**CAREER GUIDE**

**Public Administration**

**& Non-Profit Management**



**Department of Public Administration**

**Florida International University**

**11200 SW 8th Street PCA 257**

**Miami, FL 33199**

TABLE OF CONTENTS

[SEARCH PAGES 5](#_Toc333999436)

[HOW TO USE THIS GUIDE 9](#_Toc333999437)

[POST-GRADUATE INTERNSHIPS 10](#_Toc333999438)

[FEDDERAL POST-GRADUATE INTERNSHIPS 11](#_Toc333999439)

[Presidential Management Fellows (PMF) 11](#_Toc333999440)

[Federal Pathways Recent Graduates Program 12](#_Toc333999441)

[HUD Federal Career Intern Program 13](#_Toc333999442)

[BLS Federal Career Intern Program 14](#_Toc333999443)

[DOE Federal Career Intern 15](#_Toc333999444)

[USGS Federal Career Intern Program 16](#_Toc333999445)

[EPA Intern Program (EIP) 17](#_Toc333999446)

[HHS Emerging Leaders Program 18](#_Toc333999447)

[White House Interns 19](#_Toc333999448)

[DHS Honors Fellowship 20](#_Toc333999449)

[The Washington Center Postgraduate Professional Development Program 21](#_Toc333999450)

[Federal Acquisition Fellowship Coalition 22](#_Toc333999451)

[Veterans Affairs: Acquisition Fellowships 23](#_Toc333999452)

[Defense Procurement Internship 24](#_Toc333999453)

[The United States Department of Justice Fellowships 25](#_Toc333999454)

[STATE GOVERNMENT POST-GRADUATE INTERNSHIPS 26](#_Toc333999455)

[California: Capital Fellows Program 26](#_Toc333999456)

[New York State Assembly Graduate Internship 27](#_Toc333999457)

[James H. Dunn, Jr. Memorial and Vito Marzullo Fellowship 28](#_Toc333999458)

[LOCAL GOVERNMENT POST-GRADUATE INTERNSHIPS 29](#_Toc333999459)

[Local Government Management Fellowship Program 29](#_Toc333999460)

[City of Phoenix (AZ) Management Intern Program 30](#_Toc333999461)

[City of Kansas City (MO) 31](#_Toc333999462)

[L.P. Cookingham Management Internship 31](#_Toc333999463)

[City of Long Beach (CA) Management Assistant Program 32](#_Toc333999464)

[POST-GRADUATE INTERNSHIPS IN NON-PROFIT/PRIVATE ORGANIZATIONS AND HEALTH CARE 33](#_Toc333999465)

[Solar Living Institute 33](#_Toc333999466)

[Fall Development Internship 34](#_Toc333999467)

[American Enterprise Institute for Public Policy Research Internship Program 35](#_Toc333999468)

[Institute for Policy Studies Internship 36](#_Toc333999469)

[David A. Winston Health Policy Fellowship 37](#_Toc333999470)

[Hebert Scoville Jr. Peace Fellowship 38](#_Toc333999471)

[IN-SCHOOL INTERNSHIPS 39](#_Toc333999472)

[FEDERAL IN-SCHOOL INTERNSHIPS 40](#_Toc333999473)

[US Department of State Internship Program 40](#_Toc333999474)

[HUD Student Interns Program (STEP) 41](#_Toc333999475)

[HUD Student Career Experience Program (SCEP) 42](#_Toc333999476)

[HUD Student Volunteer Employment Program 43](#_Toc333999477)

[OMB Summer Internships 44](#_Toc333999478)

[CCR Internships 45](#_Toc333999479)

[CBO Health Policy Internship 46](#_Toc333999480)

[CBO Summer Internship 47](#_Toc333999481)

[Summer Transportation Internship Program for Diverse Groups (STIPDG) 48](#_Toc333999482)

[Lewis Educational and Research Collaborative Internship Program 49](#_Toc333999483)

[CIA Graduate Studies Program 50](#_Toc333999484)

[USCB Student Temporary Employment Program (STEP) 51](#_Toc333999485)

[USCB Student Career Experience Program (SCEP) 52](#_Toc333999486)

[EEOC Internships 53](#_Toc333999487)

[Minority Access Internship Program 54](#_Toc333999488)

[FBI Honors Internship Program 55](#_Toc333999489)

[GAO Student Intern Program 56](#_Toc333999490)

[IMLS Strategic Partnerships Internship 57](#_Toc333999491)

[NCPC Internship 58](#_Toc333999492)

[ILO Internship 59](#_Toc333999493)

[STATE GOVERNMENT IN-SCHOOL INTERNSHIPS 60](#_Toc333999494)

[Virginia Capital Semester 60](#_Toc333999495)

[California Senate Fellows Program 61](#_Toc333999496)

[California Judicial Administration Fellows Program 62](#_Toc333999497)

[California Executive Fellowship Program 63](#_Toc333999498)

[California Jesse M. Unruh Assembly Fellowship Program 64](#_Toc333999499)

[Florida House of Representatives Legislative Intern Program 65](#_Toc333999500)

[Florida Gubernational Fellows Program 66](#_Toc333999501)

[LOCAL GOVERNMENT IN-SCHOOL INTERNSHIPS 67](#_Toc333999502)

[Miami-Dade County Executive Internship 67](#_Toc333999503)

[Miami-Dade County Urban Fellows Program 68](#_Toc333999504)

[San Diego County Student Worker Internship 69](#_Toc333999505)

[Washington DC College Internship Program 70](#_Toc333999506)

[New York City Summer Internship Program 71](#_Toc333999507)

[IN-SCHOOL INTERNSHIPS IN NON-PROFIT AND PRIVATE ORGANIZATIONS 72](#_Toc333999508)

[Public Interest Internship Program 72](#_Toc333999509)

[The InterAction Internship Program 73](#_Toc333999510)

[GlobalSecurity.org Internship Program 74](#_Toc333999511)

[NLIHC Internships 75](#_Toc333999512)

[The National Internship Program 76](#_Toc333999513)

[Washington Internship on Social Insurance 77](#_Toc333999514)

[Somers Aging and Long-Term Care Research Internship 78](#_Toc333999515)

[Nathan J. Stark Internship for Non-Profit Development 79](#_Toc333999516)

[Eileen Sweeney Graduate Internship in Disability Policy 80](#_Toc333999517)

[Charles G. Koch Summer Fellows Program 81](#_Toc333999518)

[CBPP Internship Program 82](#_Toc333999519)

[The Smithsonian Institution Internship 83](#_Toc333999520)

[Public Education Network Internship Programs 84](#_Toc333999521)

[Oak Ridge Institute for Science and Education Internship Program 85](#_Toc333999522)

SEARCH PAGES

**General**

NASPAA's advice and links for finding an internship in public service

<http://www.naspaa.org/students/careers/careers.asp>

Linkedln: a professional networking site

<http://www.linkedin.com>

Search engine for jobs specifically geared for the "New Public Sector”

<http://www.publicservicecareers.org>

**Federal**

All federal job openings must be listed on this page

<http://www.usajobs.gov>

Search site for federal careers, fellowships and internships

<http://www.makingthedifference.org>

Florida federal job openings

<http://www.americajob.com/FL/Florida.aspx>

Federal internships appropriate for public administration students <http://www.usajobs.gov/studentjobs/>

Pathways for Students and Recent Graduates

<http://www.opm.gov/HiringReform/Pathways/>

Presidential Management Fellows Program

<http://www.pmf.gov/>

A comprehensive listing of resources *for* finding internships <http://www.utexas.edu/lbj/internships/links>

**State: Florida**

State government job openings

<https://jobs.myflorida.com/index.html>

**Local: Miami-Dade/Broward/Palm Beach**

CITY GOVERNMENT

City of Miami

<http://www.miamigov.com/employeerel/pages/jobs/job%20openings.asp>

City of Miami Beach

<http://www.miamibeachfl.gov/hr/jobs.aspx>

City of Coral Gables

<http://www.coralgables.com/index.aspx?page=421>

City of North Miami Beach

[http://www.citynmb.com/index.asp?SEC={4AD9EA91-1F34-4A50-B58C-F4A2AF5195EF}&Type=B\_JOB](http://www.citynmb.com/index.asp?SEC=%7b4AD9EA91-1F34-4A50-B58C-F4A2AF5195EF%7d&Type=B_JOB)

City of Miami Springs

<http://www.miamisprings-fl.gov/jobs>

City of Ft. Lauderdale

<http://ci.ftlaud.fl.us/jobs/jobs.htm>

City of Miramar

<http://www.ci.miramar.fl.us/hr/visitors/miramarjobs/index.html>

City of Pembroke Pines

<http://www.ppines.com/humanres/jobs.html>

City of West Palm Beach

<http://www.wpb.org/hr/job_op.php>

City of Boca Raton

<http://www.ci.boca-raton.fl.us/city/hr/jobs.shtm>

COUNTY GOVERNMENT

Miami-Dade County

<http://www.miamidade.gov/hr/jobs_welcome.asp>

Broward County

<http://www.broward.org/careers/Pages/welcome.htm>

Palm Beach County

<http://www.pbcgov.com/publicaffairs/jobs.htm>

OTHER LOCAL RESOURCES

Miami Herald Classifieds

<http://www.miamiherald.com/jobs/#navlink=navbar>

Sun Sentinel Classifieds

<http://www.sunsentinel.com/classified/jobs/>

**Higher Education and Extension Services**

NATIONAL

National Job Bonk: extension, outreach, research, and higher education <http://jobs.joe.org>

LOCAL RESOURCES

FIU Career Services

<http://career.fiu.edu/>

LOCAL OPPORTUNITIES

Florida International University

[https://www.fiujobs.org](https://www.fiujobs.org/applicants/jsp/shared/frameset/Frameset.jsp?time=1315419444908)

University of Miami

<http://um.hodesiq.com/job_start.asp>

Florida Atlantic University

<https://jobs.fau.edu>

Nova University

<https://www.nsujobs.com>

Barry University

<http://barry.edu/jobs/>

Miami-Dade College

<http://www.mdc.edu/hr/employment/application/>

Broward College

<https://jobs.broward.edu/applicants/jsp/shared/frameset/Frameset.jsp?time=1341943964062>

St. Thomas University

<http://www.stu.edu/HumanResources/tabid/68/Default.aspx>

**Non-Profit**

Opportunity Knocks: national online site focused exclusively on non-profits <http://www.opportunityknocks.org/>

NonProfitEmploymenl.com: part of the Health Care Job Store that is focused on non-profit jobs nationwide

<http://www.nonprofitemployment.com>

National Council of Non-Profit Associations <http://www.ncna.org>

Young Non-Profit Professionals Network <http://www.ynpn.org/careercenter>

Idealist.org is a project of Action without Borders <http://www.idealist.org>

**Health Care**

American College of Healthcare Executives: Directory of Fellowships in Health Services Administration (select state from pull-down menu)

<http://www.ache.org/career.cfm>

**Other Internship Databases**

Top Ten Federal Internships

<http://govcentral.monster.com/education/articles/1214>

Federal Internship Directory

<http://www.makingthedifference.org/federalinternships/directory>

Cornell University Careers/Internship in Public Service Database

<http://www.career.cornell.edu/students/jobs/internships/index.cfm>

NYU Public Service Internship Database

<http://www.nyu.edu/life/student-life/nyu-service/internships.html>

Kaiser Family Foundation Health Policy Fellowship Database

<http://www.kaiseredu.org/Fellowships-and-Internships.aspx>

HOW TO USE THIS GUIDE

A one page write-up is dedicated to each internship or fellowship opportunity listed herein. Each write-up is intended as a guide for interested parties and should invite potential applicants to log on to the website of choice for further information.

In order to help guide the decision-making process, the following information can be found within each write-up:

Program Title: The official name given to the internship or fellowship opportunity

Agency: The organization/bureau in which the program is housed

Description: A short explanation of the program

Eligibility: Minimum qualifications as required by the program

Length: Duration of the program

Payment: Compensation (if applicable)

Application: Link to the application (if available);

 Additional requirements (i.e. documents, citizenship) of the application

Deadline

Positions: Number of openings

Contact: US Mail;

 Phone Number;

 Fax Number;

 Email

Website: Link to the program’s website for further information

**POST-GRADUATE INTERNSHIPS**

The following opportunities are geared to those have already graduated and received an undergraduate or graduate degree.

FEDDERAL POST-GRADUATE INTERNSHIPS

Presidential Management Fellows (PMF)

Agency: Various Federal Agencies

Description: The PMF Program provides you with an opportunity to apply knowledge acquired from graduate study. Assignments may involve domestic or international issues, technology, science, criminal justice, health, financial management, and other fields in support of public service programs.

Eligibility: Graduate students from all academic disciplines who expect to complete and advanced degree (master’s, law, or doctoral-level degree) from a qualifying college or university are eligible to be nominated by their schools if the demonstrate the following:

* Breadth and quality of accomplishments
* Capacity for leadership, and
* A commitment to excellence in the leadership and management of public policies and programs.

