Political Science Internship & Career Resources Guide

Table of Contents:
- Earning Political Science credit for internships
- USF Career and Internship Resources
- State and Local Opportunities
- Activism/Volunteering/Community Organizing
- Washington/Federal Government Opportunities
- Think Tanks
- Foreign Service & Intelligence
- General Internship and Job Search Websites
- Legal Internships and Volunteer Opportunities
- Political Campaign Opportunities

Political Science Internship Program

Program Overview: The Political Science Internship Program is designed to allow undergraduate majors to participate in experiential learning and/or civic engagement in a public policy field that compliments the student’s political science curriculum. The Internship Program allows students to engage in public service while developing their knowledge of the public policy process. The benefits associated with experiential learning are numerous and include: the application of knowledge acquired in the classroom to real world situations, improved critical thinking, leadership, and communication skills, increased awareness and understanding of community issues, and improved civic engagement. An internship is also a wonderful way to gain valuable work experience prior to graduation.

Participation in the program is open to all political science majors with a Political Science Major GPA of 3.0 or higher. An application for admission must be submitted and approved by Dr. Manu Samnotra (see application below) prior to the initiation of an internship to earn academic credits. Students are responsible for securing their own internships placements. This document is designed to help students find available options. Students are generally limited to using 6 credit hours of internships towards Political Science elective credits. Exceptions can be made for some programs that have more credits built into their structure.

Students pursuing an approved internship are eligible for three (3) POS credits for 15 - 24 hours of work per week for the duration of the semester. Students with 25+ hours of work per week are eligible for six (6) POS credits.

How to get your Internship approved for Political Science course credit:
You will need to submit this application to seek approval for your internship via http://secure.cas.usf.edu/depts/igs/political-science-internship.aspx

**Deadlines for applications to be submitted for internships**

- Last day of Summer classes for an internship in the Fall term
- Last day of Fall classes for an internship for Spring term
- Last day of Spring classes for an internship for Summer term

Questions can be directed to:

Dr. Manu Samnotra  
Assistant Professor  
School of Interdisciplinary Global Studies  
SOC 354  
813-974-2384  
msamnotra@usf.edu

Once Dr. Samnotra approves you for the internship, you can then contact myself or James Lambert for guidance on adding the formal POS 4941 Internship course. We will issue a permit for you to enroll into the course.

Dr. Samnotra will be your Instructor of record for your POS 4941 Internship course, which will be run online via Canvas, and entail writing a reflection paper at the end of the semester.

**Resources to Locate Internships & Post-Grad Employment:**

**USF Resources**

**SIGS Canvas Page:**  
Remember to check the SIGS Canvas page for Internship announcements. Examples of previous internships include working for candidates seeking political office, or working for organizations seeking to affect political/social change.

***Please note that Internships found via USF Handshake/Career Services – outlined below, or within the general internship and job search websites toward the end of this document, may not be applicable for POL credit. They still may be great experiences to help you grow professionally, but be advised POL internship credit may not be an option. To earn POL internship credits, the internship will need**
to include work that allows the student to participate in experiential learning and/or civic engagement in a public policy field that compliments the student's political science curriculum***

**Handshake:** Handshake is the online career management system for students of the University of South Florida.

- All active USF Tampa students have an account created for them at the start of their first semester at the Tampa campus.
- To access your account for the first time, log into MyUSF and under the My Resources tab, choose the option to "Find A Job (Handshake)." This will log you into Handshake automatically.
  
  Check out our Handshake Quick Guide here. [PDF]

In addition to being the place where you can search and apply for internships, Co-op, part-time, and full-time jobs, you can also use Handshake to:

- Upload a resume and complete your online career profile
- Allow your online career profile and resume to be viewable by employers
- Keep track of your appointments with Career Services in one location
- Learn which employers are attending upcoming Career & Internship Fairs
- View upcoming local and on-campus career events
- Research contact information for local and national employers
- Search for and apply to open positions

**RESUME**

We recommend that students use resources available on our website to help them create their resumes from scratch, and then use the Handshake system to store their resumes. Handshake is the online career management tool and preferred job and internship platform at the University of South Florida. Students can upload their resume to their profile, use it to build their profile information, and make it visible to recruiting employers. All students have a Handshake account already created for them, which they can access through the MyUSF system. You can instruct your students to log on to MyUSF, hover over the My Resources tab, and click the “Find A Job (Handshake)” link. If they have any issues accessing their account, they can contact our office for assistance.

**INTERVIEW**

We recommend using Big Interview, a tool that helps students refine their interviewing skills with an interactive tool that dives into general, behavioral, and technical questions from over 140 industries. Students can record, play back, and re-record their responses to questions to see how they improve with time and they get access to an expert who can coach them through their responses.

**ePORTFOLIO**

There are a variety of ePortfolio tools – via Canvas - that are available at no cost to students.
Suit-A-Bull

Suit-A-Bull, organized by Enactus at USF in partnership with the office of Career Services, is a free suit rental service for USF students. Suit-A-Bull has over 600 items including suits, jackets, pants and shirts for both men and women.

The service moved into a brand-new, permanent facility just down the hall from Career Services in the summer of 2015 and is now located on the second floor of the Student Services Building (SVC-2060). In its first full year of operations, Suit-A-Bull provided assistance to more than 700 students.

Career Shift: Sign up via https://www.careershift.com/account/signup/

- Search, select and store job listings from all job boards and all company job postings.
- Get up-to-date contact information, including e-mail addresses, for millions of companies.
- Access in-depth information about contacts and companies posting jobs.

Career Consultant
Harold Shaw
hshaw@usf.edu
813-974-2171

USF Fall and Spring Career & Internship Fairs:
Each fair is a great way to network face-to-face with local and national employers interested in hiring USF students and graduates for full-time, Co-op and internship positions. Because there are so many employers all in one place on the same day, career fairs are a very efficient use of your job search time!

All fairs are held in the Marshall Student Center (MSC) Ballroom from 10 a.m. to 3 p.m.

FAIR DETAILS
Bulls Connect: Career & Internship Fair
When: Thursday, September 20, 2018 10 a.m. to 3 p.m.
Where: Sun Dome
Who: Employers recruiting students from across all disciplines are invited to attend! There will be two zones at the fair, each focused on organizations from specific industries and/or organizations recruiting students from specific major groups.
   - Gold Zone // Students from all majors
   - Green Zone // Students from science, technology, engineering, and math majors

To register for Bulls Connect, visit: http://recruitbullsconnect.usfcs.info

- Spring 2018 Career & Internship Fair Week, taking place January 31 through February 2! – 2019 TBD...

All Majors Fair // Wednesday, January 31
Science, Technology, Engineering, & Math (STEM) Fair // Thursday, February 1
Accounting & Financial Services Fair // Friday, February 2

The connection across this continuum of experience is our Career Readiness programming, which gives you the map and keys for your own unique career journey toward success!

Need to Find an Internship?
1. Log in to Handshake using My USF and make sure your profile is up to date and has a current resume. Can't get it to Handshake? Click here to make sure you are eligible for an account and to see help options.

2. Let our Career Express service help you with your resume and enhance your profile.

3. Career Express can also help you to learn more about conducting an effective internship search!

4. Transfer students, juniors, and seniors - make an appointment to work with your Career Consultant! Call us at (813) 974-2171 to set up your appointment today.

5. Not sure which way to go? Come see us for Internship and Part-Time Job guidance. We can help you figure it out what your next step is.

Internship Credit via USF Career Services (i.e. if the internship is not applicable for POL Credit)

Do You Have an Internship, or an Internship Offer? Internship Course Credit is a Great Way to Have Your Internship Noted on Your Transcripts!

Benefits of an Internship Course also include:

- Development of transferrable essential skills that can help you build and launch your career
- Feedback to support your growth as a professional
- A campus resource if/when you need support during your internship
- Guidance toward participation in the Career Readiness Badging Program

Course options include:

- An academic internship course in your major (if available) - see your academic advisor for details
- IDS 3947 - Cooperative Internship - through the Office of Internships and Career Readiness
  - Can be taken for 0-3 credits and repeated for up to 9 credits (the 0 credit option is helpful when the internship is unpaid)
  - Can be used for internships that are on or off campus and for global internships
  - Credits may serve as elective credit and do not count as "excess" credits
  - Available on regular or alternate course schedules, so if your internship starts after add/drop, you can still enroll!
If you would like to register for the IDS 3947 Internship Course, your first step is to request a permit by completing this online form. Click here to get started!

State and Local Government Focused Employment:

**Online Sunshine**: A great resource for legislative assistant jobs that you may consider upon graduation. Visit site to look into possible internships as well. All Florida Senate employment opportunities are posted here [http://www.leg.state.fl.us/Welcome/index.cfm?CFID=167332799&CFTOKEN=c1d4f36c107acdb6-DB81D8F1-ECCF-31BD-03240F8B8AF02757](http://www.leg.state.fl.us/Welcome/index.cfm?CFID=167332799&CFTOKEN=c1d4f36c107acdb6-DB81D8F1-ECCF-31BD-03240F8B8AF02757)

**My Florida**: [https://jobs.myflorida.com/](https://jobs.myflorida.com/) State of Florida Job Site with a variety of types of employment.

**Hillsborough Legislative Delegation**: The Hillsborough Legislative Delegation consists of 13 members of the Florida Senate and Florida House of Representatives that represent all or parts of Hillsborough County. The Operations and Legislative Affairs department serves as a liaison for the Delegation, which advocates for issues concerning our County in the State legislature. [http://www.hillsboroughcounty.org/government/departments/operations-and-legislative-affairs/hillsborough-legislative-delegation-state](http://www.hillsboroughcounty.org/government/departments/operations-and-legislative-affairs/hillsborough-legislative-delegation-state) Students may reach out to the individual offices listed on the link above to inquire about internship or volunteer opportunities with these state representatives.


The Florida House of Representatives is accepting applications for the 2018-2019 Legislative Intern Program. The forms and directions to apply for the Intern Program are on the House website, [myfloridahouse.gov](http://www.myfloridahouse.gov).

The application deadline is **May 31, 2018**.

The Legislative Intern Program offers a unique opportunity for college graduates and graduate students to gain first-hand knowledge of the legislative process and to participate in the work of the legislative branch of state government. Program participants are assigned to House committees, subcommittees,
and leadership offices. Under the guidance of senior House staff, their assignments may include research projects, bill drafting and analysis, oversight activities, and other tasks relating to budget and policy areas.

The 2018-2019 Intern Program begins on October 19, 2018, and ends on May 17, 2019. Legislative Interns are paid $13.00 per hour. From October 19, 2018 through December 31, 2018, participants work 20 hours per week. From January 2 through May 17, 2019, participants work 30 hours per week to assist with the increased workload. Interns may choose to receive up to 18 hours of graduate tuition at Florida in-state rates during the time of the internship (Fall ’18 and Spring ’19) or receive a monthly stipend of $500 from October 17 through December 31, 2018, and $800 from January 2 through May 17, 2019.

To be eligible for the Intern Program, the applicant must be a Florida resident or be enrolled in a Florida school at the time of application. Applicants must have received their bachelor’s degree prior to beginning the internship.

