

# INTERNSHIP/FELLOWSHIP OPPORTUNITIES FOR GOVERNMENT GRADUATE STUDENTS

## *FEDERAL GOVERNMENT INTERNSHIPS/FELLOWSHIPS*

### *Office of Personnel Management (OPM) Programs*

#### **Presidential Management Fellows Program (PMF)**

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

**Application Deadline: Fall, 2008**

This PMF fellows program was created to attract outstanding persons from many academic disciplines to the federal government who are interested in, and committed to careers in, the analysis and management of public policies and programs. This highly selective, leadership program recruits outstanding masters', law or doctoral-level students for a two-year developmental fellowship at various Federal Agencies. The PMF Application will be available via a vacancy announcement on USAJOBS ([.USAJOBS.gov](http://.USAJOBS.gov)) and via the PMF Application webpage. The application period typically opens in September and closes in October annually. Applicants must finish a graduate degree in the academic year that they are applying and be nominated by their school's nomination official (dean, chairperson, etc.)

### *Executive Branch Opportunities*

#### **White House Fellows Program**

[.whitehouse.gov/fellows](http://.whitehouse.gov/fellows)

**Application Deadline: February 1 Each Year**

202-395-4522

This program, which is intended for young professionals with academic/professional excellence, places recipients in Cabinet Level Agencies, The Executive Office of the President, the Vice President's Office, or in smaller federal agencies for one year. White House Fellows typically spend a year working as fulltime special assistants to senior White House Staff, The Vice President, Cabinet Secretaries, and other top-ranking government officials. They also participate in an education program consisting of roundtable discussions with renowned leaders from the private and public sectors and trips to study U.S. policy in action. Fellowships are awarded on a non-partisan basis and applicants must have completed their undergraduate degrees and be working in their chosen fields.

#### **Department of Health & Human Services (HHS) Student and Emerging Leaders Programs**

**Student Internships Program:** [.hhs.gov/careers/students.html](http://.hhs.gov/careers/students.html)

**Emerging Leaders Program:** [.hhs.gov/careers/elp.h.ml](http://.hhs.gov/careers/elp.h.ml) & [.hhsu.learning.hhs.gov/elp/](http://.hhsu.learning.hhs.gov/elp/)

**Application Deadlines: Internships Program – Rolling; Emerging Leaders Program – Recruitment Begins November**

The Student Internships Program is a listing of internship and research/training opportunities throughout the department. The Emerging Leaders Program is a two year program to let applicants explore fields within HHS related to their academic background, which involves departmental rotations the first year and a fixed placement the second year. Students must have one or more of the following degrees: Bachelor's (with work experience), Masters, JD, or Ph.D.

### **Department of the Interior (DOI) Internship Programs**

[.doi.gov/hrm/employ5.html](http://.doi.gov/hrm/employ5.html)

The Department operates three career intern programs:

The Office of the Secretary Management Intern Program (202-208-3757) covers functional areas, such as budget administration, financial management, contracting, information management, human resources management, equal employment opportunity, and policy management.

The Governmentwide Acquisition Management Intern Program (202-219-2213) is a two-year internship designed to develop federal contract specialist into procurement professionals and future government business leaders.

The Financial Management Career Intern Program (202-208-3757) is a two-year program designed to develop future DOI financial leaders where interns enter programs at GS-5 through GS-9 and are permanently assigned to jobs upon internship completion.

### **Department of State Internships/Fellowships**

[.careers.state.gov/student](http://.careers.state.gov/student)

**Application Deadline: Rolling**

[@state.gov](http://@state.gov)

There are many internship and fellowship opportunities to help students get foreign affairs/government experience on their website as well as an online questionnaire to help applicants match their interests and career goals to these opportunities.

### ***Judicial Branch Opportunities***

#### **Supreme Court Fellows Program**

[.fellows.supremecourtus.gov/index.html](http://.fellows.supremecourtus.gov/index.html)

**Application Deadline: November**

**202-479-3415**

This program places individuals for one calendar year in the U.S. Supreme court, the Federal Judicial Center, the Administrative Office of the United States Courts, or the U.S. Sentencing Commission. Applicants for these paid fellowships must have at least one postgraduate degree, two or more years of exceptional professional experience, and multidisciplinary training and experience, including understanding of the judicial process.

