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# Internships, Fellowships, and Other Work Experience Opportunities in the Federal Government

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## **Summary**

While there are many opportunities in the federal government for internships, fellowships, and other work experience, there is no comprehensive source to assist in locating these opportunities. This report describes internet resources for prominent and popular opportunities for internship, fellowship, and work experience programs within the federal government. The report is intended as a selective guide for students of all levels: high school, undergraduate, graduate, and postgraduate. It provides information on legislative, executive, and judicial branch opportunities and links to several aggregators of jobs data. The introduction provides a number of insights to assist applicants on understanding terminology, timing applications, and expectations for types of work involved.

# Contents

Introduction .....	1
General Government Resources .....	2
USA.gov .....	2
Go Government—Student and Entry Level Talent .....	2
USA Jobs—Students and Graduates .....	2
Office of Personnel Management Programs .....	2
Internship Program.....	2
Recent Graduates Program.....	3
Presidential Management Fellows Program.....	3
Executive Branch Opportunities.....	3
White House Fellows Program .....	3
White House Internship Program .....	3
Department of Agriculture .....	4
Department of Commerce .....	4
Department of Defense .....	4
Department of Education .....	4
Department of Energy .....	5
Department of Health and Human Services .....	5
Department of Homeland Security.....	5
Department of the Interior.....	6
Department of Justice.....	6
Department of Labor .....	6
Department of State.....	7
Department of Transportation .....	7
Department of the Treasury.....	7
Department of Veterans Affairs .....	7
Judicial Branch Opportunities .....	7
Supreme Court Fellows Program .....	7
Judicial Intern Program .....	8
Legislative Branch Opportunities.....	8
U.S. Congress.....	8
Congressional Budget Office .....	9
Congressional Research Service .....	9
Government Accountability Office .....	10
Library of Congress.....	10
Other Opportunities .....	10
Central Intelligence Agency .....	10
Consumer Financial Protection Bureau.....	10
Defense Intelligence Agency.....	11
Environmental Protection Agency .....	11
Federal Communications Commission .....	11
Federal Reserve Board .....	11
National Aeronautics and Space Administration.....	11
National Geospatial-Intelligence Agency.....	12
National Security Administration.....	12

Office of the Director of National Intelligence .....	12
Smithsonian Fellowship and Internship Programs .....	12
United States Agency for International Development.....	12
The Washington Center for Internships and Academic Seminars .....	13
Diversity Opportunities .....	13
Asian Pacific American Institute for Congressional Studies.....	13
Congressional Black Caucus Foundation Internship and Fellowship Programs.....	13
Congressional Hispanic Caucus Institute Internship and Fellowship Programs .....	14
Hispanic Association of Colleges and Universities National Internship Program.....	14
Minority Access National Diversity and Inclusion Internship Program .....	14
Morris K. Udall and Stewart L. Udall Foundation Native American Congressional Internship Program.....	14
Women’s Policy Inc. Congressional Fellowship on Women and Public Policy Program.....	14
Bibliography .....	15

## **Contacts**

Author Contact Information .....	16
Acknowledgments .....	16

## Introduction

The federal government offers many opportunities for internships, fellowships, and work experiences. However, there is no single centralized source for finding information on every opportunity. This report describes prominent and popular internet resources for such opportunities and gives applicants a place to begin their search. The internet resources provided are not exhaustive.

Applying for an internship or fellowship is similar to applying for admission to a college or university. The application process takes time and effort, often requiring essays and interviews. In pursuit of success, applicants typically begin their search early and explore what best suits their interests and career goals. Application deadlines and program durations vary from agency to agency. Applicants often apply to more than one program because competition is stiff, with the number of applicants often far exceeding the number of positions available. Opportunities are generally available in the spring, summer, and fall, with summer positions being the most popular and competitive.

The terms *fellowship* and *internship* are sometimes used interchangeably in the names of specific programs. Fellowships are generally intended for persons with advanced degrees or substantial professional experience and are usually salaried positions lasting nine months to a year or more. Internships, which are either salaried or volunteer short-term arrangements, usually require relatively little experience and are often filled by students.

Although they are sometimes confused with interns, congressional pages are high school students who serve Congress as messengers. The House page program ceased operations in August 2011, while the Senate still employs pages. For more information on the Senate page program, see its website at [https://www.senate.gov/reference/reference\\_index\\_subjects/Pages/vrd.htm](https://www.senate.gov/reference/reference_index_subjects/Pages/vrd.htm).

The duties, responsibilities, and salaries (if any) of interns and fellows vary from program to program. Most program responsibilities are substantive in nature and often involve challenging projects. They may range from conducting legislative research for a congressional office to biomedical research at the National Institutes of Health. Some programs or universities that offer academic credit may require the intern or fellow to produce a report on the work experience and obtain evaluations from program supervisors. In addition, some programs lead to federal job placement. Recruitment programs like Presidential Management Fellows and the Congressional Research Service Graduate Recruit Program may offer permanent employment after the successful completion of program requirements. Because program details vary from agency to agency, it is best to consult the appropriate website or to contact the program office directly.

## **General Government Resources**

### **USA.gov**

The federal government’s official web portal provides an A-Z list of all federal agencies and departments.

<https://www.usa.gov/federal-agencies/a>

USA.gov also offers a “Federal Government Jobs” website.

<http://www.usa.gov/government-jobs>

### **Go Government—Student and Entry Level Talent**

The Go Government website, an initiative of a nonprofit organization, the Partnership for Public Service, promotes careers in the federal government. The Student and Entry Level Talent portion of the website includes information on more than 200 federal internship programs and provides tips on creating a federal resume and on navigating the federal hiring process.

[http://gogovernment.org/government\\_careers/students\\_entry-level\\_talent.php](http://gogovernment.org/government_careers/students_entry-level_talent.php)

### **USA Jobs—Students and Graduates**

The students and graduates section of the official U.S. federal government employment website provides students with information on various educational opportunities available within the federal government, including internships, fellowships, apprenticeships, and cooperative programs, as well as a list of federal occupations by college major.

<https://www.usajobs.gov/studentsandgrads>

## **Office of Personnel Management Programs**

OPM administers the government-wide Pathways Programs, which are composed of two fairly new programs—the Internship Program and the Recent Graduates Program—and the existing Presidential Management Fellows Program. The website includes program fact sheets and a FAQs section.

<https://www.opm.gov/policy-data-oversight/hiring-information/students-recent-graduates/>

Federal agencies that participate in the Pathways Programs include the Department of Housing and Urban Development, General Service Administration, and the Department of Health and Human Services. The Pathways Programs at agencies have specific information on their employee websites, such as the Department of State at <http://careers.state.gov/work/pathways> and NASA at <http://nasajobs.nasa.gov/studentopps/Pathways.htm>.

### **Internship Program**

The Internship Program is for students attending high schools, community colleges, four-year universities, trade schools, career and technical education programs, and other qualifying educational institutions. The program provides paid opportunities to explore federal careers while still in school. Participants must be enrolled or accepted for enrollment in a qualifying

educational program. The Internship Program replaces the Student Career Experience Program and the Student Temporary Employment Program.

<https://www.opm.gov/policy-data-oversight/hiring-information/students-recent-graduates/#url=intern>

## **Recent Graduates Program**

The Recent Graduates Program offers paid one-year developmental assignments for individuals who have recently graduated from qualifying educational institutions or programs with developmental experiences in the federal government. Participants must have obtained a qualifying degree or completed a qualifying career or technical education program within the preceding two years. Veterans applying to the program who are unable to qualify within the two-year period due to military service may apply within six years of obtaining a qualifying degree or completing a qualifying program.

<https://www.opm.gov/policy-data-oversight/hiring-information/students-recent-graduates/#url=graduates>

## **Presidential Management Fellows Program**

The Presidential Management Fellows (PMF) 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. Applicants must have received, within the preceding two years, a qualifying advanced degree as determined by OPM. Fellows serve a two-year appointment.

<https://www.pmf.gov>

## **Executive Branch Opportunities**

### **White House Fellows Program**

Intended for young professionals who have demonstrated academic excellence, this program places recipients in Cabinet-level agencies, the Executive Office of the President, the Vice President's office, or in smaller federal agencies. This is a one-year program. Fellows make domestic and foreign trips to study U.S. policy and take part in roundtable discussions with leaders from the private and public sectors. Applicants must have finished their undergraduate degrees and be working in their chosen fields. A related program, Presidential Innovation Fellows, deploys "Innovation Fellows" to work on technical innovation projects in various federal agencies for one year.

<https://www.whitehouse.gov/get-involved/fellows/>

<https://presidentialinnovationfellows.gov/>

### **White House Internship Program**

This program provides unpaid opportunities to learn more about the daily processes of the White House. The competitive program selects about 100 interns every spring, summer, and fall. Each applicant must be a U.S. citizen, 18 years old on or by the first day of the internship, and enrolled

in (or recently graduated from) a college or university. Also eligible are recently discharged military veterans with a high school diploma or equivalent.

<https://www.whitehouse.gov/get-involved/internships/>

<https://www.whitehouse.gov/get-involved/internships/selection-process/>

<https://www.whitehouse.gov/get-involved/internships/presidential-departments/>

## **Department of Agriculture**

The U.S. Department of Agriculture (USDA) is a part of the Pathway Programs. Students and recent graduates are offered opportunities to work as interns in fields such as agriculture, science, technology, math, environmental studies, management, and business. Students work as assistants to scientific, professional, administrative, and technical employees. USDA also participates in the Vets to Feds Intern Program (V2F) for student veterans.

<https://www.dm.usda.gov/employ/student/seo-pathways-programs.htm>

<http://www.dm.usda.gov/employ/student/index.htm>

## **Department of Commerce**

The Department of Commerce, also part of the Pathways Programs, offers a variety of paid and unpaid programs, including Census Postsecondary Internships and a Workforce Recruitment Program for college students with disabilities. Commerce bureaus and offices with internship programs include the Bureau of Economic Analysis, the National Institute of Standards and Technology, the Census Bureau, and the Patent and Trademark Office.

<https://hr.commerce.gov/Careers/StudentCareerOpportunities/index.htm>

<http://www.hr.commerce.gov/careers/studentcareeropportunities>

## **Department of Defense**

In addition to participating in the Pathways Programs, the Department of Defense's (DOD's) "Student Opportunities" website provides details on opportunities such as the Financial Management Trainee Program and internships with the Human Resources Directorate and the Washington Headquarters Services. Programs can range from 10 weeks to full-time employment.

[http://godefense.cpms.osd.mil/student\\_opportunities.aspx](http://godefense.cpms.osd.mil/student_opportunities.aspx)

DOD's STEM Internship program allows high school and college students the opportunity to engage in hands-on research and gain experience at DOD laboratories and facilities. The website provides details on various internship opportunities with the Air Force, the NSA, the Navy, and the Army in the fields of cybersecurity, computer science, business, science, engineering, and mathematics.

<https://dodstem.us/stem-programs/internships>

## **Department of Education**

The Department of Education offers internships in several departmental offices, such as Elementary and Secondary Education, Civil Rights, and Leadership and Teacher Development. These unpaid internships are available year-round. To qualify, students must be enrolled in a high

school, trade school, technical or vocational institute, junior college, college, university, or other accredited educational institution.

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

## **Department of Energy**

The Department of Energy (DOE) recruits interns to research positions at DOE labs. These positions cover a range of subjects and career levels, from high school students to faculty members. Positions are paid but do not necessarily lead to permanent DOE employment.

<http://www.energy.gov/student-programs-and-internships>

The DOE Scholars program introduces students and recent graduates to the missions and operations of the DOE. These are paid positions for enrolled students aged 18 and older, lasting 10 weeks in the summer.

<http://orise.orau.gov/doescholars/>

## **Department of Health and Human Services**

The Department of Health and Human Services (HHS) participates in the Pathways Programs. In addition, lists of specific programs for students and recent graduates are available.

<http://www.hhs.gov/about/careers/pathways/index.html>

More opportunities within specific divisions of HHS include programs at the Centers for Disease Control and Prevention (CDC), and at the Food and Drug Administration (FDA).

<https://www.cdc.gov/fellowships/>

<https://www.cdc.gov/jobs/pathways.html#pwdstudentsGrads>

<http://www.fda.gov/AboutFDA/WorkingatFDA/FellowshipInternshipGraduateFacultyPrograms/default.htm>

HHS's Emerging Leaders Program is designed for applicants to explore fields related to their academic background. The two-year program involves rotations within departmental agencies during the first year and a fixed placement the second year. Students must have one or more of the following degrees: bachelors (with work experience), masters, J.D., or Ph.D.

<https://tod.learning.hhs.gov/elp.asp>

The Summer Internship Program in Biomedical Research at the National Institutes of Health is open to students aged 16 and older who are enrolled in high school, undergraduate, or graduate programs. Positions are in various agency locations nationwide, and stipends are available for the eight-week-plus program. The National Institutes of Health Academy fellowship program is a year-long program with a stipend and is restricted to recent undergraduates. Other programs are available for specific subject areas.

<http://www.training.nih.gov/programs>

## **Department of Homeland Security**

The Department of Homeland Security (DHS) offers a variety of fellowship, scholarship, and internship programs in its agencies, which include Customs and Border Protection, Immigration and Customs Enforcement (ICE), and the Secret Service. Programs include Pathways, a Summer

Law Intern Program, the STEM Summer Internship Program, and the Federal Law Enforcement Training Center (FLETC) College Intern Program. Most, if not all, of the programs require U.S. citizenship, and some require a security clearance.

<https://www.dhs.gov/homeland-security-careers/student-and-recent-grads>

## **Department of the Interior**

The Department of the Interior (DOI) offers Pathways internship opportunities in various parts of the agency, including the Bureau of Indian Affairs, Bureau of Land Management, Bureau of Ocean Energy Management, Regulation and Enforcement, and Bureau of Reclamation.

Fellowships and internships opportunities are available through the National Park Service, Office of Surface Mining, Fish and Wildlife Service, and U.S. Geological Survey.

<http://www.doi.gov/pathways/index.cfm>

## **Department of Justice**

The Summer Law Intern Program accepts law students to salaried summer internships throughout the Department of Justice (DOJ). The Volunteer Legal Recruitment Program offers legal internships to law students in their first through third years. This program is unpaid, with placement in U.S. Attorneys' Offices, the Immigration Courts, and department field offices in cities nationwide, including Washington, DC.

<http://www.justice.gov/legal-careers>

The Federal Bureau of Investigation (FBI) offers several different types of internships to students. In addition to offering opportunities in various departments in the agency through the Pathways internship program, the FBI hosts students in its Honors Internship Program as well as its Visiting Scientist Program. The Honors Internship Program is a 10-week, paid internship for undergraduate, graduate, or doctoral students in a wide range of academic areas, including but not limited to accounting, business, STEM, foreign languages, journalism, law, marketing, and the visual arts. The FBI's Visiting Scientist Program gives applicants the opportunity to work within the FBI Laboratory for one to five years conducting research in the forensic science field. In order to qualify for the FBI's internships, students must be U.S. citizens, must pass all FBI background investigation requirements, and must be able to receive a Top-Secret security clearance. (Visiting Scientist interns must be able to receive a Secret security clearance.)

<https://fbijobs.gov/students>

## **Department of Labor**

The Department of Labor (DOL) participates in the Pathways Programs; internships include working in DOL offices. Internships are available for students majoring in a range of fields, including but not limited to business administration, management, public policy, international relations, medical, information technology, law, and human resources. These full-time or part-time internships may be conducted seasonally or year-round. Interns may be eligible for a noncompetitive conversion to a federal career or career-conditional position at the successful conclusion of the internship.

<https://www.dol.gov/general/jobs/students-and-recent-grads>

## **Department of State**

The State Department's website provides a portal to available student programs, internships, and fellowships. Opportunities range from Pathways Programs to the Virtual Student Federal Service to Council of American Ambassadors Fellowships.

<https://careers.state.gov/intern/student-programs/>

## **Department of Transportation**

The Department of Transportation's website lists several student programs, including Pathways Programs, the FAA Technical Operations Collegiate Training Initiative, and the FAA Law Honors Intern Program. Minority internship programs, such as the Summer Transportation Internship Program for Diverse Groups, are offered by the Federal Aviation Administration (FAA) and the Federal Highway Administration.

<http://www.dot.gov/careers/student-opportunities>

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

The Office of the General Counsel accepts applications from law students for various internships. These positions are available year round and may be with or without academic credit.

<http://www.dot.gov/mission/administrations/general-counsel/jobs-internships>

## **Department of the Treasury**

The Department of the Treasury participates in student employment programs, including Pathways, the Hispanic Serving Institution National Internship Program (HSINIP), Washington Internships for Native Students (WINS), National Association for Equal Opportunity in Higher Education (NAFEO), The Washington Center (TWC), and the Disability Employment Workforce Recruitment Program (WRP).

<http://www.treasury.gov/careers/hq-careers/Pages/student-employment.aspx>

## **Department of Veterans Affairs**

In addition to participating in Pathways Programs, the Department of Veterans Affairs (VA) offers programs for students and recent graduates at over 100 locations nationwide. These programs include the National Diversity Internship Program (NDIP), Workforce Recruitment Program (WRP), and the Graduate Healthcare Administration Training Program (GHATP).

<http://www.vacareers.va.gov/>

## **Judicial Branch Opportunities**

### **Supreme Court Fellows Program**

The Supreme Court Fellows Program Commission selects four individuals for one-year assignments in the Supreme Court of the United States, Administrative Office of the United States Courts, Federal Judicial Center, or the United States Sentencing Commission. The commission is especially interested in applicants who are completing a judicial clerkship and broadening their understanding of the judicial system. Applicants must have a J.D. or other post-

graduate degree. Fellows become employees of the federal court system and receive salaries equivalent to the GS-13 government pay scale.

<http://www.supremecourt.gov/fellows/default.aspx>

## **Judicial Intern Program**

The Judicial Internship Program is designed for undergraduate students who have completed at least two semesters of undergraduate study and who are interested in learning about the inner workings of the Supreme Court of the United States. The internship is unpaid, and interns are placed in the Office of the Counselor to the Chief Justice. Internships are available for the fall, spring, and summer semesters.

<https://www.supremecourt.gov/jobs/internship/InternshipProgram.aspx>

## **Legislative Branch Opportunities**

### **U.S. Congress**

#### *Internships*

Internships are available in many Members' Washington, DC, and district or state offices, as well as in congressional committees' offices. Internships are generally unpaid and offered year-round. Interns may receive pay from the congressional office they work in, if the office decides to provide it.<sup>1</sup> Members, committees, and other congressional offices may provide compensation for interns through office accounts.

<http://www.house.gov/content/jobs/>

[http://www.senate.gov/pagelayout/visiting/h\\_multi\\_sections\\_and\\_teasers/employment.htm](http://www.senate.gov/pagelayout/visiting/h_multi_sections_and_teasers/employment.htm)

Applications are usually found at each Member's or committee's website, or candidates may contact the desired office directly. For lists of Member and committee websites and office contact information, see the Senate and House of Representatives websites.

<http://www.senate.gov>

<http://www.house.gov>

Congressional staff seeking more information may wish to consult CRS Report R44491, *Internships in Congressional Offices: Frequently Asked Questions*, by (name redacted).

#### *Fellowships*

Fellowships in congressional offices are offered by many organizations—such as the American Political Science Association (APSA), the American Psychological Association, and the Institute of Electrical and Electronic Engineers—which offer fellows exposure to public policy and the

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<sup>1</sup> FY2019 appropriations for the House and Senate provide some designated funding for internships in Members' personal offices in each chamber in P.L. 115-244, Division B. For more information on funding for House and Senate internships in the FY2019 legislative branch appropriations bill, see H.Rept. 115-929, pp. 203-204, and (for Senate internships), S.Rept. 115-274, pp. 25-26.

legislative process. Placement for these fellowships is generally not done through the Members' or committees' offices but instead through the sponsoring organizations.

There is no centralized listing of all available congressional fellowships.<sup>2</sup> Some well-known fellowship programs offered by professional organizations include the APSA Congressional Fellowships, <http://www.apsanet.org/cfp>; the American Association for the Advancement of Science (AAAS) Science and Technology Policy Fellowships, <http://fellowships.aaas.org/>; Georgetown University's Capitol Hill Fellowships, <http://gai.georgetown.edu/courses-programs/capitol-hill-fellowship/>; and the Brookings Institution's Legis Congressional Fellowships, <https://www.brookings.edu/fellowships-programs/legis/>. A fairly new program is the Project on Government Oversight's fellowship for midcareer professionals; more information can be found at <https://www.pogo.org/congressional-oversight-fellowships/>.

Government-sponsored fellowship programs that place fellows in congressional offices include the Department of Energy's Albert Einstein Distinguished Educator Fellowship Program, <http://science.energy.gov/wdts/einstein/>, and the National Oceanic and Atmospheric Administration's Knauss Marine Policy Fellowship Program, <https://seagrant.noaa.gov/Knauss>.

The House of Representatives offers a two-year fellowship program for disabled veterans, the Wounded Warrior Fellowship Program, which is described at <http://cao.house.gov/wounded-warrior>.

Several congressional fellowship programs, such as those sponsored by the Congressional Black Caucus Foundation and the Women's Research and Education Institute, are described in the "Diversity Opportunities" section of this report.

## **Congressional Budget Office**

Graduate students in relevant fields can apply for paid 10-week summer internships, in which they work on analyses in CBO's various divisions. CBO also welcomes analysts with Ph.Ds. as Visiting Scholars who may be employed by CBO or by the Visiting Scholars' home institutions.

<https://www.cbo.gov/about/careers/internships>

<https://www.cbo.gov/about/careers/visitingscholars>

## **Congressional Research Service**

In partnership with several organizations, colleges, and universities, CRS offers a limited number of paid summer internships through its Student Diversity and Inclusion Internship Program. Volunteer internship opportunities are available year-round and are available primarily to graduate students, postgraduate students, faculty, and other professionals. Undergraduate students with exceptional academic talent are also welcome to apply. In addition, CRS offers special hiring opportunities under the Presidential Management Fellows Program, CRS Graduate Recruit Program, Hispanic Association of Colleges and Universities (HACU) Cooperative Education program, and CRS Law Recruit Program. U.S. citizenship is required for all programs.

<http://www.loc.gov/hr/employment/index.php?action=cMain.showEmploymentPrograms>

<https://www.loc.gov/crsinfo/opportunities/>

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<sup>2</sup> House and Senate offices attempting to identify sources of possible congressional fellows may wish to request a copy of the Congressional Research Service congressional distribution memorandum, "Congressional Fellowship Programs" (available to congressional clients from the authors of this report).

## **Government Accountability Office**

The Government Accountability Office (GAO) offers eligible college students paid or volunteer internships. These internships last for 10-16 weeks, and interns may be eligible for conversion to a permanent position once degree requirements are met. Applicants must be U.S. citizens to apply.

<http://www.gao.gov/careers/student.html>

## **Library of Congress**

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, the Law Library of Congress and the Hispanic Division. Opportunities include the Junior Fellows Summer Intern Program, which offers a stipend.

For more information, select the following link, and then depending on the desired program, you may further refine your results by clicking “Student/Intern,” “Researcher/Fellow,” or “Volunteer” on the left under “Opportunity Type.”

<https://www.loc.gov/internships-and-fellowships/>

<http://www.loc.gov/hr/jrfellows/>

## **Other Opportunities**

### **Central Intelligence Agency**

The Central Intelligence Agency (CIA) offers several different paid internship opportunities, including the Undergraduate Internship Program, the Graduate Studies Program, and the Directorate of Operations Undergraduate Internship Program. The internships are available for students majoring in a range of programs, including, but not limited to, engineering, computer science, mathematics, business, foreign languages, international relations, or political science. Students must submit their application at least 12 months before the desired start date. In order to qualify for the CIA’s internships, students must be U.S. citizens and must pass all CIA background investigation and security clearance requirements.

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

### **Consumer Financial Protection Bureau**

In addition to participating in the Pathways Internship Program and the Presidential Management Fellows Program, the Consumer Financial Protection Bureau (CFPB) offers three fellowship programs and one internship program. The Joseph Story Honor Attorney Program is a two-year fellowship for recent law school graduates, the Director’s Financial Analyst Program is a two-year fellowship for those who have recently obtained a bachelor’s degree and have quantitative training, and the Research Assistant Program is a two-year fellowship for recent graduates in relevant fields. The CFPB internship is a 12-week, paid internship.

<http://www.consumerfinance.gov/students-and-recent-graduates/>

## **Defense Intelligence Agency**

The Defense Intelligence Agency (DIA) offers a summer internship program that allows undergraduate and graduate students the opportunity to gain paid work experience in the areas of analysis, research, report writing, oral briefings, policy development, program management, and computer applications related to the intelligence field. Students from a variety of areas of study—including, but not limited to, foreign area studies, computer science, international relations, chemistry, biology, engineering, intelligence analysis, and business administration—are welcome to apply. This paid internship is 10-12 weeks long. Successful applicants must be able to obtain a security clearance and successfully pass a drug-screening test.

<http://www.dia.mil/Careers/Students/Summer-Internship-Program/>

## **Environmental Protection Agency**

In addition to programs for graduate and postgraduate students, the Environmental Protection Agency (EPA) offers paid summer employment for high school students through the Student Summer Employment Program. Internships, fellowships, and other positions for all educational levels are available in Washington, DC, and at EPA laboratories and other regional locations. Applicants must be 16 years of age or older and enrolled at an accredited institution.

<http://www.epa.gov/careers/index.html>

## **Federal Communications Commission**

The Federal Communications Commission (FCC) offers internship opportunities in several different bureaus or offices. The availability and timeframe for intern positions will vary by bureau or office. All applications have rolling admission deadlines, and new opportunities are posted to the site throughout the year.

<http://www.fcc.gov/encyclopedia/internships-available-fcc>

## **Federal Reserve Board**

The Federal Reserve Board provides internship programs for undergraduate and graduate students considering careers in economics, finance and accounting, information systems, and law. Both paid and unpaid internships are available. Applicants must be U.S. citizens. Each division under the Federal Reserve Board has different requirements for their interns.

<http://www.federalreserve.gov/careers/internships.htm>

## **National Aeronautics and Space Administration**

The National Aeronautics and Space Administration (NASA) participates in the Pathways Programs with options ranging from internships at the Stennis Space Center in Mississippi to social science student trainee positions at the Armstrong Flight Research Center. Specific NASA facilities also host their own unique programs, such as the Jet Propulsion Laboratory's Summer Internship Program and NASA History Office Fellowships.

<https://intern.nasa.gov/index.html>

<http://nasajobs.nasa.gov/studentopps/Pathways.htm>

## **National Geospatial-Intelligence Agency**

The National Geospatial-Intelligence Agency (NGA) offers students the opportunity to apply for the NGA Student Internship Program. The 10-week paid summer internship is open to associate, undergraduate, graduate, and postgraduate students. Students who perform successfully may be granted the opportunity for conversion to permanent employment upon graduation.

The NGA is also a participating placement site for scholars in the Science, Mathematics, and Research for Transformation (SMART) Scholarship for Service program. This program was established by DOD to support undergraduate and graduate students who are pursuing degrees in science, technology, engineering, and mathematics (STEM) disciplines. Participants are afforded an opportunity to receive a full scholarship, stipend for living expenses, and employment in the federal government upon degree completion.

<https://www.nga.mil/Careers/StudentOpp/Pages/default.aspx>

[https://smartscholarshipprod.service-now.com/smart?sysparm\\_domain\\_restore=false&sysparm\\_stack=no](https://smartscholarshipprod.service-now.com/smart?sysparm_domain_restore=false&sysparm_stack=no)

## **National Security Administration**

The National Security Administration (NSA) offers a variety of paid internship opportunities to high school, undergraduate, and graduate students. The internships are available for students majoring in a range of programs, including, but not limited to, computer science, engineering, mathematics, political science, international affairs, business, health, human resources, and law. Students must submit their application at least nine months before the desired start date. In order to qualify for the NSA's internships, students must be U.S. citizens and must pass all NSA background investigation requirements.

<https://www.intelligencecareers.gov/nsa/nsastudents.html>

## **Office of the Director of National Intelligence**

The Office of the Director of National Intelligence (ODNI) offers an unpaid eight-month internship opportunity coordinated through the State Department's Virtual Student Federal Service (VSFS) Internship Program. It is open to undergraduate, graduate, and doctoral students.

<https://www.dni.gov/index.php/careers/careers-features/2604-virtual-student-federal-service-vsfs-internship-program>

## **Smithsonian Fellowship and Internship Programs**

The Smithsonian Institution provides various fellowship and internship programs and academic appointments within its museums and research institutes. Program descriptions are available on the Smithsonian Office of Fellowships and Internships website.

<http://www.smithsonianofi.com/>

## **United States Agency for International Development**

The United States Agency for International Development (USAID) has several internship programs: the Paid Student Internship Program, Volunteer Student Internship Program, Internships in the Bureau for Legislative and Public Affairs, the Office of the General Counsel, the Center for Faith and Opportunity Initiatives, and other Regional Bureaus abroad. These

internships are open to undergraduate and graduate students. USAID also offers fellowship opportunities.

<http://www.usaid.gov/work-usaid/careers/student-internships>

<http://www.usaid.gov/work-usaid/careers/fellows-program>

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

The Washington Center is one of several nonprofit organizations that place interns in the Washington, DC, area. The center's internship program provides unpaid opportunities to college students and postgraduates. Students are placed within the public (including the federal government), private, and nonprofit sectors. Several internship programs specifically target minority applicants. Financial assistance is also available.

<http://www.twc.edu>

Others programs include the Washington Internship Institute and the Fund for American Studies.

<http://www.wiidec.org>

<http://www.tfas.org>

## **Diversity Opportunities**

### **Asian Pacific American Institute for Congressional Studies**

The Asian Pacific American Institute for Congressional Studies (APAICS) offers internship and fellowship opportunities for Asian Pacific Americans to encourage participation in the political process. All positions include a stipend and round-trip airfare to Washington, DC. Selected students work in a congressional office or government agency in Washington, DC. Some fellowship positions have a financial services or STEM focus.

<http://apaics.org/summer-interns/>

<http://apaics.org/congressional-fellows/>

### **Congressional Black Caucus Foundation Internship and Fellowship Programs**

The Congressional Black Caucus Foundation (CBCF) offers an Internship Program, including a specialized communications program, as well as four fellowship programs: the Congressional Fellowship, the Congressional Fellowship on Women in Health Sciences Leadership, the Donald M. Payne Foreign Policy Fellowship, and the Small Business and Entrepreneurship Fellowship. All four fellows programs aim to provide research and policy analysis opportunities for persons with graduate or professional degrees. All CBCF programs include either a salary or a stipend and housing.

<http://www.cbcfinc.org/internships/>

<https://www.cbcfinc.org/fellowships/>

## **Congressional Hispanic Caucus Institute Internship and Fellowship Programs**

The Congressional Hispanic Caucus Institute (CHCI) Summer Internship Program provides undergraduates with the opportunity to work in congressional offices. Interns receive housing, round-trip transportation, and a stipend. The CHCI has two fellowship programs available. Both the CHCI Public Policy Fellowship Program and the Graduate Fellowship Program provide graduate students, or recent college graduates, with the opportunity to obtain experience in public policy. The range of placements includes congressional offices, federal agencies, media, business federal affairs offices, advocacy groups, and government-related institutions. Fellows receive round-trip transportation and a stipend.

<https://chci.org/programs/congressional-internship-program/>

<https://chci.org/programs/public-policy-fellowship-program/>

<https://chci.org/programs/graduate-fellowship-program/>

## **Hispanic Association of Colleges and Universities National Internship Program**

The Hispanic Association of Colleges and Universities (HACU) National Internship Program (HNIP) 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.

<http://www.hacu.net/hacu/HNIP.asp>

## **Minority Access National Diversity and Inclusion Internship Program**

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

<http://www.minorityaccess.org/ndiip.html>

## **Morris K. Udall and Stewart L. Udall Foundation Native American Congressional Internship Program**

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

<http://www.udall.gov/OurPrograms/Internship/Internship.aspx>

## **Women's Policy Inc. Congressional Fellowship on Women and Public Policy Program**

The program provides graduate and postgraduate students the opportunity to work for eight months in congressional offices as legislative assistants on policy issues that affect women. This

program was previously called the Women’s Research and Education Institute (WREI) Congressional Fellowships.

<http://www.womenspolicy.org/our-work/congressional-fellows/>

## **Bibliography**

This selective bibliography lists more sources of information on internships, fellowships, and summer job opportunities. The publications can be used to find additional work experience opportunities both inside and outside the federal government. These works may be available in local libraries or school or college guidance offices. Annotations identify publications that are issued annually. Other publications are updated irregularly; check with publishers for information on the latest editions.

*Best Intern Ever: Roll Call’s Guide to Acing Your Internship* Washington, DC: CQ Roll Call, 2014, <http://cdn.videos.rollcall.com/files/HN-Best-Intern-Ever-FINAL.pdf>

A free E-book, described as the “ultimate Capitol Hill internship guide,” from the CQ Roll Call Publishing Group.

*Congressional Intern Handbook: a Guide for Interns and Newcomers to Capitol Hill.* Washington, DC: Congressional Management Foundation, 2006, <http://www.congressfoundation.org/publications/intern-handbook>

Described as a “nuts-and-bolts guide to working in a Congressional office,” this free, downloadable publication includes a chapter on “Finding a job or another internship” on Capitol Hill. This handbook is used in many congressional offices.

*Encyclopedia of Associations.* Farmington Hills, MI: Gale Cengage. Annual.

This publication can be used to locate organizations by subject area. When standard internship directories contain no entries for internships in a specific field, relevant groups listed in this publication may be able to suggest contacts for internship opportunities. This work can be found in many libraries in print or in electronic form in the *Associations Unlimited* subscription database.

*Insider’s Guide to Political Internships: What to Do Once You’re In the Door.* Boulder, CO: Westview Press, 2002.

This publication provides advice on “surviving and thriving” in political internships, including on Capitol Hill and in congressional district offices.

*Vault Guide to Top Internships.* New York, NY: Vault. Annual.

This directory profiles internship programs at more than 100 companies, organizations and government agencies. Some of this information is also available on the internship portion of the Vault website at [http://www.vault.com/find\\_an\\_internship.aspx](http://www.vault.com/find_an_internship.aspx).

*Washington Internships:* Philadelphia, PA: University of Pennsylvania Press, 2009.

This book provides information on how to become a valued intern and enhance networking skills. Insider tips are given on such things as how to deal with work related tasks and locating summer housing.

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