

# CRS Report for Congress

Received through the CRS Web

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

**Updated June 26, 2001**

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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, as well as internships in the federal government's executive and judicial branches. This report provides names of organizations, like the American Association for the Advancement of Science, which sponsors fellowships on Capitol Hill. This report lists Internet sites on internships and fellowships, such as the Smithsonian Institution's World Wide Web site on internships. At the end is a list of books with additional sources of information on internships, fellowships, and summer jobs. These publications can be used to identify additional work experience opportunities inside and outside the federal government. This report will be updated at least yearly.

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

In response to many requests about congressional internships, other federal government internships, and congressional, judicial, and presidential fellowships, we compiled this report. Included is a guide to more sources of information on internships, fellowships, and summer jobs. This guide can be used to locate other work experiences, both inside and outside the federal government. The publications listed may be purchased, or they may be available for use 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 below); decide what type of internship or fellowship might be of interest; then write or telephone the sponsor for additional information and an application. Because competition is stiff in many internship and fellowship programs, with applicants often greatly exceeding the number of positions available, it is 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 and the Senate, congressional committees, and other congressional groups such as caucuses and study groups may appoint a person to their regular staffs and designate that person as an intern, or volunteers may be designated as interns.

The duties, responsibilities, and salaries (if any) of interns vary 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, H.Res. 420 created 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 Members’ Offices

Internships are available in many Members’ offices. Descriptions of some of these opportunities are found in the publication entitled *Internships in Congress* (see the “**Bibliography**” section below).

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 _____
U.S. Senate	U.S. 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 in standard reference sources such as the *Congressional Directory*, which is available in many libraries and at this 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 group, 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.]
U.S. Senate	U.S. 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 have internship opportunities available. Congressional committees and organizations covering various subject areas can be identified in such reference sources as the *Congressional Directory* (Washington, GPO); the *Congressional Staff Directory* (Washington, CQ Press); 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 particularly useful. 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 World Wide Web sites.

## **Internships in Congressional Support Agencies**

The three congressional support agencies listed below 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 bills reported by congressional committees. 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/jobs.html>]

### **Congressional Research Service**

Note: The Congressional Research Service (CRS) 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: Michael Pearse, Office of Workforce Development, Congressional Research Service, Library of Congress, 101 Independence Avenue, S.E., LM-208, Washington, D.C. 20540-7100 Tel: (202) 707-8823  
Internet: [<http://www.loc.gov/crsinfo>] E-mail: [Mpearse@crs.loc.gov](mailto:Mpearse@crs.loc.gov)

### **General Accounting Office**

Note: The General Accounting Office (GAO) is a congressional auditing and investigative agency that 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 very popular and highly competitive. Many agencies hire seasonal employees for the summer. Those seeking such jobs should realize that hiring in federal agencies is decentralized, which means that each 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 to the appropriate personnel offices.

Students working toward undergraduate or graduate degrees, technical school certificates, or high school diplomas are eligible for the U.S. Office of Personnel Management (OPM) Student Educational Employment Program, which provides federal job opportunities to students through the Student Temporary Employment Program (STEP) and the Student Career Experience Program (SCEP). For more information on either program, students should contact their school's guidance office or the career planning and placement office or the employment office in the federal agency in which the student is interested in working. Additional information on STEP and SCEP is available on the OPM Web site at

[<http://www.opm.gov/employ/students/intro.htm>].

On July 10, 2000, OPM announced a new Federal Career Intern Program. Established by Executive Order 13162, this program is designed to help agencies recruit and attract highly qualified people into various occupations. It is intended for positions at grade levels GS-5, GS-7, and GS-9. Generally, people are appointed to a 2-year internship. After successfully completing the internship, the intern may be eligible for a permanent job within an agency. Those interested in Career Intern opportunities must contact specific agencies directly. Additional details about the program and OPM's December 14, 2000, interim regulations governing it are available on the OPM Web site at [<http://www.opm.gov/careernintern/index.htm>].

Other established internship programs within the federal government can be found by using publications listed in the bibliography. However, persons can also "create" 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 work is available in many libraries and on the GAO Web site at [<http://www.access.gpo.gov/nara/browse-gm-00.html>].

Other useful resources include the *Washington Information Directory* (Washington, CQ Press), the *Federal Yellow Book* (Washington, Leadership Directories); the *Federal Staff Directory* and *Judicial Staff Directory* (Washington, CQ Press); and *Carroll's Federal Directory* and *Carroll's Federal Regional Directory* (Bethesda, MD, Carroll Publishing). Detailed subject and keyword indexes in these works help in identifying government offices in specific subject fields and professions. One or more of the directories can often be used 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 one-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 about additional fellowship programs. The works 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 Tel: (202) 586-6549  
Internet: [<http://www.scied.science.doe.gov/EINSTEIN/index.htm>]

### **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 Science and Engineering Fellowship Program, 1200 New York Avenue, N.W., Washington, D.C. 20005 Tel: (202) 326-6700  
Internet: [<http://fellowships.aaas.org>]

### **American Chemical Society—Congressional Fellowship Program**

Contact: Congressional Fellowship Program, Office of Legislative & Government Affairs, American Chemical Society, 1155 16<sup>th</sup> Street, N.W., Washington, D.C. 20036 Tel: (202) 452-8917  
Internet: [<http://www.acs.org:80/localsections/cp0599.doc>]

### **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 Officer, American Physical Society, One Physics Ellipse, College Park, MD 20740-3844 (AIP) Tel: (301) 209-3094  
Internet: [<http://www.aps.org/fellowship/>] (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 Fellowship Program**

