

Internship News

November/December 2013

Career Services Office ❖ St. John's College ❖ Annapolis, MD

- The internships listed here are a modest selection from the thousands of internships available nationwide.
- Please visit the listed website for more detailed information about the internship and its requirements.
- The Career Services Office can help you with additional questions and has resources to direct you to opportunities around the country in a variety of disciplines.
- Many of the unpaid summer internships *may* be appropriate for Hodson Internship funding.
- Please refer to the Hodson Internship brochure for program details or come by the Career Services Office for more information. The Hodson Internship brochure is available in the Career Services Office.

HODSON INTERNSHIP PROGRAM

Students interested in applying for summer Hodson internships are encouraged to visit the Career Services Office to find out more about the application process and to get help with your application. The Hodson Internship Program funds career-related internships in virtually any career field.

Through the Hodson Internship Program, St. John's undergraduate students can:

- ◆ explore potential career directions
- ◆ gain experience in their field of interest
- ◆ develop professional skills
- ◆ investigate new interests, and
- ◆ inform their future career choices

Thanks to a generous grant from the Hodson Trust, the college is able to fund at least 30 internships annually. *The Hodson Handbook is now available—stop by Career Services for your copy.*

Application Deadline: February 20, 2014

Advice on Asking for Letters of Recommendation Hodson & Graduate School Applications All Require Recommendations

The More Info & Time the Better

Make sure your tutors and other recommenders have plenty of information about you and the program to which you're applying. The more they know, the more relevant they can make the letter. Feel free to take them to coffee and talk about the program, bring a copy of your resume and printed out information on the program. Give them PLENTY OF TIME to write you a letter. If you ask three days before the deadline, don't be surprised by a "No." A month should be the minimum notice—more, however, is always better.

Make Sure Recommenders Have Required Forms

If there are special forms or procedures for the program, make sure your recommenders have all the information they will need to submit their letters. Be sure to fill out a waiver regarding your right to see or not see the letter, and make sure the tutor knows you've done so—the Career Services Office has a generic form if needed. The Hodson Handbook has the waiver forms you need for your Hodson application.

Recommendations Advice continued:

NOTE: Admissions committees give more weight to letters which have NOT been seen by the student. Also, make sure each recommender has the address to which he/she should mail the letter, and an envelope with postage – don't make them pay to send your letter. Since many letters are now submitted electronically, be sure to register your recommenders early and keep checking with them to make sure they have received the submission instructions from each school and that they have been able to upload their letters. Remind tutor recommenders that Career Services is available to help with the preparation and submission of letters of recommendation.

Deadlines are YOUR Responsibility

It's your responsibility to make sure your recommenders have all the information they need, and know the deadlines and what they need to do to submit their letter. Don't assume this has been done; keep checking.

No is No

Remember, tutors don't *have* to agree to write you a letter, so be sure to ask in such a way that they don't feel pressured. If they decline, respect that and ask someone else.

Remember to Say "Thank You"

Be sure to thank all your recommenders for their letters, and let them know the outcome of your applications. This makes them feel better about the time they spend on these letters and it will make it easier to ask them if you need another letter in the future.



Our Online Career Services Software to Help you Find Jobs, Internships, & Connect with Alumni & Mentors

Now in its third year Agora is becoming more and more useful! There are over 300 mentors and alumni ready to offer you their advice and help. If you haven't visited yet to set up your profile, now is the time.

Here's how you register: Access the following website: www.myinterfase.com/sjca/student

New Users - Registration

If you are not a current user, click on "Click here to Register!" and follow the directions on that page.

- Click on the "**Click here to Register!**" link
- Complete all sections and click on the Register button. Required (*) fields are marked with an asterisk
- Click on the Submit Profile button

Submit Profile

NOTE: Once you have submitted your profile, your account will be in pending status.

An administrator will review your profile. If your registration is approved, you will receive an email notification.

If you do not receive your email notification within 48 hours, please contact our office at 410-626-2501.

Business

Organization	Location	Stipend	Deadline
<p>JP Morgan Chase, Treasury & Securities Services Summer Analyst Program</p> <p>Interns should be rising seniors who have strong quantitative, analytic, and decision-making skills and a minimum 3.2 GPA.</p> <ul style="list-style-type: none"> • An aptitude for numbers is a must. • Multiple programs are available. • Other opportunities are available for graduating seniors. • Visit: http://careers.jpmorgan.com/student/jpmorgan/careers/us/programs/summerug/tss • Contact: 212-270-6000 	Nationwide	Paid Ten-week commitment	Check website
<p>Siegelvision Summer Internship Program</p> <p>Siegelvision's Summer Strategy Internship is designed to give interns the opportunity to learn from experienced and recognized strategists in the branding industry while allowing them to add value to the firm and their clients.</p> <ul style="list-style-type: none"> • The intern will support a team of strategists by conducting quantitative and qualitative research, participating in ideation sessions, and preparing client presentations. • Interns will have the opportunity to visit client sites and sit in on client pitches and presentations. • Interns may also be required to help Siegelvision with business development by assisting with social media, curating and contributing to the company blog, and promoting recent publications like Simple: Conquering the Crisis of Complexity by CEO, Alan Siegel, and Chief Clarity Officer, Irene Etkorn. • This is a great opportunity for students in many fields and St. John's students are encouraged to apply. • Strong written and oral command of the English language is a must. • Candidates need excellent interpersonal skills, a resourceful attitude, proven creative and abstract thinking abilities, and a penchant for simplifying complex problems and ideas. • A history of interdisciplinary thinking is also a plus. • Familiarity with technology is essential. • Candidates must have experience working with Microsoft PowerPoint, Word, and Excel, and should be comfortable working with Macs and PCs. • Working knowledge of WordPress and Photoshop is a plus. <p>To apply, please send your resume and a cover letter, or a one page single-spaced narrative biography of yourself to internship coordinator: Remington Tonar Strategist and Internship Coordinator rtonar@siegelvision.com Visit: www.siegelvision.com</p>	New York, NY	May be paid Due to the high quantity of resumes we receive, we may not be able to respond to your email. We try our best to respond to every inquiry. Please note, you may be asked to interview via phone, Google Hangout, or Skype.	Apply as soon as possible