Length: Agency-specific, but generally PMF Fellows receive an initial 2-year appointment with the possibility of full-time employment upon completion of the program

Payment: The salary is based on the current General Schedule. Some geographic locations include additional locality adjustments of the base salary. Salaries can be viewed at the following OPM link: [www.opm.gov/Federal\_Salaries\_Wages](http://www.opm.gov/Federal_Salaries_Wages)

Furthermore, PMF Fellows are eligible to receive student loan repayments; however, these programs are agency-specific.

Application: <http://www.pmf.gov/becomeapmf/index.aspx>

To become a Presidential Management Fellow (PMF), you must sign up for a multi-phase process.

Positions: Agency-specific

Deadline: Approximately: (OPENS) September 15th

Contact: Presidential Management Fellows Program

 US Office of Personnel Management

 1900 E Street, NW, Room 1425

 Washington, D.C. 20415

 Phone: 202-606-1040

 Fax: 202-606-3040

 Email: pmf@opm.gov

Website: [www.pmf.opm.gov](http://www.pmf.opm.gov)

Federal Pathways Recent Graduates Program

Agency: Various Federal Agencies

 For examples, please see:

HUD Federal Career Intern Program (page 13)

BLS Federal Career Intern Program (page 14)

USDA Federal Career Intern Program (page 15)

USGS Federal Career Intern Program (page 16)

DOE Career Intern Program (page 17)

Description: The Recent Graduates Program affords developmental experiences in the Federal Government intended to promote possible careers in the civil service to individuals who have recently graduated from qualifying educational institutions or programs. Successful applicants are placed in a dynamic, developmental program with the potential to lead to a civil service career in the Federal Government.

Eligibility: To be eligible, applicants must apply within two years of degree or certificate completion (except for veterans precluded from doing so due to their military service obligation, who will have up to six years after degree completion to apply).

Length: The program lasts for 1 year (unless the training requirements of the position warrant a longer and more structured training program).

Payment: The internship is intended for positions at grade levels GS-5, 7, and 9

Application: [www.usajobs.gov/studentsandgrads/](http://www.usajobs.gov/studentsandgrads/)

Positions: Agency-specific

Contact: Agency-specific

Website: <http://www.opm.gov/HiringReform/Pathways/program/graduates/>

 [www.usajobs.gov/studentsandgrads/](http://www.usajobs.gov/studentsandgrads/)

HUD Federal Career Intern Program

Agency: US Department of Housing and Urban Development (HUD)

Description: Each HUD Intern Program is designed to attract outstanding men and women into a variety of occupations vital to HUD’s growth and prosperity. The HUD Intern Program provides various mixtures of formal training, developmental on-the-job assignments, research assignments, workshops and seminars, and mentorships that will develop the skills needed for professional success and growth. Positions are available in Washington, D.C., as well as in 10 field offices: Boston, New York, Philadelphia, Atlanta, Chicago, Kansas City, Fort Worth, San Francisco, and Seattle.

Eligibility: US Citizenship; Master of Business Administration or related field; background investigation

Length: 2 years

Payment: This program is intended to recruit professional staff at grade levels GS-5, 7, and 9, and upon successful completion may be eligible for career appointments.

Application: Vacancy announcements and specific application directions will be listed on: [www.usajobs.gov](http://www.usajobs.gov). The application package usually includes:

* Optional form for federal employment or federal resume
* Official transcripts, reinstatement eligibility forms, or veteran/disability preference forms
* Applicants may also be required to submit: online questionnaire, letter of verification of enrollment from educational institution, and statement of interest

**Deadline:** varies per position and semester; see <http://www.usajobs.gov/> for more details

For positions located in Washington, D.C., send all forms and required documents to:

U.S. Department of Housing and Urban Development – Office of Human Resources

HUD Intern Program

451 7th Street, Room 3166

Washington, D.C. 20410

Positions: Depends on how many vacancy announcements are posted on USAJobs

Contact: Phone: (202) 708-2883

 Email: HUDIntern@HUD.GOV

Website: <http://www.hud.gov/offices/adm/jobs/internship.cfm#fci>

BLS Federal Career Intern Program

Agency: US Department of Labor – Bureau of Labor Statistics

Description: As an intern through this program, you will work with your supervisor to create an individual Development Plan.

Eligibility: US Citizenship

Length: 2 years

Payment: Interns are eligible for all benefits of being an employee in the federal government, including earning a competitive salary commensurate with your skills; abilities; experience and education level ($37,640-$59,852 a year). Upon successful completion of the two-year program, you may be converted to a permanent position.

Application: To apply for FCIP vacancies for ***Economists, Budget Analysts, Program Analysts, HR Specialists, or Grant Analyst***, at the ***GS-07 Level***, which typically requires a bachelor’s degree with superior academic achievement (GPA 2.95 or higher), or one year of specialized work experience.

**Deadline:** varies per position and semester; see <http://www.usajobs.gov/> for more details

Positions: Varies by year and location

Contact: US Bureau of Labor Statistics

 Division of Human Resources

 2 Massachusetts Ave., NE, Suite 4230

 Washington, D.C. 20212-0001

 Toll-Free: 1-800-827-5334

 Email: careers@bls.gov

Website: <http://www.bls.gov/jobs/student.htm#intern>

DOE Federal Career Intern

Agency: United States Department of Energy

Description: The Department of Education Intern Program seeks to provide students with an experience that exposes them to government and federal education policy while providing students with meaningful responsibilities.

Prospective interns can request specific areas of work as well as specific departments. Some examples of types of work that have been done in the past include:

* Policy Analysis
* Evaluation and Research
* Project and program management
* Finance
* Public Affairs and communications
* External Affairs and Intergovernmental Relations
* Legislative Affairs
* New media
* Legal work

Eligibility: The Student Volunteer/Intern:

* Must have permission of the institution at which he/she is enrolled to participate in the program.
* Must be enrolled not less than half time in a course of study related to the work to be performed.
* Must be currently attending a high school, trade school, technical or vocational institute, junior college, college, university or other accredited educational institution.
* Recognizes that the services performed will not be compensated by the agency.
* Must be willing to sign a written document of agreement between ED and the student and his/her educational institution outlining the responsibilities of each.
* Students must be at least 16 years of age.

Length: 2 year program

Payment: Not Applicable

Application: See website guide below or [www.usajobs.gov](http://www.usajobs.gov) for more application information and deadlines.

Positions: Varies by year and location

Contact: Central Employment Line at 202-401-4100 or email studentinterns@ed.gov

Website: <http://www2.ed.gov/students/prep/job/intern/index.html>

USGS Federal Career Intern Program

Agency: United States Department of Interior – US Geological Survey

Description: The US Geological Survey (USGS) offers diverse employment opportunities for graduates of biology, hydrology, computer science, cartography, geology, administration, and many other fields.

Eligibility: For entry into the FCIP, applicants must meet OPM qualifications of the position for which they are applying (including positive education/licensing requirements as defined in the OPM qualifications)

Length: Not to exceed 2 years, unless extended for an additional year by USGS

Payment: Agency and position specific, but generally interns are hired at grades GS-5 through GS-9. Individuals who successfully complete the program are eligible for conversion to career or career-conditional appointment. Federal Career Interns are eligible for selected benefits including (in most cases) annual ad sick leave, holiday pay, and health and life insurance.

Application: Applicants may be accepted in response to a job vacancy announcement posted on USAJobs.

 Statement of Understanding: <http://www.usgs.gov/usgs-manual/370/370-3084fig10.pdf>

 **Deadline:** varies per position and semester; see <http://www.usajobs.gov/> for more details

Positions: Varies by year

Contact: Email: hrweb@usgs.gov

Website: <http://www.usgs.gov/ohr/fcip/index.html>

EPA Intern Program (EIP)

Agency: Environmental Protection Agency

Description: This is an entry-level, full-time employment and career development program. The objective of the program is to help interns develop their potential for future advancement within EPA.

Eligibility: You must be a US citizen and have a bachelor’s degree. Applicants should be able to demonstrate the following:

* Academic achievement,
* Leadership potential and teamwork skills,
* A commitment to a career in public service, and
* Solid written and verbal communication skills

Length: 2 years

Payment: Starting salaries are approximately $30,000--$40,000 per year, depending on the grade and location of the position. EIPers enjoy a comprehensive federal compensation package that includes health and life insurance, federal retirement program, sick and annual leave, and a Thrift Savings Plan (federal 401k plan). Quality of Work Life Programs such as career and personal development, flexible work hours, alternative work schedules, and tuition assistance may also be available.

Application: The EPA Intern Program vacancy announcements will be posted in the Fall of 2011 on: [www.usajobs.opm.gov](http://www.usajobs.opm.gov)

 **Deadline:** varies per position and semester; see <http://www.usajobs.gov/> for more details

Positions: Approximately 25-30 positions each year

Contact: EPA Intern Program – (Mail code 3661A)

 US Environmental Protection Agency

 Office of Human Resources

 1200 Pennsylvania Avenue, NW

 Washington, D.C. 20460

 Email: EPA-InternProgram@epa.gov

Website: <http://www.epa.gov/ohr/eip.html>

HHS Emerging Leaders Program

Agency: Department of Health and Human Services

Description: The Program is intended to provide centralized recruitment and management, and rotations within the Operating Divisions (OPDIV) of the Department. Formal training and leadership development are the foundation of this internship resulting in a cadre of well-trained, well-qualified employees for leadership roles in the Department of Health and Human Services.

 The first 12 months of the Program will expose participants to high-level officials of the Department, introduce them to the inter-relatedness of work within the operating divisions, provide an opportunity to gain a working knowledge of the carious occupations and become familiar with the overall environment of the Department.

 The last 12 months of the program will be devoted to work in the participants chosen career field on a full-time basis for the selecting Operating Division. Participants will be hired by one of the Operating Divisions sponsoring the program, i.e. National Institutes of Health (NIH), Food and Drug Administration (FDA), Centers for Disease Control (CDC), Centers of Medicare and Medicaid Services (CMS), Indian Health Services (IHS), Substance Abuse and Mental Health Services Administration (SAMHSA), Health Resources and Services Administration (HRSA), Agency for Healthcare Research and Quality (AHRQ), Administration on Aging (AoA), Administration for Children and Families (ACF), or the Office of the Secretary (OS).

Eligibility: You must be a US Citizen. You must be able to qualify at the GS-9 level (Master’s or higher level degree from an accredited college or university is qualifying for a GS-9 position or 1 year of specialized experience equivalent to a GS-7 or a combination of education and experience).

Length: 2 year

Payment: GS-5 through GS-9

Application: 2 letters of recommendation and transcripts submitted to:

 ELP Program Manager

 6010 Executive Blvd., Suite 400

 Rockville, Maryland 20853

**Deadline:** Please check with agency for future updates.

Positions: Varies by year

Contact: Email: ELP@hhs.gov

Website: <http://hhsu.learning.hhs.gov/elp/>

White House Interns

Agency: The White House

Description: The White House Internship Program provides a unique opportunity to learn more about the daily operations of the White House. In addition to normal office duties, interns attend weekly lectures, volunteer at special events, participate in tours, and contribute to a community service project in the Washington, D.C. area.

Eligibility: Applicants must be:

* At least 18 years of age on or before the first day of the internship
* Enrolled in an undergraduate or graduate program at a college or university, or graduated the previous semester
* A US citizen

Length: 1 semester

Payment: Unpaid; Interns are responsible for arranging their own transportation and housing

Application: Completed application materials, including:

* An application:
* <http://www.whitehouse.gov/about/internships>
* http://www.whitehouse.gov/about/internships/apply/application
* Current resume,
* Two essays: Each answer should be between 300-500 words in length
* 3 letters of recommendation

Must be submitted to the contact information listed below; Upon acceptance, candidates must consent to a security clearance prior to their start date and a random drug test. All security measures are confidential and intended to protect the applicant as well as the Executive Office of the President.

**Deadline: The Summer 2013 White House Internship application will be available from November 19, 2012 until January 27, 2013**

Positions: Approximately 100 interns are chosen each spring, summer, and fall to participate in this highly competitive program.

Contact: Email: intern\_application@whitehouse.gov

Website: <http://www.whitehouse.gov/about/internships>

DHS Honors Fellowship

Agency: US Department of Homeland Security (DHS)

Description: Honors fellows will provide direct assistance to top policymakers throughout the Department and will work side-by-side with professionals with expertise in areas such as: Strategic Planning; Private Sector Outreach; International Affairs; Science and Technology; Immigration Policy; International Law Enforcement; Cargo Security; Emergency Preparedness; Public Affairs; Civil Rights and Civil Liberties; and Screening Coordination

Eligibility: US Citizenship; Background Investigation/Security Clearance; Graduate Degree from an Accredited University

Length: 2 years

Payment: All Honors Fellows come on board at a GS-9, Step 1 salary (approximately $50,000 annually) with a promotion to GS-11 after one year. Fellow may be eligible to receive up to $10,000 in additional money towards any federally insured student loans. The Department may also be able to offer a signing bonus to help defray transitional expenses.