Please display the program poster and related materials in a location you feel will encourage visibility and interest in the program. You can download and print additional copies of these materials on the House website, myfloridahouse.gov. If students have questions or need more information, they are welcome to submit their questions to internprogram@myfloridahouse.gov or contact Hope Holt, Intern Program Coordinator at hope.holt@myfloridahouse.gov or call 850-717-5450.

Thank you for your assistance and continued support of the 2018-2019 Legislative Intern Program.

### Eligibility Requirements:

Must be a Florida resident or be enrolled in a Florida school at the time of application. Applicants must have received their bachelor's degree prior to beginning the internship.

### Rate of Pay / Hours of Work:

$13.00 per hour. Participants work 20 hours per week, October 13 - December 31, 2017 and 30 hours per week January 2 - March 23, 2018 to assist with the increased session workload. Work must be performed during regular business hours.
Tuition or Stipend Benefit:

Participants receive payment of up to 18 hours of graduate tuition at Florida in-state rates during the time of the internship (Fall '17 and Spring '18) or receive a monthly stipend of $500 from October 13 through December 31, 2017 and $800 from January 2 through March 23, 2018.

Date of Internship:


For more information, contact:

Florida House of Representatives
Office of Professional Development
Legislative Intern Program
Lucy Ciccone, Staff Director
327 The Capitol
402 South Monroe Street
Tallahassee, Florida 32399-1300
850.717.5450 phone
850.410.0095 fax

internprogram@myfloridahouse.gov

More program information:

- Legislative Intern Program Brochure
- Legislative Intern Program Poster

***Of Note, Robyn Odegard will advise on how to get credit for the TIP and LIP programs outlined below: TIP and LIP does not need approval from Dr. Funke***

For more Information on TIP or LIP Contact Robyn Odegard, Florida Institute of Government.

Legislative Internship Program (LIP) (Tampa Bay): LIP students work 9 hours per week in the offices of federal, state and local legislators or think-tank/policy agencies.
4 credit hour program: IDS 4910 Legislative Seminar • IDS 4912 Legislative Internship

These groups are actively involved in Tampa Bay’s economic development, transportation, environmental protection, education, health, social welfare and/or public finance. The LIP seminar discusses internship experiences, issues facing Tampa Bay and policy initiatives created to solve them.

Each student will be carefully matched with an elected official or organization according to their interests to provide a meaningful learning experience. The students selected to participate in LIP will be awarded a $300 USF Alumni Association Scholarship.

Students who are interested in applying may do so [here](https://goo.gl/forms/EHncGCUGrYS0ekbP2) and can learn more information on our website [http://spa.usf.edu/internships/public-policy/](http://spa.usf.edu/internships/public-policy/).

The deadline to apply for the Legislative Internship Program (Fall 2018) is April 20, 2018. We typically accept around ten students per program.

Students with questions or concerns regarding the LIP and TIP programs may contact graduate assistant Matthew Chernesky (mchernesky@mail.usf.edu) or program director Angela Crist (acrist@usf.edu)

Tallahassee Internship Program (TIP) TIP begins with an intensive course on Florida history, issues and politics before students relocate to Tallahassee for the 60-day legislative session.

12 credit hour program:

IDS 4910 Tallahassee Internship Seminar • IDS 4912 Tallahassee Internship Program • POS 4910 Individual Research Tallahassee • POS 4941 Field Work Tallahassee Program

Each student is paired with an elected official or organization actively involved in Florida’s economic development, growth management, transportation, environmental protection, education, health and social welfare.

Up to ten undergraduate juniors or seniors with a minimum GPA of 3.0 will be selected to participate. All majors and disciplines are welcome.
Students are responsible for tuition and fees, transportation to the state capital and all expenses they incur during the program. A $3,500 scholarship awarded by the College of Arts & Sciences will help defray expenses during the program. Housing and placements are coordinated by the Florida Institute of Government.

USF in DC Pilot Program

PILOT USF in DC Internship Program

Program Objectives

Internships help students develop an understanding of course content, their sense of values and civic responsibility. In addition to acquiring internship work experience, students receive academic credit by participating in the Internship Programs. The internship experience also allows students to:

- Understand the roles and responsibilities of government and how public policy is developed
- Enhance civic engagement skills and become an active, informed citizen
- Develop or enhance professional skills and knowledge of workplace procedures
- Develop networking contacts with professionals in public policy fields
- Apply classroom learning to professional experience
- Develop teamwork and leadership skills
- Develop research and communication skills

In addition to the program objectives above, at the end of the program the students will be comfortable and familiar with living in and navigating the DC Metro Area, & how advocacy, research, funding, and the federal legislative process works; well equipped for success in a career post-graduation.

Academic Courses and Programming

Students are required to register for three classes for a total of 12 credit hours.

- **IDS 4910 Washington, D.C. Internship Intensive Seminar** meets a week before the students move to Washington, D.C. This is a class with required readings and writing assignments. Students receive a letter grade based on the quality of written assignments, participation and class attendance (class is mandatory). The class is for 1 credit hours.
- **POS 4910 Washington, D.C. Internship Program** is the class students register for the internship. Students register for nine (9) credit hours. Students work in the internship office for 24 hours per week. Students receive letter grade.
- **POS 4941 Individual Research Washington, D.C.** is the class students register for the program-specific research project/lecture series they are required to attend and the papers they are required to write while in Washington, D.C. Students are required to participate in online discussions and write academic assignments that relate to the assigned lecture series. This is 2 credit hours and for a letter grade.
Scholarships & Housing
Students that participate in the D.C. Internship Program will receive a $5,000 scholarship. These funds are earmarked to cover the entire cost of housing. Housing is coordinated by the Public Policy Internship Office in the School of Public Affairs and is provided through (WISH) Washington Intern Student Housing.

This scholarship will not cover the cost of travel to and from DC, local travel, food, or personal costs. USF will work directly with WISH Housing to transfer the scholarship funds. The scholarship funds will not go through USF Financial AID, but be paid directly by USF to WISH Housing.

Internship Placements
The Public Policy Internship Office at USF will determine the internship placements. The internship placements will be in Florida Legislative Offices. The internship placements will be based on the needs of each office and the interpersonal and academic skills of the students.

Program Eligibility Requirements
*Undergraduate Juniors or Seniors with a minimum GPA of 3.25 will be selected to participate. Must have demonstrated record of academic and personal excellence. All majors and disciplines are welcome to apply.*

International students are eligible to apply, however additional requirements must be met. Students must contact the Department of International Services at USF World and schedule an appointment with an International Student Advisor to complete CPT (curricular practical training). Specifically, International students need to do the following:

1. Complete the online CPT workshop on the International Services website
2. Meet with their academic advisor to establish how the internship program is part of their curriculum
3. Obtain CPT authorization from an advisor

Application Requirements
Students complete an application and submit it to the Public Policy Internship Programs Office in the School of Public Affairs. Students that meet the qualifications will be contacted for interviews.

1. Transcript
2. A résumé listing special skills; e.g., language, computer, etc.
3. A 300-word essay explaining why students are interested in the public policy process, what they hope to learn from the internship and what experiences and skills they bring to it
4. An Issues Essay reflecting on a key issue related to professional field of interest demonstrating familiarity with critical issues in the field and writing skills.
5. 2 Letters of Recommendation
Permitting
Once registration opens, our office will notify students that permits will be granted and will provide the CRN numbers so students can register for the USF classes.

Personnel

Angela Crist, MPA, Director USF FIOG and Director of Public Policy Internships at USF
Program Director, student internship placements, student recruiting

Robyn Odegard, MA, USF FIOG Learning & Development Facilitator, TWC Liaison
Instructor of Record for IDS 4910 Washington, D.C. Internship Program and POS 4910 Individual Research Washington, D.C. and POS 4941 Internship Field Work, program coordinating, D.C. Liaison, coordinating credit/course permits, student recruiting, student internship placements

Monica Richter, USF Director of Federal Government Relations
DC mentor, coordinating meetings/DC, networking, connect Alumni to students

Dr. Rebecca Puig, USF Senior Associate VP of Research and Innovation
Program Advisor and Program support

Thank you for expressing interest in the new USF in DC Pilot Program at USF! I’ve had a healthy amount of responses—wow! I want to preface this by saying this program is running Fall 2018 and Spring 2019 as a pilot program. What this means is that we will have two USF students attend in the fall and two USF students attend in the spring.

Who we’re looking for: High-achieving students who have a serious interest in learning more/working in the public policy process in Washington DC. We’re looking for adaptable students who can conduct themselves very professionally and comfortably in the DC politics area.

Please see attached for program details! Again, please not this is a pilot program and this program is likely to have some small modifications made to it after the pilot year.
Next Steps:

For now, please send me a resume and approx. 1 paragraph bio about yourself, major, expected graduation, prior internship experience if any, professional goals, relevant experience, areas of interest, etc. Please also indicate whether you’re interested in Fall 2018, Spring 2019 or future terms of the program once we’re done with this year 1 pilot. I know the document attached says otherwise, but I’m just looking for the above right now.

We’ve been working for a while to add to our portfolio of Public Policy Internship Programs (LIP/TIP) at the Florida Institute of Government/School of Public Affairs. If you are interested in other internship programs, please follow this link: [http://www.usf.edu/arts-sciences/departments/public-affairs/internships/index.aspx](http://www.usf.edu/arts-sciences/departments/public-affairs/internships/index.aspx) and let me know if you have questions. Specifically, if you’re interested in interning in Washington DC, I serve as the USF Liaison to The Washington Center and am very happy to speak to you about that program.

Robyn Odegard, MA
odegardr@usf.edu  |  (813) 974-1317
USF FLORIDA INSTITUTE OF GOVERNMENT | Learning & Development Facilitator
4202 E Fowler Ave
Office: SOC 007 Mail: SOC 107
Tampa, FL 33620

I am reaching out regarding intern recruitment for Congresswoman Wasserman Schultz’s office.

Here is a brief description of the internship and application process:

“The Office of Congresswoman Debbie Wasserman Schultz (D-FL) has openings for full-time and part-time interns to support our administrative, legislative, and press teams. Responsibilities include: researching legislative issues, attending legislative briefings and hearings, answering phone calls, processing constituent mail, giving Capitol tours, assisting with communications and media materials.

Applicants should be enthusiastic, reliable, professional, hardworking, and have strong writing and communication skills. South Florida ties are preferred, but not required. Internships begin in January and run through the first two weeks of May. As of right now, these positions are unpaid. Interested candidates should submit a resume, cover letter, and one-page writing sample to RepDWSresumes@gmail.com as soon as possible. Location: Washington, DC.”
I looking forward to speaking with you about this matter.

Best,

Leilani Gonzalez, Staff Assistant
Congresswoman Debbie Wasserman Schultz (FL-23)
1114 Longworth House Office Building
(202) 225-7931

U.S. Representative Kathy Castor (14th District Florida) Office:

https://castor.house.gov/constituentservices/internships.htm

My office is always accepting resumes from college students interested in interning for academic credit.

Interns in my Tampa District Office will have the opportunity to gain first-hand knowledge about how a Congressional office provides constituent services and interacts with the community.

Interns in the Washington, D.C. Office will have an opportunity to learn about the legislative process and the federal government by working on legislative matters and observing the legislative process.

