

Internships and Fellowships: Congressional, Federal, and Other Work Experience Opportunities

Barbara Hillson
Senior Research Librarian
Congressional Reference Division

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**INTERNSHIPS AND FELLOWSHIPS:
CONGRESSIONAL, FEDERAL, AND OTHER
WORK EXPERIENCE OPPORTUNITIES**

SUMMARY

To assist congressional offices in responding to requests for information about internships, fellowships, and other work experience programs, CRS has prepared this report on congressional internships, other federal government internships, and congressional, judicial, and presidential fellowships. Detailed information on additional programs is outside the scope of this report. However, an annotated bibliography lists further sources of information on internships, fellowships, and summer jobs. The publications listed can be used to locate additional work experience opportunities, both inside and outside the federal government.

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INTERNSHIPS AND FELLOWSHIPS: CONGRESSIONAL, FEDERAL, AND OTHER WORK EXPERIENCE OPPORTUNITIES

INTRODUCTION

In response to numerous requests for information on this topic, we have compiled this report on congressional internships, other federal government internships, and congressional, judicial, and presidential fellowships. Also included is a guide to further sources of information on internships, fellowships, and summer jobs. This guide can be used to locate additional work experiences, both inside and outside the federal government. The publications listed may be purchased using the information given, or they may be available for consultation in local libraries or school or college guidance offices.

Although the terms are sometimes used interchangeably in the names of specific programs, this report differentiates between internship and fellowship work experiences in the federal government. Fellowships generally are intended for persons with advanced degrees or substantial professional experience, and are usually salaried positions lasting nine months to a year or more. Internships are generally salaried or volunteer short-term arrangements, requiring less experience and often filled by current students. In addition, some programs which are called internships do not actually place persons in federal jobs; any such programs described below are distinguished from internship programs which provide work experience.

Applying for an internship or fellowship is like applying for admission to a college or university. The first step is to check through directories to see what programs are available (see accompanying bibliography), then to decide what type of internship or fellowship might be of interest, and finally to write or telephone the sponsor for additional information and an application form. Because competition is stiff in many intern and fellowship programs, with applicants greatly exceeding the number of positions available, it is generally worthwhile to apply to more than one program.

CONGRESSIONAL INTERNSHIPS

Congressional internships are available both through Members of Congress and private organizations, and they are extremely competitive. Members of the House of Representatives, Senators, congressional committees, and other congressional groups such as caucuses and study groups may appoint a person to the regular staff and designate that person's title as intern, or volunteers may be designated as interns.

The duties, responsibilities, and salary (if any) of interns varies from office to office. Some interns are given routine tasks as clerks or messengers, while those in another office may do legislative research.

LBJ (LYNDON B. JOHNSON) CONGRESSIONAL INTERN PROGRAM

In 1973, House Resolution 420 authorized the designation of the term "LBJ Congressional Intern," although it did not require Members to use this title when hiring interns. The program authorized each Representative to hire up to two LBJ interns per year, but in May 1994 the program was suspended due to reductions in legislative branch employment levels.

Members can still sponsor unpaid interns who work on a voluntary basis. Volunteers are not counted on the House payroll and do not contribute to overall employment levels. Another alternative is for Members to pay interns out of their regular office budgets. This option is possible only if a Member has not already reached the limit of 22 staffers and has excess funds available.

OTHER INTERNSHIPS IN MEMBER OFFICES

Internships are available in many Member offices. Descriptions of some of these opportunities are found in *Internships in Congress* (see bibliography).

Application for an internship in a specific Member's office should be made through the individual Senator or Representative. Members of Congress may be addressed as follows:

Honorable _____	Honorable _____
United States Senate	House of Representatives
Washington, DC 20510	Washington, DC 20515
Telephone: (202) 224-3121 (ask for Member)	

Inquiries may also be addressed to congressional district offices; these addresses can be located through standard reference sources such as the *Congressional Directory*.

