the Hispanic Association of Colleges and Universities, and numerous other civil rights, educational, and cultural organizations.

Born into a military family with deep roots in northern New Mexico, Joe has lived in cities ranging from the Western United States to Western Europe. Joe earned a business degree from the University of Colorado and a juris doctorate from Harvard Law School.

An avid mountain climber and mountain biker in the summer and snowboarder in the winter, Joe could not imagine calling anywhere else his home and is proud to have passed his love of Colorado and the outdoors on to his four children, Mateo, Dolores, Joaquin and Jose.





Colorado Governor's Office Internship and Experiential Learning Program Agreement

SUPERVISOR RESPONSIBILITIES

Thank you for participating in the Governor's Office Internship Program. Office descriptions are included in the application on the Governor's website. Intern applicants choose their preferences based upon these descriptors. Internships are designed to be mutually beneficial experiences; if we have not received applications for your office area, intern applicants will be given the option of being placed in your area in the event their first preferences are full.

Please note that all interns may be trained in front office duties for coverage assistance and may be asked to cover other offices as needs arise. It is important to note that someone must be covering the front desk at all times. If an intern is assigned to cover the front desk and cannot, the intern is required to cover the shift and notify their supervisor. Overall administrative/basic office support tasks should be no more than 25% of the assigned time for students completing their Master's degrees and no more than 40% for students completing bachelor's degrees.

Interns are recruited from multiple universities from around Colorado. Internship information is available on the Governor's office website. Once an applicant has expressed interest and has completed all required documents he/she will be interviewed by the manager of the internship program to better determine an appropriate fit. If the intern has identified an area for preferred placement, every attempt will be made to connect with staff to jointly conduct the initial interview. Otherwise, staff may choose to conduct an additional interview with the applicant before agreeing to supervise him/her. Staff are welcome and encouraged to recruit students on their own if there are specific projects or tasks which need to be completed. Should this occur, the intern applicant must still complete the background check, the application, and the OIT access form.

Staff requesting an intern assignment assume full responsibility for the following:

1. Scheduling
2. Training
3. Task assignments
4. Supervision
5. Desk Space
6. OIT and email access forms (including termination forms)
7. Approving time off
8. Mid-term evaluation
9. Final evaluation/assessment

If you have questions or concerns, please contact Karla Maraccini at karla.maraccini@state.co.us or 303-866-3700.