DUBLIN PARLIAMENTARY INTERNSHIP

Background
The internship is an officially authorised programme working within the Irish Houses of Parliament: the Dail and the Senate. It is governed by the House Committee on Procedures and Privileges. Interns have the status of adjunct staff. Work in parliament is subject to conditions laid down by the Committee on Procedures and Privileges covering such matters as access to facilities, dress code, dealings with press and televised media etc.

Induction
The internship has been established with the support and active cooperation of all the political parties. A condition of the internship is that students must spend one week undergoing induction. The induction programme covers essential areas such as the Constitution, the legal system, political parties, parliamentary procedures, political issues, upcoming legislation and political culture. Many of these issues are developed further in the subject Irish Government & Politics which is studied throughout the semester. During induction, the programme director interviews each student and clarifies expectations about the internship. The student indicates work preferences, if any.

Work
Each intern is part of a small staff. Irish parliamentarians commonly have a staff complement of just one or two. Interns are expected to work two and a half days per week. The nature of the work varies greatly but can be summarised as either administration or research.

Administration
- General Office Work (including filing, telephone work, etc.)
- Computerisation of Data and Files
- Taking Charge of Files (including making representations to Government Ministers and Departments)
- Processing Constituency Work
- Keeping Diary up to date
- Assisting Oireachtas Committee Work

Research
- Research and Project Work
- Summarising Documents
- Speech Writing
- Preparing Press Statements
- Dealing with Press Representations
- Formulating Parliamentary Questions
- Attending Clinics
- Surveying Constituents

Typically a student will undertake some combination of these research and administration tasks.

Throughout the internship, students are required to give an account of progress to the programme director.
Internship Meetings

Individual student meetings as follows:

Preparatory Meeting in Induction week with Programme Director

Meeting in Houses of Oireachtas with host TD/Senator & Programme Director

Review Meeting with Programme Director

There are scheduled opportunities each week for students to meet the Programme Director on Internship matters

Paper

Each student prepares a reflective paper at the end of the induction week.

Reading

Bunreacht na hEireann, Government Publications


Fianna Fail/Fine Gael/Labour Party Policy Papers

Oireachtas Debates, Houses of the Oireachtas

Government Bills, Houses of the Oireachtas

MacCarthaigh, Muiris, Government in Modern Ireland, IPA, 2008
Chapter 3 (The Office of the President), Chapter 4 (Dáil Éireann), Chapter 5 (Seanad Éireann), Chapter 6 (Parliamentary Committees)

MacCarthaigh, Muiris and Manning, Maurice, The Houses of the Oireachtas, IPA, 2010
Chapter 4 (The Work of the Houses), Chapter 9 (Advising and Serving the Houses), Chapter 11 (Staff of the Houses), Chapter 12 (Supporting Parliament: Research), Chapter 16 (Public Scrutiny & Bills)