Application: Email: dhspolicyfellowship@hq.dhs.gov for instructions

 **Deadline:** Please check with agency for future updates.

Positions: Several

Contact: Phone: (202) 282-8000

 Email: dhspolicyfellowship@hq.dhs.gov

Website: <http://www.dhs.gov/xabout/careers/gc_1198253509076.shtm>

The Washington Center Postgraduate Professional Development Program

Agency: The Washington Center for Internships and Academics Seminars

This program has been developed as a partnership between TWC and the Department of Commerce

Description: This program consists of 3 main components: and internship, academic courses and a leadership forum. Interns become involved in projects and diverse settings located all over Washington, D.C. International internship opportunities are also available.

Eligibility: Postgraduate Professional Development Program applicants must have received their most recent college degree within 18 months of the start of the program or be currently enrolled in graduate school. They do not receive academic credit and do not need liaison or sponsor approval.

Length: 1 semester

Payment: Program fee is between $2,000 and $3,000. The housing fee ranges from $3,000 to $4,000. Financial assistance is available.

Application: Application fee of $60 applies plus as nonrefundable deposit of $250

 **Deadline:** Applications are accepted year-round.

Positions: Varies by year and number of applicants

Contact: Phone: (202) 238-7900

 Toll Free: 1-800-486-8921

 Email: info@twc.edu

Website: <http://www.twc.edu/prospective>

Federal Acquisition Fellowship Coalition

Agency: Government-wide Opportunities

Description: Federal acquisition involves making purchases on behalf of Federal agencies, but it is also much more than that. Each day the United States Federal Government depends on competent women and men to buy necessary products and contract for services with the funds allocated by Congress. This role requires adeptness at many different business disciplines, such as strategic thinking, evaluation, law, negotiation and management. Each day acquisition professionals engage in sound decision-making to balance a myriad of details without losing site of the overall purpose: protecting and serving the American people.

The acquisition workforce includes individuals who perform contracting, purchasing, partnering, and leveraging functions to support the accomplishment of an agency's mission. (i.e. traditional contracting functions, requirements definition, assessment and oversight of contract performance, and technical and management direction)

Eligibility: Post-graduate students in planning, public policy and related field

Length: On average 2 years but the specific length varies

Payment: varies by agency

Application: see website below for application details

Positions: varies; see the website below for details

Contact: see website for information

Websites: <http://www.fai.gov/drupal/acquisition/become-acquisition-professional>

Veterans Affairs: Acquisition Fellowships

Agency: Veterans Affairs

Description: Federal acquisition involves making purchases on behalf of Federal agencies, but it is also much more than that. Each day the United States Federal Government depends on competent women and men to buy necessary products and contract for services with the funds allocated by Congress. This role requires adeptness at many different business disciplines, such as strategic thinking, evaluation, law, negotiation and management. Each day acquisition professionals engage in sound decision-making to balance a myriad of details without losing site of the overall purpose: protecting and serving the American people.

The acquisition workforce includes individuals who perform contracting, purchasing, partnering, and leveraging functions to support the accomplishment of an agency's mission. (i.e. traditional contracting functions, requirements definition, assessment and oversight of contract performance, and technical and management direction)

Eligibility: Post-graduate students in planning, public policy and related field

Length: On average 2 years but the specific length varies

Payment: varies by agency

Application: see website below for application details

Positions: varies; see the website below

Contact: see website for information

Websites: Veterans Affairs:

<http://www.acquisitionacademy.va.gov/schools/internship/curriculum.asp>

Defense Procurement Internship

Agency: Department of Defense Procurement Jobs

Description: Federal acquisition involves making purchases on behalf of Federal agencies, but it is also much more than that. Each day the United States Federal Government depends on competent women and men to buy necessary products and contract for services with the funds allocated by Congress. This role requires adeptness at many different business disciplines, such as strategic thinking, evaluation, law, negotiation and management. Each day acquisition professionals engage in sound decision-making to balance a myriad of details without losing site of the overall purpose: protecting and serving the American people.

The acquisition workforce includes individuals who perform contracting, purchasing, partnering, and leveraging functions to support the accomplishment of an agency's mission. (i.e. traditional contracting functions, requirements definition, assessment and oversight of contract performance, and technical and management direction)

Eligibility: Post-graduate students in planning, public policy and related field

Length: On average 2 years but the specific length varies

Payment: varies by agency

Application: see website below for application details

Positions: varies; see the website below

Contact: see website for information

Websites: Department of Defense Procurement Jobs:

<http://defenseprocurementnews.jobamatic.com/a/jbb/find-jobs?jt=64>

The United States Department of Justice Fellowships

Agency: Department of Justice (National Procurement Fraud Task Force)

Description: Federal acquisition involves making purchases on behalf of Federal agencies, but it is also much more than that. Each day the United States Federal Government depends on competent women and men to buy necessary products and contract for services with the funds allocated by Congress. This role requires adeptness at many different business disciplines, such as strategic thinking, evaluation, law, negotiation and management. Each day acquisition professionals engage in sound decision-making to balance a myriad of details without losing site of the overall purpose: protecting and serving the American people.

The acquisition workforce includes individuals who perform contracting, purchasing, partnering, and leveraging functions to support the accomplishment of an agency's mission. (i.e. traditional contracting functions, requirements definition, assessment and oversight of contract performance, and technical and management direction)

Eligibility: Post-graduate students in planning, public policy and related field

Length: On average 2 years but the specific length varies

Payment: varies by agency

Application: see websites below for application details

Positions: varies; see the website below

Contact: see website for information

Websites: Department of Justice (National Procurement Fraud Task Force):

<http://www.justice.gov/06employment/06-3.html>

STATE GOVERNMENT POST-GRADUATE INTERNSHIPS

California: Capital Fellows Program

Agency: California State Government

Description: The Center for California Studies at Sacramento State administers the following programs:

* Jesse M. Unruth Assembly Fellowship
* Executive Fellowship
* Judicial Administration Fellowship
* California Senate Fellows

These 4 programs collectively make up the Capital Fellows Program and allow the opportunity to engage in public service and prepare for future careers, while actively contributing to the development and implementation of public policy in California.

Eligibility: Anyone with a degree from a four-year college or university is eligible.

Length: 10-11 months

Payment: Monthly stipend: $1,972 plus full benefits

 Fellows also enroll as graduate students at CSUS and receive 12 graduate credits from the CSUS Government Department of Public Policy and Administration Program. The enrollment fees are paid by the programs.

Application: Application: <http://www.csus.edu/calst/programs/faqs/app_questions.html>

 Letters of recommendation; unofficial transcripts

 The selection process for the fellows programs starts in the late fall when the application period opens. Fellows are selected in the spring and start their programs in the early fall with an intensive four-week orientation conducted by the program faculty advisors, after which they interview various offices before being placed. They attend weekly graduate seminars conducted by their program’s academic advisors.

 **Deadline:** opens October and will close in February

Positions: 18- Assembly Fellows

 18- Senate Fellows

 18- Executive Fellows

 10- Judicial Fellows

Contact: Capital Fellowship Programs

 CSUS Center for California Studies

 6000 J Street

 Sacramento, CA 95819-6081

 Phone: 916-278-6906

 Email: calstudies@csus.edu

Website: <http://www.csus.edu/calst/capital_fellows_programs_overview.html>

New York State Assembly Graduate Internship

Agency: New York State Assembly

Description: This internship provides full-time research or policy analysis positions with Assembly leaders, committees and research staffs. Approximately 1/3 of the participants in the internship have continued their careers at the legislature or have moved into other positions in state government. The Assembly Intern Committee affords graduate students a unique professional learning experience. Graduate Scholars are required to attend issue Policy Forums and the courses provided by the Professors-in-Residence.

Eligibility: Applicants for the internship must be matriculated in or have recently completed a graduate degree program. Applicants should have excellent research skills and a strong interest in the state government legislative process. All majors may apply. International students must have academic requirements in the United States.

Length: 6 months

Payment: $11,500

Application: Application; Personal statement; Official transcripts of all graduate and undergraduate course work completed and in progress; 2 letters of recommendation; 1 letter from the graduate program dean or director; A public policy proposal

 All documents must be submitted to the Intern Committee in a complete package.

 Enclose a stamped, self-addressed postcard if you would like immediate confirmation that your application has been received. Applications should be SENT DIRECTLY TO THE ASSEMBLY INTERN COMMITTEE at the address listed below.

 **Deadline:** application must be postmarked November 1st

Positions: 10

Contact: New York State Assembly Intern Committee

 Phone: (518) 455-4704

 Fax: (518) 455-4705

 Email: intern@assembly.state.ny.us

Website: <http://www.assembly.state.ny.us/internship/graduates/>

James H. Dunn, Jr. Memorial and Vito Marzullo Fellowship

Agency: State of Illinois

Description: Most fellows and interns will be placed in positions with the Governor’s executive staff, in the Office of Management and Budget, and in the Governor’s Legislative Office. The Office of Management and Budget, and in the Governor’s Office, is responsible for the development of the state’s multi-billion dollar budget. The Legislative Office is the Governor’s chief lobbying arm with the Illinois General Assembly. Other fellows will be placed in various agencies under the Governor’s jurisdiction. The program is primarily based in Springfield, with limited placements in Chicago and Washington, D.C.

Eligibility: Bachelor’s degree; Academic Honors; Leadership Ability; Extracurricular Activities; Community/Public Service

Length: 1 year (August-following July)

Payment: $31,332 annually plus full benefits

Application: Typed application (Applications will be available after October)

Official transcripts; 3 letters of recommendation; Small essays and resume included in application form

**Deadline:** see website for closing date

Positions: Varies by year (but approximately 10)

Contact: Governor’s Internship Program

 Department of Central Management Services

 503 Stratton Office Building

 Springfield, Illinois 62706

 Phone: (217) 524-1381

 Fax: (217) 785-7702

Website: <http://www2.illinois.gov/gov/Pages/Opportunities.aspx>

LOCAL GOVERNMENT POST-GRADUATE INTERNSHIPS

Local Government Management Fellowship Program

Agency: International City/County Management Association

Description: This highly competitive career-development opportunity places fellows in a full-time, full-access local government management-track position shaped by direct mentorship under senior government leaders and rotational assignments. Fellows develop real-world management skills while participating in meaningful and important local government projects; Fellows receive direct mentorship from senior local government managers.

 Fellowships are available in a variety of local governments across the nation.

Eligibility: Recent graduates and students enrolled in public administration, public policy, or related master’s degree programs at NASPAA-member schools graduating in this academic year are eligible to apply to this fellowship program. This is an annual fellowship program with a fall application process for spring/summer placement.

Length: 1 year (opportunity to extend fellowship or placement as local government employee)

Payment: Competitive salary (minimum $35,000) is negotiable on an individual basis and varies by location

Application: Application (includes resumes, personal statement and supplemental questions); Official graduate and undergraduate transcripts; 3 letter of recommendation. **Application process is open from mid-September to mid-November**

Positions: Approximately 30

Contact: LGMF Program C/O ICMA

 Attn: Robert Carly

 777 North Capital Street, NE, Suite 500

 Washington, D.C. 20002-4201

 Phone: (202) 962-3560

 Fax: (202) 962-3681

 Email: rcarly@icma.org

Website: <http://icma.org/lgmf>

City of Phoenix (AZ) Management Intern Program

Agency: City of Phoenix, Arizona

Description: As in intern, you will work in the City Manager’s office, the Budget and research Department and a department that provides direct service to the community. Your duties will include carrying out research and analysis projects on a wide range of topics.

Eligibility: A master’s degree or completion of all coursework towards a master’s degree in public administration, business administration or related field.

Length: 1 year

Payment: Approximately $35,150 annually plus benefits and a relocation allowance.

Application: **Application information will be posted on the website in November. See website for closing date.**

Positions: 2-4

Contact: City of Phoenix

 Budget and Research Department

 Phone: (602) 262-4800

 Email: budget.research@phoenix.gov

Website: <http://www.phoenix.gov/INTERNS/>

City of Kansas City (MO)

L.P. Cookingham Management Internship

Agency: City of Kansas City, Missouri

Description: Interns rotate through the City Manager’s Office, the Capital Improvements Management office, Office of management and Budget, and Public Works Departments. The rotations are scheduled in three-month increments. During these rotations, interns closely work with departmental staff on a variety of projects, meet with various community leaders, and participate in a one-year long group project.

Eligibility: A master’s degree or completion of coursework for a Master’s in Public Administration (MPA) or similar discipline

Length: 1 year

Payment: Undisclosed

Application: Resume and cover letter; Official graduate and undergraduate transcripts; 3 letters of recommendation; Supplemental writing exercise. Submit all application material to contact information below.

 **Deadline:** Please check with agency for future updates.

Positions: 2-4

Contact: LP Cookingham Management Fellowship Program

 City Manager’s Office

 City Hall, 29th Floor

 414 E. 12th Street

 Kansas City, MO 64106-2905

 Phone: (816) 513-1366

 Email: Cookinghaminternship@kcmo.org

Website: <http://ww4.kcmo.org/manager.nsf/web/internship>

City of Long Beach (CA) Management Assistant Program

Agency: City of Long Beach, CA

Description: The program consists of four, three-month department rotations. Management Assistants will have one rotation each in the City Manager’s Office and the Department of Financial Management. The other two rotations will be in areas where the City Manager has identified critical projects that the Management Assistant can help support, while meeting the interests of the program participants. These assignments are designed to give the Management Assistant a broad, positive experience in municipal government while providing resources to areas the City Manager has determined to be high priority. Dedicated rotation programs with the Harbor Department, Community Development, or Water Department may also be available.

