



Working for the Federal Government Internship and Fellowship Overview

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GUIDE TO FEDERAL INTERNSHIPS AND FELLOWSHIPS MAY 2007

INTRODUCTION

Today, more than ever, the Federal government offers exciting opportunities for talented individuals to make a difference. No matter your career interest or major, there are thousand of jobs and work experiences waiting for you. Across the nation, opportunities abound for working on cutting edge technology with leading experts. Federal workers are engaged in programs that will respond to the environmental, business, scientific and security challenges of the 21st century. Come join them.¹

RESOURCES

www.studentjobs.gov

Studentjobs.gov provides information on thousands of Federal Government job opportunities. There is no charge for using this website and users are not required to pre-register to look for a job.

Studentjobs.gov gives the maximum flexibility in performing one-stop employment information searches. It's convenient, user-friendly, accessible to persons with disabilities, and available 24 hours a day, 7 days a week.

Are you ready to land the Federal job that's right for you? Just follow these three simple steps:

1. Create your account
 - Set up your account on my.studentjobs.gov to
 - Create and post resumes
 - Attract employers
 - Have jobs emailed to you
2. Search for jobs
 - Just enter your desired job information and search the database of thousands of jobs. Use your resume to apply online instantly.
3. Manage your career
 - Get all the information and advice you need on obtaining a job in the government.

Another useful tool available through studentjobs.gov is the e-Scholar website, which provides all students (high school and higher), parents, and career professionals information on different educational opportunities offered by Federal government departments and agencies, or

¹ This DHS Office for Civil Rights & Civil Liberties created this document by compiling information from several Federal Government websites. While we have endeavored to provide information that is current as of August 2007, we strongly recommend that job seekers and other interested individuals contact the respective agencies for the most accurate and current information.

partnering organizations. Links to various apprenticeships, cooperatives, fellowships, grants, internships, and scholarships can be found at www.studentjobs.gov/e-scholar.asp.

INTERNSHIPS BY AGENCY

Below are descriptions of several agencies and their internship programs. Other agencies not included are listed on studentjobs.gov, if they have available internships and student employment programs.

To apply for an internship, visit either the Web page listed for the agency, or studentjobs.gov, and follow the directions. Agency application processes vary; as such, follow the specific guidelines for each agency.

DEPARTMENT OF HOMELAND SECURITY

The National Strategy for Homeland Security and the Homeland Security Act of 2002 served to mobilize and organize our nation to secure the homeland from terrorist attacks. This exceedingly complex mission requires a focused effort from our entire society. To this end, one primary reason for the establishment of the Department of Homeland Security was to provide the unifying core for the vast national network of organizations and institutions involved in efforts to secure our nation. Developing the next generation of Homeland Security employees through student employment programs — like summer internships — is critical to our mission.

The Department of Homeland Security is providing invaluable work experience and educational support to talented and diverse students who are committed to putting service before self in the efforts to secure the homeland. The Department and its components offer students exciting education and employment opportunities through training programs, internships, co-ops, scholarships, and fellowships.

Department of Homeland Security internships and student job opportunities can be found at http://www.dhs.gov/xabout/careers/content_multi_image_0011.shtm.

DEPARTMENT OF JUSTICE

The Department of Justice offers a wide array of practice areas, some unique to the mission of the individual components, all operating under an umbrella of programs available to employees. Attorneys and law students enter the Department at all stages of their legal careers for a range of personal and professional reasons. Whether you are a law student, a recent graduate, a judicial law clerk, a litigator, a policy developer, an advisor, or a seasoned professional, there are opportunities for you at DOJ.

A comprehensive Web site that explains the experience of working at the Department of Justice is <https://www.avuedigitalservices.com/ads/jobsatdojoarm/index.jsp>.

Law Student Internships are available through the Office of Attorney Recruitment and Management. A listing of these internships can be found at <http://www.usdoj.gov/oarm/arm/int/internsum07.htm#opportunities> for the summer program and <http://www.usdoj.gov/oarm/arm/int/intern06-07.htm> for the academic year program. These links also include information about internships in regional offices.

The FBI Honors Internship Program offers undergraduate and graduate school students an exciting insider's view of FBI operations, and provides an opportunity to explore the many career opportunities within the Bureau. The Honors Internship Program brings students to work at FBI Headquarters in Washington, D.C., and usually begins on the first Monday in June and ends on the second Friday in August. FBI Honors Interns can look forward to ten extremely rewarding and interesting weeks. You'll be working side-by-side with Special Agents and Professional Staff personnel on important cases and management issues. You'll feel like you're a part of the Bureau...because you are. Information on this internship program is located here: <http://www.fbijobs.gov/231.asp>.