All internships are unpaid and candidates who are chosen for the Washington, D.C. office may be responsible for paying their travel and living expenses. However, interns in any office can arrange to receive academic credit for their work. My internship program is open to all area college students, regardless of major.

Interested candidates should download the internship application and submit to my office along with a copy of your resume.

We are currently seeking qualified interns for Fall 2018 in our Washington, DC office. Would you please post this or send to any students who may be interested? I have included the position description below.
**Internship Description**

The Office of Representative Kathy Castor (FL-14) is accepting applications for unpaid Full-Time/Part-Time Interns to work Fall 2018. The internship will offer students and young professionals invaluable experience with the legislative process. Intern responsibilities include answering phone calls, greeting visitors, sorting mail, attending hearings/briefings, handling constituent requests, leading tours of the Capitol, legislative correspondence and helping conduct research for various administrative projects. Ideal candidates will have a meticulous attention to detail, strong writing skills, an ability to work in a fast-paced environment and an enthusiasm for the political process and congressional operations. Our internship program begins in August until the end of December. First priority will be given to applicants who can work full-time. Please send resume, cover letter, a short writing sample (1-2 pages) and work availability with the subject line “D.C Fall 2018 Internship” to fl.demresume@gmail.com. Florida ties are a plus but are not required.

If you have any questions, please let me know. Thanks so much!

Sincerely,

Joicelynne T. Jackson
Staff Assistant
Office of Congresswoman Kathy Castor (FL-14)
2052 Rayburn House Office Building
Phone: (202) 225-3376
Fax: (202) 225-5652
Joicelynne.Jackson@mail.house.gov

---

From: tauradenis [mailto:tauradenis@gmail.com]

Hello my name is Taura Denis. I am reaching out to you to ask if there are any undergrads or graduate students that have experience with local campaigning. My husband is running in local election and could use some assistance with a grassroots campaign.

**Florida Governor’s Internship Program:**

The Governor’s Internship Program provides a unique opportunity for Florida’s brightest students to gain valuable professional experience while helping make Florida the greatest state in the nation to live, work and play. This program is designed to provide both undergraduate and graduate students with a rare, hands-on experience in state government that will better prepare them for future careers. Interns will gain an understanding of the inner-workings of state government and have one-of-a-kind opportunities to interact with elected and appointed officials, government agencies and the media.

**Internship Application**

To be considered for the Governor’s Internship Program, an application must be received by the following deadlines:

Spring 2018
**Deadline: December 8, 2017**

If you have any questions please contact the Governor’s Internship Program Coordinator, Kim Bane at 717-9224 or EOGinternships@eog.myflorida.com.
Florida Gubernatorial Fellows Program: This non-partisan program immerses students from public and private universities in key areas of state government. During their nine-month tenure in Tallahassee, Fellows receive advanced on-the-job training as well as an invaluable front-line view of the inner workings of government.

The application process for the 2018/2019 Fellows Class (Class XIV) opens September 2017. The deadline to apply is January 30, 2018.

The Florida Gubernatorial Fellows Program is now accepting applications for the next class of Fellows. This nonpartisan program provides an outstanding leadership opportunity for students from all majors and disciplines to gain firsthand experience in state government. Today the program continues to attract Florida’s best and brightest university and college students to serve the people of Florida for two semesters in Tallahassee.

Each year between 10 and 14 students are selected through a statewide competitive process and are then interviewed internally to determine final placement within the Governor’s agencies. We welcome students from all academic majors and graduate programs to apply; and in the past have placed students based on interests and experience in over twenty different agencies from The Department of Education, The Department of Economic Opportunity, The Florida Fish and Wildlife Conservation Commission, The Division of Emergency Management, and everywhere in between.

The program includes weekly leadership and professional development meetings with state leaders such as the Governor, cabinet members, agency heads, Supreme Court Justices, and university presidents. Additionally the Fellows will travel during the fall and spring semester to Washington D.C. and across Florida to gain exposure to local and federal government.

This program is open to upper-level undergraduate, graduate, law students, and recent graduates across all areas of study. For more information, benefits, and eligibility requirements for the Gubernatorial Fellows Program, please visit www.floridafellows.com.

Applications for the 2018-2019 Gubernatorial Fellows Class XIV are available online at the website through January 30, 2018.

Contact:

Kim Bane (McClure)
Executive Director/Florida Gubernatorial Fellows Program/Internship Coordinator
Executive Office of the Governor/ 850-717-9224 – office
City of Palm Coast extends deadline for summer college internship positions

Palm Coast – The City of Palm Coast is extending the deadline for applications from college students for summer 2018 internships to 5 p.m. Friday, Feb. 16.

Positions are available in administration, information technology, urban forestry, public works, communications and marketing, community development, utility, engineering, finance, parks and recreation, and human resources. These paid, competitive internships are full-time and are open to all current college students and students who have graduated within 12 months of applying. The internships may qualify for college credit with the student’s respective college.

Students can get more information about the internship positions and apply online at www.palmcoastgov.com/internships. The deadline to apply is 5 p.m. Feb. 16, and 12 positions will be filled.

“Our internships give students the opportunity to network with professionals, get hands-on experience in their career field, and make a difference in the community,” said Palm Coast Director of Human Resources Wendy Cullen. “We greatly expanded the internship program last summer, and it was very successful. We’re looking forward to continuing that success this year.”

The internship program allows college students who grew up in Palm Coast and the surrounding community to get professional experience while at home during summer break. The internships are not limited to Palm Coast residents, but the City encourages graduates of Matanzas High School and Flagler Palm Coast High School to apply.

Interns will work on special projects designed to meet current needs within City departments and will have the opportunity to learn and practice skills within their field of study. These students will be supervised by professionals who will guide and mentor them.

“We are a growing community, and our program emphasizes collaboration with community members and organizations and networking with businesses to give young adults an opportunity to build a professional network in Palm Coast,” Cullen said. “We ask all residents to spread the
word to their friends and neighbors who are in college. We’d love to have them join our summer internship team!

Applications for summer 2018 internships must be submitted by 5 p.m. Feb. 16. A list of available positions and link to the online application is at www.palmcoastgov.com/internships.

For more information, contact Palm Coast Human Resources at 386-986-3718 or human_resources@palmcoastgov.com.

_____________________________________________________________________________________

Senator Marco Rubio Internship Program:

State Program

The state offices provide interns with a practical knowledge of constituent services. State office interns interact with the Senator’s staff and constituents on a daily basis. In addition to administrative duties, interns support office staff by addressing constituent concerns, working with federal agencies to resolve Floridian’s issues, participating in outreach efforts, attending local events, and assisting the staff on special projects. The program is designed to provide the knowledge, skills and tools that will assist our interns in all future professional endeavors as well as motivate the interns’ interest in public service.

Washington, D.C. Program

The Washington, D.C. office internship offers a unique experience in which interns get to observe first-hand the operations of the Senate, including its interaction with the House of Representatives and executive and judicial branches. Interns in the Washington office assist staff on special projects, perform legislative research, attend hearings and conduct Capitol tours. Applicants who are motivated, devoted to public issues, and dedicated to their studies are welcome. While preference is always given to Florida residents, everyone is encouraged to apply.

The Washington, D.C. office offers both legislative and press internships, please make a note of which you would prefer within your application.

How To Apply
Please mail a completed application to our Washington or appropriate state office (click here for office addresses). The application must be received by the application deadlines to be considered for a position. The cover letter may be addressed to the attention of the Intern Coordinator. Click here to download a PDF of the application form. Please note that if you are sending your application to the Washington office via mail that there will be a delivery delay due to the U.S. Senate mail screening procedures.

**Requirements**

A completed application requires all of the following:

- Application form (PDF)
- A one-page cover letter explaining why you would like to intern for Senator Rubio
- Current resume

**Application deadlines:**

- Fall Session: July 1\textsuperscript{st}
- Spring Session: November 1\textsuperscript{st}
- Summer Session I: March 1\textsuperscript{st}
- Summer Session II: March 1\textsuperscript{st}

- Internship Application Form - Intern Application 2017.pdf (72.1 KBs)

---

**James Madison Institute:**

Through a comprehensive effort that couples academically-sound research with widespread education outreach, JMI provides information and ideas that guide policymakers and fuel public policy debates across Florida.

The James Madison Institute internship program operates year-round and is generally organized by college semesters. College students are given the opportunity to gain valuable experience in several fields focused on advancing public policy ideas. Interns are assigned to JMI staff members to gain hands-on experience while improving their research, analytical, and writing skills.

Students of all majors are encouraged to apply; however, preference is given to students with backgrounds in economics, public policy, political science, communications, development, or any related fields. JMI internships are unpaid, but prospective interns are encouraged to contact
their college or university to see if the internship qualifies for academic credit. Housing is not provided by JMI.

To apply, please complete the application below and submit your resume, along with a writing sample and a headshot. You will receive an email confirming that JMI has received your application. Please do not call to confirm.

We are fortunate to receive more than 100 applications a year for fewer than 10 positions per semester. If you are not chosen for an internship in your semester of choice, you will receive an email encouraging you to apply for a future semester.

Questions? Email JMI Executive Vice President Becky Liner at bliner@jamesmadison.org.

**Application and Deadline Information**

Please state in your cover letter one of our three locations in which you wish to intern. Currently, we offer internships in the following areas:

- Naples
- Orlando
- Tallahassee

---

**Lobby Tools:**

Since its inception in 1999, LobbyTools has developed into Florida’s most powerful online legislative research, tracking, news and analysis service – providing deep access to Florida’s policy making process to law and lobby firms, associations, corporations, state and local government, education institutions and the press. The service is employed by Florida’s most influential and demanding legislative participants.

The company’s talented research staff collects information from hundreds of sources, providing subscribers a single, intuitive connection to every facet of the current legislative process plus a rich historical research archive. Using customized profiles of keywords and statute citations, LobbyTools subscribers receive customized daily reports – alerting them to bills of interest, the progress of tracked legislation, upcoming meetings and legislative deadlines.

Sample Job: Research Desk Assistant responsibilities include collecting, organizing, and summarizing information; quality checking and entering information into a proprietary database; and retrieving meeting notices, bills, press releases, and other information from websites, the House and Senate office buildings, and Capitol.
Activism/Volunteering/Community Organizing/Lobbying:

The Fund for Public Interest Fund for the Public Interest is a national non-profit organization that runs campaigns for America's leading environmental and public interest organizations

[https://fundforthepublicinterest.org/pre/can-job.html](https://fundforthepublicinterest.org/pre/can-job.html)

- Check out Bull Sync “Service Opportunities” for many options as well as Organizations

[https://votesmart.org/interest-groups/FL/#.WqKKUa6nFhG](https://votesmart.org/interest-groups/FL/#.WqKKUa6nFhG)

Above is a list of many Florida Special Interest Groups by category. You may review, find causes that interest you, and then reach out to them to seek volunteering opportunities & inquire about internship opportunities.

Florida PIRG (Public Interest Research Group):

Public Interest Research Groups refers to a federation of U.S. and Canadian non-profit organizations that employ grassroots organizing and direct advocacy with the goal of effecting liberal political change

Florida PIRG is a consumer group that stands up to powerful interests whenever they threaten our health and safety, our financial security or our right to fully participate in our democratic society.