## *Legislative Branch Opportunities*

### **U.S. Congress Internships/Fellowships**

**Senate:** [.senate.gov](http://senate.gov)

**House of Representatives:** [.house.gov](http://.house.gov)

Unpaid, year-round internships are available in many Member' offices in Washington, DC, in their district offices, and in congressional committee offices. Applications are found at Member's/committee individual websites, which can be found on the above Senate and House of Representatives website. Fellowships in congressional offices are offered by many organizations such as the American Political Science Association, the American Planning Association, and the Institute of Electrical and Electronic Engineers, which give exposure to public policy and the legislative process. Placement for these fellowships are done through these sponsoring organizations, whose websites can be found by searching the Web by using the phrase "congressional fellowship". Some congressional fellowships are listed on the "Fellowship Programs" page of StudentJobs.gov ([.studentjobs.gov/d\\_fellowship.asp](http://.studentjobs.gov/d_fellowship.asp)).

### **Congressional Budget Office (CBO)**

**Internship Website:** ([.cbo.gov/employment/intern.shtml](http://.cbo.gov/employment/intern.shtml))

**Fellowship Website:** [.cbo.gov/employment/fellowships.shtml](http://.cbo.gov/employment/fellowships.shtml)

**Application Deadline Internships: March 1**

**202-226-2628**

The Congressional Budget Office provides Congress with budget-related information and explains possible budget ramifications of proposed bills reported by congressional committees. Recent college graduates can apply for paid 10-week summer internships, in which they work on analyses on CBO's various divisions. CBO also offers paid Economic Policy Fellowships for applicants with Ph.D's.

### **Library of Congress**

[.loc.gov/hr/employment/index.php](http://.loc.gov/hr/employment/index.php), the choose "Internships, Fellowship & Volunteer Programs"

The Library of Congress offers unpaid and paid internship, fellowship, and volunteer opportunities in several departments such as the American Folklife Center, the Conservation Division, and the Hispanic Division.

### **Other Federal Government Opportunities**

#### **Smithsonian Fellowship & Internship Programs**

**Fellowship Opportunities:** [.si.edu/ofg/fellowopp.htm](http://si.edu/ofg/fellowopp.htm)

**Internship Opportunities:** [.si.edu/internopp.htm](http://si.edu/internopp.htm)

**202-633-7070**

The Smithsonian Institution provides various fellowship and internship programs and academic appointments within its museums and research institutes. Program descriptions are available online.

#### **The Washington Center for Internships and Academic Seminars**

[.twc.edu/internships/index.htm](http://twc.edu/internships/index.htm)

**202-238-7900**

[@twc.edu](mailto:twc@twc.edu)

The center's internship program provides unpaid opportunities in the Washington, DC area to college students and post graduates who are placed within the public (including the Federal Government), private, and nonprofit sectors. Several internship programs are available for minority applicants, and financial assistance is also available.

### **Minority Federal Government Opportunities**

#### **Asian Pacific American Institute for Congressional Studies (APAICS)**

[.apaics.org/programs.html](http://apaics.org/programs.html)

**202-296-9200**

APAICS offers paid and unpaid internship and fellowship opportunities to Asian Pacific Americans to encourage participation in the political process. Selected students work with a congressional office or government agency in Washington, DC.

#### **Congressional Black Caucus Foundation (CBCF) Fellows Program**

[.cbcfonline.org/Congressional\\_Fellows.html](http://cbcfonline.org/Congressional_Fellows.html)

**Application Deadline: April**

**202-263-2800**

The CBCF offers two fellowship programs: The Congressional Fellows Program and the Louis Stokes Urban Health Policy Fellows Program. Both aim to provide research and policy analysis opportunities for persons with graduate or professional degrees. Fellows have an opportunity to assist in the development of legislative and public policy initiatives. Fellows conduct research and analysis, draft legislation, coordinate logistics and public testimony for congressional hearings.

**Congressional Hispanic Caucus Institute (CHCI) Fellowship Program**  
**Application Deadline: March**

Fellowship program offers up to 20 Latino graduate students or recent college graduates hands-on experience in the public policy arena. Fellows participate in a week-long orientation designed to develop professional and leadership skills needed. Following the orientation, CHCI fellows research and interview with possible placements, and decide on the Congressional office, federal agency, media, business and federal affairs office, advocacy groups, and other government-related offices that best matches their interests. Fellows receive round-trip transportation and a stipend.

