CAREER GUIDE

Public Administration
& Non-Profit Management

Master of Public Administration Program
Department of Urban Studies and Public Administration
Old Dominion University
2094 Constant Hall
Norfolk, Virginia
The best way to find yourself is to lose yourself in the service of others.

Ralph Waldo Emerson
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SEARCH PAGES

General

NASPAA’s advice and links for finding an internship in public service
http://www.naspaa.org/students/careers/careers.asp

LinkedIn: 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

Virginia federal job openings
http://www.federaljobsearch.com/Virginia.asp

Links to nearly all federal agency internships

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

Federal fellowships
http://www.students.gov/STUGOVWebApp/Public?topicID=78&operation=topic

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

State: Virginia

State government job openings
http://jobs.virginia.gov

State-level internship opportunities
http://www.virginia.gov/collegejobs/
Local: Tidewater/Hampton Roads
CITY GOVERNMENT

City of Chesapeake
http://www.chesapeake.va.us/

City of Franklin
http://www.franklinva.com/

City of Hampton
http://www.hampton.va.us

City of Poquoson
http://www.ci.poquoson.va.us

City of Portsmouth
http://www.portsmouthva.gov

City of Newport News
http://www.nngov.com

City of Norfolk
http://norfolk.gov

City of Suffolk
http://www.suffolk.va.us

City of Virginia Beach
http://www.vbgov.com

City of Williamsburg
http://www.ci.williamsburg.va.us

COUNTY GOVERNMENT

Gloucester County
http://www.co.gloucester.va.us

Isle of Wight County
http://www.co.isle-of-wight.va.us/

James City County
www.jccegov.com

Southampton County
http://www.southamptoncounty.org/
York County
http://www.yorkcounty.gov

OTHER LOCAL RESOURCES

Virginian Pilot Classifieds
http://jobs.hamptonroads.com

Hampton Roads search engine
http://757jobsnow.com/index.php

Higher Education and Extension Services
NATIONAL

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

LOCAL RESOURCES

ODU Career Management Center
http://www.odu.edu/ao/cmc/index.php

LOCAL OPPORTUNITIES

Christopher Newport University
http://hr.cnu.edu/employment.htm

College of William and Mary
https://jobs.wm.edu/applicants/jsp/shared/frameset/Frameset.jsp?time=1219764707210

Hampton University
http://www.hamptonu.edu/hr/staff_joblistings.cfm

Norfolk State University
http://www.nsu.edu/jobs

Old Dominion University
http://www.odu.edu/ao/humanresources/recruitment/empoppor.shtml

Regent University
http://www.regent.edu/general/employment.cfm

Tidewater Community College
http://support.tcc.edu/hr/jobs.asp

Virginia Wesleyan College
http://www.vwc.edu/hr/positions.php
Non-Profit

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

NonProfitEmployment.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

Charity Channel: "career search" link within main heading
http://www.charitychannel.com

Idealist.org is a project of Action Without Borders
http://www理想ist.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/publicService/internships/links.html

NYU Public Service Internship Database

Kaiser Family Foundation Health Policy Fellowship Database
http://www.kaiseredu.org/fellowships/
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 who have already received a graduate degree or who will have earned a graduate degree by the start of the internship.
FEDERAL POST-GRADUATE INTERNSHIPS

Additional Possibilities to Research:

Department of Agriculture
Department of Commerce
International Trade Administration
National Institutes of Standards and Technology
National Telecommunications and Information Administration
U.S. Patent and Trademark Office
Department of Defense
U.S. Army Corps of Engineers
Department of Homeland Security
Federal Emergency Management Agency
U.S. Customs and Border Protection
U.S. Immigration and Customs Enforcement
Department of Education
Department of Energy
Federal Energy Regulatory Commission
Department of the Interior
Diversity Intern Program
Office of the Secretary
Management Intern Program
Bureau of Reclamation
Department of Justice
Federal Bureau of Investigation
Federal Bureau of Prisons
Immigration and Naturalization Service
U.S. Marshals Service (in DC and in Charlotte, NC)
Office of Community Oriented Policing Services
Office of Justice Programs
Department of Labor
Department of Transportation
Department of the Treasury
Department of Veterans Affairs
Equal Employment Opportunity Commission
Farm Credit Administration
Federal Consumer Information Center
General Accounting Office
General Services Administration
National Capital Planning Commission
National Council on Disability
National Institutes of Health
National Labor Relations Board
Neighborhood Reinvestment Corporation
Peace Corps
Postal Rate Commission
Securities and Exchange Commission
Social Security Administration (in the Charlotte, NC, office)
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 during the 2008-2009 academic year are eligible to be nominated by their schools if they 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.

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


Additionally, students will need to submit OPM Form 1300 (PMF Nomination Form), and once selected, will participate in an assessment by OPM that measures:

- Analytical problem solving
- Selected OPM leadership competencies, and
- Written communication

Positions: Agency-specific

Deadline: (OPENS) Friday, October 1, 2010 (CLOSES) Friday, October 15, 2010

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
Federal Career Intern 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 Federal Career Intern Program is designed to help agencies recruit and attract exceptional individuals into a variety of occupations.

Eligibility: Agency-specific

Length: In general, individuals are appointed to a 2-year internship. Upon successful completion of the internships, the interns may be eligible for permanent placement within an agency.

