
Federal Student Internship Programs

STUDENT INTERNSHIP PROGRAMS WITH THE FEDERAL GOVERNMENT

The Federal Government is interested in finding people from diverse backgrounds who have the skills needed to meet its future employment needs. While some Federal agencies have developed agency-specific programs, this internship listing is limited to special programs that can be used for hiring in all Federal agencies.

Hispanic Association of Colleges and Universities' National Internship Program (HNIP)

- Sponsoring Organization: Hispanic Association of Colleges & Universities (HACU)

National Headquarters Washington, DC Office
One Dupont Circle, NW (Suite 605)
Washington, DC 20036
Tel: (202) 467-0893
Fax: (202) 496-9177

8414 Datapoint Drive, (Suite 400)
San Antonio, Texas 78229
Tel: (210) 692-3805
Fax: (210) 692-0823

Web Site: <http://www.hacu.net>

- **Cost:** The cost of a HACU internship is borne by the participating Federal agency. The cost covers the intern's transportation to Washington, D.C. (or to the intern's field site), emergency medical insurance and a weekly stipend for participating interns ranging from \$390 to \$510. Although HACU arranges for interns to be housed in university/college dormitories, interns are responsible for paying the rent.

- **Internship Period(s):** Internships are for 10 weeks, beginning in June and ending in August. In addition, internships are available during the fall and spring semesters.

- **Application Deadline:** For summer internships, HACU asks that agencies make their requests during March and April. The deadline for departments and agencies wishing to participate in the HNIP program is two weeks before the internship program begins in Washington DC, and three weeks before the program starts for placements outside of Washington DC.

- **Geographic Availability:** HNIP places interns nationwide, in the Washington, DC metropolitan area and Puerto Rico.

- **Selection Process:** Applicants must have at least a 3.0 grade-point average on a 4.0 scale, receive one letter of recommendation from an advisor or professor, be enrolled as a graduate or undergraduate student and provide HACU with a résumé. Selection is based upon academic performance, community and campus involvement, work experience and the ability to participate in the program. HACU provides at least three applicants for each position



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requested by each of the participating agencies or departments, and those entities make all final selection decisions.

• **Orientation Session/Training:** Orientation is conducted during the last weekend of May. HACU also provides interns with various enrichment activities or seminars and requires interns to undergo a mid-summer evaluation.

• **Other:** HNIP interns are employees of HACU. The interns are placed in Federal agencies that participate through a contractual or cooperative agreement with HACU. Although HNIP interns are employees of HACU, they must comply with the work schedule of the participating Federal department/agency and submit time sheets that indicate the number of hours worked. Only after submitting a time sheet with the signature of the intern's immediate supervisor will interns receive a stipend. Interns are not paid overtime, do not accrue vacation and are not eligible for unemployment benefits.



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Congressional Hispanic Caucus Institute's Fellowship Program (CHCI)

Sponsoring Organization: Congressional Hispanic Caucus Institute, Inc. (CHCI)

504 C. Street, NE
Washington, DC 20002
Tel: (202) 543-1771 or 1-800-392-3532
Fax: (202) 546-2143
E-mail: chci@chci.org.

Web Site: <http://www.chci.org>

Contact Person: The Programs Coordinator is available Monday through Thursday, from 9:00 a.m. to 6:00 p.m. (EST), and on Fridays between 9:00 a.m. and 5:00 p.m. (EST).

Cost: There is no cost to students or to participating agencies, departments, congressional offices or committees, media organizations, national advocacy groups and government related institutions. Selected fellows, however, receive round-trip transportation to and from Washington, DC, within the United States, health insurance coverage and a stipend of \$2,061 per month from the CHCI. This program is designed for recent college graduates (at any level & within one year of graduation) and for currently enrolled graduate students interested in pursuing careers in public policy.

Fellowship Period: The program is conducted nine months out of the year for 36 weeks from early September to late May.