**Hispanic Association of Colleges and Universities (HACU) National Internship Program**  
[.hnip.net](http://.hnip.net)  
**202-467-0893**

This national internship program recruits undergraduate and graduate students from all academic majors for paid summer and semester internships at federal agencies and private companies in Washington, DC and throughout the country. Interns may also receive round-trip transportation and housing.

**Minority Access Internship Program**  
[.minorityaccess.org](http://.minorityaccess.org)  
**301-779-7100**

This paid internship program for undergraduate and graduate students. Applicants are selected by federal agencies and other participating organizations in the Washington, DC area. Interns may receive assistance with housing and expenses.

**Morris K. Udall Foundation Native American Congressional Summer Internship Program**  
[.udall.gov/](http://.udall.gov/)  
**Application Deadline: January**  
**520-670-5187**

The foundation offers Native American students the opportunity to work in congressional offices, federal agencies, or the White House for 10 weeks. Interns receive round-trip transportation, housing, and a stipend.

**The Women’s Research and Education Institute Congressional Fellowship Program**  
[.wrei.org/Fellows.htm](http://wrei.org/Fellows.htm)

**Application Deadline: May**  
**703-812-7990**

WREI awards annual fellowships to a select number of graduate students with a proven commitment to equity for women. These fellows gain practical policymaking experience and graduate credit as they work for one academic year as congressional legislative aides in Washington, DC. Fellows receive stipend and tuition and living expenses.

***OTHER INTERNSHIPS/FELLOWSHIPS***

**The Bryce Harlow Scholarship**

[.bryceharlow.org/Scholarship.html](http://bryceharlow.org/Scholarship.html)  
[@bryceharlow.org](mailto:bryceharlow.org)

**Application Deadline: April**

For students who are pursuing a career in professional advocacy through public affairs, government relations or lobbying and are undertaking part-time law, business, public policy, and other graduate level studies while working fulltime.

**The DHS Scholarship and Fellowship Program**

[.orau.gov/dhsed/](http://.orau.gov/dhsed/)

**Application Deadline: January**

[@orau.org](mailto:orau.org)

For students interested in pursuing the basic science and technology innovations that can be applied to the DHS mission.

**Excellence in Government Fellows Program**

[.excelgov.org/index.php?keyword=a432f9dcf477ba](http://.excelgov.org/index.php?keyword=a432f9dcf477ba)

**Application Deadline: Currently Being Accepted – Applications may be submitted online or to [@excelgov.org](mailto:excelgov.org) or fax 202 728-0422. Electronic applications are strongly encouraged.**

This fellows program is an experience for senior executives in federal, state, county, city and tribal governments. Over the course of a year fellows focus on cutting edge management and innovative problem solving.

**Internship, Maryland Department of Legislative Services, Office of Policy Analysis**

[.davis@mlis.state.md.us](mailto:davis@mlis.state.md.us)

This paid internship position is for a 2<sup>nd</sup> year graduate student in a “career-track” mode.

## **Charles G. Koch Associate and Internship Programs**

[.cgkfoundation.com/associate.asp](http://cgkfoundation.com/associate.asp)

**Koch Associate Program Application Deadline: August 29, 2008 for Fall, and January 2, 2009 for Spring**

[.okamoto@cgkfoundation.org](mailto:.okamoto@cgkfoundation.org)

The Koch Associate Program is a year-long, paid talent development program designed to develop up and coming leaders and entrepreneurs interested in liberty, which helps them develop experience for careers with market-oriented think tanks, policy institutes, and non-profit organizations.

[.cgkfoundation.com/internship.asp](http://cgkfoundation.com/internship.asp)

**Koch Internship Program Application Deadlines:**

**Fall Internship Program – No Deadline Application**

**Spring Internship Program – No Deadline Application**

[.okamoto@cgkfoundation.org](mailto:.okamoto@cgkfoundation.org)

The Koch Internship Program is a condensed version of the Koch Associate Program and is incorporated into a semester-long schedule, which is offered in the Spring, Summer, and Fall.