DEPARTMENT OF STATE

Students of all levels will find that the U.S. Department of State is a rewarding place to acquire skills that will last a lifetime. We have a variety of programs, from summer clerical positions to management fellowships, all of which allow students from high school to the post-graduate level the ability to participate in projects vital to the success of U.S. foreign policy. Overseas or in Washington D.C., there's a student program that matches your background and will help you to achieve your goals.

Information on Department of State Internships and Career Opportunities can be found at <http://careers.state.gov/student/index.html>.

DEPARTMENT OF LABOR

The U.S. Department of Labor is charged with preparing America's work force for new and better jobs in the 21st Century, and ensuring the adequacy of America's work places. The Department enforces Federal statutes, which cover a wide variety of workplace activities including protecting workers' wages, health, safety, employment, and pension rights; promoting equal employment opportunity; and administering job training, unemployment insurance, and workers' compensation programs. The Department also collects, analyzes, and publishes labor and economic statistics; helps develop international trade and economic policies affecting American workers; promotes improved conditions for women in the work place; and devises programs to provide veterans with training and employment services.

A guide for college students is located at <http://www.dol.gov/oasam/doljobs/college-guide.htm>.

Information on the Secretary Elaine L. Chao Internship Program is found here: http://www.dol.gov/_sec/media/internprogram.htm.

DEPARTMENT OF EDUCATION

The Department of Education has internships available for interested students throughout the school year. Internships provide students with an experience in government through real work responsibilities.

It is the policy of the Department of Education to provide educational related work assignments for student volunteers and interns. The assignments for these individuals are a means of acquainting students with the mission of the Department and assisting them in formulating their future career plans. The Department's mission is "to ensure equal access to education and to promote educational excellence throughout the nation."

An application to participate in the Department's program and additional information is found at <http://www.ed.gov/students/prep/job/intern/index.html>.

DEPARTMENT OF COMMERCE

The U.S. Department of Commerce's mission is to create the conditions for economic growth and opportunity by promoting innovation, entrepreneurship, competitiveness, and stewardship. This mission continues to evolve, as a result of legislative and administrative additions, to encompass broadly the responsibility to foster, serve, and promote the Nation's economic development and technological advancement.

Information on internships is available here: http://ohrm.os.doc.gov/Career/PROD01_002392.

DEPARTMENT OF HEALTH AND HUMAN SERVICES

The mission of the Department of Health and Human Services is to enhance the health and well-being of Americans by providing for effective health and human services and by fostering strong, sustained advances in the sciences, underlying medicine, public health, and social services.

At the HHS, our number one priority will always be to protect the health of all Americans and provide essential human services, especially for those who are least able to help themselves.

Employment and internship opportunities are listed at this Web site: <http://www.hhs.gov/careers/students.html>. Information on HHS' Emerging Leaders Program can be found here: <http://hhsu.learning.hhs.gov/elp/>.

THE DEPARTMENT OF AGRICULTURE

The Department of Agriculture provides leadership on food, agriculture, natural resources, and related issues based on sound public policy, the best available science, and efficient management. The key activities of the Department are: expanding markets for agricultural products, support of international economic development, providing financing needed to help

expand job opportunities, improve housing, utilities and infrastructure in rural America, enhancing food safety, and nutrition education.

USDA offers internships, fellowships, and scholarships to students to help them to excel in their chosen fields. Internship programs are geared toward combining academic studies with on-the-job training and experience. Scholarship programs are in place to support exemplar students with financial assistance. More information on these opportunities can be found at

http://www.usda.gov/wps/portal/!ut/p/_s.7_0_A/7_0_1OB?navid=INTERN_SCHOLAR&parent_nav=EDUCATOR_STUDENT&navtype=RT

- **DEPARTMENT OF THE INTERIOR**

The Department of the Interior is the nation's principal conservation agency. The DOI mission is to protect America's treasures for future generations, provide access to our nation's natural and cultural heritage, offer recreation opportunities, honor our trust responsibilities to American Indians and Alaska Natives and our responsibilities to island communities, conduct scientific research, provide wise stewardship of energy and mineral resources, foster sound use of land and water resources, and conserve and protect fish and wildlife. The work of DOI affects the lives of millions of people; from the family taking a vacation in one of our national parks to the children studying in one of the Indian schools.