Environment, Outdoors, Farming

Organization	Location	Stipend	Deadline
<p>American Rivers Open to all college students and recent college graduates interested in conservation policy, environmental protection, legislative issues, online community development, public relations or communications, or resource development.</p> <ul style="list-style-type: none"> • Applicants who are energetic, creative, and enthusiastic about river conservation will have an experience that will prepare them for employment in the environmental and/or non-profit field. • Interns interact with staff members involved with conservation policy and legislative work, and to learn about these areas and have excellent opportunities for networking within the environmental community at large. • You'll gain direct experience with a national nonprofit environmental organization, develop expertise in the area of river conservation, and gain valuable office skills and experience. • <i>Visit: www.amrivers.org/about/careers/</i> • <i>Contact: 202-347-7550</i> 	Washington, DC and other locations	Unpaid Three-month commitment, approx. 25 hours a week	Continuous
<p>Dolphin Research Center, Intern with Dolphin Trainers Open to current college students.</p> <ul style="list-style-type: none"> • Dolphin Research Center (DRC) is a not-for-profit education and research facility that is home to a colony of bottlenose dolphins and sea lions who live in a natural environment in the heart of the Florida Keys. • DRC is dedicated to teaching, learning, and caring for marine mammals and the environment. This is accomplished through a variety of public education programs and non-invasive research projects, and by active involvement with the marine mammal care community throughout the world. • Internships at DRC are an exciting way to develop career skills as well as an opportunity to get "behind the scenes" to see how a marine mammal facility operates. • Internships are available in animal care and training, special needs including the Dolphin Pathways program, education, research, and visual communications. • Most positions do not allow for working directly with dolphins. • <i>Visit: http://www.dolphins.org/internship_opportunities</i> • <i>Contact: 305-289-1121, x230, drc-vr@dolphins.org</i> 	Grassy Key, FL	Unpaid 16-18 week commitment 40 hours/wk	February 1

Environment, Outdoors, and Farming continued:

Organization	Location	Stipend	Deadline
<p>Longwood Gardens, Summer Internship in Public Horticulture</p> <p>Open to current college students and those who have graduated in the last year.</p> <ul style="list-style-type: none"> • Interns gain practical experience, learn horticultural career skills, and study horticulture in one of the world’s premier public display gardens. • Each intern specializes in one of 15 horticultural or education areas throughout the garden that may include: arboriculture, curatorial, display design, education, greenhouse production, grounds-keeping, horticulture research, indoor display, integrated pest management, library and archives, marketing and public affairs, nursery management, outdoor display, performing arts, and visitor programs. • Interns may live rent-free on the grounds of the former estate of industrialist Pierre S. DuPont. • <i>Visit: www.longwoodgardens.org</i> • <i>Contact: 610-388-5401; EDU-Studies@longwoodgardens.org</i> 	<p>Kennett Square, PA</p>	<p>\$8.75/hour; free housing (taxable benefit)</p> <p>40 hour week</p> <p>3 or 12-month options</p>	<p>February 1</p>
<p>Massachusetts Audubon Society</p> <p>The Massachusetts Audubon Society offers a variety of volunteer and internship opportunities for people of all interests, ages, and experience levels.</p> <ul style="list-style-type: none"> • Volunteers and interns greatly assist the Society in delivering its mission of conservation, education, and advocacy, and provide an important link to the community. • Internship opportunities are in advocacy, outreach, plants, wildlife, education, and information technology at various sites in Massachusetts. • <i>Visit: www.massaudubon.org, click on Jobs & Volunteering, then Internships</i> 	<p>Various Massachusetts locations</p>	<p>Most positions are unpaid with some housing available</p>	<p>Rolling</p>
<p>Student Conservation Association (SCA)</p> <p>The Student Conservation Association (SCA) is America’s conservation corps. Its members protect and restore national parks, marine sanctuaries, cultural landmarks and community green spaces in all 50 states. SCA's mission is to build the next generation of conservation leaders and inspire lifelong stewardship of our environment and communities by engaging young people in hands-on service to the land.</p> <ul style="list-style-type: none"> • Internships are open to individuals 18 years of age or older. • SCA interns serve public and private natural and cultural resource management agencies throughout the US. • Positions are available in over 50 disciplines including archaeology, American history, backcountry and wilderness management, cave management, communications, environmental education, engineering and surveying, forestry, geography, geology and paleontology, historical interpretation, horseback patrol, hydrology, land interpretation, photography, range management, recreation management, trail construction and maintenance, and wildlife and fisheries. 	<p>Throughout the United States</p>	<p>Living allowance, housing, insurance, training</p> <p>3-12 month commitment</p>	<p>Continuous</p>