INTERNSHIPS IN CONGRESSIONAL COMMITTEES

Application for an internship with a congressional committee, an informal congressional organization, or a party organization should be made to the committee or to individual Members of the committee or organization. Congressional committees and organizations are addressed as follows:

[Name of committee, etc.]	[Name of committee, etc.]
United States Senate	House of Representatives
Washington, DC 20510	Washington, DC 20515
Telephone: (202) 224-3121 (ask for committee or organization)	

Several congressional committees and caucuses which have longstanding intern programs are listed below.

Congressional Arts Caucus
 House Committee on the Budget
 House Democratic Caucus
 House Republican Policy Committee
 Republican Policy Committee (Senate)
 Senate Labor and Human Resources Committee

Other congressional bodies may also provide internship opportunities. Congressional committees and organizations in a wide variety of subject areas can be identified in such reference sources as the *Congressional Directory* (Washington, U.S. Government Printing Office, biennial); the *Congressional Staff Directory* (Alexandria, VA, CQ Staff Directories, three times a year), and the *Congressional Yellow Book* (Washington, Leadership Directories, quarterly). For information on congressional caucuses, study groups, and other informal congressional organizations, the *Congressional Yellow Book* is a particularly useful source. One or more of these reference works can be consulted in many local public or research libraries.

CONGRESSIONAL INTERNSHIPS OFFERED BY UNIVERSITIES AND PRIVATE ORGANIZATIONS

In addition to internships available directly from Members and congressional committees, various universities and private organizations offer programs which place interns in congressional offices. Some of these programs also place interns in other agencies of the federal government. Students should check with their own colleges and universities to see if they operate a congressional intern program. School placement offices can be a useful source of such listings, along with electronic bulletin boards or sites on the World Wide Web.

INTERNSHIPS IN CONGRESSIONAL SUPPORT AGENCIES

Three congressional support agencies also offer internships; these are listed below. Interns are not placed in congressional offices but work in organizations providing research support and information to the Congress.

Congressional Budget Office

Note: The Congressional Budget Office provides Congress with budget-related information and explains possible budget ramifications of proposed legislation.

Contact: Congressional Budget Office, 410 Ford House Office Building, Washington, DC 20515

Telephone: (202) 226-2621

Congressional Research Service

Note: The Congressional Research Service is a legislative branch research agency and provides information upon request to Members and committees. Volunteer interns assist CRS staff in responding to

public policy related inquiries. Open to college undergraduates, graduate students, and other professionals.

Contact: The Library of Congress, Warren Lenhart, CRS/D, 101 Independence Avenue, SE, Washington, DC 20540-7000
 Telephone: (202) 707-7641
 Internet: gopher://marvel.loc.gov/11/employee/employ/internships

General Accounting Office

Note: The General Accounting Office serves as an auditing and investigative agency for Congress and makes recommendations for more effective government operations. College students may be selected to serve as unpaid interns for up to 16 weeks.

Contact: General Accounting Office, Office of Recruitment, Room 1157, 441 G Street, NW, Washington, DC 20548
 Telephone: (202) 512-4900

OTHER FEDERAL GOVERNMENT INTERNSHIPS

Federal agency internships are also very popular and highly competitive. Many federal agencies hire seasonal employees for the summer months. Those seeking such jobs should realize that hiring in federal agencies is decentralized, which means that each federal agency generally hires staff through its own personnel office. Candidates should locate agencies appropriate to their interests, using standard reference directories, and apply directly by contacting the personnel office.

Students working toward a college or graduate degree, technical school certificate, or diploma are eligible for the Student Temporary Employment Program, with appointments that last up to one year. The second component for student employment is the Student Career Experience Program which may qualify its candidates for conversion to a career or career-conditional appointment. Students interested in either program should contact their school guidance or placement office for further information; acceptance in both programs is arranged through high schools and colleges themselves. Further information on these programs is provided in *Earn and Learn* (see bibliography).