Payment: The internship is intended for positions at grade levels GS-5, 7, and 9. Furthermore, PMF Fellows are eligible to receive student loan repayments; however, these programs are agency-specific.

Application: Individuals interested in Career Intern opportunities must contact specific agencies directly. Applications are accepted year round.

Positions: Agency-specific

Contact: Agency-specific

Website: www.opm.gov/careerintern/index.asp
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’s 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. 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
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<th><strong>Agency:</strong></th>
<th>US Department of Labor – Bureau of Labor Statistics</th>
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<tr>
<td><strong>Description:</strong></td>
<td>As an intern through this program, you will work with your supervisor to create an individual Development Plan.</td>
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<tr>
<td><strong>Eligibility:</strong></td>
<td>US Citizenship</td>
</tr>
<tr>
<td><strong>Length:</strong></td>
<td>2 years</td>
</tr>
<tr>
<td><strong>Payment:</strong></td>
<td>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.</td>
</tr>
<tr>
<td><strong>Application:</strong></td>
<td>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. <strong>Deadline:</strong> varies per position and semester; see <a href="http://www.usajobs.gov/">http://www.usajobs.gov/</a> for more details</td>
</tr>
<tr>
<td><strong>Positions:</strong></td>
<td>Varies by year and location</td>
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| **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](http://www.bls.gov/jobs/student.htm#intern) |
USDA Federal Career Intern

Agency: United States Department of Agriculture

Description: Interns will experience rational assignments to expose Administrative/Professional Interns to challenging assignments in areas such as human resources, finance, procurement, budgeting, property management, and information technology. Interns will also experience professional development though both formal and on-the-job training.

Eligibility: In order to be considered for this internship, applicants must maintain the following requirements: US Citizenship; Bachelor’s or Graduate Degree with an overall college GPA of 3.0 or better and/or diverse professional experiences training, and competencies for individuals applying based on experience; Demonstrate leadership potential, and community service

Length: 2 year program

Payment: Administrative/Professional pay will be at the GS-5, 7, and 9 levels and include full benefits.

Application: Submit the US Department of Agriculture Career Intern Program Application with a copy of your resume to USDA’s Mission Area/Agency Career Intern Program Coordinators who are posted on the internet at: http://www.usda.gov/da/employ/2003StudentProgramManagers.htm

Deadline: Applications are accepted year-round

Positions: Varies by year

Contact: Marilyn Jenkins
USDA Career Intern Program Manager
Office of Human Resources Management
Email: Marilyn.jenkins@usda.gov

Website: http://www.usda.gov/da/employ/intern.htm
DOE Federal Career Intern

Agency: United States Department of Energy

Description: The program is decentralized, meaning that any DOE offices looking to hire interns will develop their own recruitment strategy and application/evaluation procedures. Positions are available throughout the year and include opportunities in areas ranging from scientific, engineering, accounting, math, statistics, and program management, to administrative or business.

Eligibility: Students who complete a Bachelor’s or Graduate degree from an accredited college or university, or students who will complete all of the requirements within the next 90 days, or candidates who possess exceptional work experience comparable to the GS-5, GS-7, or GS-9 levels may be eligible for the CIP. U.S. Citizenship is required for all program participants by the completion of the 2 year program.

Length: 2 year program

Payment: The CIP program is a 2 year entry-level employment program and offers a variety of opportunities at the GS-5 though GS-9 pay levels with the possibility of rapid advancement with successful completion of program requirements.

Application: See website guide below or www.usajobs.gov for more application information and deadlines.

Positions: Varies by year and location

Contact: Toll Free: 1-866-620-2081

Website: http://humancapital.doe.gov/resources/CIPGuide.pdf
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.


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 2010 on: www.usajobs.opm.gov

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

Positions: Approximately 25-30 positions

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 various 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: https://jobs1.quickhire.com/scripts/hhs-elp.exe 2 letters of recommendation and transcripts submitted to:
  ELP Program Manager
  6010 Executive Blvd., Suite 400
  Rockville, Maryland 20853

Deadline: varies per position and semester; internship details to be updated in Fall 2010 and posted on above website; see above website for more details

Positions: Varies by year

Contact: Email: PSCELP@ees.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
- Current resume, and
- 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 Spring 2011 White House Internship application will be available from August 9, 2010 until October 3, 2010

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

Contact: Meghan Espinoza, Intern Coordinator, White House Personnel
Phone: (202) 456-5979
Fax: (202) 456-7966
Email: intern_application@whitehouse.gov

Website: http://www.whitehouse.gov/government/wh-intern.html
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: dhshonorsfellowship@dhs.gov for instructions

Deadline: open from mid Fall and will close on December 1, 2010

Positions: “A handful”

Contact: Phone: (202) 282-8000

Email: dhshonorsfellowship@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: an 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: https://secure.twc.edu/twc/default.jsp
Application fee of $60 applies plus a nonrefundable deposit of $250
Deadline: (please visit website for updates)

Positions: Varies by year and number of applicants

Contact: Phone: (202) 336-7600
Toll Free: 1-800-486-8921
Email: info@twc.edu

Website: http://www.twc.edu/students/default.shtml
APA Congressional Fellowship for Urban Planning and Community Livability

Agency: American Planning Association

Description: This fellowship will allow qualified graduate or post-graduate students in urban planning or public policy to work on issues of planning and smart growth in the US Congress. Fellows work alongside congressional staff in a Capitol Hill office. Projects include conducting policy and legislative research, drafting policy briefs, developing briefings and resources for congressional caucuses and organizations interested in planning and smart growth. Fellows gain direct and substantial experience in the legislative process. Fellows are expected to work full time, however some schedule flexibility is possible for educational purposes.

