

# Report for Congress

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

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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 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.

## Contents

Congressional Internships .....	1
LBJ (Lyndon B. Johnson) Congressional Intern Program .....	2
Other Internships in Members' Offices .....	2
Internships in Congressional Committees and Organizations .....	2
Congressional Internships Offered by Universities and Private Organizations .....	3
Internships in Congressional Support Agencies .....	3
 Other Federal Government Internships .....	4
 Fellowships in the Federal Government .....	5
 Electronic Resources .....	10
 Bibliography .....	11

# 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 that can be used to locate other work experiences 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 more information and an application. Because competition is stiff in many internship and fellowship programs, with applicants often greatly exceeding the number of positions available, one should 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 Representatives may pay interns out of their regular office budgets. This option is only possible if a Representative has not already reached the limit of 22 staffers and has funds available. No ceiling is placed on the number of staff hired in Senate offices, so each may have any number of people.

### **Other Internships in Members’ Offices**

Internships are available in many Members’ offices. 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-02.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 that have longstanding intern programs are listed below:

- House Committee on the Budget;
- House Democratic Caucus;
- House Republican Policy Committee;
- Republican Policy Committee (Senate); and
- Senate Committee on Health, Education, Labor and Pensions.

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, CQ Press). 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, colleges, 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 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**

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.

Congressional Budget Office  
410 Ford House Office Building  
Second and D Streets, S.W.,  
Washington, D.C. 20515  
Tel: (202) 226-2628  
[<http://www.cbo.gov/jobs.shtml>]

## **Congressional Research Service**

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.

Bernevia McCalip  
Office of Workforce Development  
Congressional Research Service, Library of Congress  
101 Independence Avenue, S.E., LM-209  
Washington, D.C. 20540-7100  
Tel: (202) 707-7781  
[<http://www.loc.gov/crsinfo>]

## **General Accounting Office**

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.

General Accounting Office  
Office of Recruitment, Room 1165  
441 G Street, N.W., Washington, D.C. 20548  
Tel: (202) 512-4900  
[<http://www.gao.gov>]

## **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>].

In July 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 two-year internships. 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 are available on the OPM Web site at [<http://www.opm.gov/careerintern/index.htm>].

The ninth annual edition of internship opportunities in the federal government for undergraduate, graduate, and law students is available at the Web site [<http://www.house.gov/watt/intern03.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. Contact information for 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-02.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 U.S. Supreme Court. 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**

U.S. Department of Energy  
Office of Science  
1000 Independence Avenue, S.W.  
Washington, D.C. 20585  
Tel: (202) 586-7174  
[<http://www.scied.science.doe.gov/Scied/Einstein/about.htm>]



**American Association for the Advancement of Science (AAAS)—Congressional Science and Technology Policy Fellowships**

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

American Association for the Advancement of Science  
AAAS Science and Technology Policy Fellowships Program  
1200 New York Avenue, N.W.  
Washington, D.C. 20005  
Tel: (202) 326-6700  
[<http://fellowships.aaas.org>]

**American Geophysical Union—Congressional Science Fellowship Program**

American Geophysical Union  
2000 Florida Avenue, N.W.  
Washington, D.C. 20009  
Tel: (202) 462-6900  
[<http://www.agu.org/inside/fellnom.html>]

**American Physical Society (APS)—Congressional Science Fellowship Program**

APS Congressional Science Fellowship Program  
Executive Officer  
American Physical Society  
One Physics Ellipse  
College Park, MD 20740-3844  
Tel: (301) 209-3268  
Internet: [<http://www.aps.org/fellowship/>]

**American Political Science Association—Congressional Fellowship Program**

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

**American Psychological Association—Congressional Fellowship Program**

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

**American Society for Microbiology—Congressional Science Fellow Program**

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

**Congressional Hispanic Caucus Institute, Inc.—Fellowship Program/Summer Internship Program**

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

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

Places senior-level federal personnel (GS-13 to GS-15 and uniformed services equivalents) in 6-month fellowships in congressional offices.

Graduate School, U.S. Department of Agriculture  
Leadership Development Academy  
600 Maryland Avenue S.W., Suite 330  
Washington, D.C. 20024-2520  
Tel: (202) 314-3578  
[[http://grad.usda.gov/programs\\_services/lda/cfp.cfm](http://grad.usda.gov/programs_services/lda/cfp.cfm)]

**Institute of Electrical and Electronic Engineers—Congressional Fellowship Program**

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

**Jacob K. Javits Fellowship Program**

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

### **Judicial Fellows Program**

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.