<ul style="list-style-type: none"> • Most SCA interns work directly with park or agency professionals in rewarding, meaningful, hands-on conservation positions. • In special circumstances, SCA fields teams of interns who work under SCA supervision in fields such as wilderness restoration, exotic plant management, fire fuels mitigation, and environmental education. • Visit the website to search for opportunities around the country. • <i>Visit: www.thesca.org/serve/internships</i> • <i>Contact: 603-543-1700 x499; admissions@thesca.org</i> 			
<p>Waterpenny Farm Open to current college students and recent grads.</p> <ul style="list-style-type: none"> • Interns work on a 10-acre vegetable farm using all organic and sustainable farming methods. The harvest is sold at farmers' markets in the Washington, DC area, and through a CSA. • Interns work 5 ½ days a week, averaging about 55 hours a week and participate in all aspects of vegetable production: greenhouse work, seeding, transplanting, mulching, irrigating, weeding, harvesting, sorting, and packing for market. • Interns cook, eat, live, and work together with other interns in a rural farming community. • <i>Visit: www.waterpennyfarm.com, then click on internships</i> • <i>Contact: 540-987-8567, waterpenny@verizon.net</i> 	Sperryville, VA	\$1000/month with simple housing and vegetables in season included	Begin hiring process in late fall and make hiring decisions on a rolling basis

Government, Law, Public Policy, Foreign Affairs, Political

Organization	Location	Stipend	Deadline
<p>American Enterprise Institute for Public Policy Research Open to undergraduates, recent graduates, and graduate students.</p> <ul style="list-style-type: none"> • The AEI is “dedicated to preserving and strengthening the foundations of freedom—limited government, private enterprise, vital cultural and political institutions, and a strong foreign policy and national defense—through scholarly research, open debate, and publications.” • AEI interns work with scholars, economists, political scientists, and foreign policy specialists researching current public policy questions. • Interns work in the areas of economic policy, foreign and defense policy, social and political studies, public relations, publications editing, government relations and communications. • <i>Visit: https://aeiinternships.silkroad.com/</i> • <i>Contact: internships@aei.org</i> 	Washington, DC	Unpaid Provide daily breakfast & lunch prepared on site by chef	April 1, but applications are processed on a rolling basis, so apply early beginning in mid-November

Government, Law, Public Policy and related continued:

Organization	Location	Stipend	Deadline
<p>Arms Control Association (ACA), Research Internship Open to undergraduates, graduate students, and recent graduates.</p> <ul style="list-style-type: none"> • Interns engage in many facets of ACA’s work including: researching arms control and security issues for articles and fact sheets; assisting in preparing and editing ACA’s monthly journal <i>Arms Control Today</i>; monitoring activity in the press and on Capitol Hill; and supporting the analysts in a variety of administrative tasks. • Interns are encouraged to engage in substantive discussions with ACA analysts in order to gain a deeper understanding of the arms control field. • <i>Visit: www.armscontrol.org/internships.asp</i> • <i>Contact: tim@armscontrol.org</i> 	Washington, DC	Daily stipend for lunch and reimburse for commuting expenses 12-week commitment	March 15, but apply early as decisions are made on an ongoing basis
<p>Baltimore Council on Foreign Affairs Open to undergraduate and graduate students</p> <ul style="list-style-type: none"> • The Council helps to develop effective citizenship, professional sophistication, and a more international milieu. • Lectures, seminars, discussions, and studies are addressed to several audiences: established and developing leadership, international professionals, the attentive citizenry, youth, and not-yet attentive public. • Interns can expect to participate in outreach and membership development, publicity, expansion of the Council’s cable television network, background research for future and upcoming programs, grant preparation, creation of a photographic montage of Council events, and secretarial assistance. • <i>Visit: www.bcfausa.org#!join-our-team/ch7w</i> • <i>Contact: 410-727-2150, bcfaprograms@verizon.net</i> 	Baltimore, MD	Unpaid Parking expenses reimbursed 120 hours minimum	Ongoing, Internship needs vary throughout the year
<p>Brookings Institution Open to college juniors, seniors, and graduate students.</p> <ul style="list-style-type: none"> • The Brookings Institution is an independent, nonpartisan organization devoted to research, analysis, and public education with an emphasis on economics, foreign policy, governance, and metropolitan policy. • Internships at the Brookings Institution are designed to provide participants with opportunities to grow professionally and personally. • Research and non-research internships are available. • <i>Visit: www.brookings.edu/about/employment#/?tab=1</i> • <i>Contact: hrjobs@brookings.edu</i> 	Washington, DC	Unpaid	Varies

Government, Law, Public Policy and related continued:

Organization	Location	Stipend	Deadline
<p>Maryland Democratic Party—Spring Internship This is a spring internship open to current undergraduate and graduate students.</p> <ul style="list-style-type: none"> • The Maryland Democratic Party provides an opportunity for students to gain valuable experience and interact with Maryland’s elected leaders. • Interns will learn about the work of a political party leading up to next year’s election. • Students from any major or program will be considered. • <i>To apply contact:</i> <i>Amanda Pleasant, Staff Assistant</i> <i>Maryland Democratic Party,</i> <i>33 West Street, Suite 200</i> <i>Annapolis, MD 21401,</i> <i>410-269-8818, apleasant@mddems.org</i> 	Annapolis, MC	Unpaid	Apply as soon as possible for this <u>Spring</u> internship
<p>National Endowment for the Humanities (NEH) Open to undergraduates currently in their sophomore or junior years (entering your junior or senior year next fall).</p> <ul style="list-style-type: none"> • The Summer Internships Program of the National Endowment for the Humanities introduces promising college students to the programs, policies, and operations of the federal agency charged with disseminating knowledge in all of the disciplines of the humanities: history, literature, linguistics, archaeology, jurisprudence and the history, criticism and theory of the arts. • Interns will have the opportunity to learn about the agency's work and the humanities projects and activities it supports. • Interns assist with daily work and with special projects and participate in the intellectual life of the NEH. • <i>Visit: www.neh.gov/about/human-resources/neh-internship-program</i> • <i>Contact: 202-606-8415, humanresources@neh.gov</i> 	Washington, DC	Unpaid	Allow at least four to six weeks prior to the date you wish to intern
<p>New York City •City Government Internships Open to currently enrolled undergraduate and graduate students.</p> <ul style="list-style-type: none"> • This summer program combines full-time employment in City government with a seminar series that features top City officials presenting overviews of municipal government, specific agencies, and the latest issues confronting the city. • Internships are available in virtually every area of municipal government: education to new media, health services to budget administration, and from information technology to housing. • <i>Visit:</i> <i>www.nyc.gov/html/dcas/html/employment/summerintern.shtml</i> 	New York City	Salary ranges are determined by individual agencies. Ten-twelve weeks	Early January (check website periodically for details)