The following links provide information on student employment opportunities at DOI.

<http://www.doi.gov/hrm/pmanager/st5.html> and
<http://www.usgs.gov/ohr/student/benefit/seep.html>

ENVIRONMENTAL PROTECTION AGENCY

The mission of the Environmental Protection Agency is to protect human health and the environment. Since 1970, EPA has been working for a cleaner, healthier environment for the American people. EPA employs 17,000 people across the country, including the headquarters offices in Washington, D.C., 10 regional offices, and more than a dozen labs. The staff is highly educated and technically trained; more than half are engineers, scientists, and policy analysts. In addition, a large number of employees are legal, public affairs, financial, information management and computer specialists.

Numerous opportunities are available within the Environmental Protection Agency for students to gain vital career experience while contributing to the mission of protecting human health and safeguarding the environment. More information can be found at
<http://www.epa.gov/careers/stuopp.html>

FELLOWSHIPS

The U.S. Government offers numerous employment fellowships. Several options are described below. For a more thorough list, visit <http://www.fedmoney.org/grants/p-0-fellowships.htm>

THE NATIONAL SECURITY EDUCATION PROGRAM (NSEP)

NSEP has three types of awards for current students: the David L. Boren Undergraduate Scholarship, the David L. Boren Graduate Fellowship, and the National Flagship Language Program. These awards support students who demonstrate a desire and commitment to:

1. study languages, cultures, and world regions that are critical to U.S. interests (including Africa, Asia, Central & Eastern Europe, Eurasia, Latin America, & the Caribbean, and the Middle East; and
2. work in the federal government.

NSEP programs have two parts: an overseas language study, followed by a service requirement with any federal government agency.

To complete the service requirement, NSEP award winners are not automatically awarded jobs. Instead, they are given several hiring privileges to help them find jobs of their choice. The first hiring privilege is the ability to be hired non-competitively by an office, meaning that the NSEP award winner can be hired without the office advertising the position to other candidates as long as he/she is qualified. In this case, they are hired on a full-time appointment of up to four years under the Schedule A hiring authority, but do not count towards the office's allotted number of FTEs (full-time employees). The FTE exemption is attractive to federal government offices and is a marketable asset of Boren award winners.

NSEP award winners may also apply for advertised positions normally open only to current government employees (listed as "status" positions on USAJobs). In this case, the award winner cannot use the non-competitive hiring privilege.

For more information, visit <http://www.iie.org/programs/nsep/default.htm>

THE PRESIDENTIAL MANAGEMENT FELLOWS (PMF) PROGRAM

"The purpose of the Program is to attract to the Federal service outstanding men and women from a variety of academic disciplines and career paths who have a clear interest in, and commitment to, excellence in the leadership and management of public policies and programs."
-George W. Bush.

The Presidential Management Fellows Program (PMF) program is a two year paid government fellowship sponsored by the [Office of Personnel Management](#) (OPM) for recent graduate students who seek a two year fellowship in a U.S. government agency. Fellows usually rotate through several appointments in different offices, agencies, or even branches over the two years

to gain a variety of experience. Fellows are eligible to receive promotions more rapidly than a normal appointment.

Selection begins with the nomination of the student by the university followed by an assessment process. Agencies that hire PMFs include the Departments of Agriculture, Commerce, Defense, Education, Energy, Health and Human Services, Homeland Security, Housing and Urban Development (HUD), Interior, Justice, Labor, State, Transportation, Treasury, Federal Bureau of Investigation, and Library of Congress, NASA and USAID. Following the conclusion of the two year fellowship, PMFs usually have the opportunity to convert their fellowship into a full-time permanent position.

For more information, visit <https://www.pmi.opm.gov/>

THE WHITE HOUSE FELLOWS PROGRAM

Founded in 1964, the White House Fellows program is America's most prestigious program for leadership and public service. White House Fellowships offer exceptional young men and women first-hand experience working at the highest levels of the federal government.

White House Fellows typically spend a year working as full-time, paid special assistants to senior White House Staff, the Vice President, Cabinet Secretaries and other top-ranking government officials. Fellows 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 both domestically and internationally. Fellowships are awarded on a strictly non-partisan basis.

For more information, visit <http://www.whitehouse.gov/fellows/>