## **Pacific Forum Center for Strategic & International Studies Vasey Fellowship**

**Application Deadline: July**

[@hawaii.rr.com](http://hawaii.rr.com)

Vasey Fellows serve as junior researchers at the Pacific Forum to gain an appreciation of Asia-Pacific economic and security affairs and policymaking challenges. This is designed to provide greater opportunity for young, promising Asian scholars to develop hands-on expertise in U.S.-Asia policy issues and is available for periods ranging from three months to one year. The Vasey Fellow will conduct independent research and assist in Pacific Forum research/programs receiving a cost of living stipend (\$1500).

## **New York City Urban Fellows Program**

[://nyc.gov/fellowships](http://nyc.gov/fellowships)

**Application Deadline: August**

[@dcas.nyc.gov](http://dcas.nyc.gov)

Since, 1969, the Urban Fellows Program has introduced college graduates to local government and public service. This nine-month program, which offers a paid stipend of \$25,000, combines fulltime employment with a comprehensive seminar series exploring the mechanics of local government and electoral politics and important issues facing the City. Fellows appreciate the wide range of challenges in New York City government from the budget process to agency operations, affordable housing, affordable health care, education, to economic development.

### **Rosenthal Fellowship in International Relations**

**Application Deadline: February**

[.rosenthalfellowship.org.fprogdes.htm](http://.rosenthalfellowship.org.fprogdes.htm)

Provides the opportunity to spend the summer working for a member of Congress or at the State Department on foreign affairs issues. Stipend of \$1800 awarded.

### **Boren Graduate Fellowship National Security Education Program (NSEP)**

**Application Deadline: January**

[.iie.org/programs/nsep/graduate/](http://.iie.org/programs/nsep/graduate/)

This fellowship program supports graduate students interested in languages, world regions with a national security focus.

### **Fulbright and Related Grants**

**Application Deadline: October**

[.us.fulbrightonline.org/home.html](http://.us.fulbrightonline.org/home.html)

This program was developed by Congress and is sponsored by the U.S. Department of State. It is the largest international exchange program offering students, scholars, and professionals the opportunity to undertake international graduate study, advanced research, and teaching worldwide.

### **Carnegie Council Fellows Program**

**Application Deadline: January**

The Carnegie Council's Fellows Program seeks applicants in the field of human rights to carry out field-based research that examines existing levels of public legitimacy for a specific human rights concern and/or how to enhance public legitimacy for this concern.

### **Coro Fellows Program in Public Affairs**

**Application Deadline: January**

[.coro.org](http://.coro.org) (Click on Coro Programs)

Fellows work in a series of assignments with a government agency, business, political campaign, labor union, media organization, non-profit group. Fellows' experience is individually tailored.

### **Echoing Green Fellowship Program**

**Application Deadline: December**

[.echoinggreen.org](http://.echoinggreen.org)

The Echoing Green Fellowship Program provides fellows with capital and technical assistance necessary to create innovative public service organizations and projects for social change. A grant is distributed to each fellow over a two year period, & applicants should have their degree completed before starting this fellowship (a fulltime commitment is required to work on their project).



### **Emerson National Hunger Fellows Program**

**Application Deadline: January**

[hungercenter.org/heinz\\_school\\_scholarship\\_program.html](http://hungercenter.org/heinz_school_scholarship_program.html)

Fellows are placed for six months with urban and rural community based organizations all over the country involved in fighting hunger at the local level such as food banks, community kitchens, and local advocacy agencies. They then move to Washington, DC to complete the year with six months of work at national organizations involved in the anti-hunger and poverty movement, including national advocacy organizations, think tanks, and federal agencies.

### **The Mickey Leland International Hunger Fellowship**

**Application Deadline: January**

[hungercenter.org/heinz\\_school\\_scholarship\\_program.html](http://hungercenter.org/heinz_school_scholarship_program.html)

This fellows program is a service/learning program that provides exceptional individuals the opportunity to develop and refine skills important in the global fight against hunger. Fellows receive a monthly stipend and an end of service stipend at the end of the two-year program.

### **Environmental Protection Agency, NNEMS Fellowships**

**Application Deadline: January**

[epa.gov/enviroed/students.html](http://epa.gov/enviroed/students.html)

The EPA National Network for Environmental Management Studies (NNEMS) includes numerous undergraduate and graduate student fellowship programs and application information.