Government, Law, Public Policy and related continued:

Organization	Location	Stipend	Deadline
<p>White House Internship Program Must be at least 18 years old, a US citizen, and enrolled in an undergraduate or graduate program, or a recent grad (within two years).</p> <ul style="list-style-type: none"> • The program provides an opportunity to gain valuable professional experience and build leadership skills. • It's designed to mentor and cultivate today's young leaders, strengthen their understanding of the Executive Office and prepare them for future public service opportunities. • The assignments given to an intern on any given day could include conducting research, managing incoming inquiries, attending meetings, and writing memos. • Interns participate in a long-term service project to help the surrounding community. • Interns are placed in a variety of offices. • <i>Visit: www.whitehouse.gov/about/internships</i> • <i>Contact: intern_application@whitehouse.gov</i> 	Washington, DC	Unpaid Ten-week commitment	Apply now through January 5, 2014

Journalism, Communications, Media

Organization	Location	Stipend	Deadline
<p>Foreign Affairs Magazine Academic Year Intern Open to graduating seniors and recent grads.</p> <ul style="list-style-type: none"> • <i>Foreign Affairs</i> seeks a full-time paid position intern, with “a serious interest in international relations, a flair for writing, and a facility with the English language.” • The intern works for one year, starting in July or August. • <i>Foreign Affairs</i> is a leading forum for serious discussion of American foreign policy and global affairs. It is now a multiplatform media organization with a print magazine, a website, a mobile site, various apps and social media feeds, an event business, and more. • <i>Foreign Affairs</i> is published by the Council on Foreign Relations (CFR), a non-profit and nonpartisan membership organization dedicated to improving the understanding of U.S. foreign policy and international affairs through the free exchange of ideas. • <i>Visit: www.foreignaffairs.com/Apply.</i> 	Various	Paid	February 3
<p>Harper's Magazine Open to undergraduates, graduate students, and graduates. Art Interns</p> <ul style="list-style-type: none"> • Art interns receive practical experience in electronic page layout, color separation, art and photo research, working with freelancers, and the general workings of the art department of a national magazine. • Interns are encouraged to generate ideas, view current exhibits at museums and galleries, read widely, and approach problems 	New York, NY	Unpaid <u>Art</u> Work part-time, June-August, two days a week, from 11-6.	March 15 (decision by May 1)

<p>creatively.</p> <ul style="list-style-type: none"> • Interns are assigned to assist the art director and the Readings art editors. <p>Editorial Interns</p> <ul style="list-style-type: none"> • Interns receive practical experience in critical reading and analysis, research, fact checking, and the general workings of a national magazine. • Each intern works closely with an editor on one section of the magazine, takes part in the creation of the Harper's Index, and is encouraged to read widely, generate ideas and approach problems creatively. • <i>Visit: www.harpers.org/internships</i> • <i>Contact: 212-420-5720</i> 		<p><u>Editorial</u> Full time, June-August</p>	<p>February 16 (decision by April 15)</p>
<p>Institute for Humane Studies (IHS) Journalism Internships</p> <p>Open to undergraduates, recent graduates, and graduate students.</p> <ul style="list-style-type: none"> • The IHS Journalism Internship Program seeks skilled writers passionate about individual liberty and free enterprise. • Placements are available in print, broadcast, investigative journalism and new media. • Past interns have worked with 20/20, DC Examiner, CalWatchDog, The Daily Caller, & Fox Cable News. • <i>Visit: www.theihs.org/writers4liberty</i> • <i>Contact: journalism@theihs.org</i> 	<p>Washington, DC Various</p>	<p>\$3,200 stipend and travel allowance</p> <p>Eight-week commitment</p>	<p>Check website</p>
<p>The Motley Fool</p> <p>Open to undergraduate and graduate students.</p> <ul style="list-style-type: none"> • The Motley Fool is a financial media company based just outside of DC that produces articles, newsletters, books, podcasts, and other products that teach people how to become better investors. • The Fool is a fun, collaborative working environment with great benefits, like free fitness and yoga classes, and a metro-accessible office! • Are you interested in investing, writing, editing, or software development? • Several Johnnies work here! • The Motley Fool is hiring interns in the following areas: investing, fool.com, blog network, software development and more. • <i>Visit: http://culture.fool.com, then Summer 2014 Internships</i> 	<p>Alexandria, VA</p>	<p>Hourly, paid</p> <p>Eight-week commitment</p>	<p>January 31</p>
<p>MPA (The Association of Magazine Media)</p> <p>Open to undergraduates, graduate students, or recent graduates.</p> <ul style="list-style-type: none"> • A variety of internships can be accessed through the MPA, an association dedicated to the continued advancement of the magazine industry. • MPA offers online access to a wide variety of publishing companies hiring interns to work in all areas of publishing. • Magazines include a wide-range of well-known titles. • <i>Visit: www.magazine.org/careers/, then Internships</i> 	<p>Various</p>	<p>Unpaid, some scholarship money available</p>	<p>Various</p>