Application Deadline: CHCI interns usually apply in March; however, the exact date varies. If your office is interested in accepting a fellow, please contact the Program Coordinator.

Geographic Availability: CHCI places interns in the Washington, DC metropolitan area only.

Selection Process: Fellows must demonstrate active community involvement and participation through public service, excellent communication and analytical skills, an interest in pursuing a career in public policy and a cumulative GPA of 3.0, or above, on a 4.0 scale. Students must submit the Fellowship application (which is available during the winter) by calling, writing, or e-mailing CHCI. The application is also posted on the CHCI's Web Site during the winter. The application package includes an application form, a résumé, three reference forms (from a professor, a community leader, and an employer), and the official transcripts. Telephone interviews are conducted for semi-finalists.

Orientation Session/Training: Upon arrival in September, fellows attend a 1-week orientation to introduce them to CHCI, the program requirements, and the special nature of work in Washington, DC. After the orientation is complete, fellows have two weeks to search for placements where they wish to do their fellowships. Institute staff provides guidance and resources regarding possible placements. In order to offer the fellows exposure to a broad range of issues and work environments, fellows have the option of changing placements at the midpoint in the program.



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Presidential Management Fellows (PMF) Program

Sponsoring Organization: U.S. Office of Personnel Management

U.S. Office of Personnel Management
Presidential Management Fellows Program
1900 E Street, NW, Room 1425
Washington, DC 20415-9820
Tel: (202) 606-1040
Fax: (202) 606-3040
Email: pmf@opm.gov

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



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Minority Leaders Fellowship Program (MLFP)

Sponsoring Organization: The Washington Center for Internships & Academic Affairs

1101 14th Street, N.W., Suite 500
Washington, DC 20005-5622
Tel: (202) 336-7600 or 1-800-486-8921
Fax: (202) 336-7609

E-mail: Info@twc.edu

Web Site: <http://www.twc.edu>

Cost: There is no cost to departments and agencies participating in the MLFP. The Washington Center provides fellows with a \$5,000 fellowship, which covers the cost of the MLFP's program and housing fees. Fellowship awards are conditional upon recipients residing in Washington Center housing. In addition, Fellows may receive a stipend of \$125 per week and round-trip transportation to Washington, DC, from their nominating educational institution.

Internship Period(s): Fellowships are available in the fall and spring semester for 15 weeks, while summer internships are 10 weeks in duration.

Application Deadline: Participating departments and agencies should secure interns at least three weeks before the internship begins. Application deadlines for fellowships vary. Deadlines are typically two months before internships begin.

Geographic Availability: MLFP internships are available in the Washington, DC metropolitan area.

Selection Process: To apply, students must: be a citizen or permanent resident of the United States; be an African-American, Asian-American, Hispanic-American, Native-American, or Pacific-Islander; be enrolled in a two or four-year accredited institution of higher education (and preferably a second semester sophomore at the time of the program); be in good academic standing at their college or university and have demonstrated academic achievement (however, the student's grade point average does NOT play a major role in the selection process); be able to demonstrate personal initiative by taking an active role in campus or community affairs; and have shown maturity and a desire to serve the welfare of their community and the nation. Applicants must file an appropriate application form with the signature of their college or university president, three personal statements, two letters of recommendation, an official transcript and a \$60 non-refundable application fee paid by their college or university. Selection is based upon the applicants' leadership potential, academic achievement and written responses to essay questions. Students must receive academic credit from the sponsoring college or university to participate.

Orientation Session/Training: The Washington Center requires fellows to attend an academic course that meets one evening each week and develop a portfolio to document their experience, which is evaluated at the end of the program. Fellows also attend a one week seminar, afternoon lecture series and Capitol Hill breakfast lecture series. Additionally, Fellows work 4 days per week at any agency during the duration of the program.