Eligibility: Graduate or post-graduate students in planning, public policy and related field

Length: 6 months (January-July) – This fellowship program is currently on hiatus.

Payment: $4,000 stipend plus APA conference travel and registration expenses

Application: Qualified candidates should submit a statement of interest and qualification, resume or curriculum vitae, letter of recommendation, and a writing sample or research project to the contact information listed below. Deadline: April 30th (every year)

Positions: 2

Contact: APA Congressional Fellowship Program
American Planning Association
1776 Massachusetts Avenue, NW, Suite 400
Washington, D.C. 20036
Email: govtaffairs@planning.org

Website: http://www.planning.org/scholarships/congressional/
Federal Acquisition Fellowship Coalition

Agency: a vary of Federal agencies

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 by agency

Payment: varies by agency

Application: see websites below for application details

Positions: varies by agency; see the websites below

Contact: see websites for information

Websites: see information below

Department of the Navy
https://acquisition.navy.mil/rda/home/career_management/ naval_acquisition_development_program_nadp/applicants/applicant_information

Government-wide Opportunities: http://www.fai.gov/FAIC/AcquisitionInternPrograms.asp

Veterans Affairs:
http://www.acquisitionacademy.va.gov/schools/internship/curriculum.asp

http://www.dodvets.com/intern.asp

Department of Defense Procurement Jobs:
http://defenseprocurementnewsjobamatic.com/a/jbb/find-jobs?jt=64

Department of Justice (National Procurement Fraud Task Force):
http://www.justice.gov/06employment/06-3.html
Agency: Department of the Navy

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:

Department of the Navy
https://acquisition.navy.mil/rda/home/career_management/naval_acquisition_development_program_nadp/applicants/applicant_information
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:

Government-wide Opportunities: http://www.fai.gov/FAIC/AcquisitionInternPrograms.asp
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
http://www.dodvets.com/intern.asp
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 sight 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
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 sight 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
Legislative Internship Programs

Agency: The Ohio General Assembly

Description: Traditionally, twenty interns are assigned to work with the majority or minority party caucus in either the House or the Senate, with additional interns being placed with the Ohio Legislative Service Commission research and fiscal staff and the Ohio Government Telecommunications Media Center (OGT). Interns assigned to a caucus normally engage in research, constituent services, writing speeches and news releases, and related administration work. Interns that work directly with the LSC staff draft legislation, perform legal or fiscal research, monitor sessions of the General Assembly, and attend committee hearings. The interns assigned to OGT work as production assistants, where they assist in televising legislative sessions and in the production of public service communications.

Eligibility: The only eligibility requirement an applicant must meet is the completion of a bachelor’s degree program by the beginning of the internship in December.

Length: The internship program begins the first week in December of each year and continues through December 31 of the following year.

Payment: Undisclosed

Application: Application
Letters of recommendation; official transcripts
The application period begins January 1 of each year. The application deadline for the legislative internships is April 1 (postmarked). The application deadline for the telecommunications internships is May 31 (postmarked).

Positions: 24

Contact: Ohio Legislative Service Commission
Attn: Internship Program Coordinators
Vern Riffe Center
77 South High Street, Ninth Floor
Columbus, OH 43215-6136
Phone: (614) 466-3615
Kristin Rhee, krhee@lsc.state.oh.us
Rachel Walsh, rwalsh@lsc.state.oh.us

Website: http://www.lsc.state.oh.us/fellowship/internshipbooklet.pdf
**Maryland Governor's Policy Fellows Program**

**Agency:** Maryland State Government

**Description:** The program provides participants with broad exposure to the development, implementation, and evaluation of public policy at the State level while providing the State direct access to an underutilized pool of talent. All assignments are determined based on the interests of the fellow and agency needs. In their assignments, policy fellows have the opportunity to define a scope of work that includes tasks that may not otherwise be performed. As a result, fellows have a unique opportunity to step in and help to shape public policy in the State.

**Eligibility:** Recent recipients of graduate degrees in public policy, public administration, urban planning, law and related fields are welcome to apply. Applicants should have an idea of what agencies they would like to work with, and ideally, what projects they would like to work on.

**Length:** 2 years (three eight-month rotations in State agencies)

**Payment:** $45,000 per year (50 weeks); 26 days of paid leave per year (including holidays); may be reimbursed for mileage, parking, and registration fees incurred while on State business. Fellows are contractual employees; as such, they are not eligible to join the State employee health plan, nor are they eligible for most other employee benefits. Fellows are not guaranteed a position with the State at the end of their fellowship, but many have taken positions with the state after their contract expires. Some fellows have been offered permanent positions before they have completed the fellowship. Moving to a permanent position with the State at any point is acceptable and encouraged. Many other fellows go on to continue their public service for other organizations after leaving the fellowship program.

