
CRS Report for Congress

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

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ABSTRACT

This report provides information on internships and fellowships in the federal government, with an emphasis on opportunities in the legislative branch. It also contains a bibliography of additional sources of information, including Internet resources. It will be updated annually to reflect new publications and electronic resources.

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, as well as internships in the federal government's executive and judicial branches. This report provides a listing of organizations like the American Association for the Advancement of Science, which sponsors fellowships on Capitol Hill. This document also provides a list of Internet sites on internships and fellowships, such as the Smithsonian Institution's Web site on internships. Finally, there is an annotated bibliography that lists additional sources of information on internships, fellowships, and summer jobs. The publications listed can be used to identify 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

In response to numerous requests for information on congressional internships, other federal government internships, and congressional, judicial, and presidential fellowships, this report has been compiled. 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, or they may be available for consultation in local libraries or high school or college guidance offices.

Although the terms “fellowship” and “internship” are sometimes used interchangeably in the names of specific programs, this report differentiates between fellowship and internship 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 9 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. 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 federal work experience.

Applying for an internship or fellowship is similar to applying for admission to a college or university. Check directories to see what programs are available (see the “Bibliography” section beginning on p.9); decide what type of internship or fellowship might be of interest; then write or telephone the sponsor for additional information and an application form. Because competition is stiff in many internship and fellowship programs, with applicants often 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, the Senate, congressional committees, and other congressional groups such as caucuses and study groups may appoint a person to the regular staff and designate that person as an intern, or volunteers may be designated as interns.

The duties, responsibilities, and salaries (if any) of interns varies from office to office. Some interns are given routine office positions as clerks or messengers, while those in other offices may conduct legislative research.

LBJ (Lyndon B. Johnson) Congressional Intern Program

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

However, Representatives 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. Some Members may pay interns out of their regular office budgets. This option is only possible if a Member has not already reached the limit of 22 staffers and has funds available.

Other Internships in Member Offices

Internships are available in many Member offices. Descriptions of some of these opportunities are found in the publication entitled *Internships in Congress* (see the “Bibliography” section beginning on p. 9).

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

Honorable _____	Honorable _____
United States Senate	House of Representatives
Washington, D.C. 20510	Washington, D.C. 20515
Tel: (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*. This publication is available in many libraries and at the following Internet address:
[<http://www.access.gpo.gov/congress/browse-cd-99.html>].

Internships in Congressional Committees and Organizations

Application for an internship with a congressional committee, an informal congressional organization, or a legislative party organization should be made to the body 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, D.C. 20510	Washington, D.C. 20515
Tel: (202) 224-3121 (ask for committee or organization)	

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

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, GPO); the *Congressional Staff Directory* (Alexandria, VA, CQ Staff Directories); the *Congressional Yellow Book* (Washington, Leadership Directories); and the *Washington Information Directory* (Washington, Congressional 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 of Congress 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 federal government agencies. Students should check with their own colleges and universities to see if they operate congressional intern programs. School placement offices can be useful sources of such listings, along with electronic bulletin boards or sites on the World Wide Web.

Internships in Congressional Support Agencies

The three congressional support agencies listed below also offer internships. Interns are not placed in congressional offices but instead work in these organizations, which provide research support and information to the Congress.

Congressional Budget Office

Note: The Congressional Budget Office (CBO) provides Congress with budget-related information and explains possible budget ramifications of proposed legislation. College students and recent college graduates can apply for paid 10-week summer internships in which they would work on analyses in CBO's various divisions.

Contact: Congressional Budget Office, 410 Ford House Office Building,
 Washington, D.C. 20515 Tel: (202) 226-2628

Internet: [<http://www.cbo.gov/intern00.shtml>]

Congressional Research Service

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

inquiries. This program is open to college undergraduates, graduate students, post-graduate students, faculty, and other professionals.

Contact: Congressional Research Service, Library of Congress, Warren Lenhart, 101 Independence Avenue, S.E., LM-205, Washington, D.C. 20540-7000

Internet: [<http://lcweb.loc.gov/crsinfo>] Tel: (202) 707-7641

General Accounting Office

Note: The General Accounting Office serves as a congressional auditing and investigative agency and makes recommendations for more effective government operations. College students may be selected to serve as paid or volunteer interns for up to 16 weeks.

Contact: General Accounting Office, Office of Recruitment, Room 1165, 441 G Street, N.W., Washington, D.C. 20548

Internet: [<http://www.gao.gov>] Tel: (202) 512-6092

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 identify agencies appropriate to their interests by using standard reference directories, and apply directly by contacting the appropriate personnel offices.

Students working toward undergraduate or graduate degrees, technical school certificates, or high school diplomas are eligible for the Student Temporary Employment Program, with appointments that last up to one year. Another possibility for student employment is the Student Career Experience Program, which may qualify its candidates for conversion to a federal career or career-conditional appointment. Students interested in either program should contact their school guidance or placement offices for further information; acceptance in both programs is arranged through the high schools and colleges themselves. Further information on these programs is provided in the publication entitled *Earn and Learn* (see the "Bibliography" section beginning on p. 9).

Other established internship programs within the federal government can be identified through the use of 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 departments and agencies and information about them appear in the *United States Government Manual* (Washington, GPO). This publication is available in many libraries and at the following Internet address:

[<http://www.access.gpo.gov/nara/browse-gm-99.html>].

Other useful resources include the *Washington Information Directory* (Washington, Congressional Quarterly); the *Federal Yellow Book* (Washington, Leadership Directories); the *Federal Staff Directory* and the *Judicial Staff Directory* (Alexandria, VA, CQ Staff Directories); and *Carroll's Federal Directory* and *Carroll's Federal*

Regional Directory (Washington, Carroll Publishing Co.). The detailed subject and keyword indexes in these publications facilitate the identification of federal government offices in specific subject fields and professions. One or more of the publications can often be consulted in larger libraries. Persons interested in setting up internships should contact the relevant federal offices directly.

Fellowships in the Federal Government

The following selected programs place fellowship recipients, generally for 1-year terms, 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 in the previous section can be used to identify relevant federal offices.

Albert Einstein Distinguished Educator Fellowship Program

Contact: U.S. Department of Energy, Office of Science, 1000 Independence Avenue, S.W., Washington, D.C. 20585

Internet: [<http://www.ornl.gov/einstein/>]

Tel: (202) 586-6549

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

Note: Also coordinates science and engineering fellowships sponsored by other professional societies.

Contact: American Association for the Advancement of Science, AAAS Fellowship Programs, 1200 New York Avenue, N.W., Washington, D.C. 20005

Internet: [<http://www.aaas.org>]

Tel: (202)326-6400

American Chemical Society—Congressional Fellowship Program

Contact: American Chemical Society, Office of Legislative & Government Affairs, 1155 16th Street, N.W., Washington, D.C. 20036

Internet: [<http://www.acs.org:80/localsections/cp0599.doc>]

Tel: (202) 452-8917

American Geophysical Union—Congressional Science Fellowship Program

Contact: American Geophysical Union, 2000 Florida Avenue, N.W., Washington, D.C. 20009

Tel: (202) 462-6900

Internet: [<http://www.agu.org/inside/fellnom.html>]

American Physical Society (APS) and American Institute of Physics (AIP)—Congressional Science Fellowship Program

Contact: APS and AIP Congressional Science Fellowship Programs, Executive Office, American Physical Society, One Physics Ellipse, College Park, MD 20740-3844

Internet: [<http://www.aps.org/fellowship/>]

(AIP) Tel: (301) 209-3094

(APS) Tel: (301) 209-3269

American Political Science Association—Congressional Fellowship Program

Contact: American Political Science Association, 1527 New Hampshire Avenue,
N.W., Washington, D.C. 20036-1206 Tel: (202) 483-2512
Internet: [<http://www.apsanet.org/>]

American Psychological Association—Congressional Science Policy Fellowship

Contact: American Psychological Association, Public Policy Office, 750 First Street,
N.E., Washington, D.C. 20002-4242 Tel: (202) 336-6062
Internet: [<http://www.apa.org/ppo/fellow.html>]

American Society for Microbiology—Congressional Science Fellow Program

Contact: American Society for Microbiology, Office of Public Affairs, 1752 N
Street, N.W., Washington, D.C. 20036 Tel: (202) 942-9209
Internet: [<http://www.asmtusa.org/pasrc/fellowsh.htm>]

American Society of Mechanical Engineers—Congressional Fellowship Program

Contact: American Society of Mechanical Engineers, 1828 L Street, N.W., Suite
906, Washington, D.C. 20036 Tel: (202) 785-3756
Internet: [<http://www.asme.org/gric/fedfellow.html>]

Congressional Black Caucus Foundation—Congressional Fellowship Program

Contact: Congressional Black Caucus Foundation, Congressional Fellowship
Program, 1004 Pennsylvania Avenue, S.E., Washington, D.C. 20003
Internet: [<http://www.cbconline.org/programs>] Tel: (202) 675-6730

Congressional Hispanic Caucus Institute, Inc.—Fellowship Program

Contact: Congressional Hispanic Caucus Institute, Inc., 504 C Street, N.E.,
Washington, D.C. 20002 Tel: (202) 543-1771
Internet: [<http://www.chci.org/>]

Graduate School, U.S. Department of Agriculture—Congressional Fellowship Program

Note: Places senior-level federal personnel in 6-month fellowships in
congressional offices.

Contact: Leadership Development Academy, Graduate School, U.S. Department of
Agriculture, Suite 330, 600 Maryland Avenue S.W., Washington, D.C.
20024 Tel: (202) 314-3580

Internet: [<http://grad.usda.gov>]

Institute of Electrical and Electronic Engineers—Congressional Fellows Program

Contact: Institute of Electrical and Electronic Engineers, 1828 L Street, N.W., Suite
1202, Washington, D.C. 20036-5104 Tel: (202) 785-0017
Internet: [<http://www.ieeeusa.org/forum/GOVFEL>]

Jacob K. Javits Fellowship Program

Contact: Jacob J. Javits Fellowship Program, U.S. Department of Education,
Education Publications Center, P.O. Box 1398, Jessup, MD 20794-1398
Internet: [<http://www.ed.gov/pubs/edpubs.html>] Tel: (877) 433-7827

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, D.C. 20543
Tel: (202) 479-3415

Judicial Intern Program

Note: Geared toward advanced undergraduates and graduating college seniors with an interest in law, management, or social sciences. Unpaid internships covering multi-month periods are offered.

Contact: Judicial Fellows Program, Office of the Administrative Assistant to the Chief Justice, Room 5, Supreme Court of the United States, Washington, D.C. 20543
Tel: (202) 479-3415

LEGIS Fellows Program

Note: Places current executive branch personnel in fellowships in congressional offices.

Contact: Brookings Institution, LEGIS Fellows Program, Center for Public Policy Education, 1775 Massachusetts Avenue, N.W., Washington, D.C. 20036
Tel: (202) 797-6315

Internet: [<http://brook.edu/execed/fellows/legis%5Ffellow.htm>]

Morris K. Udall Foundation—Ph.D. Fellowships

Note: Provides funds to support full-time students who anticipate receiving doctorates by the end of the academic year in completing dissertations concerning environmental policy and environmental conflict resolution. All course work, preliminary exams, and dissertation approval must be completed.

Contact: Fellowship Program, Morris K. Udall Foundation, 2201 North Dodge Street, Iowa City, IA 52243-4030
Tel: (319) 341-2332

Internet: [http://www.udall.gov/p_fellowships.htm]

Morris K. Udall Foundation—Native American Congressional Summer Internship Program

Note: Places Native American college students in congressional offices and the White House for 6-week periods; includes stipends.

Contact: Internship Program, Morris K. Udall Foundation, 110 S. Church Avenue, Suite 3350, Tucson, AZ 85701
Tel: (703) 931-7055

Internet: [http://www.udall.gov/p_internships.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, Office of Health Policy, 2101 Constitution Avenue, N.W., Washington, D.C. 20418

Internet: [<http://www4.nas.edu/iom/hppf/rwj/main.nsf>] Tel: (202) 334-1506

Presidential Management Intern Program

Note: Places graduate students from a variety of disciplines in federal agency assignments for 2-year appointments.

Contact: U.S. Office of Personnel Management, Presidential Management Intern Program, Philadelphia Service Center, William J. Green, Jr. Federal Building, Room 3400, 600 Arch Street, Philadelphia, PA 19106-1596

Internet: [<http://www.pmi.opm.gov>] Tel: (215) 861-3066

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 in smaller agencies where they work as full-time paid assistants.

Contact: President's Commission on White House Fellowships, 712 Jackson Place, N.W., Washington, D.C. 20503 Tel: (202) 395-4522

Internet: [http://www2.whitehouse.gov/WH_Fellows/]

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 Avenue, N.W., Suite 350, Washington, D.C. 20006 Tel: (202) 628-0444

Internet: [<http://www.wrei.org/fellowships/>]

Electronic Resources

By using the Internet, it is possible to identify and access information on many current internship and fellowship opportunities. Researchers may be able to use the Internet through large public or research libraries, and students may have access through their college or university libraries. Because up-to-date information is crucial to the application process, use of the Internet can be helpful in obtaining current descriptive 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., this list of sites is selective and simply represents a starting point for those seeking data on programs which are currently available.

Action Without Borders

Internet: [<http://www.idealists.org>]

A non-profit organization which promotes action on issues of concern, Action Without Borders' Web site offers a database of non-profit internships by field of interest, geographical region, etc., along with summaries of available opportunities.

Inroads

Internet: [<http://www.inroadsinc.org>]

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

International Study and Travel Center Internet: [<http://www.istc.umn.edu/>]

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

Smithsonian Internship Opportunities

Internet: [<http://www.si.edu/youandsi/studies/infell.htm>]

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.

Washington Center

Internet: [<http://www.twc.edu>]

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

Bibliography

This selective annotated bibliography lists additional sources of information on internships, fellowships, and summer job and service opportunities. The publications can be used to locate 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. Publisher contact information is also provided. Notes specify publications which are updated annually. Other publications are updated irregularly; check with the publishers for information on the latest editions.

Bailey, Nancy R., and Reham Botros. *National Directory of Internships*. Raleigh, NC, National Society for Experiential Education, 1998-99.

This directory provides descriptions of internships covering more than 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 ranging from college and graduate students to mid-career professionals and retirees.

Available from Pearson Custom Publishing, 5550 West 74th Street, Indianapolis, IN 46268 Tel: (877)587-4666
Internet: [<http://www.nsee.org/publ.htm>]

Congressional Intern Handbook. Washington, U.S. House of Representatives. Annual.

This guidebook is geared to persons 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, D.C. 20515-6157. Tel: (202) 225-8281

Encyclopedia of Associations. Detroit, Gale Group, Inc. Annual.

This annual publication can be used to locate organizations in particular subject areas. 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. This work can be found in many libraries in print, as a CD-ROM, or as the *Associations Unlimited* subscription on the World Wide Web.

Available from: The Gale Group, P.O. Box 9187, Farmington Hills, MI 48333-9187 Tel: (800) 877-4253
Internet: [<http://www.gale.com>]

Gilbert, Sara D. *Internships: The Hotlist for Job Hunters*. 2nd ed. Lebanon, IN, Macmillan Publishing Co., 1996.

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

Available from: Macmillan Publishing Co., 200 Old Tappan Road, Old Tappan, NJ 07675 Tel: (800) 428-5331

Higham, M.T., and H. Berkley, eds. *The ACCESS Guide to International Affairs Internships: Washington, D.C.* 4th ed. Washington, ACCESS, 1996.

This directory provides a listing of more than 220 organizations located in and around Washington, D.C., 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, 1701 K Street, N.W., Suite 11, Washington, D.C. 20006-1503 Tel: (202) 223-7949 or (800) 888-6033

Internships in Congress. 4th ed. West Hartford, CT, The Graduate Group, 1997.

Opportunities for internships in congressional offices are described, based on a survey of Members of Congress.

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

Internships in Federal Government. 7th ed. West Hartford, CT, The Graduate Group, 1995.

Internships and other positions available in U.S. government agencies are described in this publication. Most of the internship programs listed are located in the Washington, D.C., area.

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

Internships in State Government. 6th ed. West Hartford, CT, The Graduate Group, 1995.

Current information on hundreds of internships offered in state government offices throughout the United States is provided in this directory.

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

Oldman, Mark, and Samer Hamadeh. *America's Top Internships*. New York, Random House, Inc. Annual.

Selected internships in fields ranging 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: Random House, Inc., 201 East 50th Street, New York, NY 10022
Tel: (800) 733-3000
Internet: [<http://www.randomhouse.com>]

Opportunities in Public Affairs. Bethesda, MD, Brubach Publishing.

This semimonthly publication announces internship and fellowship positions 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
Tel: (301) 571-0102

Peterson's Internships. Princeton, NJ, Peterson's Guides. Annual.

Listed here are profiles of more than 50,000 short-term intern positions in 27 career fields. It includes indexes by geographic area, field of interest, and employer name. Also provided is a section on internship referral and placement services. This work is generally available in bookstores.

Available from: Peterson's Guides, P.O. Box 2123, Princeton, NJ 08543-2123
Tel: (800) 338-3282
Internet: [<http://www.petersons.com>]

Summer Jobs for Students. Princeton, NJ, Peterson's Guides. Annual.

Provided in this directory are state-by-state listings of more than 55,000 summer work experiences available to students, teachers, and others in a variety of fields. The index includes access to opportunities for interns/volunteers.

Available from: Peterson's Guides, P.O. Box 2123, Princeton, NJ 08543-2123
Tel: (800) 338-3282
Internet: [<http://www.petersons.com>]