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Workforce Recruitment Program For College Students With Disabilities (WRP)

Sponsoring Organization(s): The U.S. Department's Office of Disability Employment Policy and the U.S. Department of Defense

Workforce Recruitment Program
Office of Disability Employment Policy
U.S. Department of Labor
200 Constitution Avenue, NW, Room S1303
Washington, DC 20210

E-mail: Meyer-Paul@dol.gov
Fax: (202) 693-7888

Website: <http://www.pcepd.gov>

Cost: Interns are hired by Federal government departments/agencies and private sector employers. In addition, interns are responsible for transportation to their placement site, local transportation, meals and housing. Upon request, however, the WRP reserves housing for Washington, DC interns.

Internship Period(s): WRP internships are filled between late May and mid-August each year.

Application Date Line: While there is no official deadline for participating agencies, most job offers are made by early June. To participate in the WRP, students must be interviewed on a college or university campus within a five-week period between the end of January and the end of February each year.

Geographic Availability: Internships are available in Washington DC and throughout the United States.

Selection Process: Applicants must: have a severe disability; be a United States citizen; and be enrolled at an accredited two or four year college or university or graduate program on a substantially full-time basis, seeking a degree, or have graduated within the past year. Applicants must submit a Federal employment application form (e.g., an OF 612 or a 171 form or a résumé), a supplemental information form and a WRP referral agreement prior to an interview. After the interview, job ready candidates are entered into a database. First line supervisors are encouraged to contact interviewers to receive additional information about WRP participants.

Because WRP does not track job offers, applicants are responsible for pursuing any job offers they receive. Final hiring decisions are made by participating agencies.

Recruitment Process: College career counselors or disability student services providers who would like to schedule a recruitment trip to their campuses should contact Paul Meyer by email. Due to limited staff resources, the Office of Disability Employment Policy cannot respond to direct student inquiries.

Orientation Session/Training: The WRP provides no orientation. However, interns are encouraged to participate in seminars provided by their sponsoring agency.

Reasonable Accommodations: Questions regarding reasonable accommodations should be directed to the Job



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Accommodation Network (JAN) at 1-800-526-7234.

Other: Interns are paid according to their level of education and enter the civil service between the GS-2 and GS-9 grade levels. Departments/agencies may offer participants permanent positions if they are graduating seniors or graduate students.



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White House Fellows Program

Sponsoring Organization: President's Commission on White House Fellowships (Commission)

712 Jackson Place, N.W.
Washington, DC 20503
Tel: (202) 395-4522
Fax: (202) 395-6179

Web Site: <http://www.whitehousefellows.gov>

Cost: Fellows receive a salary and benefit package from the department/agency to which they are assigned. Compensation is commensurate with the federal pay grade GS-14, step 3. Currently, most White House Fellows require full-time equivalent (FTE) positions and therefore, may count against department or agency hiring ceilings. Changes regarding FTE position requirements, however, are under discussion. The Commission, participating departments and agencies and prospective fellows consult to determine job assignments.

Internship Period(s): These fellowships begin on September 1, and end on August 31. Fellowships are for one year.

Application Deadline: The application deadline for candidates is February 1. By May of each year, all departments/agencies desiring to participate in the White House Fellows Program must express their intent to the Commission.

Geographic Availability: WHF Fellowships are all in Washington, DC.

Selection Process: To be eligible, applicants must: be a U.S. citizen. They may not be a current Federal government employee (with the exception of career military personnel), nor may they hold an official state or local office during their fellowship year. While there are no formal educational requirements or age restrictions, the fellowship program seeks to provide young men and women with Federal government experience early in their careers. Applicants must submit: a completed application form; index cards with specified information; three to five references; and numerous essays. The selection process is multilayered. First, all completed applications are reviewed by the alumni of the White House Fellows Program in order to select candidates for interviews. Selection is based on a remarkable record of achievement early in their career. Applicants must have the skills to serve at the highest levels of government, show leadership potential and have a demonstrated commitment to public service. Second, based on interviews with panels of prominent citizens from across the country, candidates are selected to be national finalists. Third, national finalists undergo comprehensive background investigations for security clearance purposes. Finally, all national finalists are interviewed by members of the President's Commission on White House Fellowships. Thereafter, the Commission makes fellowship recommendations to the President. The Commission only recommends 11 to 19 fellows per year.