For decades, we’ve stood up for consumers, countering the influence of big banks, insurers, chemical manufacturers and other powerful special interests.

Our team of researchers uncovers the facts; our staff bring our findings to the public, through the media as well as one-on-one interactions; and our advocates bring the voice of the public to the halls of power on behalf of consumers.

At our [online jobs center](https://fundforthepublicinterest.org) you can find out more about all our positions in

<table>
<thead>
<tr>
<th>INTERNSHIPS</th>
<th>AND</th>
<th>VOLUNTEER</th>
<th>POSITIONS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Get a chance to work side by side with one of our lead Florida PIRG staff, focusing on real problems that affect people in their daily lives. We are currently hiring undergraduate, graduate and JD interns on a rolling basis to work with us on our various campaigns. To find out more about internships and volunteer positions, <a href="https://fundforthepublicinterest.org">click here</a>. Learn the basics of organizing, and put these skills to work to cast a spotlight on social problems and help run our campaigns.</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
The Direct Action and Research Training Center, or DART, is a national network of 22 affiliated grassroots, nonprofit, congregation-based community organizations. DART organizations bring people together across racial, religious and socioeconomic lines to pursue justice in their communities. Since 1982, DART has trained over 10,000 community leaders and 150 professional community organizers, who together have won victories on a broad set of issues, including: Positions start August 13, 2018 in Knoxville, TN, Columbia, SC, Charleston, SC, Lexington, KY, Topeka, KS, and St. Petersburg, Jacksonville, Tampa, West Palm Beach, Miami, and Ft. Lauderdale, FL.

**Miscellaneous Federal Government Internship Opportunities**

The **U.S. Department of State** is currently accepting applications for the [Virtual Student Federal Service (VSFS)](https://www.usajobs.gov/Help/working-in-government/unique-hiring-paths/students/). The [Virtual Student Federal Service](https://www.usajobs.gov) is the largest virtual internship program in the world! This year we will offer 1,500 positions with 50+ federal agencies. VSFS offers unique mentoring and exposure to job opportunities within the U.S. government.

Each year, applications are open to U.S. college students during the entire month of July on [USAJOBS.gov](https://www.usajobs.gov). Real experience is waiting for students across the federal government, including at NASA, Smithsonian, U.S. Department of State, Forest Service, Indian Health Service, CIA, National Park Service and others. Learn more about the projects offered for 2018 through 2019. To #ApplyinJuly to their top three projects, students must log on to USAJOBS.gov, create an account, build a resume, write a statement of interest, and upload a transcript.

Students play an important role in moving the government forward from analog to digital. There’s something for everyone: graphic design, research, mapping, videography, history, analysis, marketing, community management, writing, calculation, policy planning, app development, and more!

eInterns should expect to spend ten hours a week on their project from September through May. This is unpaid, volunteer work, but eInterns make connections that make a difference, gain valuable experience, and sometimes get course credit. All applicants must be U.S. citizens in student status at a university in the U.S. or abroad. VSFS is open to undergrad through PhD candidates taking classes full or part-time, in-person or on-line.

**USA Jobs**: The resource for job postings in all departments and agencies of the federal government. Includes links to the Pathways Program, which offers internships, fellowships and careers for students and recent graduates. Virtual Student Foreign Service projects are also posted through USAJobs. [https://www.usajobs.gov/Help/working-in-government/unique-hiring-paths/students/](https://www.usajobs.gov/Help/working-in-government/unique-hiring-paths/students/)
Intelligence Careers.com: Internship and Career postings for the following agencies:

Defense Intelligence Agency/National Geospatial-Intelligence Agency (particularly relevant if pursuing a minor in Geographic Information Systems and Technology)/Defense Intelligence Agency/and The Office of The Director of National Intelligence.

https://www.intelligencecareers.gov/ic_jet2.html Link includes a Job Exploration Tool to find a fit for your major, interests, and skills. Positions vary from Intelligence Gathering to Intelligence Analysis, and careers for those with language specialties, among many others!

**The Washington Center:** The Washington Center provides students with the opportunity to spend a semester in an internship and classroom learning in Washington, D.C.


Conducted in partnership with The Washington Center for Internships and Seminars (TWC), students are provided with a comprehensive learning experience. Students enroll in an academic course, intern in an organization located in Washington DC or its vicinity, and are involved in a civic engagement project while there. This provides students with the opportunity to explore a wide variety of career paths while being immersed in the intellectual and cultural diversity of our nation’s capital.

Internships are available in Arts, Humanities & Education; Business, Economics & Trade; Media & Communications; Health, Science & Environment; Politics; International Affairs; Law & Criminal Justice. View examples of internship sites>>

Contact Robyn Odegard, Florida Institute of Government, for more information on The Washington Center experience.

***Of Note, Robyn Odegard will advise on how to get credit for your Washington Center internship experience. The Washington Center does not need approval from Dr. Funke***

***Florida residents are eligible for a scholarship for The Washington Center to greatly help defray expenses*** Please speak with Robyn Odegard for specifics.

---

**DC Internships.ORG**

Numerous internship opportunities in the following areas:

- Leadership and the American Presidency
Legal Studies
Business & Government Affairs
International Affairs
Public Policy and Economics
Journalism and Communications
Community Leadership and Service

You can learn more about the internship programs in these areas via [http://www.dcinternships.org](http://www.dcinternships.org/)

College to Congress Internship Program: THE DEADLINE for Summer 18 HAS BEEN EXTENDED TO FRIDAY NOVEMBER 24 AT 11:59 EST

Provides access to internships in Congress for Pell grant eligible college students. Program funds all costs associated with a summer in Washington D.C. Including travel, housing, meals, and a professional wardrobe, and matches interns with hill staffers of the opposite party to build bipartisan relationships. Leadership and professional development training is also a part of the program. 9 week program before the summer congressional recess. [http://www.collegegotocongress.org/](http://www.collegegotocongress.org/)

Applicants must be U.S. citizens, 20 years of age on or before the first day of the internship, and meet the following criteria:

- This scholarship is reserved for upperclassmen (Juniors and Seniors). You must have completed your sophomore year in college and be enrolled in an undergraduate or graduate degree program at a college, community college, or university (two-to-four year institution).
- You must qualify for FAFSA Federal Aid (Pell Grant). A Student Aid Report (SAR) will be required as proof of your FAFSA eligibility.

Program includes transportation to/from Washington, D.C.

- Intern housing on Capitol Hill
- Professional clothing allowance
- Daily meal stipend
- A mentor from the opposite party
- Leadership training on financial literacy, interview skills, key policy initiatives, and how to
DO I QUALIFY TO APPLY TO C2C?
1. Candidates must qualify for FAFSA Pell grant & provide a FAFSA SAR report
2. Candidates must have completed their sophomore year of college by May 2018 and be enrolled full time at a U.S. accredited, private or public college or University
3. A minimum cumulative weighted GPA of 3.0 on a 4.0 scale

HOW TO APPLY

- Visit www.collegetocongress.org to apply

Capital Semester Program

It’s not too late for your students to spend their Spring 2018 semester in Washington, DC through the Capital Semester program. This program is ideal for students interested in International Affairs or Public Policy.

Please pass the announcement below to students who may be interested in gaining professional internship experience while earning 12 academic credits. The final deadline is November 10, 2017.

Sponsored by The Fund for American Studies, with academic credit provided through George Mason University, Capital Semester is an academic internship program that offers undergraduate students a first-hand look at international affairs and public policy through:
• An internship placement in foreign affairs or public policy
• A full time course load in international economics and government
• Exclusive lectures, briefings and professional development seminars
• Housing just steps from the Supreme Court and Capitol building

Please visit www.DCinternships.org/CS for more information on the program. Thank you for your time and consideration. I may be reached at Semester@tfas.org or 202.986.0384 with any questions.

Pat DiFrancesco
Coordinator, Capital Semester
The Fund for American Studies
www.DCinternships.org/CS

******************************************************************************************

Capital Semester – International Affairs + Public Policy
January 17 – May 4, 2018
Have a front row seat to history – It’s not too late to spend your spring semester in Washington, DC

Sponsored by The Fund for American Studies, Capital Semester combines substantive internships, 12 academic credits, career development activities, site briefings and lectures led by foreign and domestic policy experts.

This comprehensive program includes internship placements in the fields of international affairs and public policy, courses for academic credit through George Mason University, and furnished housing the Capitol Hill neighborhood of Washington, D.C.

Program Components

*International Relations Internship*: Intern 30-35 hours a week at a think tank, NGO, or government agency and gain insight and practical experience in foreign policy and international affairs career tracks. Issue areas that you could be working on this spring include:

- Public diplomacy between U.S. & Muslim countries
- Reducing poverty in Africa through economic development
- Syrian relief operations
- Combating human trafficking
- Financial development and monetary aid in Asian countries
- Global climate change and renewable energy
- The rise of international terrorism
- Integrated strategies for national security threats
- Human rights advocacy
- Democracy building and conflict resolution in the Middle East
- Russian expansion in Eastern Europe
- Free-trade agreements with BRIC countries
- Or many other exciting options in humanitarian relief, aid and development, international trade and commerce, global health and education, defense and national security or peace building and conflict resolution, history and public policy

*Other Internship Areas*: Internships are also available with Capitol Hill offices, policy groups, federal agencies, businesses, media outlets and nonprofit organizations.

*International Economics and Government Coursework*: Combine theory and practice and take courses on international economics and government for 12 credit hours through George Mason University.

*Exclusive Lectures and Site Briefings*: Engage in debate and discussion on salient issues in foreign policy and international affairs with prominent scholar-practitioners, and attend exclusive briefings at key Washington institutions including the State Department, World Bank and foreign embassies.

*Small Group Networking*: Meet with seasoned practitioners including CIA Analysts, Foreign Service Officers, USAID Agents, Peace Corps Volunteers, UN Aid Workers, and various other foreign policy professionals to learn about career paths in international affairs.
• **Mentor Program**: Connect with a seasoned practitioner in your field of interest who will serve as a professional mentor during and after the program. He or she will provide tips for living in Washington as well as career advice and networking contacts.

• **Housing**: Students will live in furnished apartments in the Capitol Hill neighborhood of Washington, DC and are matched with other Institute participants as roommates. The apartments are located steps from the Capitol building, Supreme Court and Library of Congress, and provide easy access to the DC metro transportation system.

What Our Alumni Are Saying

“If you have even the slightest interest in living in DC, definitely send that application in! You benefit on all fronts from the program - academically, personally and professionally. It’s such a great compliment to your college experience; you spend so much time figuring out what your interests are and being exposed to new ideas and people. This program provides you with an incredible ability to expand and grow.”

**Breanna Santella, Emmanuel College Internship: Women in Government**

“CS is more than the classes or internship: you live with a great group of interesting, fun, and politically engaged fellow students, you take trips to both the historic Mount Vernon and the fast-paced media organization Politico, you get to see what it’s like to live and work in our nation’s capital, Washington, D.C. Once there, the experience is what you make of it: don’t be afraid to reach out and ask questions! Chances are, they’ve been an intern too, and are more than willing to grab a cup of coffee.”