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—Federal Government Fellowship Program**

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

**Congressional Hispanic Caucus Institute, Inc.—Fellowship Program/Summer Internship 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 (GS 13-GS15 and uniformed services equivalents) in 6-month fellowships in congressional offices.  
Contact: Leadership Development Academy, Graduate School, U.S. Department of Agriculture, 600 Maryland Avenue S.W., Suite 330, Washington, D.C. 20024-2520 Tel: (202) 314-3578  
Internet: [[http://grad.usda.gov/programs\\_services/lda/cfp.cfm](http://grad.usda.gov/programs_services/lda/cfp.cfm)]

**Institute of Electrical and Electronic Engineers—Government Fellowship Programs**

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

**Jacob K. Javits Fellowship Program**

Contact: Jacob J. Javits Fellowship Program, Higher Education Programs, U.S. Department of Education, 1990 K Street, N.W., 6<sup>th</sup> Floor, Washington, D.C. 20006-8521 Tel: (202)502-7700

Internet: [<http://ed.gov/offices/OPE/HEP/iegps/javits.html>]

**Judicial Fellows Program**

Note: Places mid-career professionals, including non-attorneys, for a calendar year term in the U.S. 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

Internet: [<http://www.fellows.supremecourtus.gov>]

**Judicial Intern Program**

Note: Geared toward advanced undergraduates and graduating college seniors interested in law, management, or social sciences. Unpaid multi-month internships 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 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

Internet: [[http://brook.edu/cppe/fellows/legis\\_fellow.htm](http://brook.edu/cppe/fellows/legis_fellow.htm)] Tel: (202) 797-6094

**Morris K. Udall Foundation—Ph.D. Fellowships**

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

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

Internet: [[http://www.udall.gov/p\\_fellowships.htm](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 10-week periods.

Contact: Morris K. Udall Foundation Internship Program, 110 South Church Avenue, Suite 3350, Tucson, AZ 85701 Tel: (520) 670-5529

Internet: [[http://www.udall.gov/p\\_internships.htm](http://www.udall.gov/p_internships.htm)]

**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 (Attn: Lorraine Romano), Philadelphia Service Center, William J. Green, Jr. Federal Building, 600 Arch Street, Room 3400, Philadelphia, PA 19106-1596 Tel: (215) 861-3066

Internet: [<http://www.pmi.opm.gov>]

**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 for a one-year internship.

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

Internet: [<http://www.whitehousefellows.gov>]

**Women's Research and Education Institute—Congressional Fellowships**

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

Contact: WREI Congressional Fellowship Program, 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 find out about many current internship and fellowship opportunities. Researchers may be able to use the Internet in large public or research libraries, and students may have access through their college or university libraries. Because up-to-date information is critical when applying, the Internet can provide current descriptions of internship and fellowships and find 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 selective list of Web sites provides a starting point for those seeking data on available programs.

**Action Without Borders** [<http://www.idealists.org>]

A non-profit organization that promotes action on numerous issues of concern, Action Without Borders' Web site offers a database of internships with non-profits and with consultants and firms serving the non-profit sector. These are arranged by field of interest, geographical region, etc., and summaries of available opportunities are provided.

**Inroads** [<http://www.inroadsinc.org>]

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

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

This site contains information on service and internship opportunities in developing countries and Eastern Europe.

**Smithsonian Fellowship/Internship Opportunities**

[<http://www.si.edu/cms/#interns>]

Information is provided on fellowships and internships at the Smithsonian Institution's museums and research institutes.

**Washington Center** [<http://www.twc.edu/internships/index.htm>]

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 bibliography lists more 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. The works may be available in local libraries or school or college guidance offices. Publisher contact information is also provided. Notes identify publications which are issued annually. Other publications are updated irregularly; check with the publishers for information on the latest editions. Some of the publishers have Web sites, which are provided.

*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 on selectivity, compensation, and participants' quality of life. Indexes by geographic area and field of study are provided.

Available from: Random House, Inc., 400 Hahn Road, Westminister, MD 21157; Tel: (800) 726-0600

[<http://www.randomhouse.com>]

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

This directory describes internships in more than 85 fields of interest that are offered by non-profit organizations, government agencies, and corporations. The programs are aimed at a wide array of individuals ranging from college and graduate students to mid-career professionals and retirees.

Available from Pearson Custom Publishing, 75 Arlington Street, Suite 300, Boston, MA 02116; Tel: (800) 428-4466

[<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 and resources on Capitol Hill, as well as building maps.

Available from: U.S. House of Representatives, Committee on House Administration, 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 by subject area. When standard internship directories contain no 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, on a CD-ROM, or in the *Associations Unlimited* subscription database on the World Wide Web.

Available from: The Gale Group, 27500 Drake Road, Farmington Hills, MI 48331-3535; Tel: (800) 877-4253  
[<http://www.gale.com>]

Gilbert, Sara D. *Internships: The Hotlist for Job Hunters.* 2<sup>nd</sup> ed. Indianapolis, IDG Books Worldwide, 1996.

This publication lists 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: IDG Books Worldwide, 7260 Shadeland Station, Suite 100, Indianapolis, IN 46256; Tel: (800) 762-2974

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

This semi-monthly publication announces internship and fellowship positions with the federal government, non-profit organizations, institutes, print and broadcast media, and the private sector.

Available from: Brubach Publishing, P.O. Box 34949, Bethesda, MD 20827-0949; Tel: (301) 571-0102  
[<http://www.brubach.com>]

*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  
[<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 67005, Lawrenceville, NJ 08648-6105 ; Tel: (800) 338-3282  
[<http://www.petersons.com>]