Orientation Session/Training: The White House Fellowship Program includes an Education Program. As part of the Education Program, fellows meet with leaders in fields in and outside their respective job assignments, and they travel to other U.S. cities, domestic military bases and foreign countries to participate in public policy discussions.



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Asian Pacific American Institute for Congressional Studies' Summer Internship Program

Sponsoring Organization: Asian Pacific American Institute for Congressional Studies

209 Pennsylvania Avenue S.E., Suite 100
Washington, D.C. 20003
Tel: (202) 547-9100
Fax: (202) 547-9109

E-Mail: apaics@apaics.org

Web Site: <http://www.apaics.org>

Cost: Interns receive a \$2,500 stipend from the Institute and are expected to make their own travel and housing arrangements. There is no cost to Congressional offices and Federal departments and agencies participating in the Institute's Summer Internship Program.

Internship Period(s): Internships are from early June through early August each year.

Application Date Line: The application deadline for summer internships is usually the end of the first week in March. Participating departments/agencies are encouraged to hire interns by the end of April.

Geographic Availability: These internships are all in the Washington, DC metropolitan area.

Selection Process: In order to apply, applicants must be: currently enrolled undergraduate or graduate students with an interest in public policy issues and Asian Pacific American community affairs; U.S. citizens or legal permanent residents; able to demonstrate leadership abilities and excellent oral and written communication skills; and have a minimum grade point average of 3.0 on a 4.0 scale. Applicants must also provide a one-page résumé, a current official transcript and two letters of recommendation (one from a professor and the other from an employer or community leader). Although the Institute's staff initially screens applications, the Selection Committee, which is composed of Institute's board members and local supporters, makes final internship decisions. Selection is based on the applicant's grade point average, writing skills evidenced by requested essays and community involvement.

Orientation Session/Training: The Institute hosts an orientation upon the interns' arrival. The Institute also conducts workshops, luncheons and encourages interns to attend weekly conferences conducted by the Conference on Asian Pacific American Leadership.



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Organization of Chinese Americans' Congressional and Government Internships

Sponsoring Organization: Organization of Chinese Americans, Inc. (OCA)

1001 Connecticut Avenue, N.W. Suite #707
Washington, D.C. 20036
Tel: (202) 223-5500
Fax: (202) 296-0540

E-Mail: oca@ocanatl.org

Web Site: <http://www.ocanatl.org>

Cost: Interns receive a \$2,000 stipend from OCA for 10 weeks of full time work. Interns are also responsible for transportation to and from Washington, DC, and housing. There is no cost to Congressional offices and agencies participating in the OCA's Public Internships.

Internship Period(s): Internships are available in the Spring, Summer and Fall for 10 weeks of full-time work.

Application Deadline: There is no deadline for participating agencies or Congressional Offices desiring to secure an OCA intern. For students, the application deadline is as follows: for internships in the Spring of each year, apply by mid-November; for those in the Summer, apply by mid-March; and for those in the Fall, apply by mid-July.

Geographic Availability: OCA internships are all in Washington, DC, only.

Selection Process: In order to be eligible for OCA Congressional and Government Internships, applicants must be an undergraduate or a graduate student; demonstrate an interest in public affairs; possess oral and written communication skills; commit to work for a minimum of 10 weeks; and be a OCA member or a College Affiliate member. Applicants must also provide OCA with a completed application form, a résumé, a one- page essay of why the applicant wants to participate in the internship program, an academic transcript and two letters of reference.

OCA's Selection Committee makes all final internship decisions and places particular emphasis on the applicant's communication skills and commitment to issues affecting the Asian American community.

Orientation Session/Training: OCA provides interns with an orientation upon their arrival to Washington, DC, and hosts luncheons throughout the internship period. In addition, OCA encourages interns to attend conferences held by the Conference on Asian Pacific American Leadership (CAPAL).



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Washington Internships For Native Students (WINS)

Sponsoring Organization: American University/Washington Internships For Native American Students

4400 Massachusetts Avenue, N.W.
Washington, D.C. 20016-8083
Tel: (202) 885-4967
Fax: (202) 885-4960

Web Site: <http://www.american.edu/other.depts/wins>

Cost: Agencies pay \$8,500 for per intern (in FY-00) to participate in the WINS program. The cost covers: the interns tuition; round trip travel to Washington, DC; local transportation; housing; a meal plan; costs associated with social and cultural activities and a stipend of \$200 per week. Interns, however, are responsible for incidental expenses for non-program activities, such as medical care and independent social activities. Students will receive six credit hours for participating in this program.

Internship Period: WINS internships are for eight weeks, beginning in early June and ending in early August each year.

Application Deadline: The deadline for departments and agencies desiring to participate in WINS is the end of February. The application deadline for students is generally the first week of April.

Geographic Availability: WINS internships are all in the Washington, DC metropolitan area.

Selection Process: In order to participate in WINS, an applicant must be an American Indian or an Alaska Native, at least an undergraduate freshman or graduate student enrolled in a college or university, and in academic good standing. Applicants must submit: a completed WINS application form; an essay (minimum 500 words) on why they would like to participate in the WINS program; a recent photograph; a nomination letter from a member of the applicant's nation or tribal council or an official from the applicant's nation or tribal education department; a recommendation letter from a faculty member at the applicant's respective college or university; a résumé; and an official copy of the most recent transcript. Each applicant is rated by a selection committee, which evaluates the applicant's skills, experience and education. WINS typically provides four applicants for each position requested by the participating department/agency. Thus, all final selection decisions are made by the requisite department/agency.

Orientation Session/Training: Interns are enrolled in the Washington Leadership Seminar in Tribal Issues and Native Studies course at American University and receive six (6) credit hours. In addition, interns attend seminars and are required to design and write a model proposal for the funding of a project within their respective communities, with the guidance of WINS staff.

E-Mail: ggibson@american.edu



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INROADS/Greater Washington Internships

Sponsoring Organization: INROADS
INROADS/Greater Washington, Inc.

1010 Wayne Avenue - Suite 555
Silver Spring, MD 20910-5600
Tel: (301) 587-5880
Fax: (301) 587-3466

INROADS, Inc., Nat'l Hqtrs
10 S. Broadway, Suite 700
St. Louis, MO 63102
Tel: 1-(800) 642-9865
Fax: (314) 241-9325
Web Site: <http://www.inroads.org>

Cost: Participating agencies pay the cost for interns selected through the INROADS Internship organization (\$3,000 plus the wages earned by interns). There is no cost to interns.

Internship Period(s): INROADS prefers to finalize all internship placements between early March and the end of April. Summer internships are typically for 10 weeks, and they begin and end according to the interns' educational schedule.

Application Deadline: Student recruitment for the INROADS Internship organization ends in December of each year. Some INROADS affiliate locations may extend this period into February.

Geographic Availability: While INROADS/Greater Washington, Inc., places interns only in the Washington, DC metropolitan area, internships are available in over 50 affiliate offices around the country. Since the interns hired in the respective metropolitan areas usually live and attend school in the area, housing and transportation during the internship session are not necessary.

Selection Process: To participate in the INROADS Internship organization, students must be pursuing a degree at an accredited four-year college or university, remain in good academic standing and maintain the minimum grade point average set by their INROADS affiliate. INROADS recruits students who have a 3.0 or better grade point average, an ACT score 20 or a combined SAT score of 900 or better, and rank within the top 10% of their class. Selection preference is given to African American, Native American and Hispanic American students who are high school graduating seniors, college freshmen and college sophomores. To match students with client organizations, INROADS uses a specification form identifying organizational needs and conducts pre-screening interviews. Final intern selections, however, are made by participating organizations.

Orientation Session/Training: INROADS interns receive year-round personal coaching and formalized training by INROADS staff. During the summer, interns participate in INROADS's Leadership Development Institute that provides professional career development training based upon core competency areas in communication, self/time management, business sophistication, and management/leadership skills. Intern academic progress is monitored through monthly coaching sessions with an INROADS staff advisor and the collection of college transcripts. Each



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intern receives agency advice through a volunteer mentor and is evaluated twice during each summer (mid-summer and end-of-summer) to assure peak performance.

Other: Wages are commensurate with the intern's educational level and typically range between the GS-3 and GS-7 grade levels.



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NAFEO Services, Inc. Summer Intern Program

Sponsoring Organization: NAFEO Services, Inc.

Intern Programs
5214 Baltimore Ave. (Suite 200)
Hyattsville, MD 20781
Tel: (301) 779-7100
Fax: (301) 779-9812

E-Mail: Amickle@stwnet.com

Cost: The cost to participating departments and agencies for NAFEO Services interns in FY-00 ranges from \$8,500 to \$11,025, depending on the internship and the requirements of the departments/agencies. This is set regardless of whether the intern is an undergraduate or graduate student. The cost covers round trip travel expenses to Washington, D.C. or to the intern's work site, plus a stipend which is commensurate with the intern's educational level and training. In addition, NAFEO Services assists interns in locating housing. Most students are responsible for paying housing costs.

Internship Period(s): Summer internships are for 10 weeks, beginning in June and ending in August. In addition, NAFEO Services, Inc. administers internships in the fall and spring.

Application Deadline: There is no deadline for departments/agencies desiring to participate in the NAFEO Services internship program. However, it is requested that agencies inform NAFEO Services, Inc., of their intentions by April 1. For students, the application deadline for the summer internship is March 1 of each year.

Geographic Availability: NAFEO Services places interns nationwide and in the Washington, DC metropolitan area.

Selection Process: Applicants must: have a minimum 3.0 grade point average or the grade point average required by the selecting agency; be a United States citizen; and be a sophomore, junior, senior undergraduate or graduate student. Additionally, applicants must submit a completed NAFEO Services' application, a transcript, a letter of recommendation from a faculty advisor or current instructor, a one-page essay describing the applicants' reason for wanting to participate in the program and a résumé. Selection is based upon the applicant's academic performance, community/campus involvement, experience and the match between the needs of the department or agency and the students skills. NAFEO Services seeks to provide at least three applicants for each position requested by the participating department/agency. However, departments/agencies make final selection decisions.

Orientation Session/Training: Prior to the beginning of the internship, NAFEO Services hosts an orientation. Details regarding the site of their placement are sent prior to orientation. In addition, NAFEO Services hosts at least three seminars and arranges for tours and other social events.



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AISES Student Summer Work Experience Program

Sponsoring Organization: The American Indian Science & Engineering Society (AISES)

Tel: (505) 765-1052

Fax: (505) 765-5608

E-mail: amy.weisntein.@colorado.edu

Web Site: <http://www.AISES.org>

Cost: The cost to departments/agencies participating in the AISES Summer Experience Program was \$8,574, for FY-99, which includes salaries, benefits, round-trip travel expenses and AISES administration. While AISES arranges the housing for interns working in Washington, DC, but interns are responsible for their lodging costs. AISES helps American Indian students prepare for careers in science, technology, engineering, business and other academic areas.

Internship Period: The Summer Work Experience Program begins in early June and extends for a ten-week period into mid-August.

Application Deadline: While the deadline for departments/agencies participating in the Summer Work Experience Program is mid-April, AISES is willing to accommodate the needs of departments/agencies, if possible. The application deadline for students was March 31, for FY-99

Geographic Availability: AISES places interns in Washington, DC, and nationwide.

Selection Process: To be eligible for the Summer Work Experience Program, applicants must: have a minimum grade point average of 2.5 on a 4.0 scale; be enrolled and pursuing a degree in a college or university on a full-time basis; have at least sophomore class standing at the time the assignments begin; and be a U.S. citizen. Students must also submit a completed application form, letter of recommendation, endorsement by a faculty or staff at the students' academic institution, copy of transcripts and a written essay indicating interest in a summer position. While both AISES and participating Federal departments and agencies evaluate the applicants, the departments and agencies make final selection decisions based on the above criteria. To facilitate the selection process, AISES screens and provides prospective departments and agencies with a list of qualified candidates for each position. After the department/agency has identified the skills and criteria needed for an intern, AISES forwards intern applications.

Orientation Session/Training: AISES hosts an orientation when interns arrive in Washington, DC. AISES encourages interns to participate in seminars offered by their respective departments/agencies. AISES also conducts evaluations at the end of the Summer Work Experience Program. As such, AISES asks departments and agencies to identify the strengths of and offer suggestions to improve the Program.

Other: Since students are employees of AISES, they do not count against agency hiring ceilings and do not require full-time equivalent (FTE) positions. AISES administers all payroll, time, attendance and other employment aspects associated with the Summer Work Experience Program. Interns are not paid overtime, do not accrue vacation and are ineligible for unemployment benefits.



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Women In Public Policy Internship Program (WIPP)

Sponsoring Organization: Washington Center for Internships & Academic Seminars

2000 M Street, N.W., Suite 750
Washington, D.C. 20036-3307
Tel: (202) 336-7600 or 1-800-486-8921
Fax: (202) 336-7609

E-mail: wipp@twc.edu

Web Site: www.twc.edu

Cost: There is no cost to departments/agencies participating in the WIPP Program. Interns, however, are responsible for round-trip transportation to Washington, DC, local transportation, meals and a program fee. The program fee for the Summer Term of 2000 is \$2,895 and \$3,390 for the 2000 Fall Semester. While the Washington Center offers financial assistance, approximately 35 percent of students receive no financial assistance and awards are generally limited to \$2,000. To be considered for financial assistance, students must live in Washington Center housing. Scholarship awards are first applied to the Washington Center's housing fee, which is \$2,395 for the 2000 Summer Term and \$3,195 the 2000 fall term. However, please call the Washington Center to get the current program and housing fees.

Internship Period: Internships are available during the summer, fall and spring semesters.

Application Deadline: For students, application deadlines vary. However, the Washington Center encourages early applications because some agency placements have their own early deadlines and require advance application to complete security clearance. The Washington Center recommends that departments and agencies participating in the WIPP Program secure interns two to three weeks before the internship is scheduled to begin.

Geographic Availability: Internships are available in the Washington, DC metropolitan area.

Selection Process: To be eligible for the WIPP Program, applicants must: be enrolled in an accredited college or university as a second semester sophomore or above; maintain a grade point average of at least a 2.5 on a 4.0 scale--however, higher grade point averages are required for some placements; remain enrolled in and receive credit from their college or university for their participation; and receive the endorsement of their campus liaison or faculty sponsor. Applicants must also submit: a completed application form; a personal goals and issues essay; an internship request statement; two letters of recommendation; an official transcript; a résumé; a check or money order for the non-refundable \$60 application fee; and a completed housing agreement. Selection is based upon the students' commitment to experiential learning and the sponsoring institution's dedication to the students' success completing the semester. Final selection decisions are made by the participating department/agency in consultation with the intern.

Orientation Session/Training: In addition to a four- day work week, interns attend the following enrichment activities: the Washington Forum Presidential Lecture Series; Washington Forum Capital Hill Breakfast Series; academic evening courses; and small group meetings. The WIPP Program also requires interns to maintain a portfolio, which is graded by a Program Supervisor, to document their learning experience.



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Oak Ridge Associated Universities internship Program for Post Secondary Students

Sponsoring Organization: The Oak Ridge Associated Universities (ORAU) Science and Engineering Education

P.O. Box 117
Oak Ridge, Tennessee 37831-0117
Tel: (423) 576-8158
Fax: (423) 241-5220

Cost: The cost to participating departments/agencies for a summer intern ranges from \$4,500 to \$7,400 depending on whether travel and housing are required. The Cost includes ORAU administration. Participants are not considered employees of the department/agency or ORAU, but are administratively associated with ORAU through a letter agreement and terms of appointment.

For additional information, call Linda Holmes, Group Manager, at (865) 576-3192, or via e-mail at holmesl@orau.gov.

Internship Period: Summer internships are for 10 weeks, beginning in the first week of June and ending in August. Internships are also available during the academic semester on a full time and part time basis.

Application deadline: The deadline to receive applications from students for the summer term is the last week in February. However, ORAU will work with agencies that have special needs at any time during the year.

Geographic Availability: ORAU recruits and places interns nationwide.

Application Process: To be eligible for the Internship Program, applicants must be undergraduates enrolled in U.S. colleges or universities, and must be U.S. citizens or permanent resident aliens. In addition, applicants must submit a completed application, a transcript, two letters of recommendation and a description of research interest and career plans. While ORAU screens all applications, the agency makes final selections. Selection is based upon the applicant's interest, academic achievements, and the needs of agencies.

Orientation Session/Training: ORAU provides interns with an internship handbook and guidance on writing resumes, and administers a personality typing indicator test to help interns maximize their interpersonal relationships for a successful internship experience. ORAU conducts evaluations near the end of the appointment in order to determine the success of the program and to obtain feedback for improvement.



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Law Plus One Internship Program

Sponsoring Organization:

The Washington Center for Internships and Academic Affairs

Attn: Karen Sokolow
Senior Program Manager
2000 M Street, NW, Suite 750
Washington, DC 20036-3307
Tel: (202) 336-7600 or 1-800-486-8921
Direct: (202) 336-7558
Fax: (202) 336-7609
email: karens@twc.edu

Webpage: <http://www.twc.edu>

Cost: While there is no cost to departments/agencies, we strongly encourage these departments or agencies to provide financial assistance to the interns to help defray the costs that they incur to participate in this Program. For the Summer Term of 2000, these costs include a \$2,190 program fee and \$2,395 for housing. Additionally, the interns are responsible for round-trip transportation to Washington, DC, local transportation, and meals.

Internship Period: Available during the summer term.

Application Deadline: The Washington Center recommends that departments/agencies participating secure interns two to three weeks before the internship is scheduled to begin. For students, application deadlines vary. However, the Washington Center encourages early applications because some agency placements have their own early deadlines and require advance application to complete security clearance. Agencies with specific deadlines or security clearances need to inform the Program Manager so that requests can be most effectively met.

Geographic Availability: Internships are available in the Washington, DC metropolitan area. Most locations are Metro accessible.

Selection Process: To be eligible, applicants must be currently registered at an accredited school of law and have completed at least their first year of law school at the time of their Internship.

Applicants must submit a completed application form; a personal goals and issues essay; an Internship request statement; a legal writing sample; two letters of recommendation; an official transcript; a resume; a check or money order for the non-refundable \$60 application fee; and a completed housing agreement. Selection is based upon the students commitment to experiential learning and the sponsoring institution's dedication to the student's success completing the semester. Final selection decisions are made by the participating department/agency in consultation with the intern.

Orientation Session/Training: In addition to a four day work week, interns have the opportunity to attend the following enrichment activities: the Washington Forum Presidential Lecture Series; Washington Forum Capital Hill Breakfast Series; and academic evening courses.



United States Office of Personnel Management