Eligibility: A master’s degree in Public Administration, Public Policy or related field

Length: 1 year

Payment: $49,000

Application: <http://www.longbeach.gov/civica/filebank/blobdload.asp?BlobID=28978>

**Dealine:** Please check with agency for future updates.

Positions: 1-4

Contact: Tara Brewer, Management Assistant Recruitment Coordinator

 Management Assistant Program – City of Long Beach

 333 West Ocean Boulevard, 13th Floor

 Long Beach, CA 90802

 Phone: (562) 570-6254

TDD: (562) 570-6706

 Email: ManagementAssistant@longbeach.gov

Website: <http://www.longbeach.gov/citymanager/maprogram/default.asp>

POST-GRADUATE INTERNSHIPS IN NON-PROFIT/PRIVATE ORGANIZATIONS AND HEALTH CARE

Solar Living Institute

Agency: The Solar Living Institute

Description: Sustainability-focused internship. Communal lifestyle.

 Possible focus area include: Site Maintenance, Landscape, Garden, Workshop, SolFest Production

Eligibility: The Institute makes a strong effect to create a diverse intern community as possible. Regardless of defining characteristics, the internship program is open to all individuals who share a passion for learning about sustainability.

Length: 3-7 months depending on the season and the internship focus area

Payment: Unpaid; Internship is communal but interns must provide their own camping equipment; weekly food allowance is provided

Application: Cover letter stating the session and focus area you are applying for, a current resume, 3 work or volunteer related contact references, a small file size personal photo (optional), and 250 word personal biography; submit application packages to contact information listed below.

**Deadline:** Please check with agency for future updates.

Positions: Varies by session, year, and applicant diversity

Contact: Pete Huff c/o Solar Living Institute

 13771 S. Highway 101

 Hopland, CA 95449

 Phone: (707) 772-2450

 Fax: (707) 772-2498

 Email: peter.huff@solarliving.org

Website: <http:///www.solarliving.org/display.asp?catid=52>

Fall Development Internship

Agency: The Center for the New American Dream

Description: The Fall Development Internship offers an excellent opportunity for a motivated individual to work closely with accomplished fundraising professional in a highly successful national non-profit with an annual budget of $2 million.

Eligibility: The ideal candidate will be a good writer who is independent, detail-oriented, and capable of taking initiative on specific projects. Successful applicants will also have a sense of humor and subscribe to our philosophy of “more fun, less stuff”. Applicants who are looking to learn about fundraising and outreach techniques in the non-profit world are encouraged to apply. Experience working with databases a plus, but not required.

Length: September-December

Payment: Unpaid, but interns are reimbursed for public transit

Application: Cover letter; resume; 2-4 page writing sample to the below email address with “Fall Internship” in the subject line. In addition to explaining why you’d like to work with New American Dream, please include the following in your cover letter:

* How much time you would like to commit each week
* What days and for how long you are available (one semester minimum)

**See website for availability and application deadlines.**

Positions: Varies

Contact: **Wendy Philleo, Executive Director**

Email: wendy@newdream.org
Phone: 301-891-3683
Mail: 455 Second Street SE
Charlottesville, VA 22902

Website: <http://www.newdream.org/about/jobs>

American Enterprise Institute for Public Policy Research Internship Program

Agency: American Enterprise Institute for Public Policy Research (AEI)

Description: Internships are available in the fall, winter, and spring in the areas of economic policy, foreign and defense studies, social ad political studies, media affairs, *The American* magazine, publications editing, information systems, marketing and human resources. The internship offers opportunities for extensive interaction on an everyday basis in an arena with more than 50 of America’s most cited experts in the fields of politics and public policy.

Eligibility: Current college students, graduate students, and postgraduates

Length: 1 semester

Payment: Unpaid, but work week is flexible (either full time or part time)

Application: <https://aeiinternships.silkroad.com/AEIinternships/Home/How_to_Apply.html> (application includes cover letter, resume, essay, and unofficial transcript)

 **Deadlines:** Summer – April 1

Fall – September 1

Winter/Spring – December 1

Positions: Varies by semester

Contact: American Enterprise Institute for Public Policy Research

 1150 Seventeenth Street, NW

 Washington, D.C. 20036

 Phone: (202) 862-5800

 Fax: (202) 862-7177

Website: <https://aeiinternships.silkroad.com/>

Institute for Policy Studies Internship

Agency: **Institute for Policy Studies**

Description: Interns’ work may include research, writing, and organizing the film series, networking, conferences, and panel discussions. Interns may also compile a progressive legislation list, do a policy analysis, and attend hearings. Several internship projects are available, including the Break the Chain Campaign, Cities for Progress, Drug Policy Project, Foreign Policy in Focus, Global Economy Project, Melman Fellows Program, and many more.

Eligibility: Varies by project

Length: Varies by project

Payment: Unpaid

Application: <http://www.ips-dc.org/resources/ips-intern-application.pdf>

 Completed application form, resume, cover letter, 2 letters of recommendation, brief writing sample (3 page maximum), and unofficial transcripts. Submit completed package via *mail* or *fax* *only* to contact information listed below.

**Deadline:** see website for deadlines; varies by project and availability

Positions: Varies by project

Contact: Intern Coordinator c/o The Institute for Policy Studies

 1112 16th St., NW, Suite 600

 Washington, D.C. 20036

 Phone: (202) 234-9382

 Fax: (202) 387-7915

 Email: info@ips-dc.org

Website: <http://www.ips-dc.org/about/joinus>

David A. Winston Health Policy Fellowship

Agency: Association of University Programs in Health Administration (AUPHA)

Description: The objective is to provide a unique opportunity to learn about the political system through direct exposure to public and private sector roles in health policy development. The first portion of the fellowship is a planned rotation of at least three months during which the Fellow will visit various center of current health policy development at the national level, and may include activities nearby state capitals. During the final months, the Fellow will pursue a personal interest project with the guidance of an Advisory Committee comprised of key policy makers from the private and public sectors.

Eligibility: Completion of a master’s degree by the beginning of the fellowship, usually in July.

Length: 1 year

Payment: $3,965 per month plus benefits, travel expenses, and up to $2,500 for relocation to Washington, D.C.

Application: Application materials should be submitted to the Department Chair (i.e. Dr. Mengistu) who will forward nominations to AUPHA. Applications should include: a resume; a letter to the Winston Fellowship Selection Committee explaining how your experiences and education will complement the David A. Winston Health Policy Fellowship; your motivations for a career in public policy and a description of what you hope to gain from the Fellowship; letters of nomination and recommendation from the Dean, Director, or Chair of the department or school in which you are enrolled and from other individuals who are knowledgeable about your academic and leadership experience. Please submit not less than 3 nor more than 5 letters; academic transcripts (both undergraduate and graduate). Transcripts may be photocopies and need not be sent through the university. However, a key to interpret coding on transcripts must accompany the transcript; a synopsis of your past and current extracurricular activities in the community and on campus. Do not exceed 2 pages. **Deadline: October 26, 2012**

Positions: 2

Contact: The David A. Winston Fellowship
2000 14th Street North, Suite 780
Arlington, VA  22201
(703) 894-0940
Extension 115
E-mail: ejbruno@aupha.org

Website: <http://www.winstonfellowship.com/thefellowship/applicationprocess.html>

Hebert Scoville Jr. Peace Fellowship

Agency: The HebertScoville Jr. Peace Fellowship – a 501©(3) organization

Description: The goals of the Fellowship program are to: provide a unique educational experience to outstanding individuals who might otherwise not have the opportunity to work on peace and security issues in Washington, D.C.; develop leadership skills that can serve the Fellow throughout a career in the peace and security field or related areas of public service; and contribute to the critically important work of the participating non-profit, public-interest organizations

Eligibility: Prospective Fellows are expected to demonstrate excellent academic accomplishments and a strong interest in issues of peace and security. Graduate study, a college major, coursework, or substantial independent reading that reflects the substantive focus of the fellowship is also a plus. Prior experience with public-interest activism or advocacy is highly desirable. It is preferred, but not required, that such activities be focused on peace and security issues. Candidates are required to have completed a bachelor’s degree by the time the Fellowship commences. Preference is given to US Citizens.

 Participating organizations can be found at:

 <http://www.scoville.org/scovorgs.html>

Length: 6-9 months

Payment: The Fellows are supported by a stipend

Application: There is no application form. Please submit a cover letter; a full curriculum vitae; a personal essay discussing the candidate’s qualifications, interests, Fellowship objectives and career goals and 506 organizations they would like to work with if they are chosen as a Fellow; A policy/opinion essay of no more than 1,000 words relevant to the field of peace and security taking a position on a contemporary, contentious issue, such as Ballistic Missile Defense, Comprehensive Test Ban, the role of US troops as part of UN Peacekeeping operations (i.e. Bosnia, Somalia), significance of environmental factors as sources of conflict, etc; Official transcripts; 2 signed letters of reference.

**Deadline: October 1, 2012.**

Positions: Varies by year and applicant

Contact: Hebert Scoville Jr. Peace Fellowship

 Attn: Paul Revsine, Program Director

 322 4th Street, NE

 Washington, D.C. 20002

 Phone: (202) 543-4100 x 124

 Email: scoville@ctw.org

Website: <http://www.scoville.or>g

IN-SCHOOL INTERNSHIPS

The following opportunities are geared to those who are currently enrolled in classes and have not yet received a graduate degree.

FEDERAL IN-SCHOOL INTERNSHIPS

US Department of State Internship Program

Agency: Department of State

Description: The objective of the Internship Program are: To encourage students to consider careers in foreign affairs; To provide students with valuable work experience in a foreign affairs agency; To aid the Department in achieving its missions. There are 2 different types of internships – domestic and overseas.

 Some of the Bureaus offering internships include: Bureau of Democracy; Human Rights and Labor (DRL); Office in Economic, Energy and Business Affairs Bureau (EEB); Bureau of European and Eurasian Affairs (EUR); Bureau of Intelligence and Research (INR); Bureau of Oceans, Environment, and Scientific Affairs (OES); and the United States Mission to the United Nations (USUN).

Eligibility: US Citizenship; A student at an accredited institution; Foreign language ability is an important factor in placement for internships abroad

Length: 1 semester

Payment: Unpaid, however, a limited number of paid positions are available to those who can demonstrate financial need

Application: Applications are submitted through USAjobs.gov

 **Deadlines:** Summer – November 1

 Fall – March 1

 Spring – July 1

Positions: Varies by term and bureau

Contact: Student Intern Program

 Recruitment Division

 US Department of State

 Room H518

 2401 E St, NW

 Washington, D.C. 20522-0108

Website: *Website link:*

<http://www.careers.state.gov/students/programs.html#SIP>

 *Brochure link (PDF):*

<http://www.careers.state.gov/docs/4.0_Student_Intern_brochure.pdf>

HUD Student Interns Program (STEP)

Agency: US Department of Housing and Urban Development (HUD)

Description: This program hires students to work in the Department for temporary/summer positions. Students work flexible work schedules and are from all educational levels. Work assignments may be, but are not required to be, related to your academic field of study.

Eligibility: US Citizenship is required; Enrolled in at least half-time academic or vocational and technical course load in an accredited educational institution; be able to provide a letter of verification from your educational institution showing proof of current enrollment in school.

Length: 1 semester

Payment: This is a paid position; however, pay varies based on educational and professional experience

Application: Apply through USAjobs.gov;

**Deadline information listed on USAjobs.gov website.**

Positions: Varies by term

Contact: Phone: (202) 708-1112

 Email: StudentInq@hud.gov

Website: <http://www.hud.gov/offices/adm/jobs/internship.cfm#step>

HUD Student Career Experience Program (SCEP)

Agency: US Department of Housing and Urban Development (HUD)

Description: This program hires students for valuable work experience directly related to your academic field of study. This program requires a formal agreement between the student, the school, and HUD. You may be eligible for permanent employment under this program after successfully completing your education and after working a minimum of 640 work hours.

Eligibility: US Citizenship is required for conversion into permanent employment; Attend an accredited college or university and pursue a bachelor’s or master’s degree; Be able to provide a letter of verification from your educational institution showing proof of currently enrolled at least half time in school; Work experience must relate to academic study (i.e. Urban Studies, Urban/Regional Planning, Geography, Engineering, Economics, Architecture, Political Science, Public Affairs, Social Work, Social Policy, Sociology)

Length: Typically 1 year

Payment: This is a paid position, however, pay varies based on educational and professional experience

Application: Apply through USAjobs.gov; **deadlines vary per position and are listed on USAjobs.gov**

Positions: Varies by year and applicant pool

Contact: Phone: (202) 708-1112

 Email: StudentInq@hud.gov

Website: <http://www.hud.gov/offices/adm/jobs/internship.cfm#step>

HUD Student Volunteer Employment Program

Agency: US Department of Housing and Urban Development (HUD)

Description: This program hires students to work in the Department as volunteers for valuable work experience directly related to their academic field of study.

