

Internship Tips

Internships are an important part of your education as internships provide networking opportunities and allow you to gain practical experience and exposure to your desired field or career.

General Information and Tips:

- Most internships are unpaid. Some internships pay a small stipend but they rarely cover all expenses incurred while working as an intern. Have funding available to cover your expenses so that you can take full advantage of the opportunities presented.
- There are many, many college students who want internships so the internship application process is very competitive. Take the time to know the requirements. Pay special attention to eligibility requirements, i.e. only available to students from a certain university, and deadlines. Do not let your application be pushed aside because of a technicality.
- Follow instructions carefully and completely. For example, if the internship announcement insists that you use the online application form, then use it. Do not email, mail or fax your application. The organizations receive hundreds of applications and have set up a system in which to handle all of the applications efficiently. Respect their time and effort by following it.
- Be responsible and professional in placing phone calls to gain more information or to follow up on your application. Most offices are very busy and the internship coordinators often have multiple tasks and responsibilities. Respect their time. Assume that anybody and everybody who might answer the phone is involved in the hiring process, especially when applying to work at small offices.
- You will work hard. The offices at which you will intern are professional offices and you will be expected to act in a professional and responsible manner at all times. You must show up for work on time and complete all assignments as directed.
- Be prepared for the boring stuff, i.e. filing, photocopying, answering phones, running errands, as well as the exciting stuff, i.e. attending meetings, conducting research, drafting memorandums, etc.
- But have fun! Come to work excited and passionate about your work. Ask questions. Volunteer to do projects outside the scope of your internship. Hang out with other interns and share stories and contacts.

Below are websites for internships overseas and internships in Washington DC and New York in government, foreign relations, and some non-profit organizations. The information given here is brief – go to the website to get complete information about the internships, eligibility requirements, and the application procedures. Be aware that most organizations now utilize an online application process so follow those instructions carefully.

International Internships:

<http://www.transitionsabroad.com/>

Internships in Washington DC:

DC Internships: <http://www.dcinternships.org/>
<http://career.ucsd.edu/sa/PressMediaCommInternship.shtml>
<http://career.ucsd.edu/sa/GovInternship.shtml>
The Washington Center: <http://www.twc.edu/>
Washington Internship Institute: <http://ielnet.org/>

Internships in the US Government:

White House

<http://www.whitehouse.gov/government/wh-intern.html>

State Department

http://www.careers.state.gov/student/programs/student_internships.html

Library of Congress

<http://www.loc.gov/hr/employment/index.php?action=cMain.showFellowships>

Federal Government

<http://www.house.gov/watt/intern04.htm> – this is a pamphlet prepared by a Congressional office that summarizes internships available in the federal government. Some information may be dated so check carefully to make sure that contact information and applications are correct.

US Congress

<http://www.house.gov>

Check out websites for your local congressman for details on application procedures

US Senate

http://www.senate.gov/reference/reference_index_subjects/Employment_vrd.htm

Bill Nelson: <http://billnelson.senate.gov/services/flinternships.cfm>

FBI

<http://www.fbi.gov/employment/academy.htm>

<http://www.fbijobs.gov/231.asp>

Internships in Florida:

Florida State Government:

http://www.myflorida.com/dms/hrm/interns/search/intern_search.html

The Florida Times-Union Jacksonville.com

<http://www.jacksonville.com/aboutus/internship.html>

Internships at the United Nations:

<http://www.un.org/Depts/OHRM/sds/internsh/index.htm>
<http://www.un.org/esa/socdev/unyin/internships.htm>

City of New York Internship Program

<http://home2.nyc.gov/html/dcass/html/employment/summerintern.shtml>
<http://www.nyc.gov/html/dcass/html/employment/intern.shtml>

Specific Internship Opportunities in New York and Washington DC:

<p>Connect USA</p>	<p>Connect US seeks to promote effective collaboration and advocacy among non-governmental organizations working for responsible U.S. engagement on global issues such as international justice and human rights, environmental protection, international security, economic development and international health.</p>	<p>Please contact: Eric Schwartz at 202-721-5610 or eschwartz@connect.us</p>
<p>Human Rights First www.humanrightsfirst.org</p>	<p>Human Rights First has a limited number of unpaid internships available in their DC and NY offices. Interns are encouraged to attend program and staff meetings. Our summer intern program includes a series of “brown bag” lunches on subjects of interest developed by the interns. Staff and guest speakers are invited. Interns also have the opportunity to attend events and meetings outside of the office.</p> <p>Requirements: Highly motivated, responsible individual; strong legal research and writing skills; computer literacy (MSWord, Lexis and database familiarity); demonstrated interest in international human rights issues; and ability to handle several tasks at once while working independently or as a team member. Foreign language proficiency is preferred but not required.</p>	<p>Please see website for application procedures.</p>
<p>Human Rights Watch http://www.humanrightswatch.org/internships/</p>	<p>Human Rights Watch offers academic internships for both undergraduate and graduate students in our New York, London, Los Angeles, Washington, DC, Brussels, and Berlin offices in most of its Regional and Thematic divisions, its Special Initiative programs, and its Organizational Support departments. Please visit website for available opportunities for undergraduate and graduate students.</p>	<p>Please see website for application procedures.</p>
<p>International Crisis Group www.crisisgroup.org</p>	<p>Crisis Group offers unpaid internships in its New York and DC offices.</p>	<p>To apply, go to website and use online application form.</p>