**Kara Morgan, Northeastern University Internship: Environmental Protection Agency: Office of Environmental Education**

Application Instructions + Scholarship Information

Applications will be accepted on a rolling basis until the final deadline of November 10. Please visit [www.DCinternships.org/CS](http://www.DCinternships.org/CS) for more information and to begin an online application. Questions may be directed to admissions@tfas.org or 202.986.0384.

Generous partial scholarships are available to students based on financial need and merit. More than 70% of students receive scholarship funding.

Cavarocchi-Ruscio-Dennis Associates, L.L.C. Policy Fellows Positions:

We have hired 24 outstanding students or recent graduates in past years to work in our full-time Policy Fellow positions here in the firm on Capitol Hill. We are now beginning the search for three new Policy Fellows for the period from **May 21 through August 1**. We need your help in getting the word out to any of your students or recent graduates who might be interested in living in Washington and working with us during that time. Ideal candidates will have expressed an interest in
advocacy or public policy, preferably with a focus on health or science. Fellows are paid at $12.50 per hour.

The duties are varied and range from attending hearings and markups, writing articles on the hearings or other legislative developments, arranging and organizing meetings in Congressional offices, preparing Hill Day materials, providing general support here in the firm, and many other “duties as assigned” that pop up for all of us. It’s a great experience and all of our Fellows have gone on to continued success in government, Congress, lobbying, graduate school, the foreign service or media.

Students or recent graduates who are interested should send a cover letter, resume, and two short writing sample to David Eaton at DEaton@dc-crd.com. If you have any questions, do not hesitate to contact me or David by email or by phone at 202-484-1100. The deadline for applications is March 9.

Brent Jaquet Senior Vice President
Cavarocchi-Ruscio-Dennis Associates, L.L.C.
600 Maryland Avenue, SW, Suite 835 W, Washington D.C. 20024
202 484 1100 (Ext 112) 202 484 1244 FAX 443 822 9279 Cell
bjaquet@dc-crd.com www.dc-crd.com

My name is Hunter Ragsdale and I am the intern coordinator for Congressman Dennis A. Ross, U.S. Representative for Florida’s 15th Congressional District. Our office is currently looking for intern candidates for Spring 2018. Although Florida ties are preferred, they are not required. If you are aware of prospective candidates that may be interested in an internship in our Office, please forward this information or pass along their resumes to me.

Hunter Ragsdale
Legislative Correspondent
Representative Dennis A. Ross (FL-15)
436 Cannon House Office Building
Washington, DC 20515
Office: 202-225-1252
The Senate Employment Bulletin: Full list of all open positions, including internships, in the U.S. Senate. Open positions in committees are also included in the bulletin. [https://www.senate.gov/employment/po/positions.htm](https://www.senate.gov/employment/po/positions.htm)

The House of Representatives Employment Bulletin: Full listing of all open positions, including internships, in the U.S. House of Representatives. Open positions in committees are also included in the bulletin. You can follow this link to get on the email distribution list for a weekly job posting list ~ [https://www.house.gov/content/jobs/hvaps_subscribe.php](https://www.house.gov/content/jobs/hvaps_subscribe.php)

As an FYI: The House is a not a single employing entity, but rather consists of several hundred individual employing offices. These offices include Members of Congress, Committees, House Officers, and the Inspector General, and carry out responsibilities ranging from representational duties on behalf of congressional districts, legislative activity, oversight of federal agencies, and the administration and operation of the processes and functions of the House.

**THINK TANK INTERNSHIP LIST**

Virtually every think tank has a need for interns. Below is a select list of some of the higher profile groups. Review their websites for summer internship details. You may need to poke around the website to find the internship link. They will likely want a short writing sample to demonstrate your writing and research skills.

What is a Think Tank? Think tanks are public-policy research analysis and engagement organizations that generate policy-oriented research, analysis, and advice on domestic and international issues, thereby enabling policymakers and the public to make informed decisions about public policy. Think tanks may be affiliated or independent institutions that are structured as permanent bodies, not ad hoc commissions. These institutions often act as a bridge between the academic and policymaking communities and between states and civil society, serving in the public interest as independent voices that translate applied and basic research into a language that is understandable, reliable, and accessible for policymakers and the public.
American Enterprise Institute [http://www.aei.org](http://www.aei.org) or [https://aeiinternships.silkroad.com](https://aeiinternships.silkroad.com)
Brookings Institution [http://www.brookings.edu/about/employment/](http://www.brookings.edu/about/employment/)
Cato Institute [http://www.cato.org/intern](http://www.cato.org/intern)
Center for Strategic and International Studies [http://www.csis.org/about-us/internships](http://www.csi...)
Center for American Progress [http://www.amERICANprogress.org/](http://www.amERICANprogress.org/)
The Clinton Foundation, [http://www.clintonfoundation.org/about/internships](http://www.clintonfoundation.org/about/internships)
Demos [http://www.demos.org/](http://www.demos.org/)
Henry L Stimson Center [http://www.stimson.org](http://www.stimson.org)
Heritage Foundation Internship [http://www.heritage.org](http://www.heritage.org) or [http://www.heritage.org/about/internships-young-leaders/the-heritage-foundation-internshipprogram](http://www.heritage.org/about/internships-young-leaders/the-heritage-foundation-internshipprogram)
Hoover Institution On their webpage see “Jobs at Hoover” [http://www.hoover.org](http://www.hoover.org)
Hudson Institute [http://www.hudson.org](http://www.hudson.org)
Institute for Policy Studies [http://www.ips-dc.org/about/joinus](http://www.ips-dc.org/about/joinus)
Joint Center for Politics and Economic [http://www.jointcenter.org/about/employment](http://www.jointcenter.org/about/employment)
Institute for Women’s Policy Research [http://www.iwpr.org](http://www.iwpr.org)
New American Foundation [http://www.newamerica.net](http://www.newamerica.net)
Progressive Policy Institute Review [http://www.progressivepolicy.org/about/jobs](http://www.progressivepolicy.org/about/jobs)
Woodrow Wilson International See “Research Assistants” and also “Program Staff Center for Scholars Internships” for specific programmatic opportunities [http://www.wilsoncenter.org](http://www.wilsoncenter.org)

### Figure 1: Categories of Think Tank Affiliations

<table>
<thead>
<tr>
<th>CATEGORY</th>
<th>DEFINITION</th>
</tr>
</thead>
<tbody>
<tr>
<td>AUTONOMOUS AND INDEPENDENT</td>
<td>Significant independence from any one interest group or donor and autonomous in its operation and funding from government.</td>
</tr>
<tr>
<td>QUASI INDEPENDENT</td>
<td>Autonomous from government but controlled by an interest group, donor, or contracting agency that provides a majority of the funding and has significant influence over operations of the think tank.</td>
</tr>
<tr>
<td>GOVERNMENT AFFILIATED</td>
<td>A part of the formal structure of government.</td>
</tr>
<tr>
<td>QUASI GOVERNMENTAL</td>
<td>Funded exclusively by government grants and contracts but not a part of the formal structure of government.</td>
</tr>
<tr>
<td>UNIVERSITY AFFILIATED</td>
<td>A policy research center at a university.</td>
</tr>
<tr>
<td>POLITICAL PARTY AFFILIATED</td>
<td>Formally affiliated with a political party.</td>
</tr>
<tr>
<td>CORPORATE (FOR PROFIT)</td>
<td>A for-profit public policy research organization, affiliated with a corporation or merely operating on a for-profit basis</td>
</tr>
</tbody>
</table>
EMGIP Bundestag Internship

EMGIP (Émigré Memorial German Internship Program) offers internship opportunities for U.S. and Canadian students in the German parliament, the Bundestag. The internships are two months long and student interests are matched with the position. Application by September 15, 2018.

EMGIP (Émigré Memorial German Internship Program) offers internship opportunities for U.S. and Canadian students in the German parliament, the Bundestag. The internships are two months long and we try to match the position with the student’s interests and experiences. Interns will be placed within the Verwaltung, preferably with a Sekretariat working for their preferred Ausschuss. In addition to contributing to the respective offices, interns have the opportunity to study legislative and administrative procedures in the German parliament. Please see also EMGIP Landtag in the German State Parliaments administered by Cultural Vistas.
Developing analytical thinking, logical reasoning, technical/professional writing skills should be a priority in your studies if interested in these career tracks. Language proficiency & area/regional cultural knowledge should be also be a focus of your studies, to position yourself well for these types of opportunities.

A minor in Intelligence Studies is recommended.

Oral communication, interpersonal skills, & organizational skills are also important, particularly for the Dep. Of State Diplomacy, Management, Political and Consular tracks listed below, while a double major in Economics would be recommended for the Dep. of State Economic track.

U.S. Department of State

State has career opportunities in 5 “cone” areas ~ Consular, Public Diplomacy, Management, Political and Economic ~ described here https://www.afsa.org/sites/default/files/Portals/0/iuse_career_tracks.pdf

For more information on student Internship opportunities go to: https://careers.state.gov/intern/

Experience the thrill and rewards of working in a student program at the U.S. Department of State. Whether you’re a high school student looking for summer employment, or a college or graduate student seeking a substantive internship supporting U.S. foreign policy, there’s no limit as to how far our opportunities can take you. At the U.S. Department of State, you’ll have the opportunity to gain insight into U.S. foreign policy and diplomacy, explore new career avenues and acquire lifelong skills as you represent America to the world.

Diplomats in Residence (DIRs) are career Foreign Service Officers and Specialists located throughout the U.S. who provide guidance and advice on careers, internships and fellowships to students and professionals in the communities they serve. DIRs are available to answer questions and share insight with those interested in Foreign and Civil Service careers, internships and fellowships. You can find the regional DIR via the link below.

https://careers.state.gov/connect/dir/

Our two programs, (1) U.S. Department of State Student Internship Program (unpaid), and (2) Pathways Program (paid), enable students to obtain job experience in a foreign affairs environment.

This unpaid program, for students with a minimum of 60 credit hours or greater, provides the opportunity to work in U.S. Embassies and Consulates throughout the world, as well as in various bureaus located in Washington, D.C. and at Department offices spread around the United States. This unpaid program is designed to provide substantive experiences in a
Pathways Internship Programs

The U.S. Department of State’s Pathways Internship Program includes both the Internship Temporary Program (ITEP) and the Internship Experience Program (IEP). Both programs are targeted toward U.S. citizens enrolled in a wide variety of educational institutions from high school to graduate school and professional academic levels. Both programs provide students with opportunities to explore Federal careers while being paid for the work performed.

ITEP (Internship Temporary Program)

The temporary nature of the ITEP allows for interns to work during seasonal and holiday breaks in academic programs as well as year-round. Interns in this program are appointed to temporary appointments, not to exceed one year or their projected graduation date (whichever is shorter) and extensions may be made in one year increments. The positions to which the interns are appointed have no promotion potential, therefore, students must apply through USAJOBS to be considered for higher-graded positions. ITEP participants who are expected to work 130 hours per month or more for at least 90 days will be eligible to enroll in a health benefits plan. ITEP participants are not eligible for any other benefits until after conversion into the competitive service. ITEP participants are eligible for noncompetitive conversions to the competitive service within 120 days of completion of the Pathways Program.