Eligibility: US Citizenship is required; enrolled in at least half-time academic or vocational and technical course load in an accredited educational institution; be able to provide a letter of verification from your educational institution showing proof of current enrollment in school.

Length: 1 semester

Payment: Unpaid

Application: Apply through USAjobs.gov;

**Deadlines vary and are listed on USAjobs.gov**

Positions: Varies by semester

Contact: Phone: (202) 708-1112

 Email: StudentInq@hud.gov

Website: <http://www.hud.gov/offices/adm/jobs/internship.cfm#step>

OMB Summer Internships

Agency: Office of Management and Budget (OMB)

Description: The OMB summer internship program is for students in public policy, public administration, business, information systems, computer science, economics, law, or a related field.

Eligibility: US Citizenship; currently enrolled as a graduate student seeking a master’s or doctoral degree

Length: Summer semester (May – August)

Payment: Unpaid

Application: Individuals who are currently enrolled as a Masters or higher degree-seeking student in an accredited college or university interested in applying for the summer internship program should e-mail (1) résumé, (2) writing sample of 1-3 pages (i.e., school paper, memo, or anything that favorably demonstrates your writing skills), and (3) copy of graduate and undergraduate transcript (copy may be unofficial) to Falisa\_Peoples-Tittle@omb.eop.gov

**Deadline:** Please check with agency for future updates.

Positions: Varies by year

Contact: Phone: (202) 395-0684

 Email: OMB\_Recruitment@omb.e

Website: <http://www.whitehouse.gov/omb/internships>

CCR Internships

Agency: US Commission on Civil Rights

Description: The Commission on Civil Rights offers two different student programs including the following:

 *Student Temporary Employment Program:* Includes summer internships, provides flexible temporary employment that enables students to earn a salary while still in school. Opportunities are very limited and subject to budget constraints.

 *The Student Volunteer Service Program*: provides unpaid training to students in high school and college related to the students’ academic program. The program allows students to explore career options as well as develop their personal and professional skills. Students may work during the school year and/or during the summer vacation periods.

Eligibility: Must be enrolled in college or graduate program at accredited school

Length: 1 semester

Payment: Student Temporary Employment Program – paid (undisclosed amount)

 The Student Volunteer Service Program - unpaid

Application: Apply through USAjobs.gov; **deadlines vary based on the position, see USAjobs.gov for information**

Positions: Varies by semester

Contact: US Commission on Civil rights

 Human Resources Division

 624 Ninth Street, NW

 Washington, D.C. 20425

 Phone: (202) 376-8364

 Email: vacancies@usccr.gov

Website: <http://www.usccr.gov/jobs/jobs.htm>

CBO Health Policy Internship

Agency: Congressional Budget Office (CBO)

Description: CBO’s Health Policy Internship is geared toward graduate students interested in health analysis and policy.

Eligibility: Must be enrolled in an accredited graduate program

* Courses in Economics, Public Finance, Public Budgeting, Microeconomics, and Public health
* Experience with SAS (or other statistical programs) and large data sets
* Experience conducting independent research
* Strong writing skills
* An understanding of Federal budget process
* Prior policy internships and participation in student government

Length: The internship may be available on a summer, semester, or year-long basis depending on work needs and students’ availability

Payment: Undisclosed

Application: Apply through USAjobs.gov;

**Deadlines:** Please check with agency for future updates.

Positions: Varies by semester

Contact: Human Resources

 Congressional Budget Office

 Ford House Office Building, Room 410

 Second and D Streets, SW

 Washington, D.C. 20515

 Phone: (202) 226-2628

 Email: jobs@cbo.gov

Website: <http://cbo.gov/Employment/intern.cfm>

CBO Summer Internship

Agency: Congressional Budget Office (CBO)

Description: CBO’s Summer Internships provide excellent opportunities to experience and observe the budget process and policymaking at the federal level. In addition to learning on the job, CBO interns participate in an educational program that includes briefings on the agency’s role in the budget process. CBO Interns may also participate in seminars offered by other Congressional support agencies and in the Congressional Summer Intern Lecture Series.

Eligibility: Must be enrolled in an accredited graduate program

* Courses in Economics, Public Finance, Public Budgeting, Microeconomics, and Public health
* Experience with SAS (or other statistical programs) and large data sets
* Experience conducting independent research
* Strong writing skills
* An understanding of Federal budget process
* Prior policy internships and participation in student government

Length: Summer semester

Payment: Undisclosed

Application: Apply through USAjobs.gov;

**Deadline:** Please check with agency for future updates.

Positions: 10-28 (varies by year)

Contact: Human Resources

 Congressional Budget Office

 Ford House Office Building, Room 410

 Second and D Streets, SW

 Washington, D.C. 20515

 Phone: (202) 226-2628

 Email: jobs@cbo.gov

Website: <http://cbo.gov/Employment/intern.cfm>

Summer Transportation Internship Program for Diverse Groups (STIPDG)

Agency: Department of Transportation

Description: The objective of the STIPDG is to provide college/university students with hands-on experience and on-the-job training while working on current transportation-related topics and issues. The STIPDG is open to all qualified applicants but is designed to provide qualified women, persons with disabilities, and members of diverse groups with summer opportunities in transportation where these groups have been underrepresented.

Eligibility: You must be a US Citizen and currently enrolled in degree-granting programs of study at an accredited US institution of higher education. Priority will be given to those with a 3.0 GPA or higher.

Length: 10 weeks

Payment: Graduate stipend not to exceed $5,000; Housing; Transportation/Travel; Opportunity for university credit

Application: Submit all materials to the contact information listed below:

* The actual 1-page application (PDF link can be found on website)
* A copy of your most recent transcript/grade record/report
* At least 1 reference (if possible with comments) from a department chair, professor, advisor, employer using the attached reference form
* A current resume, reflecting work experience, volunteerism, awards, leadership, and extra-curricular activities
* The actual 1-page, 2011 Applicant’s Area of Interest/Geographical Preference Sheet, also included on the website
* For Undergraduate Students: a typed essay, one-page, double-spaced, minimum 12-point font, on your transportation interests, describing how your participation in the 2011 STIPDG will enhance your educational career plans and goals
* For Graduate Students: a writing sample representing your educational and career plans and goals
* For Law Students: A legal writing sample

**Deadline:** Please check with agency for future updates.

Positions: Not stated

Contact: US DOT STIPDG

 1200 New Jersey Avenue, SE

 HAHR-40, Room E63-433

 Washington, D.C. 20590

 Email: lafayatte.melton@dot.gov

Website: <http://www.fhwa.dot.gov/education/stipdg.htm>

Lewis Educational and Research Collaborative Internship Program

Agency: National Aeronautics and Space Administration (NASA)

Description: This is an educational program that provides internships for students in science, engineering, professional administration, and technical areas. Internships are available at the NASA Glenn Research Center in Cleveland, Ohio. The internships provide students with introductory professional experiences to complement their academic programs. Interns receive assignments in research and development as well as technical and administrative projects under the personal guidance of NASA professional staff members. Each assignment is commensurate with the academic level and field of study of the student. Interns are integrated into the day-to-day activities of the Center to the greatest extent possible. Time is devoted to a program of scheduled educational, professional, and social events.

Eligibility: Must be enrolled in college or graduate program at an accredited institution

Length: 10 weeks

Payment: Interns receive a biweekly salary for their appointments. The amount of the salary depends on the academic standing achieved by the students at the time tenure begins.

Application: Students may download the application from the following website:

 <http://www.nasa.gov/centers/glenn/education/LERCIP_GRC.html>

 (scroll down to LERCIP College and download the PDF Application form)

 Application should be submitted to the contact information listed below

 **Deadline: varies by year, see website for details**

Positions: Varies by year

Contact: Ohio Aerospace Institute

 Attn: LERCIP

 22800 Cedar Point Road

 Cleveland, Ohio 44142

 Phone: (440) 962-3170 x 5006

Website: <http://oai.org/education/student/index.html>

CIA Graduate Studies Program

Agency: Central Intelligence Agency (CIA)

Description: Graduate studies interns work on teams with our full-time analysts. They research, analyze, write, and brief on international political, military, economic, scientific, technical, and leadership developments. In addition to their analytic responsibilities, graduate studies interns become familiar with the Agency and Intelligence Community by participating in a range of meetings and projects.

Eligibility: Students in a graduate degree program; Students selected for this program must be entering or continuing graduate school on a fulltime basis following this assignment. A GPA of 3.0 or higher is required. All applicants must successfully complete a thorough medical and psychological examination, a polygraph interview, and an extensive background investigation. US citizenship is required. To be considered for Agency employment, applicants must generally not have used illegal drugs the last 12 months. Issues of illegal drug use prior to 12 months before applying to the program will be carefully evaluated during the medical and security processing.

Length: 90 days

Payment: Undisclosed

Application: <https://www.cia.gov/careers/student-opportunities/index.html>

 **Deadlines vary per position and availability, see website for details**

Positions: Varies by year

Contact: Contact information specific to department in which student is interested in participating in.

Website: <https://www.cia.gov/careers/student-opportunities/index.html>

USCB Student Temporary Employment Program (STEP)

Agency: US Census Bureau (USCB)

Description: Available positions include: Analysis, Mathematical Analysis, Information technology, Geography, General Office/Office Assistant, and Office Aide; Located in Suitland, Maryland (a D.C. suburb)

Eligibility: Applicants must be US citizen, enrolled as a degree-seeking student in an accredited school, and attending at least half-time

Length: 1 semester

Payment: Salary based on education and experience

Application: <http://www.census.gov/hrd/www/jobs/stu_temp.html>

 **Deadline:**  applications accepted continually but for summer employment: Applicants who submit materials prior to May 1, will have a better chance of employment.

Positions: Varies by year

Contact: US Bureau of the Census

 Special Programs Office, Room 3039, FB-3

 4700 Silver Hills Road

 Washington, D.C. 20233-1407

 Call center: (301) 763-4636

Website: <http://www.census.gov/hrd/www/jobs/stu_temp.html>

USCB Student Career Experience Program (SCEP)

Agency: US Census Bureau (USCB)

Description: Available positions include: Geographer, Statistician, Mathematical Statistician, and IT Specialist; Located in Suitland, Maryland (a D.C. suburb)

Eligibility: Applicants must be US citizen, enrolled as a degree-seeking student in an accredited school, and attending at least half-time

Length: Typically 1 year; Full time, part time (16 hours/week min), flex time (8 hours within specified 11 hour period), and alternate schedule (1 day off every pay period) available

Payment: Salary based on education and experience; other benefits include: retirement, life and health insurance, leave, free parking, and recreational activities

Application: <http://www.census.gov/hrd/www/jobs/stu_care.html>

 **Deadline:**  applications accepted continually but for summer employment: Applicants who submit materials prior to May 1, will have a better chance of employment.

Positions: Varies by year

Contact: US Bureau of the Census

 Special Programs Office, Room 3039, FB-3

 4700 Silver Hills Road

 Washington, D.C. 20233-1407

 Call center: (301) 763-4636

Website: <http://www.census.gov/hrd/www/jobs/stu_care.html>

EEOC Internships

Agency: Equal Employment Opportunity Commission (EEOC)

Description: The EEOC Fellows Program (EEOCFP) provides an opportunity for students interested in equal opportunity, public administration, economics, employment law, statistics, and other relevant fields, to participate in research and projects related to discrimination and fair and inclusive workplaces in the federal government.

Eligibility: See website for more information

Length: Varies by level

Payment: Unpaid

Application: Nominations along with a resume, personal statement of interest and 2 letters of recommendation must be sent to the contact information listed below. Nominees will be evaluated based on application and interview focused on: communication skills; ability to adapt; experience researching; analyzing or presenting; and the ability to work independently

 **Deadlines:** varies by position; see website for availability

Positions: Varies

Contact: EEOC Internship Programs

 Attn: OFO-EEOCFP

 1801 L Street, NW

 Washington, D.C. 20507

 Phone: (202) 663-4599

 Fax: (202) 663-7004

 Email: ofo.eeoc@eeoc.gov

Website: <http://www.eeoc.gov/eeoc/jobs/internships.cfm>

Minority Access Internship Program

Agency: Federal agencies

Description: The Minority Access Internship Program is designed to allow talented students to experience the diversity and scope of career opportunities available in the federal government and other participating entities. The Program provides students with the opportunity to merge academic theory with practical application in the workplace.

Eligibility: Complete application package on file; US Citizenship; Minimum 3.0 GPA

Length: 1 semester

Payment: Subject to change – refer to website for updated information $425-$550 per week; roundtrip travel; housing assistance

Application: Complete and submit a Minority Access, Inc. application:

 <http://www.minorityaccess.org/programs/intern_app_req01a.htm>

 Application must include official academic transcript, one recommendation from a faculty advisor or current instructor, and a resume

 **Deadline:** Spring – October 1

Summer – February 1

 Fall – May 1

Positions: Agency specific

Contact: Minority Access, Inc.