Other established internship programs within the federal government can be identified through the use of additional publications listed in the bibliography. However, opportunities also exist for persons to "create" individual internships by contacting relevant federal offices and inquiring about internship possibilities. Addresses and telephone numbers of government agencies and information about them appear in the *United States Government Manual* (Washington, U.S. Government Printing Office, annual), available in many libraries.

Other useful resources include the *Washington Information Directory* (Washington, Congressional Quarterly, Inc., annual); the *Federal Yellow Book* (Washington, Leadership Directories, quarterly); the *Federal Staff Directory* and *Judicial Staff Directory* (Alexandria, VA, Congressional Staff Directories, annual); and the *Federal Executive Directory* and *Federal Regional Directory* (Washington, Carroll Publishing Co., published twice a year). The detailed subject and keyword indexes in these publications facilitate

the identification of federal government offices involved in specific subject fields and professions. One or more of the publications can be consulted in many larger libraries. Persons interested in setting up internships should contact the relevant federal offices directly.

FELLOWSHIPS IN THE FEDERAL GOVERNMENT

The following programs place fellowship recipients, generally for a one-year term, in congressional offices, federal agencies, or the Supreme Court of the United States. Congressional programs predominate in the listing; placement is in Member or committee offices unless otherwise noted. One may also wish to contact individual federal agencies to inquire about additional fellowship programs. The resources detailed above can be used to identify relevant federal offices.

American Association for the Advancement of Science (AAAS)--Congressional Science and Engineering Fellowships

Note: The AAAS also coordinates science and engineering fellowships sponsored by other professional societies.

Contact: American Association for the Advancement of Science, Directorate for Science and Policy Programs, 1200 New York Avenue, NW, Washington, DC 20005

Telephone: (202) 326-6600

American Chemical Society--Congressional Fellowship Program

Contact: American Chemical Society, 1155 16th Street, NW, Washington, DC 20036

Telephone: (202) 872-4467

American Geophysical Union--Congressional Science Fellowship Program

Contact: American Geophysical Union, 2000 Florida Avenue, NW, Washington, DC 20009

Telephone: (202) 462-6900

Internet: <http://www.agu.org/inside/fellnom98.html>

American Physical Society--Congressional Scientist Fellowship Program

Contact: American Physical Society, 529 14th Street, NW, Suite 1050, Washington, DC 20045

Telephone: (202) 662-8700

American Political Science Association--Congressional Fellowship Program

Contact: American Political Science Association, 1527 New Hampshire Avenue, NW, Washington, DC 20036

Telephone: (202) 483-2512

American Psychological Association--Congressional Science Fellowship Program

Contact: American Psychological Association, Public Policy Office, 750 First Street, NE, Washington, DC 20002-4242

Telephone: (202) 336-6066

Internet: <http://www.apa.org/ppo/fellow4.html>

American Society for Microbiology--Congressional Science Fellow Program

Contact: American Society for Microbiology, 1325 Massachusetts Avenue,
NW, Washington, DC 20005

Telephone: (202) 737-3600

American Society of Mechanical Engineers--Congressional Fellow Program

Contact: American Society of Mechanical Engineers, 1828 L Street, NW,
Suite 906, Washington, DC 20036

Telephone: (202) 785-3756

Internet: <http://www.asme.org/gric/mfgf.html>

Congressional Black Caucus Foundation--Congressional Fellows Program

Contact: Congressional Black Caucus Foundation, 1004 Pennsylvania
Avenue, SE, Washington, DC 20003

Telephone: (202) 675-6730

Congressional Hispanic Caucus Institute, Inc.--Fellowship Program

Contact: Congressional Hispanic Caucus Institute, Inc., 504 C Street, NE,
Washington, DC 20002

Telephone: (202) 543-1771

Institute of Electrical and Electronic Engineers--Congressional Fellows Program

Contact: Institute of Electrical and Electronic Engineers, 1828 L Street, NW,
Suite 1202, Washington, DC 20036

Telephone: (202) 785-0017

Jacob K. Javits Senate Fellowship Program

Note: Funding for this program is scheduled to end; applications are not
available for the 1997-98 academic year.

Contact: Jacob J. Javits Fellowship Program, P.O. Box 84, Washington, DC
20044

Telephone: (800)-433-3243

Judicial Fellows Program

Note: Places mid-career professionals, including non-attorneys, for a
calendar year term in the Supreme Court, the Federal Judicial
Center, the Administrative Office of the United States Courts, or the
U.S. Sentencing Commission.

Contact: Judicial Fellows Program, Office of the Administrative Assistant to
the Chief Justice, Room 5, Supreme Court of the United States,
Washington, DC 20543

Telephone: (202) 479-3415

Judicial Intern Program

Note: Geared toward advanced undergraduates and graduating seniors with
an interest in law, management, and social sciences. Internships are
offered covering a several-month period and are without
compensation.

Contact: Judicial Fellows Program, Office of the Administrative Assistant to the Chief Justice, Room 5, Supreme Court of the United States, Washington, DC 20543

Telephone: (202) 479-3415

LEGIS Fellows Program

Note: Places current executive branch personnel in congressional offices.

Contact: The LEGIS Fellows Program, Government Affairs Institute, the Brookings Institution, 1775 Massachusetts Avenue, NW, Washington, DC 20036-2188 Telephone: (202) 797-6316

Internet: <http://www.brook.edu/cppe/hotwork.htm>

National Academy of Sciences, Institute of Medicine--Robert Wood Johnson Health Policy Fellowship Program

Note: Placed primarily in congressional offices.

Contact: Robert Wood Johnson Health Policy Fellowship Program, Institute of Medicine, National Academy of Sciences, 2101 Constitution Avenue, NW, Washington, DC 20418

Telephone: (202) 334-1506

Presidential Management Intern Program

Note: Places graduate students from a variety of disciplines into federal agency assignments for two-year appointments.

Contact: U.S. Office of Personnel Management, Presidential Management Intern Program, Philadelphia Service Center, Federal Building, 600 Arch Street, Philadelphia, PA 19106

Telephone: (215) 597-7136

or call Career America Connection at (912) 757-3000

Internet: <http://www.usajobs.opm.gov/b3.htm>

White House Fellowships

Note: Intended for young professionals who have demonstrated academic and professional excellence. Places recipients in a cabinet-level agency, the Executive Office of the President, the Vice President's Office, or with smaller agencies where they work as full-time paid assistants.

Contact: President's Commission on White House Fellowships, 712 Jackson Place, NW, Washington, DC 20503

FAX: (202) 395-6179

Telephone: (202) 395-4522

Internet:

http://www.whitehouse.gov/WH/WH_Fellows/html/fellows1-plain.html

Women's Research and Education Institute--Congressional Fellowships on Women and Public Policy

Note: Send a self-addressed stamped envelope to obtain an application.

Contact: Women's Research and Education Institute, 1750 New York Ave., NW, Suite 350, Washington, DC 20006

Telephone: (202) 628-0444

BIBLIOGRAPHY

The following annotated bibliography lists additional sources of information on internships, fellowships, and summer job and service opportunities. The publications listed can be used to locate additional work experience opportunities, both inside and outside the federal government.

The publications listed may be available in local libraries or school or college guidance offices. Purchasing information is also provided.

Notes identify publications updated annually. Other publications on the list are updated irregularly; check with the publisher for information on the latest edition.

The ACCESS Guide to International Affairs Internships in the Washington, DC Area.

This directory provides a listing of over 220 organizations located in and around Washington, DC, which offer internships related to international affairs and foreign policy. The guide includes several indexes and has a bibliography of additional sources.

Available from: ACCESS: A Security Information Service, 1701 K Street, NW, 11th Floor, Washington, DC 20006.

Telephone: (202) 223-7949

Congressional Intern Handbook, Summer 97.

This guidebook is geared to those already accepted as congressional interns. It provides background information on the structure of Congress, office rules and procedures, building maps, and resources on Capitol Hill.

Available from: U.S. House of Representatives, Committee on House Oversight, 1309 Longworth House Office Building, Washington, DC 20515-6157.

Telephone: (202) 225-8281

***Directory of International Internships*, by Charles A. Gliozzo, 3rd ed., 1994.**

Lists of internship opportunities with an international focus are provided in this directory. Programs offered by educational institutions, government agencies, companies, and private organizations are included, both in the United States and abroad. This directory includes bibliographic references and indexes by geographic area and academic discipline.

Available from: Michigan State University, Career Development and Placement Services, Student Services Building, Room 113, East Lansing, MI 48824-1046.

Telephone: (517) 355-9510

***Overseas Summer Jobs 1997*, 28th ed.**

Lists summer job openings outside the United States, covering nations throughout the world from Australia to Zaire. Also provided is information on clearinghouses which arrange internships on a worldwide basis; on au pair, paying guest, and exchange visit arrangements; and on visa, residence, and work regulations in other countries. Updated annually; the areas covered may vary from year to year.

Available from: Peterson's Guides, Inc., P.O. Box 2123, Princeton, NJ 08543-2123. Telephone: (800) 338-3282 or (609) 243-9111
Also generally available in bookstores.

Earn and Learn: Cooperative Education Opportunities Offered by Federal Government, [date], by Joseph M. Re.

This guide offers information on the Federal Cooperative Education Program, which combines classroom study with paid work experience in an agency of the U.S. government. Also included is an overview of the Junior Fellowship Program, for which students must demonstrate financial need. Includes a listing of federal agency contact points. Updated annually.

Available from: Octameron Associates, Inc., P.O. Box 2748, Alexandria, VA 22301. Telephone: (703) 836-5480

Encyclopedia of Associations

This annual publication can be used to locate organizations in a particular subject area. When standard internship directories do not contain any entries for internships in a specific field, relevant organizations may be able to suggest contacts for internship opportunities.

Available from: Gale Research, Inc., 835 Penobscot Building, Detroit, MI 48226-4094. Telephone: (800) 877-4253

Also available in most U.S. libraries. Also available as a CD-ROM.

Higher Education MoneyBook for Women and Minorities, by William C. and Doris M. Bruce Young.

This directory contains more than 3,000 listings for undergraduate through postgraduate students, including many internship and fellowship opportunities. Indexes by state, field of study, and keyword are included.

Available from: Young Enterprises International, Inc., 5937 16th Street, NW, Washington, DC 20011. Telephone: (202) 829-0039

Fax: (202) 829-7809

Internships; The Hotlist for Job Hunters, by Sara D. Gilbert, 2nd ed., 1997.

This publication provides a list of over 25,000 opportunities for internships with cultural, business, public, and service organizations. The directory is arranged by subject, and includes indexes by region and by organization, as well as a list of useful organizations for national networking.

Available from: Macmillan Publishing Co., 201 West 103rd Street, Indianapolis, IN 46290. Telephone: (800) 428-5331

Internships and Job Opportunities in New York City and Washington, DC.

Presents information on internships in a variety of fields available in these two geographic areas; most are in the private sector. Reproduces letters and brochures about these internships collected by annual survey.

Available from: The Graduate Group, P.O. Box 370351, West Hartford, CT 06137-0351. Telephone: (860) 233-2330

Internships in Congress.

Describes opportunities for internships in congressional offices, based on an annual survey of Members of Congress. Updated annually.

Available from: The Graduate Group, P.O. Box 370351, West Hartford, CT 06137-0351. Telephone: (860) 233-2330

Internships in Federal Government.

Internships available in agencies of the U.S. government are described in this publication, which is updated annually. Most of the internship programs listed are in the Washington, DC, area.

Available from: The Graduate Group, P.O. Box 370351, West Hartford, CT 06137-0351. Telephone: (860) 233-2330

Internships in State Government.

Provides current information on hundreds of internships offered in state government offices throughout the United States. Updated annually.

Available from: The Graduate Group, P.O. Box 370351, West Hartford, CT 06137-2330. Telephone: (860) 233-2330

National Directory of Internships, 1996-97 ed.

This directory provides descriptions of internships, covering 85 fields of interest, that are offered by nonprofit organizations, government agencies, and corporations. The internships described include programs aimed at a wide range of individuals, from college and graduate students to mid-career professionals and retirees.

Available from: National Society for Experiential Education, 3509 Haworth Drive, Suite 207, Raleigh, NC 27609-7229.

Fax: (919) 787-3381 Telephone: (919) 787-3263
Internet: <http://www.tripod.com/nsee/publications.html>

Opportunities in Public Affairs.

A semimonthly publication announcing positions as interns and fellows with the federal government, non-profit organizations, institutes, publishing and broadcast media, and the private sector.

Available from: Brubach Publishing, P.O. Box 34949, Bethesda, MD 20827. Telephone: (301) 571-0102

Peterson's Internships 1997.

Listed here are profiles of over 35,000 short-term intern positions in 27 career fields. Includes indexes by geographic area, field of interest, and by employer name. Also included is a section on internship referral and placement services. Updated annually.

Available from: Peterson's Guides, P.O. Box 2123, Princeton, NJ 08543-2123. Telephone: (800) 338-3282

Also generally available in bookstores.

The Princeton Review; Student Advantage Guide to America's Top Internships, by Mark Oldman, 1997 ed.

Selected internships in a variety of fields, from law and government to publishing, finance, and education, are described in this guide. Based on surveys and interviews, each internship program is rated in terms of selectivity, compensation, and quality of life for participants. Indexes by geographic area and field of study are provided.

Available from: Villard Books, 400 Hahn Road, Westminster, MD 21157.

Telephone: (800) 726-0600

Summer Jobs for Students 1997.

Provided in this directory are state-by-state listings of over 20,000 summer work experiences available to students, teachers, and others, representing a variety of fields. The index arrangement includes access to opportunities for interns/volunteers.

Available from: Peterson's Guides, P.O. Box 2123, Princeton, NJ 08543-2123.

Telephone: (800) 338-3282

ELECTRONIC RESOURCES

The Internet offers the opportunity to identify and access many current internship and fellowship opportunities. Researchers may be able to use the Internet through a large public or research library, and students may be able to access it through their college or university libraries. Because up-to-date information is crucial to the application process, using the Internet can be helpful in obtaining current information on internship and fellowship programs, their deadlines, application materials, and other relevant details. Since the Internet offers a wealth of materials in such fields as career guidance, summer job opportunities, etc., the following list of sites is selective, and represents a starting point for those seeking data on programs which are currently available.

Contract Center Network

A non-profit organization which promotes action on issues of concern, this Web site offers indexes by field of interest, geographical region, etc., along with summaries of available opportunities.

http://www.contact.org/IS/intern_search.html

Inroads

This St. Louis-based organization places minority youth in business and industry with summer internships.

<http://www.inroadsinc.org:80/html/roaddir.htm>

Service and Internship Opportunities in the Developing World and Eastern Europe

This site contains approximately 150 opportunities for service and intern opportunities in developing countries and Eastern Europe.

<http://www.istc.umn.edu/Work/volunteer-search.html>

Smithsonian Internship Opportunities

Information is provided on internships at each of the Smithsonian's museums and many of its research institutes, geared to the undergraduate level and above.

<http://www.si.edu/youandsi/studies/infell.html>

Washington Center

This organization arranges off-campus internships for college students from all majors, in government agencies, corporations, and non-profits in the Washington, DC area.

<http://www.twc.edu/intern.html>