	<p>New York internships are aimed at students or recent graduates and are primarily administrative in nature with exposure to the workings of an international NGO and to the specific working areas of the New York Office: 1) Legal, 2) Fundraising/Special events and 3) Africa (part-time). In addition to administrative tasks, interns may also be asked to research and write on various topics, and to attend UN and other policy meetings.</p> <p>Washington internships are aimed at current undergraduates and recent graduates/post graduates and last approximately 3-6 months. The Washington office attempts to cater its internship program to the particular interests of the applicants. We therefore ask all applicants to specify in the subject of their email/cover letter which of the following internships they are interested in and the season of their availability (Fall, Winter/Spring, Summer):</p> <ul style="list-style-type: none"> • General Advocacy • Media • Africa Program • Middle East and North Africa Program <p>There is of course some overlap and duties combine research and administrative tasks. We expect interns to possess flexibility and an ability to assist with a variety of tasks based on the needs of the organisation at the time of the internship.</p> <p>Please note that applicants should be U.S. citizens or have the appropriate visa to work in the U.S.</p>	
<p>International Rescue Committee www.theirc.org</p>	<p>There is a limited number of Internships and volunteer opportunities with the IRC, both in international programs and in the United States.</p> <p>Internships/volunteers outside the United States: Internships at IRC offices outside the United States are for individuals from colleges and universities that are either enrolled as undergraduates, graduate students or recent graduates of these institutions.</p> <p>Internship opportunities are dictated by the</p>	<p>For internships, please see website for application procedures.</p> <p>For internships with one of our U.S. Regional Resettlement Offices, please send your resume and cover letter directly to the specific office. Visit website for a list of offices and contact information.</p>

	<p>needs of our country programs, and there are a limited number of openings each year. These internships can last as long as one year and a minimum three months. They are tailored by the IRC HR department to enhance the academic, work and life experience of interns. Although interns are usually provided with funding from their home institution, they are processed and follow the same policies as a volunteer.</p> <p>Additionally, there are a limited number of volunteer opportunities with IRC country programs. These volunteer opportunities require a minimum of three-month commitment, and are never more than six months.</p> <p>Volunteer employment is always dictated by the needs of a specific country program. They are usually for administrative positions such as grant or program officer. A volunteer is provided with air transportation to their assigned program, a stipend of up to \$500 per month, housing and medical insurance.</p> <p>Internships/Volunteers in the United States: Internship and Volunteer opportunities at IRC New York usually involve only clerical and administrative tasks.</p>	
<p>Refugees International www.refugeesinternational.org</p>	<p>Refugees International (RI) offers unpaid internships throughout the year for students and recent graduates seeking work experience in the humanitarian field. Interns will be involved with a variety of projects that contribute to RI's advocacy on behalf of displaced people around the world.</p> <p>Interns work with RI staff in a support capacity. Projects include: regional and issue research, attending meetings on behalf of RI and taking notes, development of issue briefs, writing for the website and other projects.</p> <p>Requirements: Knowledge of humanitarian issues and the international community, excellent research and writing skills, excellent communication skills, and Bachelor's level of education in a related field.</p>	<p>To Apply: Send cover letter (including proposed working dates), resume, brief writing sample, and letter of recommendation to:</p> <p>Refugees International 1705 N Street, NW Washington, DC 20036</p> <p>or email to ri@refintl.org</p> <p>or fax to 202/828-0819</p>
<p>Woodrow Wilson International Center for Scholars Washington DC www.wilsoncenter.org</p>	<p>The Wilson Center offers two types of internships: research assistants and program/staff interns. In general, research assistants assist visiting scholars with their research projects. Program/staff interns work</p>	<p>To apply, please see website for application procedures.</p> <p>Internships Coordinator, Woodrow Wilson Center</p>

	<p>in its various program, administrative, and press offices. These interns work alongside the Wilson Center staff and who have an interest in, coursework related to, and/or experience working on a variety of issues consistent with the work of its various offices, programs and projects.</p> <p>Please see website for specific eligibility requirements. Successful applicants should have: strong research and/or administrative skills; be detail-oriented; be able to work independently and collectively as part of group; and, be currently enrolled in an undergraduate/graduate degree program, a recent graduate (within the last year), and/or have been accepted to enter an advanced degree program. Some of our international programs might require candidates to possess a working knowledge of a foreign language.</p> <p>The Center offers both paid and unpaid staff internships. The number of paid internships is limited. As a general rule, offices are looking for individuals who are willing to devote 10 - 20 hours per week. For those seeking paid internships with the Center's staff offices, the Immigration Reform and Control Act of 1986 requires employers to hire only individuals who are eligible to work in the United States. An individual selected for a paid internship will be expected to present proper evidence establishing employability prior to being appointed.</p>	<p>One Woodrow Wilson Plaza 1300 Pennsylvania Avenue, N.W. Washington, DC. 20004-3027 Phone: 202/691-4053 Fax: 202/691-4001 e-mail: internships@wilsoncenter.org</p>
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