<i>Journalism, Communications, Media continued:</i>			
Organization	Location	Stipend	Deadline
<p>National Public Radio Open to undergraduates, graduate students, and recent graduates (within twelve months).</p> <ul style="list-style-type: none"> • NPR interns play a vital role in NPR's daily operations in almost every division of the organization—from NPR News and Music, to Communications and the Office of the General Counsel. • Interns work alongside experienced staff members to gain unparalleled experience in their chosen field and contribute their talents and energies to NPR's mission. • <i>Visit: www.npr.org/about/careers/internships.html</i> • <i>Contact: internship@npr.org</i> 	<p>Washington, DC Culver City, CA New York, NY Chicago, IL Boston, MA</p>	<p>\$3,500</p> <p>40 hr/week Ten-week commitment</p>	<p>February 15</p>
<p>John Wiley & Sons, Inc. Open to students between their junior and senior years (apply as a junior) who aspire to careers in the publishing industry.</p> <ul style="list-style-type: none"> • Interns gain practical work experience and learn from publishing professionals. • Assignments exist in marketing, editorial, production, information technology, new media, customer service, and publicity. • The program combines on-the-job training with seminars and group luncheons. • <i>Visit: www.wiley.com/ Click on Careers, then internships</i> 	<p>Hoboken, NJ Somerset, NJ San Francisco, CA Indianapolis, IN Malden, MA</p>	<p>Weekly stipend</p> <p>Ten-week commitment</p>	<p>April 1</p>

Museums & Arts

Organization	Location	Stipend	Deadline
<p>American Folklife Center Open to current undergraduate and graduate students.</p> <ul style="list-style-type: none"> • The American Folklife Center has available at all times of the year a limited number of volunteer internships through which individuals may work with the collections in the Archive of Folk Culture. • The internships provide educational experience or career training in the fields of folklife, ethnomusicology, archival studies, library science, and related areas; in-depth exposure to the field of folklife, the collections of the Archive of Folk Culture, and the processes of collection, preservation, and presentation; to organize and structure activities that produce concrete results to benefit both the intern and the Center; and to build networks with future generations of professionals concerned with folklife, ethnomusicology, and archives. • Interns have the opportunity to participate in a number of activities of the American Folklife Center: reference, processing, special projects, and events. • <i>Visit: www.loc.gov/folklife/interns.html</i> • <i>Contact: Ann Hoog: 202-707-4428, ahoo@loc.gov</i> 	<p>Washington, DC</p>	<p>Unpaid Volunteer</p> <p>Minimum 200-hour commitment</p>	<p>Internships available at all times during the year. Apply at least two months in advance</p>

Museums & Arts continued:

Organization	Location	Stipend	Deadline
<p>The Cloisters (Metropolitan Museum of Art) Open to undergraduates, particularly first- and second-year students who are interested in art and museum careers, enjoy working with children, and have an interest in medieval art.</p> <ul style="list-style-type: none"> • Interns join the Education Office of The Cloisters museum and gardens, the branch museum of The Metropolitan Museum of Art devoted to the art of medieval Europe. • Intensive training prepares interns to teach New York City day campers and adult museum visitors about the collection. • Interns experience intensive training sessions on the collection and museum teaching techniques; visits with curators, conservators, and other staff members. • <i>Visit: www.metmuseum.org/research/internships-and-fellowships. Click on Internships, then Internships for College & Graduate Students, then Cloisters.</i> • <i>Contact: cloistersinterns@metmuseum.org</i> 	New York City	Paid \$2,925 Nine weeks, June-Aug	January 14
<p>Georgia O’Keeffe Museum Open to undergraduate students.</p> <ul style="list-style-type: none"> • The Museum offers summer internships to assist in administering the O’Keeffe Art and Leadership Program for Girls and the O’Keeffe Art and Leadership Program for Boys. • The programs provide adolescent girls and boys, ages 11-13, with opportunities for independent thinking, skill-building, and problem solving, all within the context of the development of their artistic talents. • Professional museum staff, artists, and interns lead the programs and serve as role models. • <i>Visit: www.okeeffemuseum.org/paid-internships.html</i> • <i>Contact: shannonbay@okeeffemuseum.org</i> 	Santa Fe, NM	Paid, Girls program: 10 weeks: \$3,000 Boys: 9 weeks, \$2,700	March 1
<p>Metropolitan Museum of Art Summer Internship Open to juniors, seniors, and graduate students.</p> <ul style="list-style-type: none"> • The Museum offers forty-one paid internships for undergraduate and master's-degree students each year. • Interns are placed in host departments where they work closely with supervisors on special projects and ongoing projects. • All paid interns also participate in MuSe (Museum Seminars) and receive training to teach in the Museum's galleries. • Individuals selected for the internships have the opportunity to meet and network with other participating interns through the MuSe Series and other intern events. • The Museum offers four internship tracks within the internship program. • Applicants should have a broad background in art history. • <i>Visit: www.metmuseum.org/research/internships-and-fellowships/internships. Click on Internships for College & Graduate Students, then Paid Internships</i> • <i>Contact: mmainterns@metmuseum.org</i> 	New York, NY	\$3,250-undergraduates \$3,500-graduate students Ten week commitment	January 9

Museums & Arts continued:

Organization	Location	Stipend	Deadline
<p>Philadelphia Museum of Art, Museum Studies Internship</p> <p>Open to college sophomores, juniors, and seniors, and grad students.</p> <ul style="list-style-type: none"> • Provides exposure to the inner workings of a major metropolitan museum. • Intern assignments, projects, and the departments in which they are placed vary significantly from year to year. • Placements may be in archives, collections information, communications, conservation, curatorial departments, development, editorial, education: community outreach, family programs, public programs, summer camp group program, governmental affairs, graphic design, library, membership, office of general counsel, registrar, rights and reproductions, and wholesale and retail operations. • The Museum selects a diverse group of talented students from a highly competitive, international pool of candidates. • <i>Visit: www.philamuseum.org/education/273-358-50.html</i> • <i>Contact: 215-684-7592, internships@philamuseum.org</i> 	<p>Philadelphia, PA</p>	<p>Unpaid</p> <p>Nine-week program</p>	<p>January 31</p> <p>(site is not yet updated for 2014)</p>
<p>Smithsonian American Art Museum (SAAM)</p> <p>Open to rising juniors and seniors with little or no previous museum experience.</p> <ul style="list-style-type: none"> • Instead of moving from office to office, interns concentrate on one aspect of museum work that matches the individual's interests and career goals. • Internships are available in the following departments or offices: research & scholars, curatorial, development, educational programs, exhibitions, external affairs, informational technology, publications, registrar's, and The Renwick Gallery. • <i>Visit: www.americanart.si.edu/research/opportunity/interns</i> • <i>Contact: Judith Houston Hollomon: 202-633-8355, HollomonJ@si.edu</i> 	<p>Washington, DC</p>	<p>Unpaid, but small stipend may be awarded to assist with housing costs</p> <p>Eight-week commitment</p>	<p>March 1</p>
<p>The Smithsonian Associates</p> <p>Open to applicants over the age of 14.</p> <ul style="list-style-type: none"> • The Smithsonian Institution, the world's largest museum complex, seeks interns to help produce their programs, exhibits, and research. Smithsonian interns have opportunities to make an impact, develop personally and professionally, and learn from people who are experts in their fields. • The Smithsonian provides opportunities for over 900 interns yearly at its 19 museums, numerous offices, and research facilities. • Visit the website to view all of the opportunities. • <i>Visit: www.smithsonianofi.com, click on Internships</i> • <i>Contact: Interninfo@si.edu</i> 	<p>Washington, DC</p>	<p>Most unpaid</p>	<p>Vary</p>

Non-Profits, Social Issues, Advocacy

Organization	Location	Stipend	Deadline
<p>Spring Semester Internship (part-time) that transitions to (full-time) Summer Internship Chesapeake Bay Trust</p> <p>The Chesapeake Bay Trust, a non-profit, state-chartered grant-making organization supported by the Treasure the Chesapeake (bay plate) license plate program, seeks an intern interested in gaining experience in the non-profit environmental sector.</p> <ul style="list-style-type: none"> • Eligible applicants must be undergraduate or graduate students attending a two- or four-year college or university in Maryland with a GPA of 3.00 or higher. In addition, all undergraduate applicants must be entering or continuing their sophomore, junior, or senior year during the spring 2014 semester. Students of all majors are welcome to apply. • The participating intern will work at the Chesapeake Bay Trust during the spring 2014 semester (January through May) at a rate of \$10 per hour, with a minimum of four hours per week and a maximum of 10 hours per week and will transition in June to the Trust’s full-time, ten-week summer internship program that offers a \$3,000 stipend. • Duties at the Trust during the spring semester include a variety of administrative grant-related tasks on our portfolio of K-12 environmental education, on-the-ground watershed and habitat restoration, and citizen engagement projects, including K-12 environmental education grant review. • Duties at the Trust added during the summer months include some field work to assess proposed and completed restoration projects and an independent project of the student’s choosing related to watershed issues and aligned with the Trust’s mission. • Independent projects completed by interns in the past have been adapted for independent study credit through the student’s university with university and professor permission. • Students gain a wide range of skills for their resumes beyond traditional environmental organization experience, including grant management and general experience with grant-making and grant-writing. • Students also gain knowledge of and experience with a subset of the 300 non-profit grantees we engage every year. <p>To apply: Interested students should send to Tara Baker (tbaker@cbtrust.org, 410-974-2941 x102) a resume and cover letter that addresses</p> <ol style="list-style-type: none"> a) what the student hopes to gain from the experience and how it fits in with his/her career goals, and b) what skills and experiences the student has that are relevant to Trust goals. 	Annapolis, MD	Paid \$10/hour during spring \$3,000 stipend during summer	December 4

Non-profits, social issues & advocacy continued:

Organization	Location	Stipend	Deadline
<p>Children’s Defense Fund (CDF) Open to undergraduate, graduate, and law students, and recent grads.</p> <ul style="list-style-type: none"> • The CDF is a national, non-profit with over thirty years as an effective voice for children. • About 70 undergraduate, graduate, and recent graduates intern in the CDF Washington, D.C. office each year and while a few of the internships give preference to certain majors everyone with a strong interest in child advocacy is encouraged to apply. • CDF interns gain knowledge, skills, and experience for a lifetime commitment as a child advocate and public policy leader. • They also get an insider's view of non-profit advocacy. • <i>Visit: www.childrensdefense.org/, click About Us, then Join Our Team, scroll down to Internship Programs</i> • <i>Contact: 202-662-3612; cdf_interns@childrensdefense.org</i> 	Washington, DC	Unpaid Eight-twelve weeks	March 1
<p>Citizen Works Open to undergraduates, graduate students, law students and recent graduates.</p> <ul style="list-style-type: none"> • Citizen Works is a nonprofit, nonpartisan, organization founded by Ralph Nader to advance justice by strengthening citizen participation in power and to advance the progressive citizen movement. • Interns help with media, grassroots outreach, fundraising, research, operations, web design, and social media. • Interns should have a passion for justice, democracy, and environmental sustainability; writing and research skills; computer literacy; personal communications skills; and a desire to work in a challenging, vigorous, and creative environment. • <i>Visit: www.citizenworks.org/careers.html</i> • <i>Contact: Brian Conlon: info@citizenworks.org</i> 	Washington, DC	Unpaid	Rolling
<p>Common Cause Open to undergraduate, graduate students, and recent graduates with a public interest commitment and an interest in the political process.</p> <ul style="list-style-type: none"> • Interns work closely with national staff on grassroots organizing efforts, research and writing of policy papers and investigative studies, outreach to members of congress and their staffs, e-advocacy, and fundraising. • Interns gain a deep understanding of the workings of Congress, the Executive Branch, and grassroots lobbying. • Internships are available in campaign finance, election reform, government accountability, press & communications, web development & online activism, development & fundraising. • <i>Visit: www.commoncause.org (scroll to bottom, click on Internships)</i> • <i>Contact: internship@commoncause.org</i> 	Washington, DC	Unpaid, with reimbursement for daily travel	Rolling