**Application:** Begins in December or January - available online. Deadline: last week of February

**Positions:** 4

**Contact:** Ms. Paula Fitzwater, Director
Maryland Higher Education Commission
839 Bestgate Road, Suite 400
Annapolis, Maryland 21401
Email: pfitzwater@mhec.state.md.us

**Website:** [http://www.mhec.state.md.us/policyfellows/index.asp](http://www.mhec.state.md.us/policyfellows/index.asp)
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: 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](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 1 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/programs/index.html](http://www.csus.edu/calst/programs/index.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 1, 2010

Positions: 10

Contact: New York State Assembly Intern Committee
Legislative Office Building – Room 104A
Albany, New York 12248
Phone: (518) 455-4704
Fax: (518) 455-4705
Email: intern@assembly.state.ny.us

Website: http://www.assembly.state.ny.us/internship/graduates/
Oregon Performance Internship

Agency: Oregon State and Local Agencies and Non-Profits

See also Public Sector Financial Management Fellows
http://www.summerinternships.us/public.html
Sustainability Corps
http://www.summerinternships.us/sustain.html
eGov Interns
http://www.summerinternships.us/eGov.html
Re: INVENTORS
http://www.summerinternships.us/reinvent.html
GenerationNext
http://www.summerinternships.us/generation.html

Description: Oregon Performance Internship is a unique opportunity for the nation’s best graduate students in public affairs, public policy, and public administration to spend a summer in Oregon working on projects aimed at improving the performance of public and not-for-profit enterprises. Placements are expected to include not-for-profit agencies, state government, city, country special, district, and federal agencies in program areas ranging from transportation to education, economic development, natural resource management and public safety.

Eligibility: The Oregon Performance Internship (OPI) invites applications from accredited graduate programs in public policy, public affairs, public administration, management, law, and business administration. The ideal candidate is actively pursuing their degree, has a strong interest in public policy and program management. They may be a foreign student, so long as they are properly documented to study, work, live, and travel in the United States through the end of the program.

Length: 10 week summer program

Payment: Up to $5,000 per diem

Application: Cover sheet; resume; Essay; Writing sample; Letter of recommendation; Placement preference
Must be submitted in hardcopy and mailed; Deadline in February

Positions: Varies by placement

Contact: George Beard, Director
Oregon Performance Internship
PO Box 820103
Portland, Oregon 97282-1103
Phone: (503) 772-0222
Email: gbeard@pdx.edu

Website: http://www.summerinternships.us/performance.html
James H. Dunn, Jr. Memorial 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: applications available in October 2010; see website for closing date

Positions: Varies by year (but approximately 10)

Contact: Mary Anne Baker, program Manager 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://www.illinois.gov/gov/opportunities.htm
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 an 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 $35,318 - $52,602 annually plus benefits and a relocation allowance.

Application: Application information will be posted on the website in November 2010. 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: total packet must be received by February 1, 2010

Positions: 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) 513-1408
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: $47,000

Application: Updated application information will be posted October 2010 - January 2011:

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 areas include: Site Maintenance, Landscape, Garden, Workshop, SoLFest Production

Eligibility: The Institute makes a strong effort 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: 3-6 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: October 31, 2010

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) 744-2017
Fax: (707) 744-1682
Email: peter.huff@solarliving.org

Website: http://www.solarliving.org/display.asp?catid=52
Responsible Purchasing Fellowship

Agency: The Center for the New American Dream, Responsible Purchasing Network (RPN)

Description: RPN develops cutting edge strategies and resources to assist large institutions, including state and local governments, universities, and corporations, in purchasing socially and environmentally responsible products and services. Responsibilities include:

- Gathering and analyzing data
- Assisting RPN members and potential members with general inquiries and membership, webcast, and event registrations
- Contracting constituents
- Research and writing
- Coordinating all event logistics for RPN staff-attended events
- Supporting staff in preparation for meetings, events, administrative work including mailings, etc.
- Participation in staff meetings and other organizational operations as appropriate

Eligibility: Bachelor’s degree required (Master’s preferred)

Length: 1 year

Payment: $1450 per month, 4 weeks paid vacation, full medical, public transit subsidy

Application: Cover letter; resume; 3 letters of recommendation; writing sample (4 pages max) to contact information listed below

See website for availability and application deadlines

Positions: 2

Contact: Responsible Purchasing Fellowship
Attn: Courtney Goodwin
New American Dream
6930 Carroll Ave, #900
Takoma Park, Maryland 20912-4466
Email: rpn@newdream.org

Website: http://www.newdream.org/about/careers.php
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: 2

Contact: Sieglinde Peterson, Operations Officer
Email: newdream@newdream.org
Phone: 301-891-3683
Mail: 455 Second Street SE
Charlottesville, VA 22902

Website: http://www.newdream.org/about/careers.php
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 and 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: [http://www.aei.org/basicPages/20038142214000059](http://www.aei.org/basicPages/20038142214000059) (application includes cover letter, resume, essay, and unofficial transcript)

Deadlines: Summer – April 1  
Fall – September 1  
Winter/Spring – December 1

Positions: 50

Contact: American Enterprise Institute for Public Policy Research  
1150 Seventeenth Street, NW  
Washington, D.C. 20036  
Phone: (202) 862-5800  
Fax: (202) 862-7177  
Email: internships@aei.org