IEP (Internship Experience Program)

Interns in this program are appointed to permanent, excepted service appointments and do not have a not to exceed date. The appointment is expected to last the length of the academic program for which the intern is enrolled. IEP participants, while in the program, are eligible for noncompetitive promotions if they meet the developed qualification standards for the position. IEP interns are also eligible for federal employee benefits (e.g. life, health, and retirement). Like ITEP participants, IEP participants are eligible for noncompetitive conversions to the competitive service within 120 days of program completion.

Begin by finding out which program is right for you, or speaking with a Diplomat in Residence about student programs with the U.S. Department of State.

US Department of State Virtual Internship Program:

https://vsfs.state.gov/

What is VSFS?

The Virtual Student Foreign Service (VSFS) is an eight-month remote internship program for U.S. citizen students, college-level and above, who would like to make a real difference in the work of the U.S. government. Since 2009, thousands of eInterns have expanded the efforts of the U.S. government, working remotely from their school, dorm room, apartment, local library or coffee shop – wherever they happen to be! Virtual interns work only on unclassified projects. They report to their supervisors at the
Department of State and other federal government agencies in the U.S. and around the world by email, phone, or video chat. VSFS is managed by the Office of eDiplomacy in the U.S. Department of State’s Bureau of Information Resource Management. VSFS collaborates with federal agencies across government on this program.

Who can apply to VSFS?

US. citizens who are in “student status” in a full-time or part-time degree or certificate program, and taking classes in-person or online, in the U.S. or abroad, may apply. An applicant must be:

- A U.S. citizen
- Enrolled as a student in a college level or above degree or certificate program

What kind of work can VSFS eInterns do?

Projects run the gamut, from research to analysis to app development to graphic design to social media management and more. VSFS has something for everyone, which is why the program needs students from every major and background.

How long are VSFS eInternships?

eInternships run from September through May of each year.

How many hours per week are students expected to spend on projects?

Students contribute ten hours of work a week on their projects.

Are VSFS eInternships paid? Are there employee benefits?

VSFS eInternships are not paid. VSFS eInterns are not federal government employees, so they do not receive employee benefits. However, VSFS eInterns can gain invaluable work experience through their remote internships and learn more about the federal government.

When do VSFS applications open?

The VSFS vacancy announcement is open July 2 – 26 on the USAJOBS.gov website. During that time, students may find the listing by searching for “VSFS” or “Virtual Student Foreign Service” on USAJOBS. Students may apply to up to three projects.

State Department Critical Languages Program

http://www.clscholarship.org/

The Critical Language Scholarship (CLS) Program is a fully funded summer overseas language and cultural immersion program for American undergraduate and graduate students. With the goal of broadening the base of Americans studying and mastering critical languages and building relationships between the people of the United States and other countries, CLS provides opportunities to a diverse range of students from across the United States at every level of language learning.
How to Apply

The application for the CLS Program is available each year during the fall prior to the program dates. The application for summer 2018 will become available starting in mid-September, and will be announced here.

Languages Offered

The CLS Program is part of a U.S. government effort to expand dramatically the number of Americans studying and mastering critical foreign languages. Students of diverse disciplines and majors are encouraged to apply. Participants are expected to continue their language study beyond the scholarship period, and later apply their critical language skills in their future professional careers. Please visit the CLS Institutes page for more information.

Select Your Language

- Azerbaijani, Bangla, Hindi, Indonesian, Korean, Punjabi, Swahili, Turkish, and Urdu: Beginning, advanced beginning, intermediate and advanced levels;
- Arabic and Persian: Advanced beginning, intermediate and advanced levels;
- Chinese, Japanese, and Russian: Intermediate and advanced levels.

Getting Closer to Graduation, check out this helpful link on State Department Foreign Service Officer career pathways https://careers.state.gov/work/foreign-service/officer/career-tracks/


- The Cyber Student Volunteer Initiative (CSVI) is designed to give current students an opportunity to work alongside cyber leaders with the U.S. Department of Homeland Security.

- CSVI offers summer opportunities to current undergraduate and graduate students. This nationwide program provides students the chance to gain invaluable hands-on cyber experience through challenging work projects, real-life scenarios, and mentoring from DHS cybersecurity professionals. This initiative provides a way for the Department to expand the pipeline of future cyber talent which is needed to execute the unique cybersecurity missions at DHS Component.

- Interns are recruited from the nation's top undergraduate and graduate programs to put their academic achievements and intellect to use during a critical time in American history. Interns will have the opportunity to apply concepts, protocols and tools acquired
through coursework in the real world by working side by side with experts in cybersecurity. Student assignments focus on mission areas such as identification and analysis of malicious code, forensics analysis, incident handling, intrusion detection and prevention, and software assurance.

**Eligibility:**

- **Be a U.S. citizen**
- Cumulative Grade Point Average (GPA) of 3.0 on a 4.0 scale.
- Ability to meet security requirements specified in this announcement.
- **Be enrolled in an associates, bachelor's or master's degree program** in an accredited university with a major and/or coursework in cybersecurity related studies or STEM in Computer Science such as: Electrical Engineering, Electronics Engineering, Computer Engineering, Network Engineering, Software Engineering, Supply Chain, Information Assurance, Information Technology, Systems Research, Systems Applications, Information Systems, Information Security, Software Assurance, or Business with a specific concentration in one of the above

**U.S. Secret Service:** Info on internships via ~

[https://www.secretservice.gov/join/diversity/students/](https://www.secretservice.gov/join/diversity/students/)

Student Volunteer Service (Internships)
The Student Intern Program provides unpaid academic study-related work assignments that allow students to explore career options in addition to developing personal and professional skills. Working in Washington, D.C., or in various field offices located throughout the United States, can prepare students for a career with the United States Secret Service. The program offers many advantages, including career exploration early in a student's academic studies, exposure to new and emerging occupations/technologies, academic credit for the work performed (this is determined by the academic institution), and work experience that may be considered relevant if the student later applies for permanent employment. The program, however, is not intended to provide the intern with investigative or protective experience.

**Central Intelligence Agency:** [https://www.cia.gov/careers/student-opportunities/index.html#undergradint](https://www.cia.gov/careers/student-opportunities/index.html#undergradint)

CIA webpage includes a Job Exploration Tool to find a fit for your major, interests, and skills. Areas include Clandestine and Analysis positions.

Interested in foreign affairs? Looking for a career where you can make a difference? This unique program is designed to give promising undergraduate students, particularly minorities and people with disabilities, the opportunity to gain practical work experience that complements their academic studies.

**Fall, Winter and Spring Opportunities**
CIA offers employment for students throughout the year, not just during the summer. Applications for winter, spring and fall should be submitted at least 9-12 months before the desired start date.

Summer Opportunities
General Internship, Co-op and Graduate Studies opportunities for Summer 2018 closed on 14 August 2017. Opportunities for Summer 2019 will open in January 2018. Applications received before 1 May 2018 will have the highest chances of being selected and completing the clearance process in time for Summer 2019.


Scholarship Opportunities
Are you looking to contribute to our nation’s security in a dynamic environment? The CIA's Undergraduate Scholarship Program gives you an opportunity to take part in an unmatched experience where you will utilize skills gained from your college major. In this scholarship program, you will increase your knowledge while assisting intelligence professionals and applying your academic skills.

Explore Positions
Start exploring CIA career opportunities for undergraduate students by clicking one of the categories below. Once you’ve determined the position(s) you’d like to apply for, visit the Application Process page for guidance about completing the online application.

- Analysis
- Clandestine
- STEM
- Enterprise & Support
- Foreign Language

Defense Intelligence Agency: http://www.dia.mil/Careers/Students/

- Now Accepting 2018 Summer Internship Applications
  - Applications are now available for the Defense Intelligence Agency 2018 Summer Internship Program. This program provides current college students and recent graduates with the opportunity to gain practical work experience through research, report writing, briefing development and delivery, policy writing and intelligence analysis. Interns will gain valuable on-the-job experience while providing support to DIA's mission. They are also exposed to the broader intelligence community through field trips, information sessions, and panel discussions. Interns will be appointed for a 10- to 12-week period from June through August 2018.
  - DIA provides military intelligence to warfighters, defense policymakers, and force planners in the Department of Defense and IC in support of U.S. military planning, operations, and acquisition. We plan, manage, and execute intelligence operations during peacetime, crisis, and war.
  - The Summer Internship Program is open to current students enrolled in full-time undergraduate and graduate degree-seeking programs at accredited institutions. Undergraduate students must complete
at least 60 semester hours or its equivalent at the time of employment. Applicants must possess a
minimum cumulative grade point average of 3.0 on a 4.0 scale at the time of application, at the time
of employment, and throughout the internship. All applicants must be a U.S. citizen at the time of
application and are subject to a thorough background inquiry. All interns must be granted a security
clearance and successfully pass a drug screening test prior to being made a final offer.

- To apply for the program, see the vacancy announcements
at [https://diajobs.dia.mil/psp/recnprod/APPLICANT/HRMS/c/DI_HOME.DI_SIGNIN.USF](https://diajobs.dia.mil/psp/recnprod/APPLICANT/HRMS/c/DI_HOME.DI_SIGNIN.USF), or go
the DIA webpage ([www.dia.mil](http://www.dia.mil)) and select “Search Vacancies” under the DIA Careers page for these
fields:

--

FBI Intelligence:

Where a Career as an Intelligence Analyst Can Take You

Intelligence Analysts have distinctive and rewarding careers at the FBI — built on the
foundation of exploitation, analysis and sharing of information. This is a career where
being proactive is key. Intelligence Analysts work closely with Special Agents, other FBI
employees and Intelligence Community partners to consolidate comprehensive
information into strategic, analytical intelligence products to enhance their teams’
understanding of threats, gaps and vulnerabilities. In many cases, this information is
found through self-initiated study and research.

From assessing, collecting and disseminating raw intelligence to making real-time
analytic judgments regarding specific and emerging threats to conducting studies to
identify threats and trends, Intelligence Analysts are critical to the FBI’s ability to act
proactively against evolving threats.

BEGINNING A CAREER WITH THE FBI

Discover an insider’s perspective on FBI operations while gaining unparalleled
experience with our Honors Internship and Visiting Scientist Programs, or begin a
career directly after graduation with our Collegiate Hiring Initiative. To learn more about
these opportunities, explore the sections below.

The application period for the 2018 Honors Internship Program and Collegiate Hiring
Initiative is now closed. Applications for our 2019 program(s) will begin in August 2018.

---

International Focused Internship Programs in the Tampa Area:

The following are possible internship sites. We encourage interested students to “google” their
websites, read about internship opportunities, then outreach to internship recruiters/points of
contact, for each program.
General Internship & Job Search Websites:
Please remember, these resources may include internships that do not allow for POL Internship credit. To earn POL internship credits, the internship will need to include work that allows the student to participate in experiential learning and/or civic engagement in a public policy field that compliments the student’s political science curriculum***

Internships.com: Clearinghouse for internships, both political and non-political.  
http://www.internships.com/political-science

Idealist.org - Various non-profit related internship and career options.