Research & Science

Organization	Location	Stipend	Deadline
<p>Kitt Peak National Observatory Summer Research Assistants</p> <p>Open to undergraduates considering a career in science.</p> <ul style="list-style-type: none"> • Kitt Peak National Observatory (KPNO), a division of the National Optical Astronomy Observatory, offers a limited number of research assistant positions during the summer through the NSF-Funded Research Experiences for Undergraduates (REU) Program. • This is an exceptional opportunity for those considering a career in science to engage in substantive research activities with NOAO scientists working in the forefront of contemporary astrophysics. • <i>Visit: www.noao.edu/kpno/reu</i> • <i>Contact: kpnoreu@noao.edu</i> 	Tucson, AZ	\$750/week Full-time for ten-twelve weeks	Usually late January
<p>The Leadership Alliance Summer Research Early Identification Program (SR-EIP)</p> <p>The SR-EIP is designed to encourage students from groups traditionally underrepresented in the sciences, engineering, social sciences, and humanities to pursue research careers.</p> <ul style="list-style-type: none"> • SR-EIP provides undergraduates with training and mentoring in the principles underlying the conduct of research and prepares them to pursue competitive applications to graduate schools. • SR-EIP is a gateway to ongoing resources, mentoring and professional networks to support all participants along their chosen career path. • SR-EIP is a rigorous research experience designed specifically for undergraduates interested in applying to PhD or MD-PhD programs. Students work under the guidance of a faculty or research mentor at a participating Leadership Alliance institution. • Through one-on-one collaborations, students gain theoretical knowledge and practical training in academic research and scientific experimentation. • All SR-EIP participants make oral or poster presentations of their research at the Leadership Alliance National Symposium. • <i>Visit: www.theleadershipalliance.org/, go to Programs, Summer Research</i> 	20 locations at universities around the country	Paid with stipend, travel and housing allowance Eight to ten week commitment	February 1 (received)
<p>National Institute of Neurological Disorders and Stroke</p> <p>The Summer Program in the Neurological Sciences offers an opportunity for academically talented undergraduate, graduate, and medical students to receive first-rate training in neuroscience research.</p> <ul style="list-style-type: none"> • Interns work with leading scientists in the Institute's Division of Intramural Research, the in-house research component of the NINDS. The NINDS program encourages students to pursue advanced education and training in the biomedical sciences and future careers in scientific investigation, particularly basic and clinical research in the neurological sciences. <p><i>Visit: www.ninds.nih.gov/jobs_and_training/summer/</i> <i>Contact: Mr. Tony Casco: casco@ninds.nih.gov or Dr. Rita Devine: rita.devine@ninds.nih.gov</i></p>	Bethesda, MD Rockville, MD Cape Cod, MA	Paid	Check website

Research, Science and related continued:

Organization	Location	Stipend	Deadline
<p>National Science Foundation (NSF) Research Experiences for Undergraduates (REU) Open to undergraduate students.</p> <ul style="list-style-type: none"> • The NSF funds a large number of research opportunities through its Research Experiences for Undergraduates (REU) program. • Each REU site consists of a group of ten or so undergraduates who work in the research programs of the host institution. • Each student is associated with a specific research project, where he/she works closely with the faculty and other researchers. • Students are granted stipends and, in many cases, assistance with housing and travel. • REU sites may be at either a US or foreign location. • Areas of study include: astronomical sciences, atmospheric and geospace sciences, biological sciences, chemistry, computer and informational science and engineering, cyber-infrastructure, Department of Defense, earth sciences, education and human resources, engineering, ethics and values studies, international science and engineering, materials research, mathematical sciences, ocean sciences, physics, polar programs, and social, behavioral, and economic sciences. • Visit their website for direct links to specific opportunities. • <i>Visit: http://www.nsf.gov/crssprgm/reu/index.jsp</i> 	<p>Various</p>	<p>Paid</p>	<p>Various</p>
<p>US Naval Observatory, Apprentice Opportunities Open to undergraduate students.</p> <ul style="list-style-type: none"> • Work in summer positions is closely supervised by a designated mentor and may involve any of the following: assisting scientists in planning and collecting measurements or predicting astronomical phenomena; analyzing data according to established procedures; preparing reports, diagrams, charts, and graphs; developing software to improve the accuracy of efficiency of data analysis, or to account for phenomena not previously considered. • These duties generally require the use of personal computers, including word processing, spreadsheet, and graphics packages, statistical software, and specialized programs. • To apply send a resume or description of education and experience (including list of relevant courses and grades) as well as a transcript. • A brief statement of interests and career goals is also helpful. • SEAP Program Director, US Naval Observatory, 3450 Massachusetts Avenue, NW, Washington, DC 20392-5420 or by email to: wds@usno.navy.mil. • The Career Services Office has alumni contacts at the US Naval Observatory and would be happy to put you in touch with them. Please visit the office for more details. • <i>Visit: http://ad.usno.navy.mil/seap/</i> • <i>Contact: wds@usno.navy.mil</i> 	<p>Washington, DC Flagstaff, AZ Colorado Springs, CO</p>	<p>Paid 8-, 10-, or 12-week internship</p>	<p>February 4</p>