Supreme Court Fellows Program  
Office of the Administrative Assistant to the Chief Justice  
Supreme Court of the United States, Room 5  
Washington, D.C. 20543  
Tel: (202) 479-3415  
[<http://www.fellows.supremecourtus.gov/fellowships.html>]

### **Judicial Intern Program**

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

Supreme Court Intern Program  
Office of the Administrative Assistant to the Chief Justice  
Supreme Court of the United States, Room 5  
Washington, D.C. 20543  
Tel: (202) 479-3415  
[<http://www.supremecourtus.gov/publicinfo/jiprogram.pdf>]

### **LEGIS Fellows Program**

Places executive branch personnel in fellowships in congressional offices.

Brookings Institution, LEGIS Fellows Program  
Center for Public Policy Education  
1775 Massachusetts Avenue, N.W.  
Washington, D.C. 20036  
Tel: (202) 797-6094  
[[http://brook.edu/cppe/fellows/legis\\_fellow.htm](http://brook.edu/cppe/fellows/legis_fellow.htm)]

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

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.

Morris K. Udall Foundation  
110 South Church Avenue, Suite 3350  
Tucson, AZ 85701  
Tel: (520) 670-5529  
[[http://www.udall.gov/p\\_fellowships.htm](http://www.udall.gov/p_fellowships.htm)]

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

Places Native American college students in congressional offices and the White House for 10-week periods.

Morris K. Udall Foundation  
110 South Church Avenue, Suite 3350  
Tucson, AZ 85701  
Tel: (520) 670-5529  
[[http://www.udall.gov/p\\_internships.htm](http://www.udall.gov/p_internships.htm)]

**Presidential Management Intern Program**

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

U.S. Office of Personnel Management  
Presidential Management Intern Program, (Attn: Kathleen Keeney)  
Philadelphia Service Center  
William J. Green, Jr. Federal Building  
600 Arch Street, Room 3400  
Philadelphia, PA 19106-1596  
Tel: (215) 861-3027  
[<http://www.pmi.opm.gov>]

**White House Fellowships**

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.

White House Fellows Program  
c/o O.P.M.— Shelia Coates  
1900 E Street, N.W., Room B431  
Washington, D.C. 20415  
Tel: (202) 606-1818  
[<http://www.whitehousefellows.gov>]

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

Intended for students currently enrolled in masters or doctoral programs at accredited U.S. institutions or who have completed such programs within the past 18 months.

Congressional Fellowship Program  
Women's Research and Education Institute (WREI)  
1750 New York Avenue, N.W., Suite 350  
Washington, D.C. 20006  
Tel: (202) 628-0444  
[<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 as well as 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 nonprofit 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 nonprofit sector. These are arranged by field of interest, geographical region, etc., and summaries of available opportunities are provided.

### **International Service and Travel Center**

[<http://www.istc.umn.edu/>]

This site contains information on international internship and work opportunities for college students.

### **Smithsonian Fellowship/Internship Opportunities**

[<http://museumstudies.si.edu>]

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 internships in the Washington, D.C., area for college students from all majors in government agencies, corporations, and nonprofit 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. These 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, and those addresses are provided.

*The Best 106 Internships (Princeton Review)*. 8<sup>th</sup> ed. New York: Random House, Inc., 2000.

Information is given on competing for internships and on more than 20,000 internship opportunities in such areas as law, the environment, advertising, sports, computers, journalism, music, health care, publishing, finance, education, and television.

Available from: Random House, Inc., 400 Hahn Road, Westminister, MD 21157; tel: (800) 726-0600; [<http://www.randomhouse.com/catalog>].

*Congressional Intern Handbook*. Washington, U.S. House of Representatives, 2001. 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 CD-ROM, or in the *Associations Unlimited* subscription database on the Web.

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

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

This semi-monthly publication announces internship and fellowship positions with the federal government, nonprofit 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.opajobs.com>].

*Peterson's Internships.* Lawrenceville, NJ, Peterson's. Annual.

Listed here are profiles of internship opportunities across the United States and abroad. It includes indexes by geographic area, field of interest, and employer name. This work is generally available in bookstores.

Available from: Peterson's (Division of Thomson Learning), 2000 Lenox Drive, Lawrenceville, NJ 08648; tel: (800) 338-3282; [<http://www.petersons.com>].

*Summer Jobs for Students.* Lawrenceville, NJ, Peterson's. 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 (Division of Thomson Learning), 2000 Lenox Drive, Lawrenceville, NJ 08648; tel: (800) 338-3282; [<http://www.petersons.com>].