 5214 Baltimore Avenue

 Hyattsville, Maryland 20781

 Phone: (301) 779-7100

 Email: klewis@minorityaccess.org or mgoldsborough@minorityaccess.org

Website: <http://www.minorityaccess.org/>

FBI Honors Internship Program

Agency: Federal Bureau of Investigations (FBI)

Description: The FBI Honors Internship Program offers students an exciting insider’s view of FBI operations and provides an opportunity to explore the many career opportunities within the Bureau. The Honors Internship program brings students to work at FBI Headquarters in Washington, D.C.

Eligibility: Must be attending an accredited college or university; graduate students must be enrolled in a college or university, must be attending full-time; all applicants must be returning to their respective schools for at least one semester immediately following the completion of the internship; students must have a minimum GPA of 3.0; candidates must be citizens of the United States; candidates must meet all FBI Employment Requirements, be able to pass an FBI Background Investigation, and receive a Top Secret Security Clearance

Length: Summer Semester (June-August); 10 weeks

Payment: Some relocation expense may be paid

Application: <https://jobs1.quickhire.com/scripts/fbi-student.exe>

 **Deadline:** opens September 21, 2011 – closes November 1, 2011

Positions: Very selective and highly competitive

Contact: FBI Norfolk

 150 Corporate Blvd

 Norfolk, Virginia 23502-4999

 Phone: (757) 455-0100

 Website: <http://norfolk.fbi.gov/>

Website: <http://www.fbijobs.gov/231.asp>

GAO Student Intern Program

Agency: US Government Accountability Office (GAO)

Description: All interns participate in an orientation session in Washington, D.C.

Eligibility: The majority of positions are in Washington, D.C., but about 1/3 are located in GAO’s eleven field offices across the country (Atlanta, GA; Boston, MA; Chicago, IL; Dallas, TX; Dayton, OH; Denver, CO; Huntsville, AL; Los Angeles, CA; Norfolk, VA; San Francisco, CA; and Seattle, WA). Ninety percent of the summer interns work as analysts. The other 10 percent typically work as financial auditors or information technology specialists.

Length: Summer semester (10-16 weeks)

Payment: Salary based on education and experience

Application: The GAO advertise for open positions on the website listed below in late fall and early winter of each year

 **Deadline:** varies; see website for details

Positions: Varies by year, but typically 140 positions

Contact: Email: studentprogram@gao.gov

Website: *Website link*:

 [www.gao.gov/careers/student.html](http://www.gao.gov/careers/student.html)

IMLS Strategic Partnerships Internship

Agency: The Institute of Museum and Library Services (IMLS)

Description: IMLS seeks interns to assist with special projects and initiatives. Work will be focused on but not limited to the role of the museums and libraries in supporting programs and services for youth. The intern will be exposed to knowledge of the principles and practices of the museum and library fields, including planning and collaborations; developing/participating in strategic partnerships; and museum and library funding programs.

Eligibility: Master’s degree candidates with coursework relevant to museum or library administration, education, project management or grant-making. Required kills include organizing and prioritizing multiple tasks and working independently; skill in written and oral communication; and familiarity with MS Office software.

Length: 1 semester (minimum 8-10 hours per week)

Payment: Unpaid

Application: Send a cover letter and a resume to the contact information listed below

 **Deadline:** Fall-September 30

Spring – December 15

 Summer – Rolling basis

Positions: Typically 1 per semester

Contact: Mamie Bittner, Deputy Director for Museums & Director for Strategic Partnerships

 Institute of Museum and Library Services

 1800 M Street, NW, 9th Floor

 Washington, D.C. 20036-5802

 Fax: (202) 653-4600

 Email: mbittner@imls.gov – put “Internship Application” as subject

**Website:** <http://test.imls.gov/about/OPPRCIntern.shtm>

NCPC Internship

Agency: National Capital Planning Commission (NCPC)

Description: NCPC offers opportunities for students in the following fields: Architecture, Community Planning, Computer-Aide Design (CAD), Geographic Information Systems (GIS), Historic Preservation, Geography, Law, and Urban Studies

Eligibility: Applicants must be currently enrolled in an accredited college or university

Length: 1 semester

Payment: Unpaid

Application: Submit a letter and resume to Phyllis Vessels at Phyllis.vessel@ncpc.gov or by mail to the contact information listed below

 **Deadline:** not posted but email above contact for information

Positions: Varies by semester

Contact: National Capital Planning Commission

401 9th Street, NW

 North Lobby, Suite 500

 Washington, D.C. 20004

 Phone: (202) 482-7200

 Fax: (202) 482-7272

 Email: info@ncpc.gov

Website: [http://www.ncpc.gov/ncpc/Main(T2)/About\_Us(tr2)/About\_Us(tr3)/Opportunities.html](http://www.ncpc.gov/ncpc/Main%28T2%29/About_Us%28tr2%29/About_Us%28tr3%29/Opportunities.html)

ILO Internship

Agency: International Labor Organization (ILO); field offices in Africa, Europe and Central Asia, Latin America and the Caribbean, Asia and the Pacific, and the Middle East.

Description: Internships with the ILO provide an opportunity for students who are pursuing a course of study or wore in fields related to the ILO’s mandate and activities to:

1. Increase their understanding of relevant issues at the international level by involving them directly in the work of the Office and the application of ILO principles, programs, and strategies
2. Gain practical work experience related to their academic background for future work in the field related to ILO’s mission

The backgrounds of interns are matched with the needs of the Office

Eligibility: Applicants should have undergraduate studies or be enrolled in a graduate program. Applicants should hold degrees in disciplines considered relevant to the ILO’s work, i.e. international law, economics, industrial relations, political science, and the social sciences. Applicants should also be able to adapt to an international, multicultural, multilingual environment, have good communication skills and the ability to work fairly independently or as part of a team.

Length: 3-6 months

Payment: Where an intern is not supported by an institution (university, government, or otherwise), a stipend to cover basic subsistence costs will be paid

Application: Submit a CV and cover letter directly to those departments which interest the applicant most. For an internship in an ILO field office, please send your applications directly to the relevant office.

Positions: The selection of candidates for internships is completely decentralized to individual departments. The ILO does not have specific vacancies for interns. Internships are awarded by individual departments based on their needs and whether or not a candidate’s profile meets those needs.

 **Deadline:** not posted; email contact for information or see website for details.

Contact: Email: recruit@ilo.org or internship@ilo.org

Website: <http://www.ilo.org/public/english/bureau/pers/vacancy/intern.htm>

STATE GOVERNMENT IN-SCHOOL INTERNSHIPS

Virginia Capital Semester

Agency: Virginia State Government

Description: Virginia Capital Semester offers students the opportunity to experience an internship in the state capital while continuing their studies on a full-time basis through coursework at Virginia Commonwealth University. Internships are arranged with the legislative and executive branches of Virginia government, and with the advocacy and lobbying organizations associated with Virginia government. The students participating in the Virginia Capital Semester will assemble weekly in a policy-making seminar to hear from key leaders at the Capitol and to compare experiences from their various internship placements.

Eligibility: The program is geared toward undergraduate students but graduate students may be admitted on a case-by-case basis. Graduate students interested in an internship may make individual arrangements with the VCU graduate program in public administration or other programs for appropriate supporting class work.

Length: The program is offered in the spring semester and begins the first week of January, corresponding with the calendar of the Virginia General Assembly

Payment: Contact the agency for further information.

Application: <http://www.vcu.edu/capitalsemester/VCS_App.pdf> (application form)

 The application package includes: A completed application form; transcripts from your current college or university; 1 letter of recommendation from a faculty member at the student’s home institution; a one-page description of your career goals and what you would hope to gain as a participant in the capital semester program.

 Submit application package to contact information below.

 **Deadline:** October 1, 2011

Positions: Approximately 35

Contact: Virginia Capital Semester

 Virginia Commonwealth University

 L. Douglas Wilder School of Government and Public Affairs

 PO Box 842028, 923 West Franklin Street

 Richmond, Virginia 23284

 Phone: (804) 828-2292

 Email: jlthompson2@vcu.edu

Website: <http://www.vcu.edu/capitalsemester/>

California Senate Fellows Program

Agency: California State Government

Description: The California Senate Fellows program was established to provide participants with insight into the legislative process. The fellowship program’s primary goal include exposing people with diverse life experiences and backgrounds to the legislative process and providing research and other professional staff assistance to the Senate. Fellows are assigned to Member and committee offices and work as part of the public policy staff team in the Capitol. Responsibilities include helping develop legislative proposals, researching and analyzing bills, responding to constituent inquires, and writing press releases and speeches.

Eligibility: The only program prerequisite is a degree from a four-year college or university. There is no preferred major. Individuals with advanced degrees and those in mid-career care encouraged to apply. Although no previous political or legislative experience is necessary, applicants should have a strong interest in public policy and politics.

Length: 1 year

Payment: Fellows earn a monthly stipend of $1972 plus full health, vision and dental benefits. They also earn 12 units of graduate credit from the Sacramento State Government Department.

Application: Application information for the 2012-2013 programs will be available in Fall 2011

 **Deadline:** The application deadline for 2012-2013 is February 22, 2012.

Positions: 18-20

Contact: Phone: (916) 278-6906

 Email: calstudies@csus.edu

Website: <http://www.csus.edu/calst/senate/index.html>

California Judicial Administration Fellows Program

Agency: California State Government

Description: The Judicial Administration Fellows program is administered by the Center for California Studies at Sacramento State and co-sponsored by the California Judicial Council. Fellows serve as full time professional staff in Judicial branch offices.

Eligibility: Bachelor’s degree; it is expected that applicants will demonstrate an interest in the judicial system and issues concerning the administration of justice in the California courts.

Length: 10 months

Payment: Fellows are paid a monthly stipend of $1972 and receive health, dental, and vision benefits. Upon acceptance into the program, fellows will be enrolled as graduate students in Public Administration at Sacramento State and attend regularly scheduled academic seminars.

Application: Application information for the 2012-2013 programs will be available in Fall 2011

 **Deadline:** The application deadline for 2012-2013 is February 22, 2012.

Positions: 10

Contact: Phone: (916) 278-6906

 Email: calstudies@csus.edu

Website: <http://www.csus.edu/calst/judicial/index.html>

California Executive Fellowship Program

Agency: California State Government

Description: The Executive Fellowship Program is sponsored by the California State University, Sacramento’s Center for California Studies, and the Office of the Governor to provide an experiential learning opportunity in California state government, Fellows work full-time in high levels of the Executive branch and meet weekly for graduate seminars. This program uniquely integrates work experiences with academic and professional development. Executive Fellows are placed in various levels of California’s Executive branch including offices of the Governor, Constitutional Officers, Cabinet Secretaries, Commissions, departments, and programs. Placement assignments are made based on a combination of Fellow’s interest, skills, preferences along with mutual desirability between the fellow and role of the office and the skills of the fellow.

Eligibility: Bachelor’s degree

Length: 11 months

Payment: Fellows attend weekly university graduate seminars and earn 12 units of graduate credit in Public Policy and Administration. Seminars provide an academic perspective on policy and administration issues that are relevant to the public sector.

Application: Application information for the 2012-2013 programs will be available in Fall 2011

 **Deadline:** The application deadline for 2012-2013 is February 22, 2012.

Positions: Varies by year

Contact: Phone: (916) 278-6906

 Email: calstudies@csus.edu

Website: <http://www.csus.edu/calst/executive/index.html>

California Jesse M. Unruh Assembly Fellowship Program

Agency: California State Government

Description: The fellowship provides an introduction to public policy formation and adoption in the California Legislature through full-time work as a professional legislative staff member.

Eligibility: Bachelor’s degree

Length: 11 months

Payment: Assembly fellows receive fully-paid enrollment at California State University, Sacramento (Sacramento State), and earn 12 units of graduate course credit for two graduate seminars taught by faculty from the Sacramento State government department. The graduate seminars are conducted at the State Capitol and are a required segment of the fellowship program. Fellows are paid a monthly stipend of $1972 and receive health, dental and vision benefits.

Application: Application information for the 2012-2013 programs will be available in Fall 2011

 **Deadline:** The application deadline for 2012-2013 is February 22, 2012.

Positions: 18

Contact: Phone: (916) 278-6906

 Email: calstudies@csus.edu

Website: <http://www.csus.edu/calst/assembly/index.html>

Florida House of Representatives Legislative Intern Program

Agency: Florida House of Representatives

Description: The fellowship provides an introduction to public policy formation and adoption in the Florida Legislature through full-time work as a professional legislative intern.

Eligibility: Must be a Florida resident or be enrolled in a Florida school at the time of application.  Applicants must have received their bachelor's degree prior to beginning the internship.

Length: 10 months, October 15, 2012 through May 24, 2013

Payment: Participants receive payment of up to 18 hours of graduate tuition at Florida in-state rates during the time of the internship (Fall '12 and Spring/Summer '13) *or* receive a monthly stipend of $400 from October 15 through December 31, and $500 from January 2 through May 24.