Teaching & Education

Organization	Location	Stipend	Deadline
<p>Breakthrough Collaborative Open to high school and undergraduate students.</p> <ul style="list-style-type: none"> • Breakthrough Collaborative is a national nonprofit that launches high-potential, low-income, middle-school students on the path to college and inspires high school and college students to pursue careers in education. • Interns work as teachers and lead up to three academic courses and one elective per summer session in a tuition-free tutoring and academic program for motivated elementary and middle school students with limited educational opportunities. • Interns gain teaching experience, act as a mentor, share their love of learning, help shape the program, and receive teacher training. • Interns have the opportunity to teach an academic elective of their own design and to design their own non-academic electives and mini-courses. • <i>Visit: www.breakthroughcollaborative.org</i> • <i>Contact: teach@breakthroughcollaborative.org</i> 	33 locations across the nation & in Hong Kong	Unpaid with potential financial aid of \$1,000-\$3,300 depending on need & experience 8-week commitment (additional supplements may be available)	Begin accepting applications in late 2013 January 7, 2014 and February 25, 2014
<p>Northfield Mount Hermon School NMH Summer Session Teaching Intern Program Open to juniors, seniors, recent grads, and graduate students.</p> <ul style="list-style-type: none"> • Interns receive an introduction to the teaching profession, especially the private boarding school environment, with a combination of responsibilities including teaching, coaching, and residential life. • Interns work with the middle school, college prep, and English as a Second Language programs. • Under the direction of a master teacher, interns help plan the course, take on daily teaching responsibilities, hold conferences and extra-help sessions with students, and help prepare tests and quizzes. • Interns lead afternoon activities, teach electives, tutor students in study hall, and supervise residential life. • Interns live in private dorm rooms and act as an advisor to a group of approximately 6-8 students. • Interns must be willing and able to work seven days a week. • Interns are given one weekend off during the six-week session. • <i>Visit: www.nmhschool.org/summer-session-teaching-opportunities</i> • <i>Contact: Melissa Stevens: 413-498-3290, mstevens@nmhschool.org</i> 	Northfield, MA	\$3,100 plus room & board Six-week program	Rolling deadline beginning in November February 1 is absolute deadline

Teaching & Education continued:

Organization	Location	Stipend	Deadline
<p>Phillips Exeter Academy, Summer Session: An Apprenticeship in Residential School Teaching Open to juniors, seniors, and graduate students.</p> <ul style="list-style-type: none"> • Teaching interns work closely with experienced instructors; develop close working relationships with faculty mentors; and participate in seminars on teaching and residential life. • Interns attend a seminar on the art of teaching and gather together for evening programs. • The intern program is coordinated by a team of faculty members who help interns explore the complexities of teaching in and beyond the classroom. • Interns have opportunities for co-teaching and, by term's end, for teaching on their own. • Interns live in dormitories under the supervision of veteran faculty members and share in overseeing the residential program. • <i>Visit: www.exeter.edu/summer, then Teaching Opportunities</i> • <i>Contact: Stacey Durand: 603-777-3597, sdurand@exeter.edu</i> 	Exeter, NH	<p>\$3,195 plus room and board</p> <p>Begins early July and ends early August</p> <p>(Five-week program)</p>	Apply early, but before January 21

Theatre, Performing Arts

Organization	Location	Stipend	Deadline
<p>American Dance Festival Open to undergraduate students.</p> <ul style="list-style-type: none"> • Internships are offered in all areas of arts administration and production. • Administrative internships provide hands-on experience to those interested in a career in arts management. • Production interns work on the crew for the 40-plus performances of the ADF season featured at Duke University's Reynolds Industries Theater and the Durham Performing Arts Center in downtown Durham. • All interns work in an invigorating arts environment, as an integral part of the ADF staff. • Each intern plays an important role in carrying out the ADF's mission to serve dance, dancers, choreographers and artists in related fields. • <i>Visit: www.americandancefestival.org/about/internships.html</i> • <i>Contact: 919-684-6402, adf@americandancefestival.org</i> 	Durham, NC Duke University	<p>Stipend varies by position, \$950-\$1,100</p> <p>Eight-week commitment, with evening and weekend work required</p>	Application will be available on December 1. Check website for application deadline.

Theatre and Performing Arts continued:

Organization	Location	Stipend	Deadline
<p>Baltimore Symphony Orchestra (BSO) Open to undergraduate students.</p> <ul style="list-style-type: none"> • The BSO has a variety of internship opportunities available from year-to-year. • Spring and summer opportunities are often available. • Hours are flexible and interns do not need a music background. • <i>Visit: www.bsomusic.org/, click on About the BSO, then Employment Opportunities, then Internships</i> 	Baltimore, MD	Unpaid, some fall & spring internships are paid	Varies
<p>The Choral Arts Society of Washington Open to undergraduates and graduate students.</p> <ul style="list-style-type: none"> • Interns gain experience in arts administration (or Arts Management) which is the managing and direction of non-profit artistic organizations, such as choirs, symphonies, bands, theaters, museums, or public radio stations. • Arts administrators can work in a variety of fields, such as artistic and production, public relations, community outreach, education, or development (fundraising). • Every effort is made to custom design a program that fits both the needs of the intern and the organization. • Interns work mainly with one or two departments, while acquiring valuable knowledge from all departments and leave with a real-world perspective of arts management. • <i>Visit: www.choralarts.org, About Us, then Internships & Apprenticeships</i> • <i>Contact: 202-244-3669 x101; education@choralarts.org</i> 	Washington, DC	Paid	March 15, although applications are reviewed on a rolling basis