Internship Programs: Clearinghouse for internships, both political and non-political  
http://www.internshipprograms.com/

WayUp: Find paid internships, part-time jobs and entry-level opportunities at thousands of startups and Fortune 500s.  https://www.wayup.com/

Glassdoor: Unique site that allows users to read reviews of companies by employees!  
https://www.glassdoor.com/index.htm

Indeed: Extensive job postings. Site pulls employment postings from various job search boards and allows job alerts. Also provides employee reviews of their experience working at companies and organizations.  
https://www.indeed.com/

Law & Legal Internships  http://hennarot.forest.usf.edu/main/depts/IGS/el/law/
Students are encouraged to visit the websites for the entities below, and/or call to inquire about possible internship opportunities. Students can receive POL credit for Public Service Legal Internships.

**U.S. Department of Justice**
400 North Tampa Street, Suite 3200
Tampa, FL 33602
(813)274-6000

**Thirteenth Judicial Circuit**
George Edgecomb Courthouse
800 E. Twiggs St.
Tampa, FL 33602
(813) 272-5894

Both interns and volunteers are needed in several of the juvenile programs administered by the Thirteenth Judicial Circuit Court of Florida (Tampa). To apply, contact the appropriate director via e-mail and send him/her your resume. The director will mail or e-mail you an application. List your internship/volunteer objective on your resume and application. For example, your objective might be to intern with the Juvenile Drug Court Program, or to volunteer with the “Peer Circle” Group at the Courthouse. In addition, contact Ms. Tonya Larry to receive any additional application and/or background forms that may be necessary. Please remember that these internships/volunteer opportunities are first-come-first-serve for all University students. If you are interested in an internship, please do not hesitate to request further information from Ms. Tonya Larry

Court Administration Contact Ms. Tonya Larry (Personnel Management Analyst) #: (813) 272-6330 E-mail: larrytl@fljud13.org

1) Juvenile Drug Court Program Mr. James (Jim) Downum (Director) #: (813) 272-5518 E-mail: downumj@fljud13.org

2) Juvenile Diversion Program (JDP) “In JDP, we work with first time juvenile offenders who are willing to accept responsibility for their criminal acts in lieu of going to court and facing formal criminal charges. Youth who participate meet with a case manager for assessment and determination of sanctioning program. We see a variety of criminal cases here in JDP, from petit theft to drug offenses to domestic violence. We do our best to link kids up with appropriate programs to stop the criminal behavior before our youth have long term delinquency issues. We are unique in that we work under Court Administration, so interns will also have an opportunity to watch court proceedings and possibly shadow other court programs if interested.”

Ms. Kristin Schillig #: (813) 272-5875 E-mail: stoychkd@fljud13.org
Volunteer (non-internship) Programs sponsored by the Juvenile Diversion Program:

- **Teen Court:** Tuesdays from 5:30-8:00 pm. Teen Court offers teens arrested for the first time an alternative to adjudication in juvenile court. Defendants who admit guilt or accept responsibility are given the opportunity to have their cases heard by teens with dispositions recommended by a teen jury. If the defendant completes the sanctions, they avoid formal prosecution in juvenile court.

- **Neighborhood Accountability Boards:** Eleven established boards that take place on different days and times during the month. Neighborhood Accountability Boards (NABS) represent a community based decision making process aimed at repairing the harm committed against victims and neighborhoods. [http://www.fljud13.org/Portals/0/JDP/pdfs/NAB_brochure.pdf](http://www.fljud13.org/Portals/0/JDP/pdfs/NAB_brochure.pdf)

- **Shock Education Program:** Tuesday and Thursday evenings; Shock Education is a program designed to expose juveniles to the shocking side of criminal and irresponsible behavior. Youth are presented with the results of criminal behavior and poor choices.

**Hillsborough County Bar Association** Pro Bono Organizations may look into for Volunteer/Internship Opportunities. Many in areas of Family Law [http://www.hillsbar.com/?page=ProBonoAid](http://www.hillsbar.com/?page=ProBonoAid)

Many of our members volunteer their time and legal services to the community. The following organizations offer legal aid and other consumer services to those in need.

**Are You Safe** is a nonprofit organization that helps victims of domestic violence. It provides legal assistance such as help obtaining restraining orders and injunctions. For information, call (813) 997-7432 or visit their website.

**Aging Solutions Inc.** provides assistance to guardians for indigent wards of the state. The organization offers information on health care law as well as assistance to individuals who do not have an advocate. For information, call (813) 949-1888 or visit their website.

**The Bankruptcy Court Legal Assistance Program** helps low-income litigants in certain proceedings. For information, visit their website.

**Bay Area Legal Services** offers assistance with many legal issues such as foreclosures, family law and taxes. For information, call (813) 232-1343 or visit their website.

**The Consumer Protection Agency of Hillsborough County** deals with cases involving fraud, theft or deceptive business practices. For information, call (813) 903-3430 or visit their website.

**The Family Forms Clinic** is a free program offered by Bay Area Legal Services that uses volunteer attorneys to help people complete the paperwork involved in family law cases. For information, call (813) 864-2280.

**The Federal Forms Litigation Project** offers a one-time consult to people who are representing themselves. For information, call (813) 227-8418.
Florida Rural Legal Services serves individuals in Polk County with landlord-tenant issues, evictions, social security overpayment, foreclosures and power of attorney. For information, call (863) 688-7376.

Guardian ad Litem is a group of volunteers who are appointed by the Court to speak up for children who are victims of abuse, neglect, or abandonment and are without legal representation. For information, call (813) 272-5110 or visit their website.

Gulf Coast Legal Services provides free legal assistance in areas such as foreclosure, elder law and immigration. For information, call (813) 490-9412 or visit their website.

The Hillsborough County Bar Association's Lawyer Referral & Information Service offers free 30-minute consultations on legal matters involving Social Security, disability, workers' compensation, bankruptcy, foreclosure, labor law, personal injury and active-duty military. It also offers reduced-cost consultations in all other legal matters. For information, click here.

The Lemon Law Arbitration Division of the Attorney General's Office hosts a hotline to help individuals with "Lemon Law" cases. For information, call 1-800-321-5366 or visit their website.

The Military & Veterans Affairs Committee Legal Assistance Registry includes attorneys who may be available to assist veterans and active-duty personnel. Attorney's fee options may include a full fee arrangement, a sliding fee scale, a reduced rate, or a pro bono or no charge basis.

The Pro Bono Bankruptcy Clinic led by the Tampa Bay Bankruptcy Bar Association provides information and prepares documents for people who are representing themselves in bankruptcy court. For information, email Jake Blanchard at jake@jakeblanchardlaw.com.

Project H.E.L.P. (Homeless Experience Legal Protection) provides free legal advice to Hillsborough County’s homeless. Legal consultations are available every Tuesday night. For information, call (813) 209-1200.

The Spring of Tampa Bay is the local domestic violence center. The Spring’s services are confidential and free of charge. The 24-hour domestic violence hotline number is (813) 247-SAFE (7233).

St. Michael's Legal Center helps low-income women and men who need assistance with family law cases. The center’s primary service is in the collection of child support for those who cannot afford to hire an attorney. For information, call (813) 289-5385.

St. Paul's Catholic Legal Clinic offers free consultations on family law cases. For information, call (813) 264-3303.

The Victim Assistance Program of the State Attorney's Office offers counseling to victims of crime. Counselors may also serve as liaisons between victims and law enforcement agencies. For information, call (813) 272-6472 or visit their website.

Wills for Heroes, a program supported by the Hillsborough County Bar Foundation, provides essential legal documents such as wills, health care advance directives and durable powers of attorney to Hillsborough County’s first responders and their spouses or domestic partners. For information, call (727) 471-0675.

Non-Legal, but a good Volunteer Opportunity for those looking to add to their Pre-Law Resume “Community Service” would be a volunteer opportunity with The Hillsborough County Department of Aging Services. Here is a link to apply: https://www.volistics.com/ex/portal.dll/ap?ap=1583617405 Particularly suited to those considering Family Law, Elder Law & related.
State Attorney General Office (Internship and Volunteer Opportunities)
419 N. Pierce Street
Tampa, Florida 33602
(813) 272-5400

Internships available consist primarily of paralegal and law student interns. Volunteer positions vary based on division needs.

The Office of the Attorney General Internship and Volunteer Program is open to interested students enrolled in an accredited ABA law school or an applicable undergraduate program of study with an accredited educational institution. The program offers unpaid internship and student volunteer opportunities. All students seeking academic credit during the fall, spring, or summer term should apply for an unpaid internship. In addition, students who are not receiving academic credit are welcome to seek volunteer opportunities.

Students must be able to intern or volunteer a minimum of 20 hours per week, or for a period as prescribed by the college or school. The number and locations of internships or student volunteer opportunities available each term is based on agency need and opportunity (visit AG Programs and Units to learn more about the duties and responsibilities of the divisions comprising the Office of the Attorney General).

Interested students are directed to complete and submit the appropriate application packet prior to the deadline.

Application Deadlines

- Summer: March 11
- Fall: June 12
- Spring: October 9

Office of the Public Defender
700 East Twiggs Street
Tampa, Florida 33602
(813) 272-5980

The Law Office of Julianne M. Holt, Hillsborough County Public Defender, 13th Judicial Circuit, Indigent-Defense Internship Program is suited for students in law school and post-secondary education students interested in the field of litigation and law practice with a particular focus on court appointed indigent criminal defense work and public service. Interns will have exposure to a variety of legal issues and processes necessary in representing indigent clients accused of wrongdoing or otherwise caught up in the criminal justice system.

Interns will be paired with a supervising attorney to maximize experience based on interest and availability. Currently, interns are assigned the Intake, Juvenile, Misdemeanor, Felony, Forensic and Behavior Health Intervention, Non-Capital Homicide Defense, and Capital Homicide Defense divisions.

Interns are expected to assist their supervising attorney (and other associate attorneys as appropriate) in all aspects of case preparation. Interns assist in many of the following areas: discovery depositions; legal and investigative research; contact with clients and witnesses, including at the jail; crime scene visits; and observing court hearings, particularly motion hearing
and jury trials. Certified Legal Interns are given additional opportunities to speak on the record, argue certain motions, and assist in trial with supervision and the consent of clients.

The Law Office of Julianne M. Holt, Hillsborough County Public Defender, 13th Judicial Circuit, Indigent-Defense Internship Program offers the intern valuable experience working alongside experienced attorneys with real-world impact on clients. Interns also work closely with and around other assistant public defenders, private defense attorneys, prosecuting attorneys, and sitting judges, through their individual assignments. Interns often enhance both their oral and written skills, gain confidence in their own knowledge of criminal law and procedure, as well as enjoying unique perspectives with expectations of this office if considering future employment.

Interns are expected to complete a minimum of eight (8) weeks at the office.

Interested applicants should submit their resume, a cover letter expressing their interest, law school transcripts, writing sample, and other application materials to: HR13@PD13.state.fl.us

---

**US Probation Middle District of Florida Internship Program:** *(Excellent option for POL students pursuing minors or double majors in Criminology.)*

[http://www.flmp.uscourts.gov/internship-program](http://www.flmp.uscourts.gov/internship-program)

**Internship Program**

The intern will be exposed to the supervision of offenders convicted in Federal Court and the preparation of presentence investigations. This program will provide a unique opportunity for the student to participate in a work environment which will provide exposure to the administration of the U.S. District Court, various federal and state law enforcement agencies, the U.S. Attorney’s Office, Federal Public Defender’s Office, private law firms, correctional facilities, and numerous community service agencies.