Application: Check agency website for details

Positions: Unknown

Contact: Lucy Ciccone, Staff DirectorEmail: lucy.ciccone@myfloridahouse.gov

Beverly Broussard, CoordinatorEmail: beverly.broussard@myfloridahouse.gov

Florida House of Representatives
Office of Professional Development
Legislative Intern Program
327 The Capitol
402 South Monroe Street
Tallahassee, Florida 32399-1300
(850) 487-2290

Website:

 <http://www.myfloridahouse.gov/contentViewer.aspx?Category=PublicGuide&File=Applications_and_Opportunities_Legislative_Intern_Program.html>

 Program Brochure: <http://www.myfloridahouse.gov/FileStores/Web/HouseContent/Approved/Public%20Guide/Uploads/Documents/intern/InternBrochure_5_2_2012.pdf>

Florida Gubernational Fellows Program

Agency: Florida Executive Office of the Governor

Description: The Florida Gubernatorial Fellows Program was created from the belief that the best way to ensure Florida's greatness is to actively educate and cultivate its future leaders.

This non-partisan program immerses students from public and private universities in key areas of state government. During their nine-month tenure in Tallahassee, Fellows receive advanced on-the-job training as well as an invaluable front-line view of the inner workings of government.

As Fellows, participants fulfill roles of critical responsibility, interact closely with the state's top leaders and employ their skills and abilities in a highly rewarding environment.

Eligibility: Check agency website for details

Length: Check agency website for details

Payment: Check agency website for details

Application: There are three steps in applying to be a Florida Gubernatorial Fellow, and all steps must be completed and received by March 2, 2012. Early application is highly recommended.

**1: Request your university or college to send your official transcript to this address:**

**Gubernatorial Fellows Program**
Executive Office of the Governor
400 South Monroe Street
The Capitol, LL-08
Tallahassee, FL 32399-0001

**2: Collect three letters of recommendation.** The best references are those who can speak to your qualities as a person, in addition to your accomplishments. Mail these letters to the address above.

**3: Complete the online application**, which will be available in October.

Positions: Unknown

Contact: **Lauren McKeague**
850.717.9224
lauren.mckeague@ego.myflorida.com

Website: <http://www.floridafellows.com/support1.shtml>

LOCAL GOVERNMENT IN-SCHOOL INTERNSHIPS

Miami-Dade County Executive Internship

Agency: Miami-Dade County, Florida

Description: The Miami-Dade County Executive Internship Program offers FIU juniors and seniors the opportunity to work with County leadership to gain a first-hand look at County government. The program’s ultimate goal is to develop future leaders for the county’s municipal governments and to have a competitive edge for future job opportunities.

Eligibility: Must be a junior or senior student, with a minimum 3.0 GPA and must pass both background and medical tests

Length: 15 weeks long and 16 dedicated hours per week

Payment: Unpaid

Application: <http://www.miamidade.gov/mayor/internship.asp>

Positions: Varies by department and semester

Contact: **Lee-Ann Dizon**Human Resources
Intern Coordinator
**Phone**305-375-3379
ldizon@miamidade.gov

Website: [*http://www.miamidade.gov/mayor/internship.asp*](http://www.miamidade.gov/mayor/internship.asp)

Miami-Dade County Urban Fellows Program

Agency: Miami-Dade County, Florida

Description: The Urban Fellows Program aims to enrich graduate student’s learning experience by introducing them to Miami-Dade County’s government in action. Students will participate in well-planned and organized practical projects that match their educational objectives, and in turn provide the county with a quality research and suggestions.

The Urban Fellows Program provides a non-paid, 15-week graduate level internship opportunity for selected candidates. Participants are assigned to a specific project and will have the leadership of a project supervisor, a member of senior management, who will guide them as they complete their assignment and learn more about their respective department.  Special projects for this program are in constant development.

Flexible hours will be accommodated to suit participant’s class schedules. Participants will receive free parking or metro pass.

Eligibility: Must be a graduate student, with a minimum 3.0 GPA and must pass both background and medical tests

The Urban Fellows Selection Committee reviews the applications and makes the final selections. Applicants will be selected on the following criteria:

* Potential for future professional growth
* Commitment to a career in public service
* Scholastic achievements
* Work experience
* Letters of recommendation

Length: 15 weeks long and 16 dedicated hours per week

Payment: Unpaid

Application: <http://www.miamidade.gov/humanresources/urban-fellows.asp>

Positions: Varies by department and semester

Contact: **Lee-Ann Dizon**Human Resources
Intern Coordinator
**Phone**305-375-3379
ldizon@miamidade.gov

Website: [*http://www.miamidade.gov/humanresources/urban-fellows.asp*](http://www.miamidade.gov/humanresources/urban-fellows.asp)

San Diego County Student Worker Internship

Agency: County of San Diego, California

Description: Internships may be available in the following departments: Public Safety (Alternate Public Defender, Child Support Services, Office of Emergency Services, District Attorney, Medical Examiner, Probation, Public Defender, Sheriff); Health and Human Services (Ageing and Independent Services, Drug and Alcohol Services, Children’s Services, mental Health Services, Public Health Services, Social Services, Veteran’s Services); Land Use and Environment (Agriculture/Weights and Measures, Air Pollution and Control District, Environmental Health, Farm and Home Advisor, Parks and Recreations, Planning and Land Use, Public Works); Community Services (Animal Services, General Services, Library, Purchasing and Contracting, Assessor/Recorder/County Clerk, Civil Service Commission, Clerk of the Board, County Counsel, Human Resources, Retirement Association, Treasurer)

Eligibility: Applicants must be *full time* students. Once employed, student workers must continue to be full time students and maintain at least a 2.0 GPA – for graduate students, this means at least 9 credit hours per semester.

Length: 1 semester

Payment: Hourly Pay Rate: $16.29 $17.10 $17.95 $18.85 $19.79

 Semester Units Completed: 0-6 7-12 13-18 19-24 25+

Application: <http://www.co.san-diego.ca.us/hr/employment_opps/student_worker_packet.pdf>

 (application form on pages 3-4)

 Students may directly contact the personnel office in the various County departments to inquire if Student Worker positions are available and to schedule interviews for possible future hiring. Student Worker Employment Applications are submitted directly to the hiring departments.

 **Deadline:** varies by department and semester; see website for details

Positions: Varies by department and semester

Contact: County of San Diego

 DEPARTMENT OF HUMAN RESOURCES

 1600 Pacific Highway, Room 207, (MS: A-8)

 San Diego, CA 92101

 Phone: (619) 236-2191

 Toll Free: (866) 880-9374

Website: *Website link or Student Worker Program:*

<http://www.co.san-diego.ca.us/hr/student_worker_program.html>

Washington DC College Internship Program

Agency: The City of Washington DC Office of Planning Internship

Description: The Office of Planning (OP) offers unpaid internships to students in the urban planning, public policy and design fields who would like to gain professional experience in government service.  Interns have the opportunity to gain job experience, build professional skills, and network with urban planning, real estate and design professionals throughout Washington, DC.  During the summer interns were given the opportunity to engage in a variety of projects at the Office of Planning. Every intern takes part in planning this city in their own individual ways from sketching outlines of buildings from birds eye view by hand, while others are filing documents about historic districts and creating maps or graphics on the computer. Interns also take educational field trips to further their understanding of historic districts and attended Life Skills Workshops to grow as people and future planners of the Nation’s Capitol, Washington, DC.

Eligibility: Applicants must be *full time* students.

Length: 1 Semester

Payment: Unpaid

Application: See website for details and deadlines

Positions: 15, but this does vary each year

Contact: **Office of Planning**
1100 4th Street, SW, Suite E650
Washington, DC 20024

(202) 442-7600

[www.planning.dc.gov](http://www.planning.dc.gov)

Website:

[http://planning.dc.gov/DC/Planning/About+Planning/Who+We+Are/College+Internship/College+Internship+Program](http://planning.dc.gov/DC/Planning/About%2BPlanning/Who%2BWe%2BAre/College%2BInternship/College%2BInternship%2BProgram)

New York City Summer Internship Program

Agency: New York City Citywide Administrative Services

Description: City government internships allow students to make important contributions to the City while participating in a challenging and rewarding work experience.

To complement the work experience, all summer graduate and undergraduate interns participate in a special seminar series that features top City officials presenting overviews of municipal government, specific agencies, and the latest issues confronting the City.

Eligibility: To participate in the summer internship opportunities in City agencies graduate students must be currently enrolled or accepted into a graduate program and undergraduate students must be enrolled in college or university.

Length: Summer semester

Payment: Ranges based on the city agency

Application: <http://www.nyc.gov/html/dcas/downloads/pdf/misc/summerintern_process.pdf>

 **Deadlines vary by departments and availability; see website for details**

Positions: Varies by department; see website for details

Contact: **NYC Internship / Fellowship Programs**
Department of Citywide Administrative Services (DCAS)
Division of Citywide Personnel Services
1 Centre Street, 24th Floor
New York, NY 10007

Website: <http://www.nyc.gov/html/dcas/html/employment/summerintern.shtml>

IN-SCHOOL INTERNSHIPS IN NON-PROFIT AND PRIVATE ORGANIZATIONS

Public Interest Internship Program

Agency: Center for Science in the Public Interest (CSPI)

Description: CSPI is a national consumer organization that focuses on health and nutrition issues. Internship projects include: Nutrition and Public Policy, Legal Affairs, Alcohol and Public Policy, Grassroots Advocacy, Food Safety, Biotechnology, Integrity in Science, and Litigation.

Eligibility: Must be enrolled in college or graduate school and be passionate about health and nutrition issues, disclosing deceptive marketing practices, dangerous food additives or contaminants, and flawed science propagated by profits.

Length: 10 weeks

Payment: $8.25/hour; Graduate Students $9.25/hour

Application: A cover letter, resume, writing sample, if required by specific project (a popularly written piece is preferred over a technical piece), 2 letter of recommendation, official transcripts. Competed materials should be mailed to the contact information below.

 **Deadline: varies; see website for details**

Positions: Varies by project

Contact: Center for Science in the Public Interest

 Attn: Human Resouces Department

 1220 L St. N.W. Suite 300

 Washington, D.C. 20005

 Email: hr@cspinet.org

Website: <http://www.cspinet.org/about/jobs/200801042.html>

The InterAction Internship Program

Agency: InterAction

Description: InterAction offers internship opportunities along two tracks – Program and Executive. **Executive Track** interns work with the Office of the President or the Finance and Administrative Team. Interns will have the opportunity to learn professional-level skills in nonprofit management, administration, and communication. **Program Track** interns work with the Humanitarian Policy and Practice Team, the Membership and Standards Team, or the Public Policy and Outreach Team or the Policy Research Center. Interns will have the opportunity to work with professionals from leading humanitarian and development NGO’s or government agencies.

Eligibility: Must be enrolled in college or graduate programs, able to work with minimum supervision and commit to a minimum of 20 hours per week to be considered. Applicants should have excellent written and spoken English skills, strong computer skills (including Microsoft Word and Excel), and good interpersonal and organizational skills.

Length: 1 semester

Payment: Interns receive a stipend of up to $50.00 per month for transportation.

Application: Submit a cover letter and resume to the email address listed below. Please indicate in your cover letter and email subject line the team with which you would like to intern and/or the title of the specific internship.

 **Deadline:** Please check with agency for future updates.

Positions: Varies by semester

Contact: Email: intern@InterAction.org

Website: <http://www.interaction.org/interaction-internship-program>

GlobalSecurity.org Internship Program

Agency: GlobalSecurity.org

Description: GlobalSecurity.org is an Alexandria, Virginia based research organization that focuses on defense, space, and intelligence issues. Responsibilities would involve website development, research, and analysis. Unlike other internships, successful candidate should not expect to languish away in mail or copy rooms, nor will they spend their whole days answering letters or phones.

Eligibility: Must be enrolled in college or graduate school or recent graduate

Length: 1 semester

Payment: Unpaid

Application: Submit cover letter, resume, short writing sample, and 2 letters of recommendation to the contact information listed below

 **Deadline:** no fixed submission deadline, limited number of spots. Applicants are therefore encouraged to submit their application materials early.

Positions: “A few”

Contact: Internship Coordinator

 GlobalSecurity.org

 300 N Washington Street, Suite B-100

 Alexandria, Virginia 22314

 Fax: (703) 548-2424

 Email: info@globalsecurity.org

Website: <http://www.globalsecurity.org/org/interns.htm>

NLIHC Internships

Agency: National Low Income Housing Coalition (NLIHC)

Description: NLIHC is the foremost national advocacy organization for low income housing. Interns will contribute articles to the weekly newsletter, memo to member, and other duties as assigned. The following internships are offered: Communications, Legislative, Outreach, and Research.

Eligibility: Students passionate about social justice issues, with excellent writing and interpersonal skills

Length: 1 semester

Payment: A small stipend is available.