### **Herbert Scoville Jr. Peace Fellowship**

**Application Deadline: February & October**

[scoville.org](http://scoville.org)

Twice yearly, the Fellowship's Board of Directors selects individuals to spend six to nine months in Washington. Supported by a monthly stipend, the Fellows serve as fulltime project assistants at the participating organization of their choice. Scoville Fellows, through independent projects with their chosen organization and the larger community dedicated to peace and security issues have rich opportunities to gain experience and leadership skills and help translate their social concerns into action. Each Fellow selects a board member to serve as their mentor.

### **Tisdale Fellowship**

**Application Deadline: February**

[tisdalefellowship.org/](http://tisdalefellowship.org/)

An eight-week fellowship in the government relations office of a leading high technology company or association and a weekly seminar organized with the assistance of the sponsoring company and association.

**J.W. Saxe Memorial Fellowship**  
**Application Deadline: March**  
[.jwsaxefund.org/apply.php](http://jwsaxefund.org/apply.php)

This memorial fund provides scholarships annually to one or more undergraduate or graduate students working in public service. The award is meant to enable the student to gain practical experience in public service by taking a no-pay or low-pay job during a summer or other term.

**Everett Foundation Public Service Internship Program**  
**Application Deadline: Rolling Application Deadline**  
[://everettinternships.org/newsletter/articlesoc.html](http://everettinternships.org/newsletter/articlesoc.html)

Internships are fulltime for at least a 10 week period. Prospective interns apply directly to the public policy organization of their choice, but are funded by the Everett Foundation. See their website for participating organizations.

**Marshall Memorial Fellowship**  
**Application Deadline: August**  
[.gmfus.org/fellowships/mmf.cfm](http://gmfus.org/fellowships/mmf.cfm)

The German Marshall Fund (GMF) awards more than 100 Marshall Memorial Fellowships each year to leaders in politics, government, business, media, and the nonprofit sector and provides them with opportunities to explore societies, institutions, and people on the other side of the Atlantic. Fellows meet informally and formally with a range of policymakers and prominent members of the business, government, political, and media communities. GMF works closely with partner institutions and individual consultants in each city, providing Fellows with invaluable local perspectives on the transatlantic and domestic agenda issues.

***GENERAL GOVERNMENT RESOURCES***

**USA.gov**  
[.usa.gov/Agencies/Federal/All\\_Agencies/index.shtml](http://usa.gov/Agencies/Federal/All_Agencies/index.shtml) (The Federal Government's official website providing a list of all federal agencies and departments)  
[.usa.gov/Citizen/Topics/Work for the Government.shtml](http://usa.gov/Citizen/Topics/Work_for_the_Government.shtml) (Federal Government Jobs Website)

**Student Jobs/e-Scholar Page**  
[.studentjobs.gov/e-scholar.asp](http://studentjobs.gov/e-scholar.asp)

The e-Scholar website, a joint project of the Office of Personnel Management and the Student Financial Assistance Office of the U.S. Department of Education, provides students with information on various educational opportunities available within the federal government, including internships, fellowships, apprenticeships, and cooperative programs.

## **USA Jobs**

[.usa.jobs.opm.gov/](http://usa.jobs.opm.gov/)

This U.S. federal government job website is for finding permanent positions, but it also provides students with links to federal internships, student programs, and volunteer opportunities.

### ***INTERNSHIP/ FELLOWSHIP, SUMMER JOB RESOURCES***

The Best 109 Internships (Princeton Review). 9<sup>th</sup> ed. New York: Random House, Inc., 2003.

Congressional Intern Handbook: A Guide For Interns and Newcomers to Capitol Hill.  
Washington, DC: Congressional Management Foundation.

Encyclopedia of Associations. Farmington Hills, MI: Thomson Gale.

The Internship bible (Princeton Review). New York: Random House, Inc.

Peterson's Internships. Lawrenceville, NJ: Peterson's

Summer Jobs in the U.S.A. Lawrenceville, NJ: Peterson's

**The Johns Hopkins University  
Government Program  
Lucy Shapiro, Career Services Specialist, [lucyshapiro@jhu.edu](mailto:lucyshapiro@jhu.edu)**