Website: [http://www.aei.org/basicPages/20038142214000059](http://www.aei.org/basicPages/20038142214000059)  
[http://www.aei.org/aei-website/managed-content/site-pages/about/internship-opportunities.htm](http://www.aei.org/aei-website/managed-content/site-pages/about/internship-opportunities.htm)
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


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 though 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: $3,700 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 15, 2010**

Positions: Varies by year

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

Website: [http://www.winstonfellowship.com/](http://www.winstonfellowship.com/)

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Albert Einstein Healthcare Network Administrative Fellowship

Agency: Albert Einstein Healthcare Network – Philadelphia, PA

Description: The fellow will experience first-hand the operations of a large, urban, academic medical center and will be provided with opportunities to contribute to and complete various projects with focuses in multiple disciplines. While three quarter of the fellowship is structured and comprised of rotations through Operations, Planning, and Finance, the remaining fourth quarter is a period of elective time devoted to the personal interest of the fellow. Each of the rotations include project work and shadowing experiences. The intent of the fellowship is to provide the fellow with exposure and responsibility in a large, integrated healthcare network.

Eligibility: Candidates must have or will receive upon completion of fellowship, a Masters degree in Health Administration, Business Administration, or a graduate degree in a closely related field of study.

Length: 1 year

Payment: Undisclosed amount plus benefits

Application: Cover letter; Resume; 3 letters of recommendation (including at least one from an employer and one from an academic institution); Official graduate transcripts; Personal statement including the following elements: What makes AEHN a great place to complete your administrative fellowship? How will a fellowship at AEHN help you to obtain your career objectives? In what areas would you chose to complete your elective rotation?

Send materials to the Chief Administrative Officer at the address listed below.

Deadline: (please visit website for updates)

Positions: 1

Contact: Albert Einstein Healthcare Network
5501 Old York Road
Executive Offices, Hackenburg Bldg.
Philadelphia, PA 19141
Phone: (215) 456-7040

Website: http://www.einstein.edu/education/article15251.html
International and Homeland Securities Internship

Agency: Henry L. Stimson Center

Description: The Henry L. Stimson Center seeks interns for professional and educational experience in discovering the way in which non-profit organizations can contribute to the understanding of issues in international and homeland security. Internships may include: Proofreading, editing, and distributing Stimson publications; Writing brief summaries of activities in the news; Helping to maintain the Stimson Center website; tracking specific issue areas in the media; Taking notes in meetings, both on and off-site; Project coordination.

Interns may apply for the following project areas: Cooperative Nonproliferation; Global Health Security; Asian Political Economy; East Asia; South Asia/Space Security; Southwest Asia; Regional Voices; Future of Peace Operations; Domestic Preparedness and Homeland Security; Security for a New Century Study Group; Fundraising/Communications; Budgeting for Foreign Affairs and Defense; and Nuclear Weapons and International Security.

Eligibility: Applicants are not expected to have specialized expertise, but should be highly motivated and sincere in their desire for an internship that is challenging and professional in nature.

Length: 1 semester

Payment: Interns will be offered a stipend based on individual circumstances

Application: Application Form (word document available online); Cover letter; Resume; Writing Sample (5 page maximum)

Applications should be emailed to internships@stimson.org

Deadline: Summer – March 1
          Fall – July 15
          Spring – November 15

Positions: Varies by project and term

Contact: 1111 19th Street
          Twelfth Floor
          Washington, D.C. 20036
          Phone: (202) 223-5956
          Fax: (202) 238-9604

Website: http://www.stimson.org/about/?SN=AB2002220511
Hebert Scoville Jr. Peace Fellowship

Agency: The Hebert Scoville 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 U.S. Citizens.

Participating organizations can be found at: http://www.scoville.org/scovorgs.html

Length: 6-9 months

Payment: The Fellows receive a stipend of $2,100 per month and health insurance, plus travel expenses to Washington, D.C.

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 U.S. 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 for Spring 2011 is October 2010

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.org
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](http://www.careers.state.gov/students/programs.html#SIP)
Brochure link (PDF): [http://www.careers.state.gov/docs/4.0_Student_Intern_brochure.pdf](http://www.careers.state.gov/docs/4.0_Student_Intern_brochure.pdf)
HUD Student Temporary Employment 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) 708-2883
Email: Student_Inq_&_Questions@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) 708-2883
Email: Student_Inq_&_Questions@hud.gov

**Website:** [http://www.hud.gov/offices/adm/jobs/internship.cfm#step](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) 708-2883
Email: Student_Inq_&_Questions@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: First-year graduate students selected for the internship program will be paid at the GS-7 level

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 OMB_Recruitment@omb.eop.gov. Applications will be accepted January 1 through March 26, 2011.

Positions: Varies by year

Contact: Phone: (202) 395-0684
Email: OMB_Recruitment@omb.eop.gov

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 an 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 vary but the general deadline is the first week of March 2011

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 varies but generally the first week of March 2011

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
National Security Internship

Agency: Department of Homeland Security (DHS) or Federal Bureau of Investigations (FBI)

Description: The National Security Internship is an intensive, full immersion program that combines Arabic languages, Homeland Security, Intelligence and Area Studies, and On-the-Job training experience at the U.S. Department of Homeland Security (DHS) or FBI Headquarters. This program aims to develop the capacity of high-achieving students with critical skills and direct them forward toward potential careers at Homeland Security or FBI.