**Who should apply?**

Junior, Senior, or Master level Criminal Justice, Criminology, Sociology majors and other areas of study where the student is interested in the field of criminal justice and who has completed courses in corrections. This internship must be completed prior to graduation.

---

**Guardian Ad Litem ~ [http://guardianadlitem.org/](http://guardianadlitem.org/)**

Guardian ad Litem Program 13th Judicial Circuit  
Hillsborough County  
700 East Twiggs Street, Suite 750  
Tampa, FL 33602  
(map)

Don’t hesitate to contact one of the Volunteer Recruiters listed on our “Contact Us” page or simply call 813-272-5110 and ask to speak with a Recruiter. We’re here to help you and to ensure that our Guardian ad Litem Program will be a good fit for you prior to moving forward.
Equality Florida:  [http://www.eqfl.org/about/intern](http://www.eqfl.org/about/intern) Various internships. Equality Florida's Mission: Through education, grassroots organizing, coalition building, and lobbying, we are changing Florida so that no one suffers harassment or discrimination on the basis of their sexual orientation or gender identity.

**Public Policy Intern**

**Available Location:** Opportunities vary, and are available across the state.

**Public Policy intern will:**

- Contribute to and implement strategy for statewide policy initiatives
- Mobilize members in support of policy initiatives at a local and municipal level
- Research current and past legislation
- Canvass to increase voter mobilization and turnout
- Conduct legal research regarding LGBT discrimination, family law, and LGBT elder care
- Support the Central Florida field program as needed

**Successful candidates should:**

- Have the ability to work in a fast-paced, dynamic work environment
- Be comfortable speaking with strangers and strong writing skills
- Be organized with a proven attention to detail
- Research and public speaking skills are preferred, though not required

Other internships include event planning and social media.

---

**Innocence Project of Florida:**  [http://floridainnocence.org/content/?page_id=1773](http://floridainnocence.org/content/?page_id=1773) The Innocence Project of Florida (IPF) is an IRS-certified 501(c)(3), non-profit organization founded in January 2003 to help innocent prisoners in Florida obtain their freedom and rebuild their lives.

Each semester the Innocence Project of Florida welcomes students from around the world to participate in our Intern/Extern Program. The program is an opportunity for students to earn class credits while gaining real-world experience working in a law office.

Each intern is assigned one or two cases which they work on during their internship under the supervision of an IPF attorney or intake coordinator. Every week IPF Executive Director Seth Miller lectures on DNA testing, court procedures, innocence issues, or criminal justice to further their education. In addition, IPF offers internships in the areas of nonprofit resource development and graphic design.

Internships are available for the Spring, Fall and Summer semesters. We take a limited number of interns/externs each semester and are typically are full at least two semesters in advance of the actual internship. If you are interested in doing an internship or externship at the Innocence Project of Florida, please send a cover letter and resume to:
The Legal Services Corporation Internships

The Legal Services Corporation Internship Program attracts bright and talented leaders of tomorrow. Our internship program is designed to provide practical, substantive, and hands-on work experience in a focused area. Student interns benefit from a variety of individual assignments and special departmental projects that will challenge and promote personal and professional development. Interns are invited to attend weekly meetings with senior staff and are encouraged to attend staff seminars, wellness events, and onsite training opportunities. Our summer internship program runs from June to August.

Current undergraduate and graduate students are eligible to participate. Ideal applicants will be dependable, self-motivated, professional, hardworking, disciplined, and demonstrate integrity. They must be able to work in a team environment and be a team player. Proficiency in Microsoft Office (Word, Excel and PowerPoint) is desired.

Legal Services Corporation is an equal opportunity employer and is able to provide reasonable accommodation in the application process, if needed.

The LSC Internship Program runs through three terms:

**Fall:** September - December (Applications are accepted in the July/August time frame)

**Spring:** January - May (Applications are accepted in the October/November time frame)

**Summer:** June - August (Applications are accepted in the February/March time frame)

For more information about our internship program, email jobs@lsc.gov

Explore our Career Opportunities

**Related Content**
- Rural Summer Legal Corps
- Rural Summer Legal Corps
MISC Volunteer Opportunities Available via ~ Volunteermatch.org

Community service always looks good on a law school application, so check out the above website for various opportunities.

- Check out Bull Sync “Service Opportunities” for many options

US Department of Justice Internships in Washington:

The Division offers competitive student volunteer internship positions in Washington, D.C. each academic semester, including the summer, for both law and undergraduate students. These positions are volunteer (without compensation) but may be used for work-study credit. The Division also participates - subject to budget restrictions - in the Pathways Program, which provides paid internship opportunities for students. Information about eligibility and the application process for volunteer and paid student internship opportunities is set forth below.

Interns gain a unique and exciting view of the work and mission of the Division. Interns will assist Division attorneys and/or specialists in a variety of assignments, including conducting legal and factual research, preparing documents and exhibits, interviewing witnesses, summarizing depositions, analyzing records, and other case-related work. Interns in the Policy and Strategy Section, as well as interns in some other sections, will assist the Division with a full range of civil rights policy work, including legislative proposals, policy development, and engaging civil rights stakeholders.

The Department of Justice is an equal opportunity/reasonable accommodation employer. The Division is committed to recruiting a talented, diverse, and highly qualified workforce, and we welcome applications from all accredited law schools for our law school intern program and from all two- and four-year colleges for our undergraduate program.

**INTERNSHIP PROGRAM**

The [Internship Program](#) is designed to provide students enrolled in a wide variety of educational institutions, from high school to graduate level, with opportunities to work in agencies and explore Federal careers while still in school and while getting paid for the work performed. Students who successfully complete the program may be eligible for conversion to a permanent job in the civil service. This Program replaces the Student Career Experience Program (SCEP) and Student Temporary Employment Program (STEP).

**RECENT GRADUATES PROGRAM**

The [Recent Graduates](#) Program affords developmental experiences in the Federal Government intended to promote possible careers in the civil service to individuals who have recently graduated from qualifying educational institutions or programs. To be eligible, applicants must apply within two years of degree or certificate completion (except for veterans precluded from doing so due to their military service obligation, who will have up to six years after degree completion to apply). Successful applicants are placed in a dynamic, developmental program with the potential to lead to a civil service career in the Federal Government.
Justice Fellows Recent Graduates Pathways Program has the same eligibility requirements and offers the same development experiences as mentioned above for specific DOJ mission critical occupations such as Information Technology Specialists, Financial Management Specialists, Budget Analysts, Contract Specialists, and Human Resource Specialists.

FLORIDA SUPREME COURT
PUBLIC OUTREACH INTERNSHIP

Program Description:

The Florida Supreme Court’s Public Information Office offers an Internship opportunity available each college semester but only if qualified students apply. Interns perform work for one of the pioneering court communications offices in the nation noted for its cutting edge use of social media and other 21st Century forms of communication. Work will be related to communications and public outreach on behalf of the state’s highest court. Students with a strong interest in social media will be particularly interested.

Located in downtown Tallahassee, the program provides high quality, practical work experience for current communications, criminology, pre-law, or education students or those studying in related fields at the undergraduate level. It will offer students the opportunity to earn credits while gaining valuable work experience in public speaking, teaching, writing, government, the law, and the court system.

This is an unpaid internship starting each semester. Read more.

More Information:

For more information contact publicinformation@flcourts.org

my name is Marina Badder and I am a Legal Assistant at McFarlane Law.

McFarlane Law is an Insurance Defense Firm, defending Florida claims statewide. We are seeking students for a possible job opportunity. Please see the attached correspondence for more information regarding the position. If you have any students that would be interested, please contact me directly at: Mbadder@mcfarlanedolanlaw.com, or feel free to call the office directly at (954) 340-0005.

Thank you,

Marina Badder, Legal Assistant
McFarlane Law
McFarlane Dolan & Prince
210 North University Drive, 6th Floor
RE: Part-Time Student Employment

McFarlane Law is a statewide insurance defense litigation firm. Our clients are insurance companies. We investigate insurance claims on behalf of insurance companies.

We are looking to hire students who wish to pursue careers in criminal justice, law, or any area of political science. We are looking to hire students who would be available to assist our law firm in the investigation of our cases. Typical assignments may include taking photographs of an intersection, taking photographs of vehicles, photographing accident scenes, photographing buildings, securing statements of witnesses, and delivering letters or documents. The students would be paid a flat fee per assignment and would be paid upon the completion of the assignment.

Respectfully, I am requesting that you post our job notice as well as provide this notice to any students who may be qualified and interested. Interested applicants can contact me directly at:

Bill McFarlane, 954-340-0005 or wmcfarlane@mcfarlanedolanlaw.com.

Sincerely,

WILLIAM J. McFARLANE, III
wmcfarlane@mcfarlanedolanlaw.com
Miscellaneous Internship Programs and Fellowships

The following is a collection of non-American Political Science Association internship programs. Most are for undergraduates and some are specifically targeted to minority students, while others are general programs for any interested student.

Congressional Black Caucus Foundation Internships
Congressional Black Caucus Foundation Internship programs bring the policy making process to life. The nation’s capital serves as the backdrop for our internship programs that offer personal, educational, and leadership development.

Congressional Hispanic Caucus Institute Summer Internship
The Congressional Hispanic Caucus Institute Program focuses on increasing Hispanic Students' awareness of the U.S. political system and enhancing their leadership skills.

The Fund for American Studies
The Fund for American Studies runs several internship programs both in Washington DC and abroad throughout the year. During the DC programs, each student takes a class through George Mason University in addition to interning 30-35 hours per week at a government agency, Congressional office, policy group, think tank, media outlet or nonprofit organization.

Ford Motor Company/Congressional Hispanic Leadership Institute (CHLI) Leadership Program
This program offers a unique internship experience for students to develop their personal, educational, and leadership skills. Opportunities for students to gain exposure to the inner workings of the United States Congress, Federal Government, and Washington, D.C.-based think tanks and international institutions.

Hispanic Association of Colleges & Universities National Internship Program
This program offers internships to Hispanic students who attend institutions that enroll significant numbers of Hispanic students. Internships are offered in Washington D.C. as well as other locations throughout the country.

Morris K. Udall Foundation Native American Summer Congressional Internship Program
This program is designed to provide Native American college students with experience in the legislative process, congressional matters, and governmental proceedings.

National Academy of Social Insurance
The National Academy of Social Insurance (NASI), a non-profit, nonpartisan organization made up of the nation's leading experts on social insurance, is uniquely qualified to provide students with challenging internship opportunities. These are nationally-competitive internships with a select number of placements made each year.

Public Policy and International Affairs Program (PPIA) Junior Summer Institutes
The PPIA Junior Summer Institutes (JSI) have been the hallmark of the PPIA Fellowship Program for over 20 years. JSI is an intensive seven-week summer program that focuses on preparing students for graduate programs in public and international affairs and careers as policy professionals, public administrators and other leadership roles in public service.