Application: Submit resume and cover letter to the contact information listed below

 **Deadline:** none listed but check website for updates and details

Positions: 4

Contact: Internship Coordinator

 National Low Income Housing Coalition

 727 15th Street, NW, 6th Floor

 Washington, D.C. 20005

 Phone: (202) 662-1530 x 232

 Fax: (202) 393-1973

 Email: bill@nlihc.org

Website: <http://www.nlihc.org/template/page.cfm?id=37>

The National Internship Program

Agency: Project Vote Smart

Description: The Project Vote Smart National Internship Program provides a unique lesson in the study of American politics. Students from across the nation and around the world come to the high tech research center in the Montana Rockies to help American citizens educate themselves about elected officials and candidates. By providing this information in an easy and accessible manner, Project Vote Smart believes that citizens can better defend themselves from political hype and misrepresentation characteristic of present day political campaigns.

Eligibility: Set aside political beliefs and be objective and non-partisan while working. Be in good standing with your university/school. Commit to 10 consecutive weeks.

Length: 10 weeks

Payment: Unpaid, but room and board are free for the duration of the 10 week internship program

Application: <http://www.votesmart.org/pdf/National_Intern_App.pdf> (application form); resume; cover letter; and a list of 3 references

 **Deadlines:** varies per term; see website for details and updates

Positions: Varies by term

Contact: Internship Coordinator

 One Common Ground

 Phillipsburg, MT 59858

 Phone: (406) 859-8683

 Fax: (406) 859-8680

 Email: intern@vote-smart.org

Website: <http://www.votesmart.org/program_internships.php>

Washington Internship on Social Insurance

Agency: National Academy of Social Insurance (NASI)

Description: NASI seeks students studying economics, gerontology, journalism, political science, public policy, social work or related subjects to serve summer semester interns on social policy research and policy analysis projects in Washington, D.C. Student interns have the opportunity to:

* Discuss current policy issues and attend Congressional hearings
* Learn the history of social insurance and health care financing
* Gain valuable work experience
* Make professional contacts and networks in their area of interest; and
* Work with leading academic experts and officials who are recognized authorities on Social Security, Medicare, Unemployment Insurance, Medicaid, Children’s Health Insurance Program, disability, long-term care, health care financing, etc.

Eligibility: Must be a graduate student or upper level undergraduate student

Length: Summer semester (12 weeks)

Payment: $3,500 stipend

Application: The following information must be sent to the contact information listed below and be received by March:

* Application form (see website)
* Cover letter
* One page essay explaining your interest in the program (see application)
* Resume
* Official transcript
* 3 written letters of recommendation with contact information
* 5-10 page writing sample

**Deadline:** varies by year; see website for updates and details

Positions: Varies by year

Contact: National Academy of Social Insurance

 1776 Massachusetts Avenue, NW, Suite 615

 Washington, D.C. 20036-1904

 Attn: Internship Coordinator

 Phone: (202) 452-8097

 Email: internships@nasi.org

Website: http://www.nasi.org/studentopps/washington-internship-social-insurance

Somers Aging and Long-Term Care Research Internship

Agency: National Academy of Social Insurance (NASI)

Description: NASI seeks students to serve as interns on aging and long-term care policy projects in Washington, D.C. Students studying economics, gerontology, journalism, political science, public policy, social work, actuarial science or urged to apply for this internship. The Somers Aging and Long-Term Care Internship is designed to recognize qualified students and provide them challenging learning experience. This internship focuses on aging and long-term care issues and is research oriented. Student interns have the opportunity to:

* Work with leading long-term care policy experts;
* Attend relevant seminars, symposia, and site visits of long-term care facilities;
* Gain valuable work experience; and
* Make professional contacts and networks in their area of interest

Eligibility: Must be enrolled in a graduate program

Length: Summer semester (12 weeks)

Payment: $3,500 stipend

Application: The following information must be sent to the contact information listed below and be received by March:

* Application form (see website)
* Cover letter
* One page essay explaining your interest in the program (see application)
* Resume
* Official transcript
* 3 written letters of recommendation with contact information
* 5-10 page writing sample

**Deadlines:**  varies each year; see website for details and updates

Positions: Varies by year

Contact: National Academy of Social Insurance

 1776 Massachusetts Avenue, NW, Suite 615

 Washington, D.C. 20036-1904

 Attn: Internship Coordinator

 Phone: (202) 452-8097

 Email: internships@nasi.org

Website: http://www.nasi.org/studentopps/somers

Nathan J. Stark Internship for Non-Profit Development

Agency: National Academy of Social Insurance (NASI)

Description: The Nathan J. Stark Internship for Non-Profit Development will provide students with the opportunity to learn about non-profit boards and fundraising. Students will be based at the National Academy of Social Insurance or a similar not-for-profit organization such as the National Health Policy Forum or the Association for Academic Health Centers. The internship includes the opportunity to participate in a series of seminars and projects.

Eligibility: Must be enrolled in a graduate program or an upper-level undergraduate student

Length: Summer semester (12 weeks)

Payment: $3,500 stipend

Application: The following information must be sent to the contact information listed below and be received by March:

* Application form (see website)
* Cover letter
* One page essay explaining your interest in the program (see application)
* Resume
* Official transcript
* 3 written letters of recommendation with contact information
* 5-10 page writing sample

**Deadlines:** varies; see website for details and updates

Positions: 2

Contact: National Academy of Social Insurance

 1776 Massachusetts Avenue, NW, Suite 615

 Washington, D.C. 20036-1904

 Attn: Internship Coordinator

 Phone: (202) 452-8097

 Email: internships@nasi.org

Website: <http://www.nasi.org/studentopps/stark>

Eileen Sweeney Graduate Internship in Disability Policy

Agency: National Academy of Social Insurance (NASI)

Description: NASI in partnership with the Children’s Defense Fund (CDF) and the Center on Budget and Policy Priorities (CBPP) is establishing this internship for graduate students aspiring to a career in social policy with a focus on disability. The Sweeney Graduate Intern will have the opportunity to:

* Work with leading disability policy experts;
* Gain valuable work experience; and
* Make professional contacts and attend relevant seminars and symposia

Eligibility: Must be enrolled in a graduate program

Length: Summer semester (12 weeks)

Payment: $3,500 stipend

Application: The following information must be sent to the contact information listed below and be received by March:

* Application form (see website)
* Cover letter
* One page essay explaining your interest in the program (see application)
* Resume
* Official transcript
* 3 written letters of recommendation with contact information
* 5-10 page writing sample

**Deadline:** varies by year; see website for details and updates

Positions: 1

Contact: National Academy of Social Insurance

 1776 Massachusetts Avenue, NW, Suite 615

 Washington, D.C. 20036-1904

 Attn: Internship Coordinator

 Phone: (202) 452-8097

 Email: internships@nasi.org

Website: <http://www.nasi.org/studentopps/sweeney>

Charles G. Koch Summer Fellows Program

Agency: Institute for Humane Studies

Description: The Charles G. Koch Summer Fellow Program offers internships in public policy and nonprofit leadership, located in Washington, D.C., and at state-based policy organizations across the country.

Eligibility: Open to all college students, graduate students, law students, and recent graduates

Length: Summer semester (10 weeks)

Payment: $1,500 stipend and housing/travel expenses

Application: See website for details and deadlines

Positions: Varies by organization placement

Contact: Institute for Humane Studies at George Mason University

 3301 N Fairfax Dr., Suite 440

 Arlington, Virginia 22201

 Phone: (703) 993-4880

 Toll Free: (800) 697-8799

Website: *Website link:*

<http://www.theihs.org/ContentDetails.aspx?id=216>

 *Brochure (PDF):*

 <http://www.theihs.org/sites/default/files/wysiwyg_images/About_IHS/IHS_Flyers_and_Brochures/CharlesKochSummerFellowProgram-Brochure.pdf>

CBPP Internship Program

Agency: Center on Budget and Policy Priorities (CBPP)

Description: CBPP seeks highly motivated students in the following areas for full and part time paid internships: Media, Federal Legislation, Health Policy, Housing Policy, International Budget Project, Food Stamps, National Budget and Tax Policy, Outreach Campaigns, State Budget and Tax Policy and Welfare Reform and Income Support Division

Eligibility: College students, graduate and law students, and recent graduates. Applicants should have research, fact-gathering, writing, analytic, and computer skills and a willingness to do administrative as well as substantive tasks

Length: 1 semester

Payment: Undergraduate Students: $8.50/hour

Student’s with a Bachelor’s degree: $9.50/hour

Current graduate students: $10.50/hour

 Possession of master’s degree: $12.50/hour

Application: <http://www.cbpp.org/cms/index.cfm?fa=view&id=2719>

**Deadline:** Summer – March 1

Fall – Rolling deadline

 Spring – Rolling deadline

Positions: Varies by semester

Contact: Internship Coordinator

 Center on Budget and Policy Priorities

 820 First Street, NE, Suite 510

 Washington, D.C. 20002

 Phone: (202) 408-1080

 Fax: (202) 408-1056

 Email: internship@cbpp.org

Website: <http://www.cbpp.org/internship.html>

The Smithsonian Institution Internship

Agency: The Smithsonian Institution Internship

Description: An internship at the Smithsonian Institution is a prearranged, structured learning experience scheduled within a specific time frame. The experience must be relevant to the intern's academic and professional goals, and to research and museum activities of the Institution. An internship is performed under the direct supervision of Smithsonian staff.

Internships, for the most part, are arranged individually. Information and applications may be obtained by contacting the appropriate internship coordinator or by contacting the Smithsonian Center for Education and Museum Studies, the central referral service for internships. Refer to the listings below for deadlines, addresses and other specific information regarding various internship programs.

Various Internship positions but the main one of interests is the **James E. Webb Internship for Graduate Students in Business and Public Administration**

Eligibility: Graduate students majoring in areas of business or public administration. These opportunities are intended to increase participation of minority groups who are underrepresented in the management of not-for-profit scientific and cultural organizations. Interns are placed in offices, museums, and research institutes throughout the Smithsonian Institution.

Length: Varies by location

Payment: Varies by position

Application: <http://www.si.edu/ofg/ofgapp.htm>

**Deadline: Varies by position and semester**

Positions: Varies by semester

Contact: Office of Fellowships
Smithsonian Institution
L'Enfant Plaza Suite 7102
MRC 902 P.O. Box 37012
Washington, D.C. 20013-7012
**Phone**: 202-633-7070
**Email**: fellows@si.edu

Website: <http://www.si.edu/ofg/intern.htm>

Public Education Network Internship Programs

Agency: Public Education Network Education Policy Internships

Description: Public Education Network (PEN) believes that young adults play an integral role in shaping the values, policies, and institutions that lead to a strong and vibrant democracy. PEN is pleased to offer internship opportunities for those emerging professionals and committed leaders who are interested in working to improve the quality of education for all children. PEN, located in downtown Washington, DC, offers a number of unpaid internships during the course of a year for undergraduate or graduate academic credit. Students will gain valuable part-time or full-time work experience in the nonprofit public interest and advocacy field. Through work experiences, all PEN interns acquire valuable knowledge, skills, experiences, and tools necessary for a lifetime commitment in public education policy, advocacy, community engagement, and nonprofit service. Interns are a vital part of PEN’s mission to assure that all children receive a quality public education.

|  |
| --- |
| **PEN Is Now Accepting Applications for the Following Internship Positions** |
| [Give Kids Good Schools](http://www.publiceducation.org/interns-gkgs.asp)[Legal](http://www.publiceducation.org/interns-legal.asp)[Member Services](http://www.publiceducation.org/interns-member.asp) |  | [NCLB and Public Engagement](http://www.publiceducation.org/interns-nclb.asp)[Policy Programs](http://www.publiceducation.org/interns-policy.asp) |

Interning with PEN offers an excellent opportunity to gain an insider’s view of the dynamics of a nonprofit organization, public policy making, citizen mobilization, e-advocacy, Capitol Hill work, and public education campaign processes.

Eligibility: Varies per internship

Length: 1 semester (fall, summer or spring)

Payment: unpaid

Application: <http://www.publiceducation.org/interns.asp>

 **Deadlines vary by semester and availability; see website for details**

Positions: Varies by semester

Contact: Public Education Network

c/o Kathleen Mercier
601 13th St. NW, Suite 710 South
Washington, D.C. 20005
**Phone**: 202-628-7460
**Email**: KMercier@PublicEducation.org

Website: <http://www.publiceducation.org/interns.asp>

Oak Ridge Institute for Science and Education Internship Program

Agency: Oak Ridge Institute for Science and Education Internship Program

Description: The Oak Ridge Institute for Science and Education (ORISE) provides research experiences that help graduate students develop knowledge and experience beyond the classroom. Whether looking for a laboratory to conduct research or an opportunity to pursue a doctoral degree, prospective students can find what they’re looking for among ORISE’s diverse programs.

Eligibility: Varies per internship

Length: 1 semester (fall, summer or spring)

Payment: varies; see website for details

Application: <http://see.orau.org/AcademicStatus.aspx?type=Grad>

 **Deadlines vary per semester, position and availability; see website for details**

Positions: Varies by semester

Contact: Oak Ridge Institute for Science and Education
P.O. Box 117, MS 36
120 Badger Avenue
Oak Ridge, Tennessee 37831-0117
science.education@orau.org

Website: <http://see.orau.org/AcademicStatus.aspx?type=Grad>