Eligibility: The National Security Internship is open to qualified applications who are able to meet the requirements to be granted a top-secret clearance and are US Citizens; are currently enrolled in an undergraduate or graduate accredited college degree program with rising junior, senior, or graduate standing; have a declared major, minor or concentration in one or more of the following: International Relations, Political Science, or Area Study; have some knowledge of Arabic (rating score of 1+ or higher in Arabic speaking proficiency as measured according to the Interagency Language Roundtable skill level description); have a minimum 3.0 GPA; lived, worked, or studied abroad; and have experience working with ethnic or religious minority groups.

Length: Summer semester (8 weeks)

Payment: An all expense paid summer in the nation’s capital, including travel to Washington, D.C., 11 transferable college credits, a National Security Clearance, and full room and board at the George Washington University

Application: Application form:
http://www.nationalsecurityinternship.com/
2 letters of recommendation; essay/personal statement; resume; official transcripts
Submit all materials together electronically to contact information listed below
Deadline: check website for updates

Positions: “Select group”

Contact: Email: info@nationalsecurityinternship.com

Website: http://www.nationalsecurityinternship.com/
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: application accepted until February 4, 2011

Positions: 60-100 students (including law, undergraduate, and graduate)

Contact: US DOT STIPDG
1200 New Jersey Avenue, SE
HAHR-40, Room E63-433
Washington, D.C. 20590
Email: 2010STIPDG@dot.gov or 2011STIPDG@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
<table>
<thead>
<tr>
<th><strong>CIA Graduate Studies Program</strong></th>
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<tbody>
<tr>
<td><strong>Agency:</strong> Central Intelligence Agency (CIA)</td>
</tr>
<tr>
<td><strong>Description:</strong> 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.</td>
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<td><strong>Eligibility:</strong> 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.</td>
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<td><strong>Length:</strong> 90 days</td>
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<td><strong>Payment:</strong> Undisclosed</td>
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<td><strong>Positions:</strong> Varies by year</td>
</tr>
<tr>
<td><strong>Contact:</strong> Email: <a href="mailto:info@nationalsecurityinternship.com">info@nationalsecurityinternship.com</a></td>
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<td><strong>Website:</strong> <a href="https://www.cia.gov/careers/student-opportunities/index.html#gradprograms">https://www.cia.gov/careers/student-opportunities/index.html#gradprograms</a></td>
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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


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
Email: hrd.students.employment@census.gov

Website: [http://www.census.gov/hrd/www/jobs/stu_temp.html](http://www.census.gov/hrd/www/jobs/stu_temp.html)
**USCB Student Career Experience Program (SC EP)**

**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](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  
Email: [hrd.students.employment@census.gov](mailto:hrd.students.employment@census.gov)

**Website:** [http://www.census.gov/hrd/www/jobs/stu_care.html](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: eeocfp@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 $510-$520 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 – December 15
Summer – March 1
Fall – July 15

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 skills 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:** Marsha Semmel, 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) 653-4608
Email: msemmel@imls.gov – put “Internship Application” as subject

**Website:** [http://www.imls.gov/about/internships.shtm](http://www.imls.gov/about/internships.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
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 work in fields related to the ILO’s mandate and activities to:

a) 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
b) 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

The Cultural Resources Diversity Internship Program
Agency: 
US Department of the Interior: National Park Service

Description: 
The Cultural Resources Diversity Internship Program (CRDIP) of the National Park Service provides a career exploration experience in historic preservation and cultural resources careers. Interns are placed with National Park Service administrative offices, national park units, and partnership organizations at all levels of government and in the non-profit sector. Students undertake projects such as conducting research for interpretive programs, cataloging historic artifacts, and assisting with public outreach programs.

Eligibility: 
Must be currently pursuing a degree at an accredited institution or have graduated no more than 1 year before the start of the internship

Length: 
Summer semester (10 weeks)

Payment: 
$225 per week; basic medical insurance coverage; housing stipend of up to $800 per month; a $100 uniform allowance; travel expenses up to $630; eligible for an Americorps Education Award of $1,000

Application: 
Applications are processed through the Student Conservation Association. Scan in the application materials and submit them electronically to the SCA Coordinator.

Justin Chow
Phone: (703) 524-2441
Email: jchow@thesca.org

Applications materials include: a cover letter, a resume, unofficial transcripts, and at least 1 letter of recommendation

Deadline - October 15, 2011

Positions: 
Varies by project

Contact: 
Cultural Resources, National Park Service
Turkiya L. Lowe, Diversity Internship Coordinator
1849 C Street, NW (2280)
Washington, D.C. 20240-0001
Phone: (202) 354-2266
Fax: (202) 371-2422
Email: turkiya_lowe@contractor.nps.gov

Website: 
http://www.nps.gov/history/hps/tps/hpit_p.htm
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.

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.

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

$1,000 stipend plus VCU credits
Students participating in Virginia Capital Semester will pay the VCU semester tuition and fees and are eligible for all services of matriculated VCU students.

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.

Deadline: October 1, 2010

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/

The Florida Legislature’s Summer Internship

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Agency: Office of Program Policy Analysis and Government Accountability (FL)

Description: The internship program gives you an opportunity to work in a state legislative office with a high qualified, multidisciplinary staff that includes public administrators, social scientists, accountant, MBA graduates, and others.

Eligibility: Graduate degree course work in business administration, economics, finance, management, accounting, public policy, public administration, social science or other qualitative or quantitative analysis and research field; understanding of principles of governmental organization, budgeting, and accountability, experience writing for and/or testifying before high-level executives or elected public officials expressing sensitive conclusions and recommendations based upon statistical and financial data; experience using word processing, presentation, and spreadsheet software, preferably Microsoft versions (Word, Powerpoint, and Excel); and experience as an effective contributor to a work team.

Length: Summer semester (9-12 weeks)

Payment: $18/hour + social security coverage; Travel expenses incurred by the intern in the conduct of an approved OPPAGA project will be reimbursed

Application: [application form](http://www.oppaga.state.fl.us/reports/pdf/Leg_oppaga_applic.pdf) (application form). A letter of application that details when you will be available, your education and prior work experience, and describes your career interests related to government programs and policy analysis; unofficial transcripts; and a 1000-word essay defining one issue currently faced by state governments, discussing how policy analysis would be useful to state legislators in addressing the issue, and proposing some research methods or approaches that could be used by policy analysts to gather information for the legislature.

Positions: 2-4

Contact: The Florida Legislature’s Office of Program Policy Analysis and Government Accountability
111 West Madison, Suite 312
Tallahassee, Florida 32399-1475
Phone: (850) 488-0021
Toll Free: (800) 531-2477

Website: [http://www.oppaga.state.fl.us](http://www.oppaga.state.fl.us)
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.

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 are encouraged to apply. Although no previous political or legislative experience is necessary, applicants should have a strong interest in public policy and politics.

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 information for the 2010-2011 programs will be available in mid-October

**Deadline:** see website for details

Positions: 18-20

Contact:
Phone: (916) 278-6906
Email: calstudies@csus.edu

Website: [http://www.csus.edu/casl/senate/index.html](http://www.csus.edu/casl/senate/index.html)
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: 1 year

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 2010-2011 programs will be available in mid-October

Deadline: see website for details

Positions: 10

Contact: Phone: (916) 278-6906
Email: calstudies@csus.edu

Website: http://www.csus.edu/calst/judicial/index.html
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: 1 year

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 2010-2011 programs will be available in mid-October

Deadline: see website for details

Positions: Varies by year

Contact: Phone: (916) 278-6906
Email: calstudies@csus.edu

Website: http://www.csus.edu/calst/executive/index.html
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: 1 year

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 2010-2011 programs will be available in mid-October. 
Deadline: see website for details

Positions: 18

Contact: Phone: (916) 278-6906 
Email: calstudies@csus.edu

Website: http://www.csus.edu/calst/assembly/index.html
LOCAL GOVERNMENT IN-SCHOOL INTERNSHIPS
Municipal Internship Programs

Agency: City of Norfolk, Virginia

Description: The program’s goal is to provide meaningful curriculum-related experience in a professional work environment. Project areas include: Accounting/Auditing, Finance, Physical Education, Business Administration, Human Resources, Public Relations, Budgeting, Geography/GIS, Public Administration/Economics, Civil Engineering, Marketing, Recreational and Human Development, Computer Science, Mass Communications, Sociology, Criminology, and Psychology

Eligibility: Must be at least a junior in college, but graduate students and postgraduate students are encouraged to apply

Length: 8 weeks (summer semester)

Payment: $10.70/hour

Application: Application form; Resume; Transcript
Applications must be submitted electronically through the HR department
Job announcement will be made available in February 2011 on:
http://www.norfolk.gov/jobs

Deadline: see website for details – varies per position

Positions: Varies by department and project

Contact: Department of Human Resources
City Of Norfolk
520 E. Main Street,
Norfolk, Virginia 23510
Phone: (757) 823-1235
Email: internship@norfolk.gov

Website: http://www.norfolk.gov/human_resources/Norfolk_Summer_Internships_Information.asp
City of Virginia Beach (VA) Human Resources Internship Program

Agency: City of Virginia Beach, Virginia

Description: The Human Resources Program allows interns to: apply academic coursework to a hands-on practical experience; problem-solve in real work environment; exchange ideas with experienced human services professions; gain pride in, and appreciation of the field; achieve competent professional skills in a variety of settings; gain exposure in tasks and projects that will provide practical experience for future job opportunities; increase professional development and career opportunities through exposure to other local and state human services organizations.

Eligibility: Currently enrolled in college or graduate school

Length: 1 semester

Payment: Unpaid

Application: Application package; Transcript; Interview

to obtain an application package, please see contact information below

Deadline: Spring – November 15
Summer - March 15
Fall – April 15

Positions: Varies by semester

Contact: Carmen Mendez
297 Independence Blvd, Pembroke 6, Suite 407
Virginia Beach, Virginia 23462
Phone: (757) 385-0627
Fax: (757) 473-5235
Email: cmendez@vbgov.com

Website: www.vbgov.com

Internship brochure (PDF):
City of Hampton (VA) Coalition for Youth Internship

Agency: City of Hampton, Virginia

Description: The City of Hampton is looking for interns who can assist in a new project to create a Teen Center for Hampton youth. This Teen Center will be a multi-purpose facility dedicated to the creative and healthy growth and development of middle and high school-aged youth. These internships will assist the city departments that are responsible for the designing of the facility as well as creating the services, opportunities and supports that will be located there.

Eligibility: Must be enrolled in college or graduate school

Length: 1 semester

Payment: Unpaid, however a small stipend may be available for qualified candidates

Application: Application link: http://www.hampton.gov/foryouth/whatsnew_opportunities.html

Deadline: November 30, 2010

Positions: 1

Contact: Cindy Carlson
Phone: (757) 728-3280
Email: c.carlson@hampton.gov

Website: http://www.hampton.gov/foryouth/whatsnew_opportunities.html
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, Fam 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
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: Summer 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

Website: http://www.planning.dc.gov/planning/cwp/view,a,3,q,642666.asp
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


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

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/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: Internships
1875 Connecticut Avenue, NW #300
Washington, D.C. 20009-5728
Email: jcaputo@cspinet.org

Website: http://www.cspinet.org/about/jobs/200801042.html
ForKids Internship Program

Agency: ForKids, Inc.

Description: The intern program provides an ideal opportunity to gain real-world work experience relevant to interns’ academic and career goals. ForKids assists in preparing students for an exciting future in the field of human services by offering them opportunities to explore the many diverse career options potentially available to them.

Opportunities include: Community Relations Internship, Children Services Internship, and Case Management Internship.

Eligibility: Must be enrolled in college or graduate program with course background relevant to internship opportunity; must be able to work a minimum of 15 hours per week.

Length: 1 semester

Payment: Unpaid

Application: Submit cover letter and resume to the contact information below. Deadline: Email contact for information.

Positions: Varies by semester

Contact: Sybil Spurgeon
Human Resources Department
4200 Colley Ave, Suite A
PO Box 6044
Norfolk, Virginia 23508
Phone: (757) 622-6400
Fax: (757) 622-3837
Email: spurgeon@homesforkids.org

Website: http://www.homesforkids.org/content/pages/contact/employment.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

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: Spring – January 12
Summer – April 14
Fall – August 18

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
HIA Core Fellowship Program on Diversity and Democracy

Agency: Humanitarian in Action (HIA)

Description: Programs take place in Denmark, France, Germany, The Netherlands, Poland, and the United States. These programs foster an on-going transatlantic dialogue on domestic minority and human rights issues among university student leaders. The programs are designed to accomplish three main objectives:

- Engage student leaders in histories of resistance and current means of opposition to institutionalized violations of minority rights in democratic countries;
- Promote growth and development of future decision makers through rigorous inquiry, discussion, and research;
- Build a multi-national and intergenerational network of present and emerging leaders dedicated to minority and human rights issues.

Each Core Program is divided into two phases. During the first phase, Fellows meet with recognized leaders in human right organizations, politicians, diplomats, philanthropists, journalists, scholars, and artists during three weeks of seminars, site visits, and discussion group activities. In the last two weeks of the program, the Fellows break into transnational teams to research and write reports that address past and present minority issues in the host countries.

Following the Core Program, the Fellows required to launch action projects that engage pressing issues in their home institutions and communities.

Eligibility: Applicants must be enrolled sophomore, juniors, seniors, or recent graduates (May 2010 or later) at accredited, four-year colleges or universities in the United States. HIA seeks applicants who are mature, self-reliant, and comfortable in intensive group activity interaction. All major and academic disciplines are encouraged to apply.

Length: 5 weeks

Payment: HIA covers travel expenses and provides modest food stipend

Application: See website for details and deadlines

Positions: American Program – 12; European Program - 46

Contact: Nicholas Farrell, American Program Director
Phone: (718) 237-5774
Email: n.farrell@humanityinaction.org

Website: http://www.humanityinaction.org/index.php?option=content&task=view&id=713
NUHC Internships

Agency: National Low Income Housing Coalition (NUHC)

Description: NUHC 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: Unpaid

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 228
Fax: (202) 393-1973
Email: linda@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: [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: [program internships]
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: $3,000 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/info-url_nocat3815/info-url_nocat_show.htm?doc_id=149195

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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: $3,000 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/info-url_nocat3815/info-url_nocat_show.htm?doc_id=149222
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: $3,000 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

Ellen 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: $3,000 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/info-url_nocat3815/info-url_nocat_show.htm?doc_id=437729
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

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

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: Current graduate students: $10/hour  
Possession of master’s degree: $12/hour

Application: [http://www.cbpp.org/intern-app.htm](http://www.cbpp.org/intern-app.htm)

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](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: 1 semester (summer)

Payment: $500 per week

Application: [http://www.si.edu/ofg/ofgapp.htm](http://www.si.edu/ofg/ofgapp.htm)

Deadline: **February 1** for Summer (to begin after June 1) and for Fall (to begin after October 1) and **October 1** for Spring (to begin after January 1)

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:** siofg@si.edu
[www.si.edu/research+study](http://www.si.edu/research+study)

Website: [http://www.si.edu/ofg/intern.htm](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  NCLB and Public Engagement
Legal  Policy Programs
Member Services

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 Katie 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

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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](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](http://see.orau.org/AcademicStatus.aspx?type=Grad)
MPA FACULTY OR STUDENT RECOMMENDATION FORM

If you would like to recommend that we add any internship or fellowship to our program, please complete as much of the following information and submit to the MPA Director.

Program:

Agency:

Description:

Eligibility:

Length:

Payment:

Application:

Positions:

Contact:

Website: