There are a lot of great internships in NYC, but when it comes to a complete living experience, EHS is the #1 choice in off-campus housing.

Whether you’re moving to NYC for your first job or as a summer intern, EHS offers you a comfortable, convenient, safe and affordable place to live.

Each one of our residences provides the comfort of a great room, private bath, and tons of amenities, such as free internet, cable and phone, a professional quality gym, state of the art laundry, 24/7 security and much more. And it’s all inclusive with no extra fees.

All in all, it’s a brilliant way to start your NYC experience.
THE MEDIA’S WATCHING VAULT!
HERE’S A SAMPLING OF OUR COVERAGE.

“For those hoping to climb the ladder of success, [Vault’s] insights are priceless.”
– Money magazine

“The best place on the web to prepare for a job search.”
– Fortune

“[Vault guides] make for excellent starting points for job hunters and should be purchased by academic libraries for their career sections [and] university career centers.”
– Library Journal

“The granddaddy of worker sites.”
– U.S. News & World Report

“A killer app.”
– The New York Times

One of Forbes’ 33 “Favorite Sites”
– Forbes

“To get the unvarnished scoop, check out Vault.”
– SmartMoney Magazine

“Vault has a wealth of information about major employers and job-searching strategies as well as comments from workers about their experiences at specific companies.”
– The Washington Post

“A key reference for those who want to know what it takes to get hired by a law firm and what to expect once they get there.”
– New York Law Journal

“Vault [provides] the skinny on working conditions at all kinds of companies from current and former employees.”
– USA Today
VAULT GUIDE TO TOP INTERNSHIPS

CAROLYN C. WISE
AND THE STAFF AT VAULT
Acknowledgments

Thanks to everyone who had a hand in making this book possible. Thanks to Vault’s entire staff for all their help in the editorial, production and marketing processes, as well as Vault’s investors, clients, employees, family and friends.

Finally, this guide could not have been completed without the help of the hundreds of companies and organizations that offer top internships.
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INTERNSHIP PROFILES F

Fairness & Accuracy in Reporting • Families USA • Fantagraphics • FAO Schwarz • Farm Sanctuary • Farrar, Straus & Giroux • Federal Bureau of Investigation • Federal Bureau of Prisons • Federal Reserve Bank of New York • Federal Reserve Board • Federal-Mogul Corporation • Fellowship of Reconciliation • Feminist Majority Foundation • Florida Grand Opera • Food for the Hungry • Food Network • Forbes • The Ford Foundation • Ford Models • Ford Motor Company • Foreign Affairs • Foreign Policy Research Institute • Fourth World Movement • Fox Networks Group • Franconia Sculpture Park • Franklin D. Roosevelt Library • Freddie Mac • Freedom Theatre • French Embassy Press and Communication Office • Friends Committee on National Legislation • Frito Lay • Frontier Nursing Service
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# Internship Profiles H

H.O.M.E. • Habitat for Humanity International • Hallmark Cards • HALT—An Organization of Americans for Legal Reform • Hansard Scholars Programme • HarperCollins • Harper’s Magazine • The Hartford Financial Services Group • The Hastings Center • Hawk Mountain Sanctuary • Hawthorne Valley Farm • HDNet Films • HDR, Inc. • Herbert Scoville Peace Fellowship • The Heritage Foundation • Hewitt Associates • Hewlett-Packard • Hill | Holliday • Hill & Knowlton • Hill + Knowlton • Hispanic Association of Colleges and Universities • Historic Deerfield, Inc. • Historic Films • History Factory • Home Box Office (HBO) • Honeywell International • Houghton Mifflin Harcourt Publishing Company • Houlihan Lokey • Houston International Protocol Alliance • Howard Hughes Medical Institute • The Howard Stern Show • HSI Productions • Hudson Institute • Humana Inc. • Hunter House • Huron Consulting Group

# Internship Profiles I

IAESTE • IBM • Idaho National Laboratory • Illinois General Assembly • IMG • The Indianapolis Star • Indianapolis Zoo • INROADS, Inc. • Inside Edition • Institute for International Cooperation and Development • Institute for the International Education of Students • Institute for Local Self-Reliance • Institute for Policy Studies • Institute for Unpopular Culture • Insurance Services Office • Integrys Energy Group • Intel Corporation • International Broadcasting Bureau • International Center • International Creative Management • International Foundation for Education & Self-Help • International Internship & Volunteer Network • International Paper Company • International Planned Parenthood Association • International Radio and Television Society Foundation • International Sculpture Center • Internships in Francophone Europe

# Internship Profiles J

J. Walter Thompson • J.P. Morgan’s Investment Bank • Jacob’s Pillow Dance Festival • Japan-America Society of Washington, D.C., Inc. • JCPenney Company Inc. • JEA • Jesse M. Unruh Assembly Fellowship Program • Jim Henson Company • Jo-Ann Fabric and Craft Stores • John Wiley & Sons • Johnson & Johnson • Judicial Administration Fellowship Program • The Juilliard School

# Internship Profiles K

The Kennedy Center • KeyBank • KGO-TV • The Kitchen • KPIX/KBCW TV • KPMG • KQED-FM • Kraft Foods, Inc. • The Kroger Company

# Internship Profiles L

L.E.K. Consulting • L-3 Communications • Lamont Doherty Earth Observatory of Columbia University • Land Between the Lakes • The Late Show with David Letterman • Lazard • League of American Orchestras • Legacy International • Legal Momentum • Liberty Mutual Group • Library of Congress • Lincoln Center for the Performing Arts • Liz Claiborne • Lockheed Martin Corporation • Longwood Gardens • Los Angeles Magazine • The Los Angeles Times • The Lowell Whiteman School • Lowe’s Companies, Inc. • LucasFilm • Lunar and Planetary Institute • Lutheran Volunteer Corps • LyondellBasell Industries

# Internship Profiles M

MAD Magazine • Madison Square Garden • Maine State Music Theatre • Makovsky + Company • Manhattan Theatre Club • Manice Education Center • Manus & Associates Literary Agency • Marriott International, Inc. • Mars & Co. • The Martin Agency • Marvel Entertainment • The Maryland Zoo in Baltimore • Mass Media Science & Engineering Fellows Program • Mattel Toys • McKesson • Medco Health Solutions, Inc. • Merck & Co., Inc. • MetLife • The Metropolitan Museum of Art • Microsoft • Middle East Institute • Middle East Research and Information Project • MillerCoors • Milwaukee Journal

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Vault Guide to Top Internships, 2010 Edition

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- Municipal Art Gallery and Hollyhock House
- Museum of Contemporary Art, Chicago
- Museum of Fine Arts, Boston
- Museum of Modern Art
- My Sister’s Place

**INTERNSHIP PROFILES N**

Nabisco • NAPSL0: National Association of Professional Surplus Lines Offices • NASA • NASCAR • The Nation • The National Academies • National Aquarium in Baltimore • National Association of College Broadcasters • National Basketball Association • National Collegiate Athletic Association • National Endowment for the Arts • National Football League • The National GEM Consortium • National Institutes of Health • National Journal Group • National Journalism Center • National Organization for Women • National Park Service • National Partnership for Women and Families • National Public Radio • National Rifle Association • National Security Agency • National Space Society • National Starch and Chemical Company • National Trust for Historic Preservation • National Wildlife Federation • National Women’s Health Network • The Nature Conservancy • NBC Universal • NETWORK • New Canaan Country School • New Dramatists • The New Republic • New Stage Theatre • New York Arts Program • New York City Department of Parks and Recreation • New York City Urban Fellows Program • New York Life Insurance Company • New York-Presbyterian Hospital Westchester Division • New York State Theatre Institute • The New York Times • Newell Rubbermaid • Newsweek • Nickelodeon Animation Studios • Nike • Norfolk Chamber Music Festival • Norfolk Southern • North Carolina Botanical Garden • North Carolina Office of State Government • North Cascades Institute • Northeast Utilities • Northfield Mount Hermon School • Northwestern Mutual Financial Network

**INTERNSHIP PROFILES O**

OCA • Office of International Information Programs • Office of the Attorney General for the District of Columbia • Office of the Speaker of the House of Representatives • Oklahoma RedHawks • Oliver Wyman • Open City Films • Oracle • Outward Bound Wilderness • Overland Entertainment • Overseas Private Investment Corporation • Owens & Minor • Owens Coming

**INTERNSHIP PROFILES P**

Palo Alto Research Center • The Pantry, Inc. • Paychex • PBS NewsHour • Peace Corps • Peggy Guggenheim Collection • Pella Corporation • Penguin Group (USA) • Pennsylvania Department of Transportation • Pepco Holdings, Inc. • PERA Club • Pfizer • PGA TOUR • The Philadelphia Center • Phillips Academy Summer Session • Phillips-Van Heusen • Physicians for Human Rights • Physicians for Social Responsibility • Playhouse on the Square • PMI/HBH • PNC Financial Services Group, Inc. • Polo Ralph Lauren • Population Institute • PricewaterhouseCoopers LLP • Primetime • Principal Financial Group • Procter & Gamble • Pro-Found Software, Inc. • Progress Energy • Protective Life Corporation • Public Defender Service for the District of Columbia • The Public Theater • Publicis • Pulte Homes, Inc.

**INTERNSHIP PROFILES Q**

Q104.3 • QUALCOMM, Inc. • Quality Education for Minorities Network

**INTERNSHIP PROFILES R**

RAND Corporation • Random House, Inc. • Raytheon Company • Reebok International, LTD • Renew America • Rhode Island State Government • Ripon Society • Roche • Rock Creek Foundation • Rockwell Automation • Rodale Institute Experimental Farm • Rohm and Haas • Roll Call • Rolling Stone • The Rosen Group • RSM McGladrey | McGladrey & Pullen • Ruder Finn, Inc.

**INTERNSHIP PROFILES S**

Saks Fifth Avenue • San Diego Zoo • San Francisco 49ers • San Francisco Bay Guardian • San Francisco Magazine • San Francisco Opera • Sandler O’Neill + Partners, L.P. • Schlumberger Limited • Science • Science News • Scott Rudin Productions • Scripps Institution of Oceanography • Sears Holdings Corporation • The Seattle Times • SeaWorld • Sesame Workshop • Seventeen Magazine • Shaver’s Creek Environmental Center • Sherwin-Williams • Sierra Club • Silicon Graphics, Inc. • Simon and Goodman Picture Company • Sirius XM Radio, Inc. • Smithsonian Institution • Sodexo • Sony
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Introduction

What is an internship?
An internship is a sort of trial run at a company—and one of the best ways to test out a potential career field or employer. There are hundreds of different kinds of internships and program structures. Internships can vary in length; they can last two weeks or a full year, though most are for a three-month period. Many internships take place over the summer, while others occur over the fall or spring semester or a duration of your choosing. Similarly, the majority of internships are full time, though some are part time.

Why do an internship?
You may be tempted just to take a job to earn money. There's nothing wrong with that, but there's more to learn—and gain—from doing an internship. For example, if you want to break into a field that's tough to crack, like entertainment, advertising or politics, the very best way to get a full-time job in the field is through an internship. Not only will you learn the inner-workings of the industry and add great experience to your resume, but you'll also meet plenty of contacts and potential mentors. Similarly, interning at a top company puts you on the fast track to getting a full-time offer from that firm—or one of its competitors!

If you're reading this guide, you probably already know that things are grim in the job market. According to The New York Times, although the economy grew in the third quarter of 2009, this will probably be a “jobless recovery.” Unemployment continues to rise (reaching 10.2 percent in October 2009) and over a third of those unemployed have not had a job for the past six months. But guess what? Internships are a great tool to navigate this economic downturn. Most large companies are much more likely to hire a former intern than someone “right off the street.” In fact, according to BusinessWeek, the percentage of interns hired for full-time positions has increased as much as 32 percent at some top companies. Even if you don't end up working for your internship employer, you'll have gained some invaluable and difficult-to-obtain experience. If you're a recent or soon-to-be graduate, having some internship experience under your belt is crucial for your full-time job search.

Not surprisingly, interest in internships has reached unprecedented levels. In a recent Vault survey of undergraduate career services, over 50 percent of all career centers told Vault that they've seen an increase in the number of students applying for internships. However, due to budget cuts and other constraints, employers are ill-equipped to deal with the increase in applicants, and more than a third of career centers reported a decrease in the number of students who actually received an internship in 2009. More applicants and fewer positions mean that competition is steep, so students should visit their career centers early and often to review internship listings, get resume and cover letter advice and conduct mock interviews.

Who's eligible for an internship?
Internships aren't just for students anymore. In Vault's undergraduate internship recruitment survey, about 60 percent of undergraduate career centers reported an increase in the number of soon-to-be graduates accepting internships rather than full-time positions for after graduation. Internships are also a good way for professionals to transition to a different career path or to sneak into a competitive field.

Although it's true that many programs require interns be current students, many others accept (some exclusively) recent graduates and seasoned professionals. So if your career isn't getting off to as fast a start as you might like or you are looking to change careers after a setback, take a look—you might be able to intern at a company that interests you, which is an ideal way to network your way into a full-time job.

But I need to get paid!
Don't think that doing an internship means giving up on pay all together. It's true that many internships are unpaid or offer only academic credit. At the same time, these are often small, interesting organizations or companies in glamorous industries. Many other programs offer some kind of payment, from a stipend or travel allowance to a very generous salary or a scholarship for any remaining academic requirements. Others offer interesting perks, including travel and the chance to attend exclusive industry events.

But don't give up on your dream internship if it's unpaid, as there are other ways to get the financial support you need. Sometimes, organizations will make special arrangements for interns they want even though the program is usually unpaid, such as housing assistance or a small stipend. Talk to the human resources department to learn about different options—and if they suggest a stipend at the end of the program, remember to work hard during the internship to earn it.

Colleges and universities also understand that taking an unpaid internship position may be impossible for some students. About 48 percent of career centers told Vault that they offer some kind of financial assistance for students taking low or unpaid positions, such as grants, fellowships, scholarships, financial aid or tuition reimbursement. In addition, even if you're receiving academic credit from your school, you are still eligible for financial compensation, either from the employer or the school, itself. To learn about these opportunities, talk to your school's career center—and remember, even if there isn't a formal financial assistance program, it never hurts to ask!
Tips for applying to internships
Let's say you've found an internship that interests you. The first thing you should do is follow all the instructions. Here's a short checklist of things you need to do when applying for internships.

• Apply by the deadline. A few months before the deadline is even better—a small organization might just take the first qualified intern who applies.

• Follow the instructions! If you're asked to provide a writing sample, don't send your photo portfolio. If you're asked to provide a reference, start canvassing your teachers and professors.

• Make sure your resume is up-to-date and thoroughly spell-checked. If you've never written a resume, go to your school's career center for help. And ask an experienced professional or two whom you trust to review your resume. If you are applying for internships in different fields, you may need to have more than one version of your resume highlighting different experiences. Ensure that your most current contact information is on the resume.

• Don't ignore the cover letter. Make a persuasive case in your cover letter, which should be tailored to each internship, that you really want to intern at the company. Do your research and be specific—and honest—about why the opportunity is right for you. Again, make sure you carefully proofread the cover letter. Let a trusted friend or teacher read it as well.

• Follow up. If you're really interested in an internship, there's nothing wrong with a quick call or email a few weeks after sending the application to let the organization know how interested you are. But don't pepper them with phone calls every day.

• Carpe diem. If you're really interested in an internship but your qualifications aren't quite right, apply anyway and stress your real interest. Many organizations would rather have a truly excited and motivated intern than one who just meets the qualifications on paper.

• Take experience over money. You can always earn money; however, the window of opportunity for internships isn't open eternally.

Making the most of your internship
Congratulations! You've gotten the internship you want. Here are some tips to make the most of your experience.

• Be a happy camper. Even if you're given work that you think is below you or not what you expected, do it and do it happily. A great attitude and a willingness to pitch in will impress your co-workers—and you might learn a lot more than you anticipated. Once you've proven your value, you may get projects and tasks more to your liking.

• Network, network, network. An internship is a great way to meet insiders in the industry of your choice. Don't limit yourself to your immediate co-workers or supervisors. Introduce yourself to others at the organization. Ask them to spend some time talking with you about their jobs and careers. You'll learn a lot about potential jobs and career paths, and potentially meet mentors and friends who can help you in the future.

• Talk about your expectations for the internship with your contact or supervisor. This will help your internship employer know what you want to do and give you the sort of experience that you want from your internship.

• Don't burn bridges. One thing you'll learn in the working world is that there is no such thing as an unimportant person. Everyone at your internship is a potential source of advice, contacts and career growth.

• Take full advantage of perks. If you're given the opportunity to attend a lecture from the CEO or go to a conference, go! In addition, many programs organize social events for the intern class. Make sure to attend as many as you can because, who knows, one of your fellow interns may be a future captain of industry.

• Stay in touch. Make sure you get the contact information of everyone you've met at your internship and keep them posted on your career and educational progress.
A GUIDE TO THIS GUIDE

Wondering how we’ve organized these internship entries? Well, read on. Here’s a handy guide to the information you need in your search for the perfect internship.

The Buzz

A lighthearted look at first impressions of the employer and at what makes this particular internship different. May include bad puns. It’s a great way to take a fast look at an internship and see if you’re interested in reading further.

If an internship program participated in the 2009 intern experience survey, we’ve included pull quotes from the intern responses in the Buzz section. It’s always best to hear about a program from the interns who survived it.

The Stats

Industry(ies): The employer’s specialties. Some employers may be listed in multiple industries or concentrations.

Location(s): The offices where the company accepts interns, by city, state and sometimes even country.

Number of interns: How many intern positions the company fills per time of year, if applicable. For example, some employers may accept 20 interns in the summer, but only five in the fall and two in the spring. If not applicable, internships are listed as number per year.

Pay: The salary an intern will earn, if any. Academic credit may be offered for unpaid internships; indeed, some internships require that you receive academic (or college) credit. This section also lists any perks included in the internship—which can be anything from free T-shirts to subsidized housing.

Length of internship: The typical length of an internship. Sometimes internship length will vary depending on the time of year.

Intern function(s): What interns do on the job. Internship responsibilities can vary a lot between departments, and intern roles may not be intuitive from the company’s industry.

The Scoop

A brief look at the employer, including its history, organization, current activities and notable accomplishments.

On the Job

A description of the internship program, including the departments accepting interns, details of intern responsibilities and any special intern activities or projects.

Getting Hired

Apply by: Deadlines for applications, including links to online application forms, if available. This section also lists any special application requirements, such as essays or letters of reference.

Qualifications: Requirements for interns, including year of school (and if the internship is open to high school students, college graduates, grad students and/or international applicants) and required major and GPA, if applicable.

Contact: Contact information for internships can be found in this section. We list a specific name whenever possible, as well as direct phone numbers and email addresses. If the employer has an internship section on its website, the address will be listed here.

The intern experience survey

For the second year, Vault asked companies to distribute an intern experience survey to their interns in order to see what the programs were like from the participant’s point of view. The surveys were conducted anonymously and asked interns a range of questions, from what skills they gained to why they chose that program and whether they would recommend the internship to a friend. We received over 3,000 responses from interns in 130 companies and organizations in industries running the gamut from technology to fashion, to finance. Each of these responses gave us a glimpse of what interning at these companies and organizations is really like. Many of the quotes in the “Buzz” section of profiles in this guide were excerpted from these surveys. You can read the full responses online at Vault.com.

There are over 780 internship programs profiled in this guide—and there are even more great internships out there! If your organization sponsors an internship that you’d like us to cover, or if you’ve had an internship and want to tell the world about it, send us an email at internships@vault.com.
VAULT TOP 10 INTERNSHIPS METHODOLOGY

Within these pages are the internships that represent top career opportunities that give students a chance to shine and flex their professional muscles. Vault’s Top 10 Internships are the ones we considered best all around.

Our editors recognize that there are many different kinds of internship programs, and each has its own unique benefits. To highlight top internships that may not have been well-rounded enough to make the Top 10 list, last year we added new lists to our Top 10 for our favorites in particular categories: creative/liberal arts, most unusual experiences, finance and best perks. The Top 10 Finance internships are those that best help participants break into the finance industry, while the Top 10 Creative/Liberal Arts internships are the best arts-related programs. The Top 10 Most Unusual Experience internships are programs with the most unique experiences and the Top 10 Best Perks offer the best benefits beyond the usual salary (anything from free housing to helicopter rides!). Here’s how the Vault editors made their (difficult) selection.

Pay and perks
Because so many internships are unpaid, compensation definitely makes a difference. That doesn’t just mean cash, though: positions that offer interns housing, transportation and access to exclusive events are a huge plus as well.

On the job
The more engaging hands-on work and mentorship opportunities a program offers, the better. So when picking the Top 10 candidates, we choose positions that will enable interns to take their experience out into the postgraduate world by giving them a taste of full-time experience as well as networking opportunities.

This year, we also took into account the responses of the intern experience survey. In it, interns rated their program, including training and orientation, networking opportunities, camaraderie within the intern class and access to upper management. Their responses gave us an inside look at what interning is really like.

Looking forward
Internships are meant to prepare students and recent grads for the future, whether by allowing them to try out different industries or narrow their focus to one. Job placement—the offer rate to interns for full-time jobs—was a factor. Also important: what we call “resume radiance,” a line on the resume that will impress future employers. A big name on your resume can propel you forward in any industry, from investment banking to curating, and these lists run the gamut.
VAULT TOP 10 INTERNSHIPS
Vault Guide to Top Internships, 2010 Edition
TOP 10 INTERNSHIPS

THE TOP 10 INTERNSHIPS IN AMERICA • 2010

**INTERNSHIPS**

- Capital Fellows Programs
- Garmin International
- GE
- Google, Inc.
- INROADS, Inc.
- J.P. Morgan’s Investment Bank
- KPMG
- Nickelodeon Animation Studios
- Smithsonian Institution
- Steppenwolf Theatre Company

**FINANCE INTERNSHIPS**

- The Boston Consulting Group
- Goldman Sachs & Co.
- J.P. Morgan’s Investment Bank
- KPMG
- Lazard
- Morgan Stanley
- Northwestern Mutual Financial Network
- PricewaterhouseCoopers
- RSM McGladrey | McGladrey & Pullen
- Sponsors for Educational Opportunity

**CREATIVE/LIBERAL ARTS INTERNSHIPS**

- Electronic Arts
- Entertainment Weekly
- The Kennedy Center
- Liz Claiborne
- Museum of Modern Art
- The New York Times
- Nickelodeon Animation Studios
- Random House, Inc.
- Smithsonian Institution
- Steppenwolf Theatre Company
### Top 10 Internships Cont’d

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<td>Whirlpool Corporation</td>
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3M

THE STATS

Industry: Manufacturing  
Locations: St. Paul, MN (HQ); various locations across the country  
Number of interns: Annual: 100  
Pay: Varies  
Length of internship: Summer: 10 to 12 weeks; Fall: 12 weeks; Spring: 12 weeks  
Intern functions: Engineering, Finance, Human Resources, Law, Marketing, Sales, Science and Math, Supply Chain, Transportation and Logistics

THE SCOOP

Though most famous for Scotch tape, Thinsulate and Post-It notes, over the years 3M has developed innovative products in markets that range from health care to highway safety. Since its humble beginnings as a mining company in 1901, 3M has expanded exponentially, boasting over 79,000 employees in more than 60 countries and $25.3 billion in revenue in 2008. It’s also one of the 30 stocks that make up the Dow Jones Industrial Average.

ON THE JOB

Departments that hire interns at 3M include engineering, finance, human resources, information technology, marketing, sales, research and development, supply chain and sourcing operations, so duties vary considerably. Interns work closely with professional staff on assignments that are designed to be completed within the timeframe of the internship. Between 35 to 65 percent of interns (depending on their business function) receive a full-time offer from 3M.

THE BUZZ

• “Find out who really invented Post-its”
• “Not just for tech-geeks”

GETTING HIRED

Apply by: 3M does not have an open application process for interns. Interns are selected from colleges and universities where it actively recruits.

Qualifications: For undergraduate internship programs, applicants must have completed their junior year. Graduate programs require that applicants have completed their first year of graduate studies (marketing and marketing communications). High school students are eligible for the program.

Contact:  
3M Corporate Headquarters  
3M Center  
St. Paul, MN 55144-1000  
Phone: (888) 364-3577  
www.3m.com  
solutions.3m.com/wps/portal/3m/en_us/careers/home
40 ACRES AND A MULE

THE STATS

Industry: Film/Entertainment  
Location: Brooklyn, NY  
Number of interns: Annual: around 15 (varies); interns are accepted only when a movie is in production  
Pay: Unpaid, academic credit available  
Length of internship: Eight to 11 weeks, coincides with production dates  
Intern functions: Accounting, Editorial, Film, Television and Radio, Production

THE BUZZ

• “Still one of the most vibrant film internships”  
• “Do the film thing”

THE SCOOP

40 Acres and a Mule was founded in 1986 by Spike Lee as a career vehicle for black writers, actors and directors seeking a chance to work with peers and develop skills in a supportive environment. Internships are offered at the mercy of production schedules—there are no internships when there is nothing to do. 40 Acres produces all of Spike Lee’s movies, such as Do the Right Thing, Jungle Fever, Inside Man and X. In addition to its films, 40 Acres is active in the Brooklyn and African-American community, renovating basketball courts and organizing sports teams and camps. Project 40, 40 Acres’ nonprofit organization, sponsors programs that enable African-American and underprivileged youth to get professional basketball instruction, including a newsletter that provides information about college and news from the NCAA.

ON THE JOB

40 Acres’ internship program is affectionately called the “intern boot camp.” Interns work in every aspect of film production—wardrobe, props, casting and accounting, as director’s assistants, and in production and editing. Interns also perform general office tasks. Some are even cast as extras.

$ GETTING HIRED

Apply by: Rolling.  
Qualifications: Interested students should send a cover letter and resume to the address listed below.  
Contact:  
40 Acres and a Mule Filmworks, Inc.  
c/o Internship Coordinator  
75 South Elliot Place  
Brooklyn, NY 11217  
www.40acres.com
A&E TELEVISION NETWORK

THE BUZZ

- “At the forefront of cable programming since the 1980s cable revolution!”
- “Home to Biography, CSI and The Sopranos”

THE STATS

Industries: Broadcast and Cable, Education, Film/Entertainment, Internet and New Media, Publishing/Journalism
Locations: New York, NY (HQ); Stamford, CT; Atlanta, GA; Chicago, IL; Detroit, MI; Los Angeles, CA
Number of interns: Fall/spring/summer: 10
Pay: Fall/spring: unpaid, academic credit only; Summer: paid, $420 to $525 a week
Length of internship: Fall/spring/summer: 10 weeks
Intern functions: Arts and Design, Editorial, Education, Film, Television and Radio, Internet, Production

GETTING HIRED

Apply by: Rolling. Email a resume and cover letter indicating your area of interest. There will be an interview with HR and with the specific department.
Qualifications: Open to college juniors and seniors, as well as students enrolled in graduate school who have completed at least one semester. A minimum GPA of 3.0 is required. Each internship has different requirements.
Contact:
Fax: (212) 907-9402
Email: recruitinginterns@aetn.com
www.aetv.com

THE SCOOP

A&E Television Network—a joint venture of the Hearst Corporation, ABC, Inc. and NBC—is an award-winning international media company that offers consumers a diverse array of programming and other media, including original television shows, magazine publishing, websites, music and home videos.

ON THE JOB

A&E’s internship program offers different opportunities each year. Interns may work behind the scenes in areas involving marketing, sales, programming or promotions, or they can be on the “set” if working in production. Each department working with an intern is required to host a lunch, providing the interns with a chance to learn about the various departments within the company.
A.E. SCHWARTZ & ASSOCIATES

THE BUZZ
- “A growing firm that values its people”
- “Offers hands-on practical experience”
- “Coach without breaking a sweat”

THE STATS
- **Industry:** Consulting
- **Location:** Boston (Watertown), MA
- **Number of interns:** *Annual:* 20; *Summer:* six to 12
- **Pay:** Primarily unpaid
- **Length of internship:** Varies
- **Intern functions:** Administrative, Consulting, Editorial, Internet, Marketing, Sales

THE SCOOP
Founded by CEO Andrew E. Schwartz in 1982, A.E. Schwartz & Associates is a small Boston-based management training and consulting organization. A.E. Schwartz & Associates boasts a nationwide client base in a range of industries, from the Boston Symphony Orchestra to the United States Army. As part of their client services, A.E. Schwartz & Associates offers more than 20 on-site training programs as well as a school for managers, a mentor/protégé program and executive coaching.

ON THE JOB
Though they collaborate on some cross-functional projects, interns are generally separated by department. Duties vary considerably, but some include maintaining and developing the company website, designing printed products and flyers, internet research, and writing sale letters, emails and e-newsletters. Interns may also attend client meetings, training and development programs, and local conferences or meetings. See the website for more details.

GETTING HIRED
- **Apply by:** Rolling. Send resume and cover letter to the address or email below with the title, “Internship Application.”
- **Qualifications:** Open to all college students, recent college graduates, grad students and those in career transitions. Non-U.S. citizens are eligible for internships.
- **Contact:**
  - Internship Coordinator
  - A.E. Schwartz & Associates
  - P.O. Box 79228
  - Waverley, MA 02479-0228
  - Email: internships@aeschwartz.com
  - www.aeschwartz.com/aboutuscareerinternship.htm

THE BUZZ
- “A growing firm that values its people”
- “Offers hands-on practical experience”
- “Coach without breaking a sweat”
ABBOTT

THE BUZZ

• “Work with Abbott to improve today’s health care”

THE STATS

Industries: Health Care, Biotechnology/Pharmaceuticals  
Locations: Interns may work in 25 locations across the United States and Puerto Rico, including suburban Chicago, IL (corporate HQ); Columbus, OH; San Francisco Bay Area, CA; Temecula, CA; Worcester, MA; Dallas, TX  
Number of interns: Annual: more than 300  
Pay: Paid, varies based on degree level and area of study; transportation and housing may be available for eligible students  
Length of internship: Varies, about 10 to 12 weeks  
Intern functions: Engineering, Environmental Health and Safety, Finance, Human Resources, Manufacturing, Marketing, Quality Assurance, Sales, Science and Math, Technology

THE SCOOP

Founded over 120 years ago by Chicago physician Dr. Wallace C. Abbott, Abbott has emerged as one of the world’s top health care companies, with industry-leading pharmaceutical brands such as Biaxin XL®, Humira® and Kaletra®, nutritional brands including Similac®, Ensure®, EAS®, Glucerna® and ZonePerfect®, medical devices and laboratory and molecular diagnostics. A global leader, Abbott provides innovative health care products to address important health needs from infancy to the golden years.

ON THE JOB

The Abbott internship program provides undergraduate and graduate students with practical work experience and meaningful projects. Intern programs exist in the areas of clinical research, engineering, environmental health and safety, finance, human resources, information technology, manufacturing, marketing (MBA students), quality assurance/regulatory affairs and science. Interns are also exposed to career development programs, networking functions, and social and philanthropic activities. Upon completion of the program, interns present the results of their projects to Abbott management and receive a performance evaluation. The internship program allows hiring managers to select high-potential students for future employment at Abbott.

GETTING HIRED

Apply by: Recruitment primarily takes place in the fall. Check with your career services office to see if Abbott is recruiting at your university.  
Qualifications: Open to students pursuing a bachelor’s, master’s, PhD or MBA degree. Candidates should have leadership skills, a strong academic record and long term hire potential. Interns must be enrolled in school the semester or quarter following their internship and must have completed at least one year of college before beginning the internship.  
Contact: abbott.com/careers
ABC NEWS

THE BUZZ

• “The ins-and-outs of network news”
• “Think you’re better than Diane Sawyer? Prove it”

THE STATS

Industry: Broadcast and Cable
Location: New York, NY
Number of interns: Varies
Pay: Paid, varies, academic credit
Length of internship: Fall/spring/summer: 12 weeks each
Intern functions: Arts and Design, Editorial, Film, Television and Radio, Finance, Internet, Production

THE SCOOP

ABC News is one of the nation’s three leading network news companies. Besides its flagship program, World News Tonight, ABC produces other news shows that include Good Morning America, Primetime, Nightline, This Week and World News Now. The network also manages a 24-hour news website, affiliates and radio news stations. ABC anchors include Charles Gibson, Martin Bashir, John Stossel and Diane Sawyer. The network is owned by the Disney Corporation.

ON THE JOB

Interns are placed in several different “units,” including news operations (liaisons between all news shows), graphics (assisting art directors), long-form (working on longer documentaries), film/tape library and archives (screening and dubbing tapes), ABC News Radio, law and justice, ABC News Now, NewsOne/ABSAT (affiliate feed service), ABCNEWS.com, World News with Charles Gibson, Weekend News, the Brian Ross unit (the investigative team for ABC News), Stossel unit (assisting with segments for 20/20), business, medical, political, This Week with George Stephanopoulos, 20/20, America This Morning, World News Now, Nightline, Good Morning America, Good Morning America Weekend, rights and clearances, special events, Primetime and ABC News VideoSource (selling stock footage).

GETTING HIRED

Apply by: Summer: March 15th; Spring: December 1st. Applicants must create a profile online at disneycareers.com.

Qualifications: Open to college juniors and seniors and grad students with excellent communication skills. Applicants must be able to work a minimum of 16 hours per week. Each internship has different requirements, so check the website for more details.

Contact: abcnews.go.com/site/page?id=3069947
ACADEMIC STUDY ASSOCIATES

THE STATS

Industry: Education
Locations: Amherst, MA; Berkeley, CA; New York, NY; Medford, MA; Florence; Oxford; Barcelona; Nice
Number of interns: Annual: 100
Pay: Paid, $600 to $1,400 salary; room and board, partial travel stipend for U.S. and non-U.S. programs
Length of internship: Summer: two to four weeks
Intern function: Education

THE BUZZ

• “Like summer camp, but with books”
• “For those who love campus life”

THE SCOOP

Academic Study Associates has been running summer programs that prepare middle school and high school students for the transition to college since 1984. Usually based on a college campus, the programs—language and cultural studies, pre-college prep and college admissions prep—are a combination of summer camp and school.

ON THE JOB

ASA hires undergrads for positions in its pre-college and cultural immersion programs, which prepare them for careers in education and counseling. One such position is resident advisor (RA). Each RA lives with a group of students and is responsible for student supervision and activities programming. Senior staff, residence and recreation director positions are open to college graduates with at least two years of relevant experience.

Getting Hired

Apply by: Rolling
Qualifications: Qualifications vary depending on the position. RA: open to undergraduates who have completed at least three years of college, including one year in residence; international staff must be fluent in the target language. Senior staff: open to college graduates only.
Contact:
Email: summerstaff@asaprograms.com
jobs.asaprograms.com

THE BUZZ

• “Like summer camp, but with books”
• “For those who love campus life”
ACADEMY OF TELEVISION ARTS & SCIENCES FOUNDATION

THE BUZZ
- “Top internship in the TV industry for students”
- “Helpful, life-changing, completely worthwhile...awesome.”

THE STATS

Industries: Broadcast and Cable, Film/Entertainment
Location: Los Angeles, CA
Number of interns: Summer: 41
Pay: Paid, $4,000, stipend provided to chosen interns
Length of internship: Eight weeks, starting in late June or early to mid July, music interns normally start in August
Intern functions: Administrative, Film, Television and Radio, Production

THE SCOOP
You know the Academy of Television Arts & Sciences from its role in administering the Emmy® Awards. In addition to the famed award show, the Los Angeles-based organization is the force behind the Television Hall of Fame, the College Television Awards and the Archive of American Television. The Television Academy Foundation supports the archive’s collection of more than 600 interviews with television luminaries, many of which may be viewed on emmytvlegends.org, as well as the Fred Rogers Memorial Scholarship. The academy also offers workshops, seminars and conferences on the broadcast industry, as well as “behind the scenes” evenings for members with the producers and stars of television’s most innovative programs.

ON THE JOB
The Television Academy Foundation offers internships in 29 different programs in areas such as agency, animation, commercials, casting, production, publicity and many more (log on to the website for a complete list). Interns can work on reality shows, made-for-TV movies, series and documentaries, learning sound, scriptwriting, editing and more.

GETTING HIRED

Apply by: March 15th. Cover letter, professional statement and resume must be uploaded to the website below. Two letters of recommendation and any transcripts must be sent by mail. No fax or email entries will be accepted.

Qualifications: Open to current full-time college students and graduate students in the United States. Must have a car (for living in L.A.). Check online for more information and eligibility requirements.

Contact:
www.emmysfoundation.org

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**ACCENTURE**

**THE BUZZ**
- The internship for “high performers”
- “The internship has been a great experience”
- “A great global company”

**THE STATS**
- **Industries:** Consulting, Technology, Outsourcing
- **Locations:** Offices in more than 200 cities around the world
- **Number of interns:** Summer: about 150
- **Pay:** Paid, competitive hourly salary
- **Length of internship:** Summer: 10 weeks minimum (May/June to August/September)
- **Intern functions:** Consulting, Finance, Technology

**THE SCOOP**
Accenture is an international consulting firm that specializes in management consulting, technology and outsourcing. The firm employs 177,000 people in more than 120 countries. Accenture counts 96 of the Fortune Global 100 companies and over 75 percent of the Global 500 as clients. In 2008, Accenture reported an annual revenue of $23.39 billion.

**ON THE JOB**
Interns at Accenture gain exposure to the roles and responsibilities of full-time analysts, providing support for the systems integration/technology and management consulting areas—some even get to interact with real clients. During the program, interns attend a three-day leadership conference in St. Charles, Ill., where they participate in team building activities and meet company executives. About 90 to 95 percent of interns are offered full-time positions upon graduation.

**$ GETTING HIRED**
- **Apply by:** Early Winter. Check with your school’s career services office to see if Accenture recruits on campus, and to apply for open positions. Candidates may also apply online at www.accenture.com/careers.
- **Qualifications:** Open to current undergraduate students who have completed their junior year of college.
- **Contact:**
  - www.accenture.com/campus

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**ACCURACY IN ACADEMIA**

**THE BUZZ**
- “Assail ivory tower indoctrination and practice your editorial skills simultaneously”

**THE STATS**
- **Industries:** Education, Nonprofit
- **Location:** Washington, DC
- **Number of interns:** Summer: 5 to 7; Fall/spring: 5 each
- **Pay:** Paid; Full time: $250 a week; Part time: $50 a day
- **Length of internship:** Flexible, up to 12 weeks
- **Intern functions:** Editorial, Education, Nonprofit, Marketing, Print Media

**THE SCOOP**
Accuracy in Academia (AIA) is a politically conservative nonprofit research group that seeks to restore traditional academic ethics in universities. The group often collaborates with its sister organization, Accuracy in Media (AIM). AIA produces the monthly newsletter Campus Report, which publicizes political bias in education. CR topics focus on campus violations of free speech and the discrimination of students or faculty based on political beliefs. Additionally, AIA sponsors speeches and events on campuses throughout the country.

**ON THE JOB**
Interns work closely with staff members of AIA, developing, writing and editing articles for AIA’s website and the summer issues of Campus Report. Interns also help organize and run AIA events, including the annual summer conference.

**$ GETTING HIRED**
- **Apply by:** Summer: April 1st; Fall: August 1st; Spring: January 1st.
  - Send a cover letter, resume, application form and one or two short writing samples. The required application form is available at www.aimajc.org/apply-now.
- **Qualifications:** Open to high school, college and graduate students, as well as recent college graduates. Non-U.S. citizens are eligible.
- **Contact:**
  - Internship Coordinator
  - Accuracy in Academia
  - 4455 Connecticut Avenue NW, Suite 330
  - Washington, DC 20008
  - Fax: (202) 364-4098
  - Email: intern@aim.org
  - www.academia.org and www.aimajc.org
ACCURACY IN MEDIA

THE BUZZ

• “An invaluable experience for any who want to go into the field of journalism”

THE STATS

Industries: Publishing/Journalism, Nonprofit
Location: Washington, DC
Number of interns: Summer: five to seven; Fall/spring: five each
Pay: Paid; Full time: $250 a week; Part time: $50 a day
Length of internship: Flexible, up to 12 weeks
Intern functions: Editorial, Film, Television and Radio, Marketing, Nonprofit, Print Media, Public Relations

THE SCOOP

Founded in 1969 by economist Reed Irvine, Accuracy in Media is a nonprofit organization that seeks to monitor media bias in television news, radio shows, newspapers and print magazines. The organization publishes the AIM Report, a bi-monthly newsletter for its members, broadcasts a “Media Monitor” podcast, syndicates a newspaper column and runs a national speakers bureau.

ON THE JOB

AIM interns work closely with staff members, writing and editing articles for the AIM website and Campus Report. Interns in public relations organize and publicize events, monitor press coverage, write and send press releases and contact student groups. Marketing interns help manage print and internet advertising campaigns promoting AIM publications.

GETTING HIRED

Apply by: Summer: April 1st; Fall: August 1st; Spring: January 1st.
Send a cover letter, resume, application form and one or two short writing samples. The required application form is available at www.aimajc.org/apply-now.

Qualifications: Open to high school, college and graduate students, as well as recent college graduates. Non-U.S. citizens are eligible.

Contact:
Internship Coordinator
Accuracy in Media
4455 Connecticut Avenue NW, Suite 330
Washington, DC 20008
Fax: (202) 364-4098
Email: intern@aim.org
www.aim.org and www.aimajc.org

ACTORS THEATRE OF LOUISVILLE

THE BUZZ

• “Further Arthur Miller’s legacy”

THE STATS

Industries: Fine and Performing Arts, Nonprofit
Location: Louisville, KY
Number of interns: Annual: 10 to 25
Pay: Small stipend, possible academic credit, free tickets to performances
Length of internship: Varies according to department
Intern functions: Administrative, Arts and Design, Education, Marketing, Nonprofit, Production, Technology

THE SCOOP

The only Tony Award-winning theater in Kentucky, the Actors Theatre of Louisville was founded in 1964 by local producer Richard Block and designated the State Theatre of Kentucky in 1974. Though it began as a small company, the theater now puts on performances of 30 different productions every year. Now in its 46th season, the theater is committed to revitalizing American playwriting—its annual Humana Festival showcases work by new American playwrights and is what Time magazine calls, “The center of the theater world.”

ON THE JOB

Interns work closely with the professional staff, learning about administration or technical theater. Interns can apply to work in a variety of departments, including arts administration, company management, costumes, development, directing, dramaturgy/literary management, education, festival management, lighting, marketing, properties, scenic artistry, sound design, stage management and technical direction. Positions are available for the full or part season. Interns are also involved in projects produced by the Apprentice/Intern Company, the oldest U.S. pre-professional theater company.

GETTING HIRED

Apply by: Application deadlines vary by department, so check the website listed below for more information, including contacts and application procedures.

Qualifications: Open to all current college and graduate students and recent college graduates. Non-U.S. citizens are eligible for internships.

Contact:
Actors Theatre of Louisville
316 West Main Street
Louisville, KY 40202-4218
Phone: (502) 584-1265
Fax: (502) 561-3300
www.actorstheatre.org/about_a_i.htm
THE ADLER PLANETARIUM

THE STATS

Industries: Education, Science, Research  
Location: Chicago, IL  
Number of interns: Annual: 10 to 13  
Pay: Varies, free or reduced admission to Chicago's museums  
Length of internship: Varies  
Intern functions: Finance, Education, Editorial, Marketing, Science and Math

THE SCOOOP

Built by Max Adler in 1930, the Adler Planetarium was the first planetarium in the Western hemisphere and is the oldest existing planetarium today. Chicago natives and visitors can gaze at representations of the night sky in two full-sized planetarium theaters and explore hands-on exhibits on the history of astronomy. The Adler offers an array of educational programs and hosts an astronomy department, several of whose members hold joint appointments with the University of Chicago.

ON THE JOB

Adler intern responsibilities include working with its education programs and advancement or communications departments. Depending on demand, some positions may also be available in the history of astronomy, astronomy and information systems departments.

GETTING HIRED

Apply by: Rolling  
Interns are accepted through an online application. Check the website, www.adlerplanetarium.org.  
Qualifications: Open to high school students, college students, as well as recent grads and grad students. Check the website for information on specific requirements.  
Contact:  
Marguerite Dawson  
Director of Human Resources  
The Adler Planetarium  
1300 South Lake Shore Drive  
Chicago, IL 60605  
Phone: (312) 322-0591  
Email: mdawson@adlerplanetarium.org  
www.adlerplanetarium.org

THE BUZZ

• “Not just for Hubble fans”  
• “Keep your eyes on the skies with this flexible internship”
THE ADVERTISING CLUB OF NEW YORK

THE BUZZ
• “Find out what it’s really like to get ahead in advertising”

THE STATS
Industries: Advertising/Marketing, Nonprofit
Location: New York, NY
Number of interns: Summer: 15 to 20
Pay: Paid, $3,000 stipend; free tickets to events
Length of internship: Summer: 10 weeks
Intern functions: Advertising, Accounting, Marketing, Public Relations, Print Media

THE SCOOP
Originally known as the Sphinx Club, the Advertising Club began in 1896 as a group of eight businessmen who met to discuss the advertising profession. In 1906, the Ad Club launched a series of talks at NYU, which became the first formal teaching about advertising in academia. Today, the Ad Club is a nonprofit organization for marketing and advertising professionals in the communications field. It sponsors educational activities and hosts regular luncheons and symposiums. The club also holds the annual ANDY Awards to recognize contributions to advertising worldwide.

ON THE JOB
The Ad Club program places interns in various participating advertising agencies, marketing and publishing companies in New York City. Though they conduct their day-to-day work at their assigned agency, interns meet weekly at the Ad Club for seminars and are paired with Ad Club members who act as mentors.

GETTING HIRED
Apply by: February 1st. Include an essay, transcript and two recommendations, along with a completed application available online.
Qualifications: Open to college junior and seniors.
Contact:
The Advertising Club
Attention: Internship Coordinator
235 Park Avenue South, 6th Floor
New York, NY 10003
Phone: (212) 533-8080
www.theadvertisingclub.org/internships

ADVOCATES FOR CHILDREN OF NEW YORK

THE BUZZ
• “Save the children!”
• “Perfect training for JDs or undergrads looking for nonprofit experience”

THE STATS
Industries: Education, Law, Nonprofit
Location: New York, NY
Number of interns: Summer: eight
Pay: Unpaid, academic credit
Length of internship: Summer: 10 weeks
Intern functions: Education, Law, Nonprofit

THE SCOOP
Advocates for Children is a nonprofit organization that provides legal tools for needy New York children to secure adequate and equal public education services. AFC’s services include free individual case advocacy, technical assistance, and educational training workshops for parents and professionals to learn about children’s educational entitlements and due process rights in New York City. The organization also produces policy reports and media campaigns to further its mission.

ON THE JOB
The AFC internship program allows students interested in a career in law to work in the nonprofit world and familiarize themselves with education law. Interns get real experience, working on individual education civil rights cases, including special education and discipline and immigrant student rights, and assist attorneys with policy work. Interns also participate in weekly workshops focused on education law.

GETTING HIRED
Apply by: Rolling. Send a resume and cover letter to the address below.
Qualifications: Open to college students, all graduate students and recent grads, as well as professionals and volunteers. Non-U.S. citizens are eligible for internships.
Contact:
Rebecca Zwilling
Advocates for Children of New York
151 West 30th Street, 5th Floor
New York, NY 10001
Email: rzwilling@advocatesforchildren.org
www.advocatesforchildren.org (No phone calls, please.)
AETNA INC.

THE BUZZ

- “Learn about the benefits business”
- “Ensure yourself a great internship in the insurance industry.”

THE STATS

Industries: Financial Services, Health Care, Insurance
Locations: Hartford, CT (corporate HQ); Blue Bell, PA; Middletown, CT; Phoenix, AZ; Fairfield, NJ; Walnut Creek, CA; Portland, ME; Columbus, SC; Alpharetta, GA; Chicago, IL; New Albany, OH
Number of interns: Graduate Summer Associate Program: eight (six in Hartford, one in Phoenix, one not in office); Undergraduate Intern Program: 72 (35 in Hartford, 19 in Middletown, four each in Phoenix and Blue Bell, two each in Walnut Creek, Chicago and Portland, one each in Alpharetta, New Albany, Columbia and Fairfield); High School Intern Program: eight (all in Hartford)
Pay: Paid or academic credit; housing for out-of-state interns; Grad students: $20,640; Undergrads: $12.02 to $18.44 an hour depending on academic year; High school students: $9.25 an hour
Length of internship: Summer: 10 to 12 weeks (May to August)
Intern functions: Accounting, Administrative, Advertising, Consulting, Finance, Health Care, Human Resources, Insurance, Management, Marketing, Project Management, Public Relations, Real Estate, Sales, Technology

THE SCOOP

A Fortune 500 company, Aetna celebrated its 150th anniversary in 2003. Since the 2000 sale of its global health and financial service businesses, it has focused on “building the premier employee benefits company in the industry.” With over 35,000 employees, Aetna serves 37.2 million medical, dental and group insurance customers in all 50 U.S. states. In 2009, Aetna was named one of BusinessWeek’s “Best Places to Launch a Career.”

ON THE JOB

Aetna offers a summer internship and year-round co-op. Interns begin the summer with classroom training and end with a cross-functional final project. In addition, interns attend companywide programs, such as speaker series and community service events. Resume and interviewing workshops are also available.

GETTING HIRED

Apply by: Graduate: January 1st; Undergrad: February 1st. Apply online at www.aetna.com/working.
Qualifications: Open to students who have sophomore status or higher. A GPA of at least 3.0 is preferred. Aetna favors computer science, computer engineering, management information systems, business administration or related majors.
Contact:
Internship Coordinator
Aetna
151 Farmington Avenue
Hartford, CT 06156
Phone: (800) 238-6247
www.aetna.com/working/students/index.html

Graduate Students
John Sessions
Phone: (860) 273-0154
Email: sessionsj@aetna.com

Undergrads
Tim Lefebvre
Phone: (860) 273-0729
Email: lefebvre@aetna.com
AFRICA ACTION

THE BUZZ

• “Advocate for Africa”

THE STATS

Industry: Nonprofit
Location: Washington, DC
Number of interns: Summer: two to five; Fall/spring: two to four
Pay: Unpaid, academic credit available
Length of internship: Spring: January/February to May; Summer: June to August; Fall: September to December; minimum 20 hours per week
Intern functions: Administrative, Editorial, Education, Marketing, Nonprofit, Public Relations, Research

THE SCOOP

Africa Action was created in 2001 when three of America’s oldest advocacy groups for Africa merged. The organization works with activists and civil society groups to influence American foreign policy on Africa in order to facilitate development and conflict resolution in African countries. Africa Action’s current work focuses on campaigns to alleviate African debt, end HIV/AIDS in Africa and send peacekeeping missions to Darfur and all of Sudan.

ON THE JOB

Interning at Africa Action provides a look at the day-to-day operations of a national advocacy group. Responsibilities vary by department. Public education and mobilization department interns conduct research, support development staff and work on public education, outreach and media initiatives. Interns in the policy analysis and communications department conduct research and draft text for publications and correspondence. Development and fundraising department interns research and implement fundraising strategies. Interns in the executive office keep track of issues related to U.S. foreign policy toward Africa and act as assistants to the executive director.

GETTING HIRED

Apply by: Rolling. Applicants should email a resume, cover letter (including dates and hours of availability), writing sample (three to five pages), references and cover letter to the address below.

Qualifications: Open to all college and graduate students, as well as recent college graduates. Non-U.S. citizens are eligible.

Contact:
Africa Action
Internship Program
1634 Eye Street NW, Suite 810
Washington, DC 20006
Phone: (202) 546-7961
Fax: (202) 546-1545
Email: info@africaaction.org
www.africaaction.org/about/jobs.php
AFRICARE

THE BUZZ

- “For those serious about their commitment to fighting AIDS and aiding Africa”
- “Help developing nations develop”

THE STATS

Industry: Nonprofit
Location: Washington, DC
Number of interns: Annual: 10 to 15
Pay: Unpaid; interns are expected to obtain funding through their educational institutions
Length of internship: Up to one year; most are summer internships from May through August
Intern functions: Administrative, Agriculture, Health Care, Nonprofit

THE SCOOP

Africare is the oldest and largest in a collection of private, charitable U.S. organizations that focus on African issues. It concentrates its efforts on agriculture and health care (especially HIV/AIDS prevention and management). Africare also works with water resource development, environmental management, basic education, microenterprise development, governance initiatives and emergency humanitarian aid.

ON THE JOB

Internships are varied and specific to current needs, taking place either in the D.C. office or any of 26 countries in Africa. In the field offices, interns gain hands-on experience in the organization’s many different departments. As positions become available, Africare contacts individuals who have sent in a resume with appropriate skills and/or experience for the position.

GETTING HIRED

Apply by: Rolling. Applicants should submit a resume and cover letter to a job posting of interest.

Qualifications: Open to high school graduates, current college students, college graduates and grad students. International experience and/or travel is preferred, but not required. Position requirements vary, so check the website for details.

Contact:
Africare
Africare House
440 R Street NW
Washington, DC 20001
Phone: (202) 462-3614
Fax: (202) 387-1034
www.africare.org
www.africare.org/aboutus/jobs/index.php
AGILENT TECHNOLOGIES

THE BUZZ

- “The world’s premier measurement company”
- “Great place to work”
- “Seeking talented engineers and life sciences students”

THE STATS

Industries: Engineering, Science, Technology
Locations: Santa Clara, CA (HQ); Santa Rosa, CA; Alpharetta, GA; Budd Lake, NJ; Chandler, AZ; Colorado Springs, CO; King of Prussia, PA; Loveland, CO; Wilmington, DE
Number of interns: Annual: 35; Summer: 20
Pay: Paid, varies; academic credit, medical insurance, holiday pay, access to on-site fitness facilities, employee discounts
Length of internship: Summer: three months; Co-op: three to 12 months
Intern functions: Engineering, Finance, Law, Marketing, Sales, Science and Math, Technology

THE SCOOP

Agilent Technologies, a premier measurement technology company, began as part of the Silicon Valley giant Hewlett-Packard. Agilent spun off from HP in 1999 to become the world’s largest purveyor of communications, electronics, life sciences and chemical analysis products. Today, Agilent Technologies is itself a giant, boasting over 18,000 employees worldwide and an annual revenue of $5.8 billion.

ON THE JOB

Agilent hires interns to groom them for a place in the company after graduation. Recruits are given hands-on assignments in the science, engineering, IT, finance and legal departments. About 40 percent of eligible interns are hired upon graduation.

$ GETTING HIRED

Apply by: Agilent accepts applications year-round; interested students should apply through the company’s career website (listed below) where they can view the U.S. internship program, search open positions and submit an application. In addition, Agilent representatives visit schools throughout the academic year.

Qualifications: Open to college students who have completed their freshman year and graduate students pursuing master’s, MBA or PhD degrees. Candidates must have strong academic achievement in a technical or business area. Students studying electrical, mechanical, industrial, computer or chemical engineering, bioscience, computer science, chemistry, materials science, management information systems, computer information systems, business, IT or physics are encouraged to apply.

Contact: www.agilent.com/go/jobs
AGORA PUBLISHING

THE BUZZ
- “Work in a historic mansion”
- “Pretend you’re Socrates”
- “Agora’s company culture was exactly what I was looking for.”

THE STATS
Industry: Publishing/Journalism
Location: Baltimore, MD
Number of interns: Annual: 25 to 30
Pay: Paid; free parking
Length of internship: Spring/summer/fall: flexible
Intern functions: Administrative, Advertising, Arts and Design, Editorial, Human Resources, Marketing, Research

THE SCOOP
Agora Publishing is an unusual international company that produces newsletters for the financial, travel and health industries, as well as publishes special interest books. These are no run-of-the-mill publications. Rather than concentrating on the media, Agora prefers to focus on the ideas within each product. After all, the name of the company—which was founded in 1979—is the ancient Greek word for “community center,” or the place where new ideas are exchanged. Agora’s offices are located in a cluster of 19th century mansions in Baltimore.

ON THE JOB
Agora’s interns spend most of their time researching, but the work itself varies greatly, and can include projects in different departments, such as the editorial, production or marketing departments. Interns should be prepared to work quickly and accurately.

GETTING HIRED

Apply by: Rolling. Send a resume and cover letter to the address below.

Qualifications: Open to college freshmen, sophomores, juniors and seniors, grad students and recent college graduates.

Contact:
Email: ezepp@agorapublishinggroup.com
www.agora-inc.com

AIESEC

THE BUZZ
- “Internships in over 100 countries”

THE STATS
Industry: Education
Locations: Rotterdam, The Netherlands; New York, NY; offices in over 100 countries worldwide
Number of interns: Annual: varies, over 7,500
Pay: Varies; salary, stipend or academic credit may be available depending on the location and responsibilities
Length of internship: Six weeks to 18 months

THE SCOOP
Averaging over 107 countries and 1,700 universities, AIESEC is the world’s largest student-run organization and an international platform for young people to develop their potential to make a positive impact on society. Through the combined development experience, including international internships, leadership opportunities and a global learning environment, members are equipped to become leaders of tomorrow’s world.

ON THE JOB
AIESEC U.S. exchange participants will be provided with practical training experience in a company, educational institution or nonprofit organization. Interns will be able to experience life in another country, as well as have the opportunity to learn practical skills in the workplace.

GETTING HIRED

Apply by: Rolling. Apply by registering online to join one of AIESEC’s local communities at www.aiesec.org.

Qualifications: Open to college freshmen, sophomores, juniors and seniors, as well as recent graduates and grad students under the age of 30. Non-U.S. citizens are eligible for internships.

Contact:
AIESEC United States
127 West 26th Street, 10th Floor
New York, NY 10001
Phone: (212) 757-3774
Email: aiesec@aiesecus.org
www.aiesec.org
AIGNER/PRENSKY MARKETING GROUP

THE BUZZ
- A trendy communications firm
- “PR, marketing, image development and event production—all rolled into one”

THE STATS
- Industries: Advertising/Marketing, Public Relations
- Location: Allston, MA
- Number of interns: Summer/fall/spring: three each
- Pay: Unpaid, possible academic credit; free parking
- Length of internship: Eight weeks minimum
- Intern functions: Administrative, Editorial, Marketing, Public Relations

THE SCOOP
Aigner/Prensky is a strategic marketing and public relations firm based in the Allston section of Boston. A/P does not provide advertising services; rather, the company explores strategic marketing approaches that include image development, community relations programs and organizing special events. British Airways, Shaw's Supermarkets, Mount Auburn Hospital, iParty, The Cheesecake Factory, Build-A-Bear Workshop and The Pinehills are among A/P's clients.

ON THE JOB
Interns work with account executives and assist with specific clients. They prepare for entry-level positions in public relations and marketing by drafting press releases and pitch letters, doing research, compiling fact sheets, creating press kits, maintaining media contact lists and pitching story ideas to the media. They also provide ongoing administrative support to all Aigner departments.

GETTING HIRED
- Apply by: Rolling. Send a resume and cover letter to the address below.
- Qualifications: Open to college sophomores, juniors, seniors and graduates. Non-U.S. citizens are eligible for internships.
- Contact:
  Internship Coordinator
  Aigner/Prensky Marketing Group
  214 Lincoln Street, Suite 300
  Allston, MA 02134
  Phone: (617) 254-9500
  Email: jobs@aignerassoc.com
  www.aignerassoc.com

AIM FOR THE HANDICAPPED, INC.

THE BUZZ
- “Help others help themselves”

THE STATS
- Industries: Education, Nonprofit
- Location: Dayton, OH
- Number of interns: Three
- Pay: Unpaid
- Length of internship: Varies, usually three months
- Intern functions: Education, Nonprofit, Health Care, Physical and Occupational Therapy

THE SCOOP
Adventures in Movement (AIM) was established in 1958 with the goal of assisting individuals with disabilities in reaching their highest potential. It is a nonprofit organization that works with any and all ages and disabilities to improve a vast area of gross and fine motor skills, as well as speech and concentration issues. The organization’s free movement program, called the AIM Method, focuses on improving motor skills through movement and rehabilitation techniques. Celebrity supporters of the program include the late Gene Kelly and professional golfer Nancy Lopez.

ON THE JOB
AIM has a large network of volunteers with which interns work on a water program and other activities. More often, interns work with the professional staff, mostly in classroom activities surrounding the AIM Method. Interns learn the method in a workshop and are certified before they can teach on their own.

GETTING HIRED
- Apply by: Rolling. Send a resume and cover letter to the address below.
- Qualifications: Open to high school students 16 years of age or older, all college and grad students and recent college graduates. Non-U.S. citizens are eligible.
- Contact:
  JoAnn Spangler
  AIM for the Handicapped, Inc.
  Intern/Volunteer Program
  945 Danbury Road
  Dayton, OH 45420
  Phone: (937) 294-4611
  Fax: (937) 294-3782
  Email: aimforthehandicapped@aimforthehandicapped.org
  www.aimforthehandicapped.org
**AIR PRODUCTS AND CHEMICALS, INC.**

**THE BUZZ**
- “Intern with a green industrialist”
- “The company’s ethics, corporate culture and safety awareness lead the industry”

**THE STATS**

- **Industry:** Technology
- **Locations:** Trexlertown, PA (HQ); Laporte, TX; Los Angeles, CA
- **Number of interns:** Summer: 138
- **Pay:** Competitive pay based on semester in school
- **Length of internship:** 10 to 12 weeks
- **Intern functions:** Accounting, Engineering, Finance, Human Resources, Marketing, Sales, Technology

**THE SCOOP**

Founded in 1940, Air Products is one of the leading producers of industrial gases and chemicals. And it’s not just O₂. In addition to its gas and chemical units, Air Products is a purveyor of semiconductor materials, health care services, and coatings and adhesives, among other things. An eco-conscious company (it’s listed on the Dow Jones Sustainability and FTSE4 Good Indices) with over 21,000 employees, Air Products has a revenue of $10.4 billion.

**ON THE JOB**

The Air Products internship program offers flexible co-op and intern positions during the summer. The program’s emphasis is on practical experience and learning, and positions are available in engineering, accounting, IT, human resources, sales and marketing. Air Products provides brown bag lunches and local plant tours in addition to training sessions and seminars. About 75 to 85 percent of interns are hired for full-time positions upon graduation.

**GETTING HIRED**

**Apply by:** Engineering undergrads, MBAs or PhDs: August to January; Undergrad accounting students: January to February. Apply online.

**Qualifications:** Open to students pursuing an undergrad degree, MBA or PhD, who have at least a 3.0 GPA. Air Products recruits applicants studying for a degree in engineering, though opportunities are also available in other disciplines.

**Contact:**
Tracey E. Saccani  
Manager, University Relations  
Global CDP Program Manager  
Air Products and Chemicals, Inc.  
7201 Hamilton Boulevard  
Allentown, PA 18195-1501  
Phone: (610) 481-8655  
Fax: (610) 481-8951  
Email: saccante@airproducts.com  
www.airproducts.com/careers
ALASKA STATE PARKS

THE BUZZ
- “See how big Alaska really is”
- “Rustic, but bustling with outdoor opportunities”

THE STATS
Industry: Government
Location: Statewide Alaska
Number of interns: Annual: 60; Summer: 49; Winter: six
Pay: Unpaid, academic credit; most interns are provided with uniforms, a small expense allowance ($100 to $300 per month) and housing
Length of internship: Summer: May 15th to September 15th; Winter: September 1st to April 30th
Intern functions: Administrative, Education, Environment, Sales, Science and Math

THE SCOOP
The Alaska State Parks Volunteer Program is run by the Alaska Department of Natural Resources and offers 60 full-time volunteer positions every year. A handful of these positions qualify as internships and can be applied toward academic credit. Work locations include the Kenai River Special Management Area, Chugach State Park and the Alaska Chilkat Bald Eagle Preserve, among others.

ON THE JOB
Available internships include archaeological assistant, backcountry ranger assistant, museum assistant, natural history interpreter, park caretaker, program coordinator, ranger assistant, trail crew, winter natural history interpreter, winter park caretaker and winter ranger assistant. Depending on the job, interns might build and maintain trails, assist staff with the daily operation of the campground and park facilities or lead interpretive walks, lectures and tours. Positions are full-time and located throughout Alaska.

GETTING HIRED
Apply by: Summer: April 1st, but no earlier than September 1st. Winter: August 15th, but no earlier than September 1st. You may apply for as many positions as you like. Apply online or call to request an application. Applicants must be able to provide three references.
Qualifications: Open to all college students and college graduates who are U.S. citizens over 18 years of age. Preference is given to students studying natural sciences, resource or recreational management.
Contact:
Lynn Wibbenmeyer
Volunteer Coordinator
Alaska State Parks
550 West 7th Avenue, Suite 1380
Anchorage, AK 99501-3561
Phone: (907) 269-8708
Fax: (907) 269-8907
Email: dnr.pksvol@alaska.gov
www.dnr.alaska.gov/parks/vip/index.htm
**ALLIANCE OF RESIDENT THEATRES**

**THE BUZZ**
- “Theater buffs look no further”
- “Learn the business side of theater”

**THE STATS**
- **Industry:** Fine and Performing Arts
- **Location:** New York, NY
- **Number of interns:** Summer/winter: one to two each
- **Pay:** Unpaid; occasional complimentary theater tickets
- **Length of internship:** Varies depending on availability
- **Intern functions:** Administrative, Arts and Design, Management, Marketing, Nonprofit

**THE SCOOP**
Founded in 1972, the Alliance of Resident Theatres (A.R.T./NY) calls itself “the service organization for the nation’s largest, most artistically influential and most culturally diverse theater community: Off Broadway.” A.R.T./NY provides low-cost office space and management-related technical assistance, makes grants to small and emerging theaters, produces audience development initiatives and serves as an advocate for state and local arts. A.R.T./NY serves nearly 400 nonprofit theaters throughout New York City.

**ON THE JOB**
A.R.T./NY hires interns according to the company’s upcoming projects. Generally, a position is available in the summer and another during the academic year. Interns have the opportunity to meet with prominent directors and actors.

**$ GETTING HIRED**
- **Apply by:** Rolling. See website for details.
- **Qualifications:** Open to all college students.
- **Contact:** Alliance of Resident Theatres/New York
  520 8th Avenue, Suite 319
  New York, NY 10018
  Phone: (212) 244-6667
  Fax: (212) 714-1918
  Email: questions@art-newyork.org
  www.offbroadwayonline.com

**AMELIA ISLAND PLANTATION**

**THE BUZZ**
- “Interpret nature or clean cabanas—it’s up to you”
- “Cater to Florida’s vacation crowd”

**THE STATS**
- **Industries:** Hospitality and Tourism, Environment
- **Location:** Amelia Island, FL
- **Number of interns:** Annual: 50 to 75
- **Pay:** Varies
- **Length of internship:** Four to 18 months, 16-week minimum
- **Intern functions:** Administrative, Education, Environment, Food and Beverage, Sales, Sports

**THE SCOOP**
Boasting 1,350 acres, four golf courses, 23 tennis courts and a nature center, Amelia Island Plantation aptly labels itself “Florida’s Premier Island Resort.” Located less than 30 miles from the Jacksonville airport, the resort provides guests with a variety of accommodation options and leisure activities.

**ON THE JOB**
Internships are available in recreation, environmental interpretation, housekeeping, sports, sales, culinary, pastry, golf, tennis, food and beverage, aquatics/rentals and green initiatives. Although interning at the plantation may sound like summer camp, the resort wants its interns to return full time after graduation. Therefore, when reviewing applications, preference is given to candidates who are interested in a permanent position after the internship.

**$ GETTING HIRED**
- **Apply by:** Rolling. Applications are available online.
- **Qualifications:** Open to current undergraduate students. International applicants are welcome. Students with a stipend must have their internships recognized as part of an academic program. Most positions require applicants to have a good driving record and be fluent in conversational English.
- **Contact:**
  Marissa Avila, Internship Coordinator
  Amelia Island Plantation
  P.O. Box 3000
  Amelia Island, FL 32035-3000
  Phone: (904) 277-5904
  Fax: (904) 491-4345
  Email: intern@aipfl.com
  www.aipfl.com/aboutamelia/employment/internships.htm
**AMERICAN & INTERNATIONAL DESIGNS**

**THE BUZZ**
- “Fed up with your boring bank lobby? Do something about it”
- “A strong name in interior design”

**THE STATS**
- **Industry:** Architecture
- **Location:** Staten Island, NY
- **Number of interns:** Summer/fall/winter/spring: one each
- **Pay:** Unpaid
- **Length of internship:** Summer/fall/winter/spring: eight to 12 weeks each
- **Intern function:** Arts and Design

**THE SCOOP**
Opened in 1980, American & International Designs is a multidisciplinary interior design firm specializing in large, public projects such as hospitals and corporations. The company is run by native New Yorker Susan Arann, a former fashion boutique owner who has designed over 45 restaurant interiors, made bank lobbies more “people-friendly” and has worked on several health care facilities, redesigning birthing centers, and patient and emergency rooms. American & International Designs recently designed spaces for the Ritz Carlton and Hilton.

**ON THE JOB**
According to Arann, interns at American & International Designs do “anything and everything.” They are involved in every step of project management, from initial client meetings and job site visits to process consultations. It’s a good program for someone looking to break into the field of interior design, and the company hires many of its interns for full-time employment.

**GETTING HIRED**
- **Apply by:** Rolling.
- **Qualifications:** Open to college seniors, recent grads and grad students.
- **Contact:**
  - Susan Arann
  - American & International Designs
  - 1110 South Avenue, Suite 2
  - Staten Island, NY 10314
  - Phone: (800) 568-4882
  - Fax: (347) 273-1450
  - Email: susan@designamericanyc.com
  - www.designamericanyc.com

**AMERICAN ASSOCIATION FOR THE ADVANCEMENT OF SCIENCE**

**THE BUZZ**
- “Internships for student scientists”

**THE STATS**
- **Industries:** Publishing/Journalism, Research, Science Policy
- **Location:** Washington, DC
- **Number of interns:** Annual: approximately 10
- **Pay:** Unpaid for most; Science News writing internship is paid
- **Length of internship:** Varies, available year-round
- **Intern functions:** Administrative, Editorial, Education, Research, Science and Math

**THE SCOOP**
The world’s largest general scientific society, the American Association for the Advancement of Science (AAAS) serves over 10 million professionals and science enthusiasts. Founded in 1848, AAAS has stayed true to its mission for over 160 years: to promote science and technological breakthroughs to benefit society.

**ON THE JOB**
There are many internship programs available, including the Scientific Freedom, Responsibility and Law Program; Science and Human Rights Program; Center for Science, Technology and Congress Internship; Center for Science, Technology and Security Policy Internship; Science News Writing Internship (available in Washington, D.C., or Cambridge, Mass.); and the AAAS Minority Science Writers Internship. AAAS also hosts an internship for students with disabilities sponsored in part by NASA. All interns work closely with professional staff conducting research, planning seminars and conferences, and assisting in other departmental duties. Science interns work with the news writing staff contributing to the magazine and the online publication, ScienceNow.

**GETTING HIRED**
- **Apply by:** Varies by program; see the website or contact human resources for individual internship information. To apply, please send a resume along with a cover letter indicating the type of internship (volunteer or paid) and the department/program sponsoring the internship. A writing sample may also be required for some positions.
- **Qualifications:** Varies by program; check the website below for details.
- **Contact:**
  - AAAS
  - Human Resources Department
  - 1200 New York Avenue NW
  - Washington, DC 20005
  - Phone: (202) 326-6470
  - www.aaas.org/careercenter/internships
  - www.aaas.org/careercenter/fellowships
THE BUZZ

- “Find out how commercials are created”
- “Learn advertising all over the country”

THE STATS

Industries: Advertising/Marketing, Nonprofit
Locations: New York, NY; Atlanta, GA; Boston, MA; Chicago, IL; Kansas City, MO; Minneapolis, MN; Philadelphia, PA; Pittsburgh, PA; Richmond, VA; Arlington, VA; San Francisco, CA; Sausalito, CA; Warren, MI; Binghamton, MI; Dearborn, MI; Greenville, SC; Miami Beach, FL; Austin, TX; and others
Number of interns: Summer: Between 100 and 150
Pay: Paid, $70 a day; subsidized travel, subsidized housing (AAAA pays 70 percent of cost)
Length of internship: Summer: 10 weeks
Intern functions: Advertising, Arts and Design, Project Management, Print Media, Public Relations, Technology

THE SCOOP

Founded in 1917, the American Association of Advertising Agencies (AAAA) is the national trade association that represents the advertising agency business in the United States. The AAAA membership produces around 80 percent of the total advertising volume placed by agencies nationwide, and offers its members services, expertise and information regarding the advertising agency business.

ON THE JOB

The Multicultural Advertising Intern Program (MAIP) prepares interns for entry-level positions in a range of advertising agency departments. Internships are available in account management, project management, creative (art direction or copywriting), broadcast production, public relations, media buying/planning, digital/interactive design, account/strategic planning, print production and traffic, among other departments.

GETTING HIRED

Apply by: Summer: first Friday in December. Applicants must submit an application downloaded from the website, two letters of recommendation, transcript(s), creative samples (if applying for creative department positions) and two essays. Prospective interns will be interviewed.

Qualifications: Open to U.S. citizens or permanent residents who are current college juniors, seniors, graduate students or recent graduates. Students attending AAAA-participating portfolio schools are also eligible. A minimum 3.0 GPA is preferred, though students with a cumulative GPA of 2.7 to 2.9 are encouraged to apply, but must complete an additional essay question in the student application. Applicants should be able to demonstrate a serious commitment to pursuing a career in advertising, regardless of chosen major.

Contact:
Angela Johnson Meadows
Manager, Diversity Programs
Multicultural Advertising Intern Program
c/o American Association of Advertising Agencies
405 Lexington Avenue, 18th Floor
New York, NY 10174-1801
Phone: (212) 850-0732
Fax: (212) 867-8329
Email: ameadows@aaaa.org
www.adunity.aaaa.org
### American Association of University Women

#### The Buzz
- “For everyone interested in gender equality in education”

#### The Stats
- **Industries:** Education, Law, Nonprofit
- **Location:** Washington, DC
- **Number of interns:** Annual: 10 to 15
- **Pay:** Unpaid
- **Length of internship:** Varies
- **Intern functions:** See the full list online at [www.aauw.org/about/career/aauwjobs.cfm](http://www.aauw.org/about/career/aauwjobs.cfm)

#### The Scoop
Established in 1881, the American Association of University Women (AAUW) is a leading voice for equity and education for women and girls. AAUW is comprised of two parts: the association, a 501(c)(4) 100,000-member organization with more than 1,300 branches nationwide that lobbies and advocates for education and equality, with a 501(c)(3) Leadership and Training Institute; and the AAUW Educational Foundation, a 501(c)(3) public foundation established in 1958 to provide support and advancement for women in higher education, to conduct research on equity in education for women and girls, and to provide funds and a support system for women seeking judicial redress for gender discrimination in higher education.

#### On the Job
Both AAUW entities accept interns, though the specialized departments vastly differ in their internship offerings. All interns assist associate directors on a number of projects. Some past responsibilities have included assisting the membership department, planning AAUW’s international symposium, working on an e-zine for female college students and serving as the legal intern for the advocacy fund.

#### Getting Hired

Apply by: Rolling. Email a cover letter, resume and writing sample to the address below.

Qualifications: Open to college juniors and seniors, as well as recent grads and grad students.

Contact:

AAUW
Internship Coordinator
1111 16th Street NW
Washington, DC 20036
Email: aauwjobs@aauw.org
[www.aauw.org/about/career/aauwjobs.cfm](http://www.aauw.org/about/career/aauwjobs.cfm)

### American Bar Association

#### The Buzz
- “Rub elbows with practicing lawyers”
- “A dream job for aspiring legal eagles”

#### The Stats
- **Industry:** Law
- **Locations:** Chicago, IL; Washington, DC
- **Number of interns:** Over 100
- **Pay:** Varies
- **Length of internship:** Varies, available year-round
- **Intern functions:** Administrative, Editorial, Finance, Human Resources, Law, Marketing, Public Relations

#### The Scoop
The American Bar Association is the professional organization for the legal profession, by the legal profession. With about half of the lawyers in America as its members, it is the world’s largest voluntary professional association. The ABA “provides law school accreditation, continuing legal education, information about the law, programs to assist lawyers and judges in their work, and initiatives to improve the legal system for the public.”

#### On the Job
The ABA offers a plethora of internship programs in which recruits learn on-the-job skills in Washington, D.C. Programs include positions with the Juvenile Justice Center, Section of Dispute Resolution, Standing Committee on Election Law and Asia Law Initiative Council, just to name a few.

#### Getting Hired

Apply By: Deadline varies from year to year. Submit a cover letter and resume to the internship coordinator in the Washington, D.C. office.

Qualifications: Varies depending on the internship desired. Non-U.S. citizens are eligible if they have an I-9.

Contact:

Internship Coordinator
American Bar Association
740 Fifteenth Street NW
Washington, DC 20005
Email: abajobsdc@staff.abanet.org
[www.abanet.org/hr/interns/home](http://www.abanet.org/hr/interns/home)
**THE STATS**

**Industries:** Health Care, Nonprofit  
**Locations:** Atlanta, GA (HQ); various locations across the United States  
**Number of interns:** 50 to 60  
**Pay:** Paid, hourly or stipend of up to $2,500  
**Length of internship:** Fall/spring/summer: eight weeks  
**Intern functions:** Administrative, Editorial, Health Care, Human Resources, Law, Marketing, Nonprofit, Public Relations

**ON THE JOB**

Interns gain hands-on experience in cancer control, income development, advocacy, marketing, communications, human resources, public health and law. Interns also assist with ACS’s Relay for Life fundraiser, held in about 3,000 communities around the country.

**THE BUZZ**

- “The most important nonprofit of its kind”  
- “Great resume name for pre-meds”

**GETTING HIRED**

Apply by:  
*Spring:* January 20th; *Summer:* May 2nd; *Fall:* September 9th. Internships can open up throughout the year; visit the website for details.  
Apply directly to your office of interest. Candidates must submit an online application, a resume that includes honors and awards, and a one-page, double-spaced essay on their reasons for applying. Those “pre-selected” from the applicant pool are asked for a transcript and three letters of recommendation from faculty members.

**Contact:**  
Manager of Student Programs  
American Cancer Society  
250 Williams Street NW  
Atlanta, GA 30303-1002  
Phone: (800) 227-2345  
Fax: (404) 982-3677  
Email: internships@cancer.org  
www.cancer.org/docroot/aa/content/aa_5_1x_internship_program.asp
www.cancer.org/docroot/emp/content/emo_1_internships.asp
AMERICAN CIVIL LIBERTIES UNION

THE BUZZ
- “Become a card-carrying intern”
- “First Amendment bliss”

THE STATS
Industries: Law, Nonprofit
Locations: New York, NY (HQ); Atlanta, GA; Washington, DC; San Francisco, CA
Number of interns: Spring/fall: two each; Summer: two to three
Pay: Unpaid, academic credit possible
Length of internship: Spring/fall: 10 to 16 weeks; Summer: 10 to 12 weeks
Intern functions: Editorial, Human Resources, Law, Nonprofit, Public Relations

THE SCOOP
Founded in 1920, the American Civil Liberties Union (ACLU) has grown from a roomful of civil liberties activists to an organization with more than 500,000 members and supporters. The ACLU is dedicated to defending and preserving the individual rights and liberties guaranteed to every person in the United States. It challenges and publicizes civil liberty violations through court battles and media coverage.

ON THE JOB
Internships with the National Legal Department of the ACLU exposes participants to the world of public interest law. The program provides interns with the chance to work on racial justice, national security, human rights and First Amendment issues. Non-legal internships are also available in the areas of human resources and communications/media relations, among others.

GETTING HIRED
Apply by: Application deadlines vary, so check the website listed below. To apply, submit a cover letter, resume and short nonfiction writing sample (three to five pages).
Qualifications: Open to undergraduate students and recent grads. Applicants should have an interest in social and legal issues, excellent writing and communication skills. Non-U.S. citizens are eligible. Check the website for specific program qualifications.
Contact:
Undergraduate Internship Coordinator
American Civil Liberties Union
125 Broad Street, 18th Floor
New York, NY 10004
Phone: (212) 549-2694
www.aclu.org/jobs/index.html
www.aclu.org/jobs/careers/8963sortbytitle.html
www.aclu.org/jobs/careers/8983sortbytitle.html

AMERICAN CONSERVATORY THEATER

THE BUZZ
- “Learn about theater from the best”
- “It worked for Danny Glover”

THE STATS
Industry: Fine and Performing Arts
Location: San Francisco, CA
Number of interns: Annual: seven to nine
Pay: Paid; free theater tickets to ACT and Bay Area shows
Length of internship: Concurrent with the production performance season, typically August to June
Intern functions: Administrative, Arts and Design, Editorial, Marketing, Nonprofit, Production, Public Relations

THE SCOOP
The American Conservatory Theater (ACT) aims to renew and reinvent traditional theater and theatrical writing for the modern public, and to create a new community of performers and audiences. ACT nurtures the art of live theater through vigorous productions. It does this, in part, by teaching nearly 3,000 aspiring actors annually. Alumni include Winona Ryder, Annette Bening and Denzel Washington.

ON THE JOB
ACT places interns in theater production and administration. All interns get experience working for a large-scale professional theater company, ample opportunity to meet celebrated professionals and an “in” to a professional life in the theater. Tasks can be largely clerical, but some recent interns have gone on to prominent positions within the organization and without, including placement at Yale University and Broadway, Off-Broadway and regional theaters throughout the United States.

GETTING HIRED
Apply by: April 3rd. Application must include a cover sheet, personal statement, resume, writing sample and three letters of recommendation.
Qualifications: Open to college students, graduates, graduate students and anyone interested in a career in theater. Non-U.S. citizens are eligible. Applicants must demonstrate training, skills or experience in the field, and PC and/or Mac computer skills.
Contact:
Internship Coordinator
American Conservatory Theater
30 Grant Avenue, 6th Floor
San Francisco, CA 94108-5834
Phone: (415) 834-3200
Email: internships@act-sf.org
www.act-sf.org
www.act-sf.org/site/pageserver?pagename=about_opps_intern
AMERICAN DANCE FESTIVAL

THE BUZZ

• “Like summer camp for dance fans”
• “A great way to truly see what happens behind the scenes at an arts organization and at a thriving dance festival”

THE STATS

Industries: Fine and Performing Arts, Nonprofit
Location: Durham, NC
Number of interns: Summer: 29
Pay: Paid, $950 to $1,100 for the summer; or academic credit
Length of internship: Summer: seven weeks, first week in June through last week in July
Intern functions: Accounting, Administrative, Advertising, Marketing, Nonprofit, Personal Services, Project Management

THE SCOOP

The American Dance Festival was established in 1934 to promote appreciation and understanding for modern dance. Through education and community outreach, ADF brings students and dance professionals from around the world together every year for six-week sessions at Duke University. During its annual summer season, ADF produces over 60 modern dance performances.

ON THE JOB

ADF offers several different internships: in the box office, working with executive and development associates, coordinating studio and performance technical needs, in food and housing, running the ADF store and theater concessions, dealing with administrative and community outreach aspects of the professional performances, handling the press, working on the production crew for performances, working with the international student body and faculty on ADF workshops, and coordinating the technical needs of the school. In addition, ADF offers internship positions in video production and archives, school video production, graphic design, finance and marketing. All interns attend weekly seminars.

GETTING HIRED

Apply by: Summer: February 15th. Submit a resume, cover letter and two letters of recommendation (work-related preferred). Please include the application form found on the ADF website.

Qualifications: Open to current college students and recent graduates. High school students are also eligible, but will not be paid.

Contact:
Jill Guyton
Office Manager/Executive Assistant
American Dance Festival
Box 90772
Durham, NC 27708-0772
Phone: (919) 684-6402
Fax: (919) 684-5459
Email: guyton@americandancefestival.org
www.americandancefestival.org/internships/internships.html
AMERICAN ELECTRIC POWER

THE STATS

Industry: Energy
Locations: Columbus, OH (HQ); additional locations in AR, IN, KY, LA, MI, OH, OK, TN, TX, VA and WV
Number of interns: Varies
Pay: Paid; possible monthly housing allowance, paid holidays and overtime, free parking
Length of internship: One quarter/semester or about 12 weeks
Intern functions: Accounting, Finance, Engineering, Technology

THE SCOOP

American Electric Power (AEP) is the largest electricity generator and one of the largest utilities in the United States. Eleven states are linked to its distribution grid, which generates more than 39,000 megawatts. The company employs almost 20,000 people and has over five million customers. AEP’s transmission system serves roughly 10 percent of the electricity demand in the Eastern Interconnection.

ON THE JOB

The internship is designed as an abbreviated version of a full-time position, gearing interns for later entry into the company. Co-ops enrolled in the computer science track receive practical experience in web development, script writing, programming, database development and more. Business interns get hands-on experience in risk and market analysis, control procedures and marketing energy supplies. Engineering co-op students work with analyzed work flow, interpreted air permits and benchmarked data. Interns majoring in accounting have the opportunity to reconcile accounts, assist in capital improvement and prepare journal entries.

GETTING HIRED

Apply by: Rolling. Apply online at the website below.
Qualifications: Open to full-time college students with at least a 3.0 GPA. Engineering students must have their programs accredited by the Accreditation Board for Engineering and Technology. Students must be U.S. citizens or permanent residents. Co-ops are open to sophomores who are able to commit to two nonsequential assignments, including one summer assignment. AEP prefers IT and engineering students for co-ops and accounting and finance students for internships.

Contact:
American Electric Power
College Relations
1 Riverside Plaza
Columbus, OH 43215-2373
Phone: (614) 716-1856
Fax: (614) 716-4800
www.aep.com/careers/collegerelations
THE BUZZ

- “Because even Newt needs an intern”
- “A great place to get Hill experience, the conversation is always stimulating and the gourmet lunches are free!”

THE STATS

Industries: Government, Law, Nonprofit, Publishing/Journalism
Location: Washington, DC
Number of interns: Spring/summer/fall: approximately 45 each
Pay: Unpaid; free breakfast and lunch
Length of internship: Spring/summer/fall: 12 to 16 weeks each
Intern functions: Editorial, Marketing, Nonprofit, Public Relations, Research

THE SCOOP

One of America’s oldest think tanks, the American Enterprise Institute for Public Policy Research was founded in 1943 to preserve and strengthen limited government, competitive private enterprise, national defense and effective foreign policies. AEI hosts a rotating group of roughly 70 scholars, mostly consisting of professors, writers and politicians who focus on public issues that pertain to the economy, law, politics and foreign policy. Current notable fellows and scholars include Lynne Cheney and Paul Wolfowitz.

ON THE JOB

AEI interns work with scholars, economists, political scientists and foreign policy specialists to conduct research on current public policy questions, providing preparation for government, public policy, academia and nonprofit work. Participants are usually paired with AEI scholars for research support and other assistance on various projects. Others work with business directors in various administrative departments. AEI also holds intern-only lectures and conferences as well as a formal recognition dinner. About five to 10 interns are offered full-time positions upon graduation.

GETTING HIRED

Apply by: Summer: April 1st; Fall: September 1st; Winter/spring: December 1st. Applicants must submit a cover letter, resume, writing sample (five pages or fewer) and an unofficial transcript online.

Qualifications: Open to underclassmen, but the organization prefers juniors, seniors and graduate students. Recent college graduates and non-U.S. citizens are eligible. A minimum GPA is 3.0 is required, but successful applicants tend to have a GPA of 3.5 or above.

Contact:
Mary Campbell
Internship Program Manager
American Enterprise Institute
1150 17th Street NW
Washington, DC 20036
Phone: (202) 862-7166
Fax: (202) 862-7178
Email: internships@aei.org
www.aei.org/internships
AMERICAN FAMILY INSURANCE

THE BUZZ

• "Get personalized experience in making a large insurance company operate"

THE STATS

Industry: Insurance
Locations: Madison, WI (HQ); additional locations nationwide
Number of interns: Summer: 30; Fall/spring: 10
Pay: Paid, varies based on school standing
Length of internship: Summer/fall/spring: varies by position
Intern functions: Administrative, Editorial, Finance, Human Resources, Insurance, Law, Marketing

THE SCOOP

Originally Farmers Mutual Insurance Company, American Family Insurance was founded in 1927 by insurance salesman Herman Wittwer. Though it began solely as an auto insurance company, AFI now offers everything from flood to restaurant insurance, as well as financial product lines in 19 states. AFI is the nation's third-largest mutual property and casualty insurer, employing more than 4,000 independent contractor agents and 8,400 employees.

ON THE JOB

Student interns at AFI are placed depending on their major and career goals, and are assigned a mentor to advise them in their professional development. Interns are given feedback on their performance and have the opportunity to provide feedback on their experience at AFI. Most interns work at AFI during the summer, but in some cases these summer opportunities turn into a continuous engagement during the school year, based on manager needs and intern availability. AFI also includes interns in social and networking events.

GETTING HIRED

Apply by: Rolling. All internship positions are posted on the AFI website. Students can apply online and have their resume routed directly to the appropriate recruiter.

Qualifications: Open to students at any point in their academic careers who are pursuing a degree, advanced degree or a certificate program at a two- or four-year institution. Non-U.S. citizens are eligible.

Contact:
American Family Insurance Corporate Office
6000 American Parkway
Madison, WI 53783-0001
Phone: (608) 249-2111
www.americanfamilyinsurance.jobs

AMERICAN FEDERATION OF TEACHERS

THE BUZZ

• "Intern for a prominent labor union"
• "Perfect your research skills on behalf of teachers"

THE STATS

Industry: Education
Location: Washington, DC
Number of interns: Summer/fall/spring: Varies
Pay: Undergraduate: $10 an hour; Graduate: $12 an hour
Length of internship: Spring/summer/fall: 16 weeks each, up to one year
Intern functions: Editorial, Education, Finance, Law, Nonprofit, Public Relations

THE SCOOP

Started in 1916, the American Federation of Teachers is a labor union that supports public school staff members at all levels, from pre-kindergarten to university. AFT represents the economic, social and professional interests of classroom teachers. Its 1.4 million members across 43 states include teachers, school and university employees, state and local government employees, and nurse and health professionals.

ON THE JOB

Interns research worker and professional issues that pertain to AFT constituents, learning the general issues of labor unions. Internships are available in several departments, including accounting and finance, human rights and community relations, organizing and field services, legal and communications, among others. Interns may also work on American Educator, the AFT's quarterly professional magazine. Tasks usually involve one or two long projects and several short assignments. Interns also represent AFT at education events and conferences in the D.C. area. Duties can involve research, writing and attending meetings and conferences.

GETTING HIRED

Apply by: Summer: March 1st; Fall: June 1st; Spring: November 1st. Applicants must send a cover letter responding to several points listed online, a resume and a writing sample.

Qualifications: Open to all college students, as well as recent grads and grad students.

Contact:
Internship Coordinator
American Federation of Teachers
555 New Jersey Avenue NW
Washington, DC 20001
Phone: (202) 879-4439
Email: intern@aft.org
www.aft.org/about/jobs/intern.htm
AMERICAN FORESTS

THE BUZZ

• “It’s not easy being green”
• “Good for both the earth and your resume”
• “The perfect combination of the work I wanted to do and the contributions I wanted to make to society”

THE STATS

Industries: Environment, Nonprofit
Location: Washington, DC
Number of interns: Annual: 12 to 15
Pay: Unpaid, academic credit or small stipend
Length of internship: Three to six months
Intern functions: Editorial, Environment, Law, Marketing, Public Relations, Research

THE SCOOP

American Forests’ No. 1 goal is “to grow a healthier world”—a lofty aim for a nonprofit organization. Then again, American Forests is America’s oldest nonprofit citizens’ conservation organization, dating all the way back to 1875. The organization strives to enable communities, corporations, individuals, schools and government groups to apply strategic environmental solutions. Your community may even have been “ReLeafed” through their recent campaigns, Tree Planting for Environmental Restoration and Reversing the National Urban Tree Deficit.

ON THE JOB

American Forests offers internships in many different departments—communications, development and marketing, forest policy, global releaf and urban forestry. Intern tasks may include writing press releases, planning events, developing material on the importance of forests, establishing tree planting partnerships with schools and businesses and helping to plan workshops.

GETTING HIRED

Apply by: Rolling. Applicants are encouraged to apply at least two months prior to the fall, spring or summer terms. Submit a cover letter, resume and one-page writing sample.

Qualifications: Open to college sophomores, juniors and seniors, as well as recent grads and grad students.

Contact:
JoAnn Williams
American Forests
P.O. Box 2000
Washington, DC 20013
Fax: (202) 737-2457
Email: jwilliams@amfor.org
www.americanforests.org/about_us/jobs.php
AMERICAN FRIENDS SERVICE COMMITTEE

THE BUZZ
- “Peace, social justice, and humanitarian service”

THE STATS
Industry: Nonprofit
Locations: Philadelphia, PA (HQ); over 40 regional offices across the United States
Number of interns: Varies
Pay: Paid and unpaid
Length of internship: Varies
Intern functions: Administrative, Education, Nonprofit, Public Relations

THE SCOOP
The American Friends Service Committee (AFSC) began and still functions as a Quaker organization. But the group’s mission is larger than one denomination, and AFSC also includes people of various faiths who are committed to social justice, peace and humanitarian service. Its work is based on the Quaker belief in the worth of every person, and faith in the power of love to overcome violence and injustice.

ON THE JOB
AFSC offers a wide range of internships in the community relations unit, the international programs unit, the nationwide women’s program, the peacebuilding unit and the third world coalition. Most positions are based in AFSC’s national office in Philadelphia, but there are some offered in regional offices across the country. Internship experience may vary considerably depending upon which department and geographic region an intern is placed.

GETTING HIRED
Apply by: Rolling.
Qualifications: Open to high school students, college freshmen, sophomores, juniors and seniors, as well as others interested in the work of AFSC.
Contact: Email: jobs@asfc.org
www.afsc.org/jobs

AMERICAN GEOGRAPHICAL SOCIETY

THE BUZZ
- “For the future Indiana Jones”
- “It is a small organization, everyone is really nice and wants you to learn”

THE STATS
Industries: Environment, Publishing/Journalism
Location: New York, NY
Number of interns: Annual: two to four
Pay: Unpaid
Length of internship: 10 weeks minimum
Intern functions: Editorial, Research, Marketing, Print Media, Public Relations

THE SCOOP
Founded in 1851, the American Geographical Society is the oldest society of its kind in America. Made up of both professional geographers and everyday mapping fans, it is perhaps best known for making the world of geography accessible to laymen. AGS boasts a renowned geographical research library, publishes two magazines, Geographical Review and FOCUS on Geography, and sponsors exploration, cartographic research and international travel programs.

ON THE JOB
Interns in the small AGS office work closely with permanent staff, fulfilling office needs as they arise. Duties vary according to interns’ personal strengths and area of study. Past interns have worked extensively with AGS’ many databases, researched funding opportunities for the society, drafted press releases on articles in AGS magazines, organized the AGS library and researched for upcoming society exhibits.

GETTING HIRED
Apply by: Rolling. See the website’s internship section for more details.
Qualifications: Open to college juniors and seniors, as well as grad students. International applicants are welcome.
Contact:
Mary Lynne Bird
The American Geographical Society
120 Wall Street, Suite 100
New York, NY 10005
Phone: (212) 422-5456
Email: ags@amergeog.org
www.amergeog.org/internships_program.htm
AMERICAN HEART ASSOCIATION

THE BUZZ
- “A great cause to put your heart into”
- “Learn the inner workings of a nonprofit”

THE STATS
Industries: Health Care, Nonprofit
Locations: Various locations across the United States
Number of interns: Varies
Pay: Unpaid
Length of internship: Varies, available year-round
Intern functions: Administrative, Editorial, Marketing, Nonprofit, Public Relations

THE SCOOP
The American Heart Association traces its roots back to New York City in 1915 when a group of concerned physicians formed the Association for the Prevention and Relief of Heart Disease to educate citizens about the disease, which was quickly becoming a leading cause of death. Similar groups began to crop up in Boston, Philadelphia and Chicago in the 1920s. As national interest grew, six doctors from the associations came together in 1924 to found the American Heart Association. Today, the American Heart Association is a leading health advocate, taking on such titans as the tobacco industry and dispersing its research publicly.

ON THE JOB
The purpose of the undergraduate research training program is to encourage promising students from all disciplines to consider research careers related to the cardiovascular and cerebrovascular areas. Interns can work in the editorial department, co-writing promotional and informational material, website information, advertisements, fliers, posters and more. They also help with the association’s administrative activities. Responsibilities vary by location and need, but may include handling phone inquiries, proofreading pamphlets and mailings and clerical tasks.

GETTING HIRED
Apply by: Rolling. Send a resume and writing samples with a cover letter disclosing in which office you’d like to work.
Qualifications: Open to current college students and grad students.
Contact:
Internship Coordinator, Human Resources
American Heart Association
7272 Greenville Avenue
Dallas, TX 75231
Fax: (214) 706-1191
Email: aharesume@heart.org
www.americanheart.org
AMERICAN HOCKEY LEAGUE

THE BUZZ

• “Work in the hockey world without having to wear a mouth guard”

THE STATS

Industry: Sports
Locations: Springfield, MA (HQ); various team locations across the United States and Canada
Number of interns: Summer/fall/spring: one or two each
Pay: Varies, paid and unpaid; academic credit available
Length of internship: Summer/fall/spring: 12 to 15 weeks each
Intern functions: Advertising, Marketing, Public Relations

THE SCOOP

The American Hockey League is hockey’s equivalent to baseball’s minor leagues, serving as a developmental circuit for the National Hockey League. The company manages special projects, media relations and marketing for all 29 teams in its four divisions (United States and Canada). These teams include the Manitoba Moose, the Manchester Monarchs, the Albany River Rats, the Chicago Wolves and the Portland Pirates.

ON THE JOB

AHL internships are intended to prepare recruits for careers in sports marketing and advertising. Interns mostly work in the marketing department, but can also assist with hockey operations, media relations and communications, broadcast production and business development. Depending on the time of year, interns may also work on other projects. Internships are available at AHL headquarters or at one of its team locations.

GETTING HIRED

Apply by: Application deadlines vary based on the hiring organization. Applicants should apply online by submitting a resume and cover letter. Check the website below for specific application deadlines and requirements.

Qualifications: Open to college juniors and seniors, as well as recent grads and grad students. Non-U.S. citizens are eligible. Qualifications vary depending on the position, so check the website for more information.

Contact:
Sean Lavoine
Vice President, Licensing and Corporate Sales
American Hockey League
One Monarch Place, Suite 2400
Springfield, MA 01144
Phone: (413) 781-2030
Fax: (413) 733-4767
Email: slavoine@theahl.com
www.theahl.com
theahl.teamworkonline.com/teamwork/jobs/default.cfm
AMERICAN INDIAN SCIENCE AND ENGINEERING SOCIETY

THE BUZZ

- “Highly targeted engineering internship”

THE STATS

Industries: Technology, Nonprofit
Locations: Greenbelt, MD; Cleveland, OH; Nez Perce Reservation; Vancouver, WA; Santa Ana Pueblo, NM
Number of interns: Summer: varies, about 14
Pay: $300 minimum weekly stipend, $70 for travel, housing
Length of internship: Summer: 10 weeks; CIA internship: 12 weeks
Intern functions: Accounting, Arts and Design, Engineering, Government, Health Care, Human Resources, Science and Math, Technology

THE SCOOP

The American Indian Science and Engineering Society (AISES) is a nonprofit group that helps and encourages Native Americans and Native Alaskans to study science, engineering and technology. The organization provides financial and academic support to students and teachers, and works directly with tribes, schools and fellow nonprofit groups.

ON THE JOB

AISES exposes interns to various careers in federal agencies. Positions are arranged together with the U.S. Department of Commerce in Washington, D.C., the Centers for Disease Control and Prevention in Atlanta, Ga., and the U.S. State Department at its offices around the world.

GETTING HIRED

Apply by: Summer: U.S. State Department and CIA: October 15th; All other agencies: February 15th. Send resume, official transcript, essay and two letters of recommendation to the address below. For more information, see the website below.

Qualifications: Open to college sophomores, juniors and seniors, as well as grad students. A minimum GPA of 3.0 is required. Must be a member of AISES and a U.S. citizen. Permanent residents may also apply.

Contact:
Tina Pino
Program Officer
American Indian Science and Engineering Society
2305 Renard Street SE, Suite 200
Albuquerque, NM 87106
Phone: (505) 765-1052
Fax: (505) 765-5608
www.aises.org
AMERICAN PLACE THEATRE

THE BUZZ
- “Work behind the scenes on cutting-edge, Off-Broadway productions”
- “Bring literacy on stage”

THE STATS
Industry: Fine and Performing Arts
Location: New York, NY
Number of interns: Spring/summer/fall: varies
Pay: Unpaid
Length of internship: Varies; available year-round, part or full time
Intern functions: Administrative, Editorial, Education, Marketing, Stage Production

THE SCOOP
Current artistic director, Wynn Handman, founded the American Place Theatre in 1963. The company has long been devoted to independent Off-Broadway theater. It focuses on new works by a diverse selection of American writers, with an emphasis on pluralism. Its performance-based literacy program, “Literature to Life,” is a highly regarded educational theater program.

ON THE JOB
APT hires interns in a variety of departments, including education, administrative, development and education marketing. The education intern stage manages educational theater productions, alongside the director of education. The administrative intern works with all aspects of the theater, from assisting the management to marketing the theater. The development intern assists the director of development with grant-writing and fundraising efforts. Finally, the marketing intern supports the director of education programs with advertising and booking educational activities.

GETTING HIRED
Apply by: Rolling. Send a resume and cover letter to the address below. Professional references may also be required.
Qualifications: Open to college freshmen, sophomores, juniors and seniors, grad students and recent college graduates.
Contact:
Jennifer Barnette
Managing Director
The American Place Theatre
630 9th Avenue, Suite 809
New York, NY 10036
Phone: (212) 594-4482
Fax: (212) 594-4208
Email: jbarnette@americanplacetheatre.org
www.americanplacetheatre.org
www.americanplacetheatre.org/stage

AMERICAN RED CROSS

THE BUZZ
- “Start a career in disaster preparedness”
- “Help save lives”

THE STATS
Industry: Nonprofit
Location: Washington, DC
Number of interns: Varies, usually about 30
Pay: Paid and unpaid, $440 to $800 per week
Length of internship: Summer: 10 weeks; Unpaid: year-round
Intern function: Nonprofit

THE SCOOP
The American Red Cross helps people prevent, prepare for and respond to emergencies. Volunteers are the core of the organization, logging over 53 million hours annually helping victims of thousands of disasters; teaching lifesaving skills to millions; and helping U.S. service members separated from their families stay connected. The American Red Cross is part of the International Red Cross and Red Crescent Movement. An average of 91 cents of every dollar the Red Cross spends is invested in humanitarian services and programs. The Red Cross is not a government agency; it relies on donations of time, money and blood to do its work.

ON THE JOB
The American Red Cross Presidential Internship Program provides paid internships at the American Red Cross national headquarters, and almost every department at the American Red Cross has at least one Presidential Internship position. Throughout the internship, programs and classes are provided to help students learn more about the American Red Cross, other organizations in the D.C. area, and professional development. Unpaid internship positions are offered at the American Red Cross National Headquarters through the Office of the National Chair of Volunteers Office.

GETTING HIRED
Apply by: Presidential Internship Program: March 11th; Unpaid: rolling. See instructions for the Presidential Internship Program on the Red Cross website, and for unpaid positions on www.volunteermatch.org.
Qualifications: Open to all undergraduates, graduate students and recent graduates eligible to work in the United States. Applicants must be able to work at the headquarters in Washington, D.C.
Contact:
Patrick Riley
Presidential Internship Manager, Corporate Diversity Department
American Red Cross, National Headquarters
2025 E Street NW
Washington, DC 20006
Phone: (202) 303-5000
Fax: (202) 303-0200
Email: diversity@usa.redcross.org or internships@usa.redcross.org
www.redcross.org and www.volunteermatch.org
**AMERICAN REPERTORY THEATRE**

*THE BUZZ*

- “One of the three best theaters in the country”
- “A theater program for non-actors”

*THE STATS*

**Industry:** Fine and Performing Arts  
**Location:** Cambridge, MA  
**Number of interns:** Annual: 10 to 20  
**Pay:** Varies  
**Length of internship:** Varies, available year-round  
**Intern functions:** Arts and Design, Finance, Management, Marketing, Production, Public Relations, Technology

*THE SCOOP*

The American Repertory Theatre is a professional, residential theater company based at Harvard University’s Loeb Drama Center. Its permanent ensemble concentrates on classic texts reformatted for contemporary audiences, neglected works of the past, and new, primarily American, works. The company produces many performances throughout the year and tours worldwide. The American Repertory Theatre has also established a similar company in Moscow.

*ON THE JOB*

Interns in this program are closely supervised, preparing them for a career in the performing arts. Production internships are offered in stage management, production management, lighting, sound, scenery, costumes, properties and running crew. Management internships work in artistic management, box office, financial management, fundraising/development, house management, literary management, marketing and public relations.

*$*$ **GETTING HIRED**

*Apply by:* Rolling. Applications are available online. Applications should be typed and mailed to the address below, along with a cover letter (indicating area of interest), resume and two letters of recommendation.  
*Qualifications:* Open to college students, grad students and college graduates. Non-U.S. citizens are eligible.  
*Contact:*  
Internship Coordinator  
American Repertory Theatre  
64 Brattle Street  
Cambridge, MA 02138  
Phone: (617) 495-2668  
Fax: (617) 495-1705  
www.americanrepertorytheater.org/intern

**AMERICAN RIVERS**

*THE BUZZ*

- “Restore, protect, enjoy”

*THE STATS*

**Industries:** Environment, Nonprofit  
**Locations:** Portland, OR; Seattle, WA; Washington, DC  
**Number of interns:** Annual: 16  
**Pay:** Unpaid, academic credit  
**Length of internship:** Flexible but usually three months, 25 hours per week  
**Intern functions:** Administrative, Editorial, Environment, Nonprofit, Public Relations, Research

*THE SCOOP*

Founded in 1973, American Rivers is a national nonprofit dedicated to protecting and restoring natural U.S. rivers and wildlife. Leading the national river movement, AR is a membership-driven organization providing creative and practical solutions to problems plaguing America’s river system, as well as promoting clean and healthy rivers. AR has worked with over 367 local, state and regional conservation groups to establish a list of the most endangered rivers in the United States.

*ON THE JOB*

Interns work as part of the conservation staff when placed in conservation/policy positions. Duties include legislative research, grassroots organization (working with other national environmental groups), responding to requests from “river activists,” researching American river issues, preparing written materials and other long-term projects. Some interns work with the communications department on media affairs, publications (online and printed) and an annual report of the nation’s rivers. Interns are separated into general communications and online community development groups.

*$*$ **GETTING HIRED**

*Apply by:* Rolling. Send the completed online application with a cover letter, resume, three references and a brief writing sample to the address below.  
*Qualifications:* Open to current college students, recent graduates and grad students who are passionate about river conservation.  
*Contact:*  
Fanette M. Jones  
Director of Administration  
American Rivers  
1101 14th Street NW, Suite 1400  
Washington DC 20005  
Phone: (202) 347-7550  
Fax: (202) 347-9242  
Email: job@americanrivers.org  
www.amrivers.org
AMERICAN SCHOOL FOR THE DEAF

THE BUZZ
- “Learn to sign and more...”

THE STATS
Industry: Education
Location: Hartford, CT
Number of interns: Annual: approximately six
Pay: Unpaid; room and board
Length of internship: Summer/fall/spring: eight weeks
Intern function: Education

THE SCOOP
The American School for the Deaf works to “provide a comprehensive program for the development of the intellect and the enhancement of the quality of life for the deaf community by serving as a multi-purpose institution furnishing educational and vocational programs for deaf and hard-of-hearing children, youth, adults and their families.” The idea for the school began in 1807 when a prominent Hartford physician, Mason Fitch Cogswell, wanted to help his deaf young daughter, Alice. The school was officially founded 10 years later. This school is the country’s oldest educational organization committed to serving the deaf community.

ON THE JOB
ASD usually receives over 3,000 hours of volunteer assistance each year. This adds to the quality of life and education for students and employees. Interns and volunteers may work on everyday classroom activities, after-school tutoring and special events such as the school’s annual golf tournament. All interns receive “practical experience with deaf education and deaf culture,” both inside and outside of the classroom. Interns must be prepared to learn sign language at a rapid pace, as it is used all of the time.

GETTING HIRED
Apply by: Rolling. Download the application at www.asd-1817.org/intern and send it to the address below.
Qualifications: Open to high school, college and grad students, and recent college graduates.
Contact:
Marilyn Rettig, Director of Institutional Advancement
American School for the Deaf
139 North Main Street
West Hartford, CT 06107
Phone: (860) 570-2353
Email: marilyn.rettig@asd-1817.org
www.asd-1817.org

AMERICAN SOCIETY OF MAGAZINE EDITORS

THE BUZZ
- “Get your foot in the publishing door”
- “A dream internship for a journalism major”

THE STATS
Industry: Publishing/Journalism
Locations: New York, NY; Washington, DC
Number of interns: Summer: 37
Pay: Paid, $350 a week minimum; weekly luncheons
Length of internship: Summer: 10 weeks
Intern functions: Editorial, Print Media

THE SCOOP
The American Society of Magazine Editors was founded in 1963 and is headquartered in New York City, the publishing capital of the world. It is the professional organization for editors of all print and online magazines that are edited, published and sold in the United States.

ON THE JOB
ASME arranges internships with participating member magazines for college juniors. The program allows interns to work in the editorial offices of publications ranging from business to consumer magazines. Duties may include researching articles, proofreading, copy editing, interviewing, covering press conferences and attending editorial meetings. Reporting and writing opportunities may also be available at some publications.

GETTING HIRED
Apply by: November 15th. Send a completed application signed by both the applicant and the dean of a department with a one-page cover letter, recommendation letter, five published writing samples, a recent portrait photograph, a $25 application fee (non-refundable), and (if possible) a letter from a former ASME intern. See the third URL below for more detailed information. Applications must be submitted by mail only.
Qualifications: Open to college juniors who will begin their senior year following the internship. Applicants must be journalism or liberal arts majors actively involved in campus journalism. Non-U.S. citizens are eligible if they have a work visa.
Contact:
Andrew Rhodes, Assistant Director
American Society of Magazine Editors
Magazine Internship Program
810 Seventh Avenue, 24th Floor
New York, NY 10019
Phone: (212) 872-3700
Email: asme@magazine.org
www.magazine.org
AMERICAN UNIVERSITY IN MOSCOW

THE BUZZ

- “Get a post-Soviet education”
- “Strengthen ties between Russia and America”

THE STATS

Industries: Education, Publishing/Journalism
Locations: Washington, DC; Moscow, Russia
Number of interns: Annual: approximately five
Pay: Unpaid, academic credit
Length of internship: Spring/fall: 12 to 15 weeks each; Summer: 10 to 12 weeks
Intern functions: Editorial, Government, Internet, Nonprofit

THE SCOOP

The American University in Moscow was founded in 1990 to strengthen fragile U.S.-Russian ties through education, and became the first private business school in Russia. AUM offers hundreds of Russian graduate students the equivalent of an American MBA. In 2002, AUM launched its graduate school, which offers master’s programs and (soon) PhD studies in American-Russian relations.

ON THE JOB

Interns work in the school's D.C. or Moscow offices. Interns are placed in different departments, including research, journalism and website support. The internship provides practical work experience in journalism and foreign policy. Internships in international journalism are a joint project with Moscow State University.

$ GETTING HIRED

Apply by: Rolling. Email your resume to russia@russiahouse.org.

Qualifications: Open to all college students, recent graduates and grad students. Non-U.S. citizens are eligible for internships.

Contact:
Washington Office, American University in Moscow
1800 Connecticut Avenue NW
Washington, DC 20009
Phone: (202) 364-0200
Fax: (240) 554-1650
Email: russia@russiahouse.org
www.russiahouse.org
www.america-russia.net

AMERICAN YOUTH FOUNDATION

THE BUZZ

- “Youth education in Michigan”

THE STATS

Industries: Education, Nonprofit
Locations: Shelby, MI; Tuftonboro, NH
Number of interns: Annual: five to seven
Pay: Paid, $200 to $280 a week; room and board, health insurance reimbursement, first aid, lifeguarding and CPR certifications
Length of internship: Seasonal, April to October
Intern functions: Education, Nonprofit, Recreation

THE SCOOP

The American Youth Foundation was established in 1925 with the goal of helping young people reach their full potential through “positive youth development.” To that end, AYF organizes camps, conferences and school and community programming. Miniwanca and Merrowvista offer year-round youth activities, including programs for schools and community organizations, a six-week traditional summer and adventure camp and national leadership conferences three times a year.

ON THE JOB

Interns learn how to facilitate and coordinate AYF’s programs through a 10-day training period. Intern responsibilities include conducting the positive youth programs, which focus on areas such as leadership and healthy community relationships, as well as running team-building exercises, ropes courses, nature hikes and waterfront activities. AYF offers internship opportunities at Miniwanca in Shelby, Mich., and Merrowvista in Tuftonboro, N.H.

$ GETTING HIRED

Apply by: Ongoing; typically by March 20th. Submit a cover letter, resume, application (available online) and three references.

Qualifications: Open to college juniors and seniors, college-age students, and recent graduates with experience working with youth. Applicants should be at least 21 years old.

Contact:
Miniwanca Internship
Adam Russell
AYF’s Miniwanca Internship Program
8845 West Garfield Road
Shelby, MI 49455
Phone: (231) 861-2262, ext. 1111
Email: arussell@ayf.com

Merrowvista Internship
AYF’s Merrowvista Internship Program
147 Canaan Road
Tuftonboro, NH 03816
Phone: (603) 539-6607
AMERICAN YOUTH WORK CENTER

**THE BUZZ**

- “A nonprofit that aims to make the lives of youngsters better”

**THE STATS**

- **Industries:** Education, Publishing/Journalism, Nonprofit
- **Location:** Washington, DC
- **Number of interns:** Spring/summer/fall: two each
- **Pay:** Paid, approximately $7 an hour
- **Length of internship:** Spring: 10 to 12 weeks; Summer: eight to 12 weeks; Fall: 10 to 12 weeks
- **Intern functions:** Administrative, Editorial, Education, Nonprofit, Print Media, Public Relations

**THE SCOOP**

A nonprofit formed in 1984, the American Youth Work Center (AYWC) helps young Americans and assists other organizations that also work to better the lives of young people in the United States. AYWC’s activities are largely concentrated in two primary areas: the practical training program and its newspaper, Youth Today. The training program brings foreign social service workers into the United States for 18 months of training in an American social service agency. Youth Today is the only independent newspaper in the nation aimed at individuals and organizations working specifically with young people.

**ON THE JOB**

Interns contribute to all aspects of the nonprofit’s activities. Because of the small staff, interns have the opportunity to get real work experience. Youth Today is the central project of the internship program. Interns work in all areas of the newspaper, from initial story planning and writing, to layout and circulation.

**GETTING HIRED**

- **Apply by:** Rolling. Send resume, cover letter, writing sample and three references to the address below.
- **Qualifications:** Open to college and grad students and recent college graduates.
- **Contact:**
  - Internship Coordinator
  - American Youth Work Center
  - 1200 17th Street NW, 4th Floor
  - Washington, DC 20036
  - Phone: (202) 785-0764
  - Email: info@youthtoday.org
  - www.youthtoday.org
  - www.aywc.org
AMERICAN-ARAB ANTI-DISCRIMINATION COMMITTEE

THE BUZZ

- “Defend Arab culture and people against misunderstanding”

THE STATS

**Industries:** Government, Law, Nonprofit  
**Location:** Washington, DC  
**Number of interns:** Summer: up to 15; Fall/spring: varies  
**Pay:** Paid or academic credit; Summer: Undergrads: $1,500; Graduate students: $2,000. Spring/fall: Undergrads: $400 a month; Graduate students: $500 a month  
**Length of internship:** Summer: 11 weeks; Spring/fall: varies  
**Intern functions:** Administrative, Editorial, Law, Nonprofit, Public Relations, Technology

THE SCOOP

The American-Arab Anti-Discrimination Committee (ADC) was founded in 1980 in an attempt to help defend and protect Americans of Arab descent against discrimination, hate crimes and stereotyping. The organization promotes Arab culture and offers information about Arab affairs around the world to the American public.

ON THE JOB

Interns work with ADC’s research institute, the charitable and educational arm of the organization. They can work in the education, government affairs, information systems, legal and media departments and the ADC president’s office. Each week, interns visit governmental offices, various D.C. organizations and embassies to discuss policymaking and policy issues that concern Arab-Americans. Interns also write and publish the newsletter, *Intern Perspectives.*

GETTING HIRED

**Apply by:** Summer: Undergraduate: March 15th; Legal department: December 1st. Fall/spring: rolling. Students interested in interning in the legal department should apply by September 30th for the fall internship and December 30th for the spring. Applicants must send an application form, resume, transcript, two letters of recommendation and a two-page personal statement to the address below.  
**Qualifications:** Open to undergraduates, graduate students and recent graduates. Candidates must have completed at least one year of college. Interns must be or become regular ADC members. Non-U.S. citizens are welcome, but must arrange for visas themselves.

**Contact:**  
Intern Coordinator  
American-Arab Anti-Discrimination Committee  
1732 Wisconsin Avenue NW  
Washington, DC 20007  
Phone: (202) 244-2990  
www.adc.org  
www.adc.org/internprogram/new
### AMERICAS POLICY PROGRAM

#### THE BUZZ
- “Cooperation, not confrontation”
- “A civics lesson for the global citizen”

#### THE STATS
- **Industry:** Nonprofit
- **Locations:** Mexico City, Mexico; Washington, DC; virtual internships are available in any location
- **Number of interns:** Annual: two to four
- **Pay:** Unpaid; housing provided in Mexico City, possible travel
- **Length of internship:** 12 weeks minimum, available year-round
- **Intern functions:** Administrative, Editorial, Nonprofit, Research

#### THE SCOOP
Founded in 1979 as an initiative of the International Relations Center, the Americas Policy Program is a nonprofit research organization dedicated to analyzing U.S. foreign policy and promoting a more responsible role for the United States in Latin America. The program produces policy reports, educational materials and political commentary aimed at conveying news about Latin America to the public.

#### ON THE JOB
APP interns contribute to one of the current series, articles or other publications while providing support through web-based research and database administration. Though some administrative duties are required, the program strives to create a meaningful experience for interns and give interns a solid background in professional research and political activism.

#### GETTING HIRED
- **Apply by:** Rolling. Send the application, two references (from professors, if possible) and two writing samples on topics relevant to the internship to americas@ciponline.org. Candidates are encouraged to send an inquiry email before applying.
- **Qualifications:** Open to college freshmen, sophomores, juniors and seniors, recent college graduates and grad students. A background in U.S. foreign policy, international affairs, U.S.-Latin American relations or a similar field is preferred. Being bilingual (English and Spanish) is a plus.
- **Contact:**
  - Katie Kohlstedt and/or Laura Carlsen (program director)
  - Americas Policy Program
  - Phone: (202) 536-2649
  - Email: americas@ciponline.org or kkohlstedt@ciponline.org

### AMIDEAST

#### THE BUZZ
- “Help bridge the gap between the U.S. and the Middle East”

#### THE STATS
- **Industries:** Consulting, Education, Nonprofit
- **Location:** Washington, DC
- **Number of interns:** Summer: seven; Fall/spring: two to three
- **Pay:** Paid, $10 an hour
- **Length of internship:** Varies, available year-round
- **Intern functions:** Accounting, Administrative, Education, Human Resources, Nonprofit, Public Relations

#### THE SCOOP
Following its motto “bridging cultures, building understanding,” America-Mideast Educational and Training Services (AMIDEAST) is a private nonprofit dedicated to improving relations between the United States and the Middle East. Founded in 1951 and headquartered in Washington, D.C., the organization has field offices in Egypt, Iraq, Jordan, Kuwait, Lebanon, Morocco, Syria, Tunisia, United Arab Emirates, West Bank/Gaza and Yemen. AMIDEAST provides educational support, advising and testing, English-language training and scholarship administration services for Arabs, as well as professional training programs and institutional development. The organization also has several programs for Americans.

#### ON THE JOB
AMIDEAST interns have worked on U.S. educational and training programs for foreigners, producing publications for public outreach and advising Arab students on U.S. higher education. All positions are administrative/support-level only and interns work closely with full-time professionals.

#### GETTING HIRED
- **Apply by:** Summer: late May. Check the website for updated deadlines and to apply online.
- **Qualifications:** Open to college freshmen, sophomores, juniors and seniors, grad students and recent college graduates. French and/or Arabic skills are very helpful, but not necessary.
- **Contact:**
  - Human Resources Department
  - AMIDEAST, INC.
  - 1730 M Street NW, Suite 1100
  - Washington, DC 20036-4505
  - Phone: (202) 776-9600
  - www.amideast.org
AMNESTY INTERNATIONAL

THE BUZZ
• “Do your part to keep the flame of freedom burning bright”

THE STATS
Industry: Nonprofit, Government  
Locations: New York, NY; London; Geneva  
Number of interns: Annual: 910  
Pay: Unpaid  
Length of internship: Preferably six months, five days a week, available year-round  
Intern functions: Law, Nonprofit

THE SCOOP
Amnesty International is a nonprofit organization whose mission is to undertake research and action focused on preventing and ending grave abuses of the rights to physical and mental integrity, freedom of conscience and expression, and freedom from discrimination, within the context of its work to promote all human rights. As one of the most internationally recognized groups of its kind, Amnesty is independent of any government, political ideology, religion or economic interest. It is a democratic, self-governing body; all policy decisions are made by a voting international council. The organization has over 2.2 million members, supporters and subscribers in over 150 countries and territories in every region of the world. Amnesty’s national sections and local volunteer groups are primarily responsible for funding the movement.

ON THE JOB
The International Law and Organizations Program (ILOP) of Amnesty International offers five internships: three in the London office, one in the U.N. office in Geneva, and one in the U.N. office in New York. ILOP leads the organization’s work on the U.N. and regional intergovernmental organizations. These internships last for a six-month period, from January to June and from July to December. Various programs at the International Secretariat in London offer other volunteering opportunities in addition to the internships, on an as-needed basis. Most Amnesty field offices offer volunteer opportunities, and offices are located all over the world.

GETTING HIRED
Apply by: Rolling. Check www.amnesty.org/en/jobs_all/internships for current openings and application requirements.

Qualifications: Open to current college students, grad students and college graduates of all ages. Requirements vary by position. Language skills are necessary for several positions, including the Geneva internships.

Contact:
Internship Coordinator  
Amnesty International, International Secretariat  
1 Easton Street  
London, WC1X ODW  
United Kingdom  
Phone: +44 20 74 13 55 00  
Fax: +44 20 79 56 11 57  
www.amnesty.org
AMWAY GLOBAL

THE BUZZ
- “A month at Amway Global has taught me more than two years of schooling at university”
- “Amway is fantastic”

THE STATS
- Industries: Consumer Products, Manufacturing, Transportation and Logistics
- Locations: Ada, MI; Buena Park, CA; Lakeview, CA
- Number of interns: Annual: 95; Summer: 80
- Pay: Paid, $17 an hour; academic credit available, $400 a month for housing, company store discounts
- Length of internship: Summer: 12 weeks
- Intern functions: Accounting, Agriculture, Biotech and Pharmaceuticals, Engineering, Finance, Human Resources, Manufacturing, Marketing, Project Management, Transportation and Logistics

THE SCOOP
Amway operates in over 80 countries and territories and has nearly 13,000 employees worldwide. Its services include providing personal care products and nutrition for direct selling opportunities for independent business owners. Amway supports more than three million independent business owners and generates sales of over $8 billion through its global network.

ON THE JOB
Amway accepts interns through all of its companies. Interns work on real projects that provide practical work experience. Visit the company website for more details on available positions. About 49 percent of eligible senior interns are offered full-time positions upon graduation.

GETTING HIRED
- Apply by: October to March. Check with your school’s career services office to see if Amway Global recruits on your campus. Interested students should apply online.
- Qualifications: Open to currently enrolled college students who have completed at least one year. A minimum GPA of 3.0 is required. Non-U.S. citizens with authorization to work in the United States are eligible.
- Contact:
  Kevin Douglas
  College Talent Acquisition Program Manager
  Phone: (616) 787-1463
  Email: kevin.douglas@alticor.com

ANADARKO PETROLEUM CORPORATION

THE BUZZ
- “Strike your potential”

THE STATS
- Industries: Energy, Financial Services
- Locations: The Woodlands, TX (HQ); Bryan, TX; Carthage, TX; Casper, WY; Denver, CO; Evans, CO; Freestone, TX; Gillette, WY; McAllen, TX; Rock Springs, WY; Vernal, UT
- Number of interns: 70
- Pay: Paid, hourly
- Length of internship: Summer: 10 to 14 weeks
- Intern functions: Accounting, Engineering, Marketing, Science and Math, Technology

THE SCOOP
Anadarko Petroleum Corporation, a long-established Fortune 500 company with annual revenue of $15.7 billion in 2008, is a leader in oil exploration. One of the largest independent oil and gas firms in the world, its mission is to develop, acquire and explore for oil and gas resources. With offices in Texas, Denver, Wyoming and Utah, the company also explores sources farther afield in various countries worldwide.

ON THE JOB
Interns work in engineering, geology and geophysics, land, land administration, accounting, marketing and IT. Engineers can work either in the office or in the field.

GETTING HIRED
- Apply by: Summer: Apply by the fall for the next summer intern season. Sign up for campus interviews at your college career center or visit Anadarko at the Rocky Mountain Rendezvous or the AAPG Student Expo in Texas. Anadarko recruits from select campuses only.
- Qualifications: Anadarko has specific degree requirements for each department, though a GPA of 3.0 or higher is required for all positions. 
  Field engineering: petroleum engineering majors who have completed one or two years of college. 
  Office engineering: rising college seniors majoring in petroleum engineering. 
  Geology and geophysics: students enrolled in a master's or PhD program in the geosciences. 
  Land: land management or energy management majors with at least one year of college experience or students pursuing a JD degree. 
  Accounting: accounting majors who have completed their sophomore or junior year. 
  IT: sophomores, juniors or seniors in an information systems or computer science program. 
  Marketing: students who have completed their sophomore or junior year in business, finance/accounting, economics, engineering or a related field.
- Contact:
  www.anadarko.com
THE ANASAZI HERITAGE CENTER

THE BUZZ

- “Honor America’s Native American heritage”

THE STATS

- **Industry:** Fine and Performing Arts
- **Location:** Dolores, CO
- **Number of interns:** Annual: four
- **Pay:** Paid, $200 a week; academic credit available, free housing
- **Length of internship:** Eight to 12 consecutive weeks
- **Intern functions:** Administrative, Arts and Design, Education, Internet, Technology

THE SCOOP

Located at the Four Corners area of Colorado, the Anasazi Heritage Center is at a prime location for archaeological finds and close to the descendant populations of the ancestral Pueblo Indians of New Mexico and Arizona. The Anasazi Heritage Center works to preserve and display archaeological evidence from the ancestral Puebloan culture and bring the evidence, information and cultural resources to the American public. The AHC staff manages over three million artifacts, samples and original documents.

ON THE JOB

AHC interns can work in various departments to further their experience in archaeology, anthropology and collections management. Collections management interns assist the museum curator, working with the museum’s cataloging system and helping to reorganize and inventory existing collections at the AHC. With supervision from AHC staff, exhibit design and interactive media interns brainstorm and prepare a display, and visitor services interns plan and conduct interpretive programs. Interns also work at the museum’s front desk.

GETTING HIRED

- **Apply by:** Rolling. Applicants should mail a letter of interest including times of availability and a resume.
- **Qualifications:** Open to college freshmen, sophomores, juniors and seniors and recent grads, as well as grad students. International students are eligible. Applicants with prior background in archaeology, anthropology and collections management will be given preference.
- **Contact:**
  - Tracy Murphy, Internship Coordinator
  - BLM Anasazi Heritage Center
  - 27501 Highway 184
  - Dolores, CO 81323
  - Phone: (970) 882-5643
  - Email: tracy_murphy@blm.gov

THE ANDY WARHOL MUSEUM

THE BUZZ

- “For lovers of Campbell soup, Marilyn Monroe and Technicolor”
- “Believe it: high art in Pittsburgh”

THE STATS

- **Industries:** Fine and Performing Arts, Hospitality and Tourism
- **Location:** Pittsburgh, PA
- **Number of interns:** Annual: 20
- **Pay:** Unpaid
- **Length of internship:** Varies, flexible
- **Intern functions:** Administrative, Arts and Design, Education, Marketing

THE SCOOP

With support from the Carnegie Institute and Dia Center for the Arts, the Andy Warhol Museum has a vast collection and archive of one of the most influential artists of the late 20th century. The museum’s motto, “more than a museum,” is evident with celebrations like 2003’s Summer of Andy. In honor of what would have been the late artist’s 75th birthday, the Warhol Museum put on a celebratory exhibition from its permanent collection, unique online projects, a 13-country tour of Warhol’s work, a special exhibition of work by former Charlie’s Angel Farrah Fawcett and, of course, lots of parties. The man himself would have loved it!

ON THE JOB

Internships at the Warhol are extremely flexible, and positions are available in just about every department—archives, marketing, exhibitions, education and more. Depending on abilities, interests and department, interns can do anything from entering archive data to mounting exhibitions.

GETTING HIRED

- **Apply by:** Rolling. Due to a high volume of applications, the museum recommends that interested parties apply for summer internships by January.
- **Qualifications:** Open to high school students, college freshmen, sophomores, juniors and seniors, as well as recent grads and grad students.
- **Contact:**
  - Volunteer Office
  - The Carnegie Museums of Pittsburgh
  - 4400 Forbes Avenue
  - Pittsburgh, PA 15213
  - www.warhol.org/get_involved/index.html
ANHEUSER-BUSCH ADVENTURE PARKS

THE BUZZ
• “The blissful crossroads of beer and fun”

THE STATS
Industry: Hospitality and Tourism
Locations: Langhorne, PA; Orlando, FL; San Antonio, TX; San Diego, CA; Tampa, FL; Williamsburg, VA
Number of interns: Annual: 30 to 40
Pay: Paid; Undergraduates: $375 to $700 a week; Grad students: $700 to $1,100 a week; free uniforms, free admission, complimentary tickets, housing is available
Length of internship: Intern: 10 to 14 weeks; Summer/co-op: at least one semester
Intern functions: Education, Food and Beverage, Marketing, Public Relations, Recreation, Sales

THE SCOOP
Anheuser-Busch, the company that brews, imports and distributes the majority of the beer in America, including its own Budweiser brand, also boasts an entertainment arm and runs several popular theme parks. It’s one of the largest adventure park companies in the world. The parks include three SeaWorlds, two Busch Gardens, Discovery Cove, Adventure Island, Water Country USA and Sesame Place.

ON THE JOB
Depending on their age, experience and educational background, interns can work in a variety of roles. Positions are available in ride operations, merchandising, food service, entertainment, ticket sales, guest relations and more. All interns are thoroughly trained.

GETTING HIRED
Apply by: Rolling. Apply online. An interview is required.
Qualifications: Most programs are open to current college students, graduate students and recent grads. Certain programs are also open to high school students. Visit the website for details.
Contact: www.becjobs.com/scripts/student.aspx

AON CORPORATION

THE BUZZ
• “Our mindset is truly global”

THE STATS
Industries: Consulting, Insurance
Locations: Chicago, IL (HQ); New York, NY; Los Angeles, CA; Atlanta, GA; Baltimore, MD; Winston Salem, NC; Houston, TX; Somerset, NJ
Number of interns: Summer: 40
Pay: Paid, competitive hourly salary; relocation assistance for interns who live more than 50 miles away
Length of internship: Summer: 10 weeks (June to August)
Intern functions: Accounting, Consulting, Finance, Human Resources, Insurance, Marketing, Science and Math, Technology

THE SCOOP
Founded in 1982, Aon is a leading provider of risk management services, insurance and reinsurance brokerage and human capital and management consulting. With an annual revenue of $7.631 billion in 2008, Aon is the No. 1 global reinsurance broker and the No. 2 U.S. employee benefits consultant. The company currently employs more than 37,000 people in 120 countries. In August 2008, Aon acquired Benfield Group, a London-based reinsurance and risk company.

ON THE JOB
Aon interns get hands-on experience in a business area, including consulting, actuarial, risk services, reinsurance, finance, accounting and human resources. Interns also attend weekly speaker series and networking events. About 85 percent of interns return to Aon as full-time employees.

GETTING HIRED
Apply by: February to April. Check with your school’s career services office to see if Aon recruits on your campus. Candidates may also apply online.
Qualifications: Open to rising college seniors with a minimum GPA of 3.0. A minimum GPA of 3.5 is required for strategy positions. Students majoring in business, accounting, actuarial science, finance, economics, math, human resources or labor industrial relations, liberal arts and sciences or a related field are preferred.
Contact:
Justine Mullen
HR Specialist
200 E Randolph
Chicago, IL 60601
Early Career Development Team
Email: campusrecruiting@aon.com
www.aon.com/careers
APERTURE FOUNDATION

THE BUZZ
- “Publishing for serious shutterbugs”

THE STATS
Industries: Fine and Performing Arts, Publishing/Journalism
Location: New York, NY
Number of interns: Annual: 20
Pay: Paid, $300 a month; academic credit available, free Aperture magazines, discounts on Aperture books and prints
Length of internship: Six or 12 months (beginning in January or June)
Intern functions: Advertising, Arts and Design, Editorial, Education, Marketing, Nonprofit, Print Media, Public Relations

THE SCOOP
Founded in 1952 by a group that included Ansel Adams and Dorothea Lange, Aperture magazine began as a forum for fine art photography. The magazine continues to publish artists and the foundation has thrived, expanding to include the publication of books and limited edition prints and portfolios. The foundation also organizes traveling exhibitions and an educational program that includes lectures by photography-related professionals.

ON THE JOB
The foundation accepts interns (or “work-scholars”) in several departments, including communications, design, development, editorial, executive office, exhibitions, finance, marketing and advertising, production, sales and website. Interns are exposed to various dynamics in the fine art photography and photojournalism worlds by contributing to the writing, editing, design, production and marketing of Aperture magazine or working on traveling exhibitions and the publicity involved.

GETTING HIRED
Apply by: Winter: October 1st; Summer: April 1st. Submit a resume and cover letter describing your background, skills and reasons for wanting to intern at the Aperture Foundation. Please indicate one to three departments in which you want to work. Some positions require a writing sample. Review the website for details.
Qualifications: Open to college students, recent college grads and graduate students. Non-U.S. citizens are eligible.
Contact:
Aperture Foundation
Work Scholar Manager
547 West 27th Street, 4th Floor
New York, NY 10010
Phone: (212) 505-5555
Fax: (212) 475-8790
Email: workscholars@aperture.org
www.aperture.org/internships

APPALACHIAN MOUNTAIN CLUB

THE BUZZ
- “Combine work and play protecting the mountains, rivers and trails of the Appalachian Region”

THE STATS
Industries: Education, Environment, Hospitality and Tourism
Locations: Boston, MA; Blairstown, NJ; Bretton Woods, NH; Gorham, NH
Number of interns: Annual: eight
Pay: Varies, mostly unpaid; free membership to AMC, opportunity to use AMC facilities
Length of internship: Varies, up to 10 weeks

THE SCOOP
Founded in 1876, the Appalachian Mountain Club maintains 1,500 miles of trails and creates new ones to conduct tours. AMC also runs recreation centers and manages more than 50 recreational facilities in the northeastern United States. AMC’s chapters offer hiking, paddling, skiing, mountaineering, biking, trail work projects, the annual AMC White Mountain Guide, AMC Outdoors magazine and a literary journal, Appalachia.

ON THE JOB
Internship positions are usually available in a variety of industries, including publishing, education, advertising, research, or working on the trails at one of three facilities—the Boston office, the Pinkham Notch facility in New Hampshire and the Mohican Outdoor Center in New Jersey. Interns can also choose to work in conservation or website services.

GETTING HIRED
Apply by: Rolling.Interested students should email the department in which they want to intern. Visit the website for contact information.
Qualifications: Open to college freshmen, sophomores, juniors and seniors, as well as grad students interested in research. Non-U.S. citizens are eligible if they have a J-1 visa.
Contact:
Human Resources
Appalachian Mountain Club
5 Joy Street
Boston, MA 02108
Phone: (617) 523-0636
Fax: (617) 523-0722
www.outdoors.org/about/employment/internships/index.cfm
APPLE INCORPORATED

THE BUZZ

- “One word: iPhone”

THE STATS

Industries: Internet and New Media, Technology
Location: Cupertino, CA
Number of interns: Annual: 300 to 400
Pay: Paid, competitive compensation and benefits
Length of internship: Three months
Intern functions: Engineering, Finance, Marketing, Technology

THE SCOOP

Steve Jobs and Stephen Wozniak created Apple Computers in 1976 to make affordable, innovative computers for home and office use. Apple ignited the personal computer revolution in the 1970s with the Apple II, and “reinvented” the PC in the 1980s with Macintosh. Today, Apple Incorporated remains committed to creating superior PCs with G4 processor-powered computers, iPod music devices, iMac and Powerbooks and the iPhone, as well as a collection of products now used in schools and offices all over the world.

ON THE JOB

Apple offers full-time and part-time paid internships doing hands-on work on technical operating functions, hardware engineering, software engineering, applications, finance, operations and marketing. The company sponsors speaking events and holds contests for interns—with Apple products as prizes.

GETTING HIRED

Apply by: Rolling. Apply online at the website below.

Qualifications: Open to college freshmen, sophomores, juniors and seniors, as well as graduate students. All applicants must be working toward a BS, BA, MA, MS, MBA or PhD.

Contact:
Apple Incorporated
1 Infinite Loop 84-3CE
Cupertino, CA 95014
www.apple.com/jobs

APPLIED MATERIALS

THE BUZZ

- “Solar photovoltaic cells”
- “Technology to improve lives”

THE STATS

Industries: Manufacturing, Technology
Locations: Santa Clara, CA; Sunnyvale, CA; Austin, TX
Number of interns: Annual: 160; Summer: 45
Pay: Varies; hourly
Length of internship: Three months to two years
Intern functions: Accounting, Administrative, Engineering, Finance, Human Resources, Manufacturing, Marketing, Sales, Science and Math, Technology

THE SCOOP

If you have a phone, computer or TV, chances are that Applied Materials made something inside it. The company is No. 1 in nanomanufacturing technology solutions—meaning you’ll have to be a physics whiz just to understand the terminology on a daily basis.

ON THE JOB

Departments that hire interns at Applied Materials vary from accounting and finance to marketing and sales, so there’s a diverse array of fields from which to choose. Interns are paid by the hour and are eligible for perks like health benefits. The majority of the interns are based in the company’s Santa Clara location and work on both individual and team projects to gain meaningful experience in their chosen specialization. Twenty percent of interns are offered full-time positions following graduation.

GETTING HIRED

Apply by: Rolling. Interested candidates should apply online, complete an application/background check consent form and submit a transcript.

Qualifications: Open to juniors and seniors in college as well as graduate students with a minimum GPA of 3.0. While not required, some work experience is preferred.

Contact:
Janelle Chapman
Employment Representative II
9700 U.S. Highway 290 East M/S 3000
Austin, TX 78728
Phone: (512) 272-3594
Fax: (512) 272-0918
Email: janelle_r_chapman@amat.com
www.amat.com/careers
ARAB AMERICAN INSTITUTE

THE BUZZ

- “Embrace Arab culture and promote the Arab voice”

THE STATS

- Industries: Government, Law
- Location: Washington, DC
- Number of interns: Spring/summer/fall: four to six each
- Pay: Paid, $280 a week; academic credit available
- Length of internship: Summer/spring/fall: 10 to 12 weeks each, 20 hours a week minimum
- Intern functions: Administrative, Editorial, Research, Public Relations

THE SCOOP

The Arab American Institute was created in 1985 to encourage Arab American participation and interest in politics, government and research, as well as serving as an organized forum for domestic and foreign issues. AAI maintains a direct liaison to the Arab American congressional delegation and functions as a resource for U.S. policy makers on a range of Arab American concerns, including post-September 11 discrimination, the Israeli-Palestinian conflict, civil liberties, immigration and global terrorism.

ON THE JOB

Interns work on different projects and assignments in various departments, including government relations, communications and community relations. Interns may also be placed in outside agencies, including the White House, human rights organizations and in the offices of the major political parties. Interns may have an opportunity to meet with the AAI president and director, attend meetings, briefings, interviews and parties hosted by visiting dignitaries.

GETTING HIRED

Apply by: Spring: December 5th; Summer: April 7th; Fall: August 7th.
Submit a resume, cover letter (including dates of availability), contact information for two references and a three- to four-page writing sample.

Qualifications: Open to college students, recent college graduates and graduate students. International applicants are welcome. Successful applicants will have good communication, interpersonal, organizational and research skills. Knowledge of word processing, spreadsheet and database software is required. Volunteer experience in political campaigning or community advocacy is preferred. Candidates must be available during regular office hours and occasionally during evenings and weekends.

Contact:
Kyle Haley
Arab American Institute
1600 K Street NW, Suite 601
Washington, DC 20006
Phone: (202) 429-9210, ext. 30
Fax: (202) 429-9214
Email: khaley@aaiusa.org
www.aaiusa.org/foundation/154/student-resource-center
**ARAMARK**

**THE STATS**

**Industry:** Hospitality and Tourism  
**Locations:** Philadelphia, PA; various locations across the United States  
**Number of interns:** 125  
**Pay:** Paid, competitive hourly rate; some programs provide housing  
**Length of internship:** Summer: 10 to 12 weeks; Fall/spring: part-time internships may be available at select locations  
**Intern functions:** Culinary, Finance, Human Resources, Marketing, Operations, Technology

**THE BUZZ**

- Where opportunity is as limitless as your ability

**THE SCOOP**

With 260,000 employees serving clients in 22 countries, ARAMARK is a $13 billion leader in professional services. It provides food services, facilities management, and uniform and career apparel to health care institutions, universities, school districts, stadiums, arenas, and international and domestic corporations. ARAMARK employees prepare about two billion meals a year and have served at 14 Olympic games.

**ON THE JOB**

ARAMARK interns get hands-on experience learning from leaders in the industry. Internships are available for students interested in sales, culinary arts, accounting, finance, human resources, IT, operations and supply chain management. Three dietetic internship programs are also available to college graduates or graduate students. ARAMARK offers full-time employment to about 35 percent of interns.

**$ GETTING HIRED**

**Apply by:** Recruitment takes place from mid September to mid November and from mid January to mid April. Apply online at www.aramarkcollegelrelations.com.  
**Qualifications:** Open to undergraduate students working toward a bachelor’s degree. Applicants must be at least 18 years of age at the start of the internship. Strong organizational, time management and leadership skills are required. Positions may require flexibility for event-based hours, which may include nights and weekends.

**Contact:**  
ARAMARK  
College Relations  
1101 Market Street  
Philadelphia, PA 19107  
Phone: (800) 999-8989, ext. 3184  
www.aramarkcollegelrelations.com

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**ARCHER DANIELS MIDLAND (ADM)**

**THE STATS**

**Industries:** Agriculture and Food, Manufacturing, Technology  
**Locations:** Decatur, Illinois (HQ); throughout the United States and Canada  
**Number of interns:** Annual: 160  
**Pay:** Paid; housing assistance, relocation compensation  
**Length of internship:** 10 to 12 weeks  
**Intern functions:** Accounting, Finance, Engineering, Human Resources, Technology

**THE BUZZ**

- Unlock the potential of nature to improve the quality of life

**THE SCOOP**

One of the world’s largest agricultural processors of soybeans, corn, wheat and cocoa, Archer Daniels Midland Company (ADM) has a formidable presence in the agricultural processing value chain. Long known as a producer of soybean oil and meal, corn sweeteners, flour and other food products, ADM has recently shifted resources to bioenergy fuel production, focusing on ethanol and biodiesel.

**ON THE JOB**

ADM’s internship program is developed as a training ground for potential future employees, as it is a primary source for full-time employment. Interns can work in accounting, commodity training, elevator management, engineering, grain terminal operations and IT, among other departments.

**$ GETTING HIRED**

**Apply by:** The majority of the intern class is recruited during the fall semester. Check with your school’s career services office to see if ADM recruits on campus. Students should apply online at www.adm.jobs.  
**Qualifications:** Interns are typically completing their junior year, and have maintained a 2.8 GPA. Degree requirements vary depending on the internship. Non-U.S. citizens are eligible with proper work authorization.

**Contact:**  
www.adm.jobs
ARDEN THEATRE COMPANY

THE BUZZ
- “Seeking ambitious future theater leaders”
- “Intense hands-on experience in running a nonprofit theater”
- “Network with the Philly theater community”

THE STATS
Industries: Fine and Performing Arts, Nonprofit
Location: Philadelphia, PA
Number of interns: Annual: 10 to 20 interns, six apprentices
Pay: Paid; Interns: stipends may be available for some positions; Apprentices: $375 a week
Length of internship: Interns: varies; Apprentices: late August to mid-June, full time
Intern functions: Administrative, Arts and Design, Finance, Marketing, Sales, Production, Technology

THE SCOOP
Arden Theatre Company is a full-service, nonprofit professional regional theater, offering high-quality theatrical and educational productions and programs to the artists, audiences and students of the greater Philadelphia region. Founded in 1988 by Terrence J. Nolen, Amy Murphy and Aaron Posner, the Arden is dedicated to bringing great stories by the most prolific storytellers to its audiences. The company draws from inherently dramatic and theatrical sources—fiction, nonfiction, poetry, music and drama.

ON THE JOB
Arden offers both intern and apprentice positions. Interns get hands-on experience and learn from a staff of theater professionals. Internships are available in production (stage management, lighting, sound, props, costuming and scenic construction—helping in the build, rehearsal, technical rehearsal and performance of productions) and all administrative departments. The Arden Professional Apprentice philosophy is to provide a comprehensive knowledge of the inner workings of a nonprofit regional theater through real-world experience. Apprentices work in every area of the theater’s operations, including artistic, marketing, box office, development, production (strike, run crew, prop/set/costume building, etc.), stage management, finance, front of house and general management.

GETTING HIRED
Apply by: Internships: rolling; Apprenticeships: May 15th. Internships: send a current resume with two references (educator, mentor or employer), and a cover letter that highlights specific areas of interest and time commitment. If interested in more than one internship position, indicate order of preference. Apprenticeships: send a cover letter, current resume, one-page essay of a five-year plan, two letters of recommendation, and contact information for two to three professional, academic and/or employment references.

Qualifications: Internships: open to all college students, as well as some high school students. Apprenticeships: open to college graduates and graduate students. Bachelor’s degree or equivalent is required.

Contact:
Intern or APA Coordinator
Arden Theatre Company
40 North 2nd Street
Philadelphia, PA 19106
Fax: (215) 922-7011
Internship email: jobs@ardentheatre.org
Apprentice email: apa@ardentheatre.org
www.ardentheatre.org/opportunities/internships.html
www.ardentheatre.org/opportunities/apa.html
**ARENA STAGE**

**THE BUZZ**
- One of the premier regional theaters

**THE STATS**
- **Industries:** Fine and Performing Arts, Nonprofit
- **Locations:** Washington, DC; Arlington, VA
- **Number of interns:** Annual: 28 to 32
- **Pay:** Paid; academic credit, free tickets to performances and local theaters
- **Length of internship:** Summer: eight to 12 weeks; Season: nine to 12 months
- **Intern functions:** Administrative, Advertising, Arts and Design, Finance, Human Resources, Marketing, Nonprofit, Public Relations

**THE SCOOP**
Producing performances since the 1950s, Arena Stage has many “firsts” to its name. It was one of the first nonprofit theaters in the United States, the first regional theater to transfer a play to Broadway and the first regional theater to win a Tony Award. Arena Stage premieres new plays every season, actively supports works-in-progress and boasts an annual audience of 250,000.

**ON THE JOB**
Internships and fellowships are offered at Arena Stage in arts administration, artistic and technical production and community engagement. Interns focus on one specialty within an area, such as marketing, development, directing, casting, costumes, sound or education and work with experienced professionals on the productions during the internship period. Many interns are offered full-time positions after the completion of their internship.

**GETTING HIRED**
- **Apply by:** Summer: March 1st; Season: April 1st. All application materials and information on the Allen Lee Hughes Fellowship and Internship Program can be found at the Arena website.
- **Qualifications:** Open to college students, recent grads and graduate students, as well as career-changers. Non-U.S. citizens are eligible if they can provide their own work visa.
- **Contact:**
  - Caroline Baron
  - Human Resources Associate
  - Arena Stage
  - 1101 Sixth Street SW
  - Washington, DC 20024
  - Phone: (202) 554-9066
  - Fax: (202) 488-4056
  - Email: fellows@arenastage.org
  - www.arenastage.org/about/employment/interns-fellows/general

**ARGONNE NATIONAL LABORATORY**

**THE BUZZ**
- Pioneering science and technology
- Work at the epicenter of scientific innovation

**THE STATS**
- **Industries:** Energy, Government
- **Location:** Argonne, IL
- **Number of interns:** Annual: 220
- **Pay:** Paid, $400 a week; round-trip transportation, housing on-site or housing allowance
- **Length of internship:** Summer: 10 weeks; Fall/spring: 16 weeks
- **Intern functions:** Engineering, Editorial, Science and Math

**THE SCOOP**
The Argonne National Laboratory formed in 1942 when a team at the University of Chicago (lead by Enrico Fermi) produced the world’s first sustained nuclear reaction. The laboratory continues to operate for the University of Chicago under the United States Department of Energy. Argonne quickly became a firm partner of the U.S. government, developing nuclear submarine power plants and working with the Atomic Energy Commission. Today, Argonne’s efforts power much of the United States.

**ON THE JOB**
Interns work on Argonne’s continuing research projects, usually relating to physical and life sciences, mathematics, computer science and engineering. Topics have included coal, conservation, environmental impact and technology, fission and fusion technology. Argonne offers full-time employment to about 25 percent of its interns.

**GETTING HIRED**
- **Apply by:** Summer: February 1st; Fall: August 31st; Spring: November 29th. The online application is available at www.dep.anl.gov.
- **Qualifications:** Argonne’s research positions are open to all undergraduates over the age of 18. Interns must have a 2.5 GPA or higher.
- **Contact:**
  - Lisa Reed
  - Division of Educational Programs
  - Argonne National Laboratory
  - 9700 South Case Avenue
  - Argonne, IL 60439
  - Fax: (630) 252-3193
  - Email: lreed@dep.anl.gov
  - www.dep.anl.gov
  - www.anl.gov
ARMS CONTROL ASSOCIATION

THE BUZZ

• Work for the nation’s No. 1 authority on arms control

THE STATS

Industries: Government, Nonprofit, Publishing/Journalism
Location: Washington, DC
Number of interns: Spring/winter: three; Summer: four
Pay: Daily stipend of $10 for lunch, travel costs are covered
Length of internship: Three to four months
Intern functions: Administrative, Editorial, Government, Nonprofit, Print Media, Public Relations

THE SCOOP

Founded in 1971, the Arms Control Association is a nonprofit, nonpartisan membership organization dedicated to promoting public understanding of and support for effective arms control policies. Through media, public education programs and its magazine, Arms Control Today, ACA provides the public with information on arms control issues.

ON THE JOB

Interns spend their time working on the magazine or performing administrative duties, researching and preparing fact sheets for use by the media and public, assisting analysts, tracking global arms control developments, attending and reporting on congressional hearings and security-related news and press conferences, and limited lobbying activities. ACA internships are intended to provide interns with a substantive understanding of global arms control and related security issues, as well as the policymaking process in Washington.

$ GETTING HIRED

Apply by: Winter/spring: December 1st; Summer: March 15th; Fall/winter: July 1st. Send cover letter, resume and a relevant three- to five-page writing sample.

Qualifications: Open to all college students, as well as recent grads and graduate students. Non-U.S. citizens are eligible. Demonstrated interest in arms control and related global security issues, and plans to pursue a career in the security field are preferred.

Contact:
The Arms Control Association
Attn: Jeff Abramson
1313 L Street NW, Suite 130
Washington, DC 20005
Fax: (202) 463-8273
Email: jeff@armscontrol.org
www.armscontrol.org
THE ARNOLD ARBORETUM OF HARVARD UNIVERSITY

THE BUZZ
- Take time to smell the roses—and grow them, too
- Especially for green thumbs

THE STATS
Industries: Education, Environment, Nonprofit, Science
Location: Jamaica Plain, MA
Number of interns: Summer: 13
Pay: Paid, $9 an hour for a 40-hour week
Length of internship: Summer: 12 to 24 weeks
Intern functions: Administrative, Agriculture, Education, Environment, Recreation, Science and Math

THE SCOOP
Designed by Frederick Law Olmsted, the Arnold Arboretum of Harvard University dates back to 1872, making it the oldest arboretum in the country. The arboretum holds more than 15,000 plants in its 265-acre space, which is open to the public daily. Its goal is to breed greater understanding, appreciation and stewardship of the Earth’s botanical diversity through research, horticulture and education.

ON THE JOB
The majority of interns at the arboretum are placed in the grounds maintenance department, with a couple working in the Dana Greenhouse and Nursery. Intern duties are mostly outdoors, but may include clerical responsibilities. The arboretum designs classes to enhance the interns’ experience and leads field trips to other gardens. Interns gain work experience in cultural landscape maintenance, living collections preservation and other areas in horticulture.

GETTING HIRED
Apply by: February 15th. Applicants must complete the online application and submit a resume.

Qualifications: Open to college sophomores, juniors and seniors, as well as graduate students and recent grads. Non-U.S. citizens are eligible depending on government restrictions. Work experience in a botanic garden or nursery is preferred. Interns must be able to perform strenuous manual labor, lift up to 50 lbs. and work outdoors in all weather conditions.

Contact:
Pam Thompson
Manager of Adult Education and Internships
Arnold Arboretum of Harvard University
125 Arborway
Boston, MA 02130
Phone: (617) 384-5277
Fax: (617) 524-1418
Email: pam_thompson@harvard.edu or aaintern@arnarb.harvard.edu
www.arboretum.harvard.edu/programs/intern.html
**ARTHRITE FOUNDATION**

**THE BUZZ**

- “Work with the largest private arthritis researcher in the world”

**THE STATS**

- **Industries:** Health Care, Nonprofit
- **Locations:** Palo Alto, CA (Stanford); San Francisco, CA (UCSF)
- **Number of interns:** Seven to nine
- **Pay:** Paid; **High school students:** $1,500 for the summer; **Undergraduates:** $2,000 for the summer
- **Length of internship:** Summer: eight weeks, full time
- **Intern functions:** Nonprofit, Science and Math

**THE SCOOP**

With offices in all 50 states and D.C., the Arthritis Foundation is the largest private, nonprofit arthritis research organization in the world. This allows the foundation to focus on following radical and exciting research paths to a cure for arthritis and on training new investigators—including interns, through its George Hagan Memorial Summer Science Fellowship Program.

**ON THE JOB**

Internships at the foundation emphasize hands-on work in arthritis research labs at either the University of California at San Francisco or Stanford University. There, interns assist a select few principal investigators with their work on projects related to finding a cure for arthritis. Research covers a wide range of fields, from the most basic chemistry to molecular biology and genomics.

**GETTING HIRED**

- **Apply by:** Summer: early March. Call for an application (available in January).
- **Qualifications:** Open to high school juniors and seniors, as well as college freshmen and sophomores.
- **Contact:** Jennifer Thompson, MS
  Arthritis Foundation
  North California Chapter
  657 Mission Street, Suite 603
  San Francisco, CA 94105
  Phone: (800) 464-6240
  www.arthritis.org

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**ARTISTS SPACE**

**THE BUZZ**

- “Intern in SoHo on the cutting edge of contemporary art”

**THE STATS**

- **Industries:** Fine and Performing Arts, Nonprofit
- **Location:** New York, NY
- **Number of interns:** Fall/winter/spring: three each; **Summer:** four
- **Pay:** Unpaid, academic credit available
- **Length of internship:** Three to six months, two to three days a week
- **Intern functions:** Administrative, Arts and Design, Nonprofit, Project Management, Public Relations

**THE SCOOP**

Artists Space has been a haven for cutting-edge contemporary visual artists since 1972. In summer 2003, for example, the organization mounted a show of Zaha Hadid’s work, whose most recent news-making show was at the Rosenthal Center for Contemporary Arts in Cincinnati. In addition to its curatorial work, Artists Space also maintains a large online, digitized library of contemporary art, called the Irving Sandler Artists File.

**ON THE JOB**

Internships at Artists Space are largely left up to the intern to design. They work on various projects with the regular staff, acquiring knowledge of everyday tasks for arts organizations. Interns work in curatorial/exhibitions, operations/administration, web content and the Irving Sandler Artists file. In the past, interns have completed long-term projects such as digitized Irving Sandler Artists File slide exhibitions, reviews of past and current exhibitions at the Artists Space and slide presentations of their own work.

**GETTING HIRED**

- **Apply by:** Rolling. Applications are available online.
- **Qualifications:** Open to college sophomores, juniors and seniors, graduate students and recent grads. Non-U.S. citizens are eligible. Applicants should have an interest in and knowledge of art history, contemporary art and arts administration.
- **Contact:** Elizabeth Hirsch
  Artists Space
  38 Greene Street, 3rd Floor
  New York, NY 10013
  Phone: (212) 226-3970, ext. 303
  Email: ehirsch@artistsspace.org
  www.artistsspace.org
ARUP

THE BUZZ
- “Build on your interest in architecture”
- “Help design the cities of tomorrow”

THE STATS
Industries: Architecture, Technology
Locations: Boston, MA; Detroit, MI; Houston, TX; Los Angeles, CA; New York, NY; San Francisco, CA; Seattle, WA; Toronto
Number of interns: Varies
Pay: Paid and unpaid, amount varies with position and experience
Length of internship: Summer: 10 to 12 weeks
Intern functions: Engineering, Science and Math

THE SCOOP
Arup is a leading global firm in the provision of design and business services. It is the creative force behind many of the world’s most innovative and sustainable buildings, transport and civil engineering projects. The firm’s work includes the Sydney Opera House, the Oresund Bridge between Denmark and Sweden and, in the United States, the Seattle Central Library, San Francisco’s de Young Museum and New York’s Second Avenue Subway. Founded in 1946, Arup today has about 10,000 employees in more than 92 offices in 37 countries, with core businesses focusing on buildings, infrastructure and consulting.

ON THE JOB
Interns work closely with the professional staff on specific projects, though duties and qualifications vary depending on office location and position availability. Most jobs demand engineering, science and math skills.

GETTING HIRED
Apply by: Rolling. Visit www.arup.com and go to the “Careers” section to see available intern positions.
Qualifications: Open to college juniors and seniors, and graduate students with a minimum GPA of 3.0. Qualifications may vary from office to office. Contact desired location for details.
Contact:
Chicago, Houston and Los Angeles Offices
Paula Balfour, Senior HR Generalist
12777 West Jefferson Boulevard, Suite 200
Los Angeles, CA 90066
Phone: (310) 578-4400
Fax: (310) 312-5788
www.arup.com/careers.aspx
San Francisco and Seattle Offices
Julie Jeffery, HR Generalist
560 Mission Street, Suite 700
San Francisco, CA 94105
Phone: (415) 957-9445
Fax: (415) 957-9096

Vault Guide to Top Internships, 2010 Edition
Internship Profiles: A

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ASHBURN INSTITUTE

THE BUZZ

- “A global internship with freedom and democracy at stake”

THE STATS

Industries: Government, Nonprofit
Location: Washington, DC
Number of interns: Annual: two or three
Pay: Paid, $250 a month; academic credit available
Length of internship: Spring/summer/fall/winter: 12 weeks, minimum of two months and a maximum of six months
Intern functions: Administrative, Editorial, Marketing, Public Relations, Science and Math, Technology

THE SCOOP

The Ashburn Institute is a nonprofit organization dedicated to uniting democratic governments. In particular, the institute promotes Euro-Atlantic cooperation and the enlargement of the Euro-Atlantic community where newly democratic nations can find support. Through conferences and video conferences, publications, and distant learning programs, Ashburn focuses on educational and cultural exchange among representatives of the global community.

ON THE JOB

The internship program is designed to teach students the inner workings of a nonprofit in an international environment, and about the Ashburn Institute’s specific mission of promoting democracy and freedom. Duties include program development, database maintenance, event planning, newsletter writing and editing, specific research, marketing, and administrative tasks. Interns are encouraged to work independently and provide feedback on the program.

GETTING HIRED

Apply by: Spring: February 28th; Summer: April 30th; Fall: August 30th; Winter: November 30th. Fill out the online application form and send it with a resume and cover letter by fax, email, or mail.

Qualifications: Open to college juniors and seniors, and grad students. Interest in international relations or a closely related field is strongly preferred. Must be in excellent academic standing, have good command of English and computer skills. Foreign language skills are a plus.

Contact:
Internship Coordinator
The Ashburn Institute
Hall of States, Suite 524
444 North Capitol Street NW
P.O. Box 77164
Washington, DC 20013-7164
Phone: (202) 220-1388
Fax: (202) 220-1389
Email: info@ashburninstitute.org
www.ashburninstitute.org
**ASHOKA**

**THE BUZZ**
- “Do-gooders unite!”
- “Help solve some of society’s toughest problems”

**THE STATS**
- **Industry:** Nonprofit
- **Location:** Arlington, VA
- **Number of interns:** Annual: 35 to 40
- **Pay:** Paid
- **Length of internship:** Three to six months
- **Intern functions:** Administrative, Education, Marketing, Nonprofit

**THE SCOOP**
Ashoka—a global citizen organization—works to develop “social entrepreneurs,” individuals committed to solving problems within society. There have been more than 2,000 Ashoka fellows since the organization was established in 1981, working on specific issues in societies around the world. Their collective influence is helping Ashoka to realize its vision of an “everyone a changemaker” world. The organization is named after Ashoka, the Indian emperor in the third century B.C., who renounced violence by uniting the Indian subcontinent and dedicating his life to establishing social welfare programs and supporting the tolerance of all religions.

**ON THE JOB**
Interns are dedicated to “advancing and supporting an influential civil society sector worldwide.” They work with a growing global network and concentrate their efforts on bridging the gap between the private and social sectors and academia. Interns are encouraged to design their own day-to-day responsibilities, though internships vary each year according to the needs of the organization. Depending on interests and qualifications, interns usually work in Global Venture, Global Fellowship, marketing, development or with Ashoka’s university program or full economic citizenship effort.

**GETTING HIRED**
- **Apply by:** Rolling. Interested students should submit a resume and cover letter to the contact provided.
- **Qualifications:** Some Ashoka programs are open to undergrads, while other positions are reserved for graduate students only. Candidates are evaluated regarding the criteria that represent Ashoka’s culture, as well as the specific qualifications for each internship.
- **Contact:**
  Ashoka Internship Program
  1700 North Moore Street, Suite 2000 (20th Floor)
  Arlington, VA 22209
  Phone: (703) 527-8300
  Fax: (703) 527-8383
  Email: interns@ashoka.org
  www.ashoka.org/internship
ASIAN AMERICAN ARTS CENTRE

THE BUZZ
- Study a fusion of Asian cultures in the melting pot of New York City

THE STATS
- Industries: Fine and Performing Arts, Nonprofit
- Location: New York, NY
- Number of interns: Annual: 12
- Pay: Unpaid, academic credit
- Length of internship: Varies
- Intern functions: Administrative, Arts and Design, Editorial, Education, Nonprofit

THE SCOOP
Founded in 1974, the Asian American Arts Centre (AAAC) encourages and preserves Asian American culture through artistic creativity. AAAC promotes its mission by mounting exhibitions that showcase a union of contemporary American and Asian art. It also maintains one of the largest slide and research archives in the country on Asian American artists from 1945 to present, organizes community outreach programs and produces catalogs and Artspiral, a webzine on the arts.

ON THE JOB
Interns at the Asian American Arts Centre learn the basics of running a nonprofit arts organization. They work on everything, from answering phones and organizing exhibitions, to writing up grant proposals. Interns also have the opportunity to work in the AAAC’s archives, assist in ongoing art history research, help produce the Artspiral webzine and prepare materials to be posted on the website.

GETTING HIRED
- Apply by: Rolling. To apply, email a cover letter, resume and examples of visual/written material to aaacinfo@artspiral.org.
- Qualifications: Open to high school and college students and graduates.

Contact:
Robert Lee
Executive Director
Asian American Arts Centre
26 Bowery Street, 3rd Floor
New York, NY 10013
Email: aaacinfo@artspiral.org
www.artspiral.org/internship.html

ASIAN AMERICAN JOURNALISTS ASSOCIATION

THE BUZZ
- Increasing fair and accurate news coverage of Asian Americans and Pacific Islanders
- Work to diversify the news

THE STATS
- Industries: Publishing/Journalism, Education, Nonprofit
- Location: San Francisco, CA; selected journalism interns receive grants and stipends from chapters around the United States
- Number of interns: Annual: approximately 45
- Pay: Varies
- Length of internship: Varies
- Intern functions: Film, Television and Radio, Editorial, Education, Internet, Nonprofit, Print Media

THE SCOOP
The Asian American Journalists Association (AAJA) was established in 1981 as a nonprofit educational organization with the goal of increasing the presence of Asian Americans in the media. AAJA is best known for its national journalism convention and community workshops on media access. The organization has 2,000 members in 20 chapters across the United States.

ON THE JOB
Interns are placed in print, broadcast or online media companies throughout the United States. The list of assignment companies includes such industry giants as NBC, NPR and the Associated Press. For a full list, see www.aaja.org/programs/for_students.

GETTING HIRED
- Apply by: Usually, deadlines range from late fall through April. Application with essay, transcript, letters of recommendation and news clips are standard.
- Qualifications: Open to college seniors and grad students. Non-U.S. citizens are eligible. An interest in journalism and Asian American diversity in the news is required.

Contact:
Nao Vang
Student Programs Coordinator
Asian American Journalists Association
1182 Market Street, Suite 320
San Francisco, CA 94102
Phone: (415) 346-2051
Fax: (415) 346-6343
Email: programs@aaja.org
www.aaja.org
ASIAN AMERICAN JUSTICE CENTER

THE BUZZ
- Work to advance Asian American legal rights

THE STATS

Industries: Law, Nonprofit
Location: Washington, DC
Number of interns: Winter/spring/fall: one to four each; Summer: four undergraduate, four law
Pay: Varies, paid and unpaid; assistance finding funding and housing
Length of internship: 10 weeks
Intern functions: Editorial, Law, Nonprofit, Research

THE SCOOP

In 1993, the Asian American Justice Center (AAJC) opened its doors as the National Asian Pacific American Legal Consortium. A nonprofit, nonpartisan organization, the AAJC is committed to advancing the civil and legal rights of Asian Pacific Americans in affirmative action, immigration, language rights, naturalization, violence prevention and voting rights. The organization’s channels of change include litigation, public education and public policy.

ON THE JOB

The AAJC hosts year-round internships and the summer legal clerkship program. Year-round, undergraduate interns contribute to the AAJC in different capacities on several projects, including research and writing op-ed pieces. Summer clerkship interns are paired (one undergraduate and one law student) for work on a specific project. The AAJC also sponsors a paid development internship, offered year-round, in which interns work on fundraising activities. All interns may see Congressional hearings and participate in office events.

GETTING HIRED

Apply by: Year-round: rolling, three months prior to the internship; Summer clerkship: rolling (January 12th preferred); Development internship: rolling. Applicants must submit a resume, cover letter and writing sample. Candidates for the summer clerkship must also submit a transcript.

Qualifications: Open to undergraduates, graduate students, law students and recent grads. Non-U.S. citizens are eligible if they provide the appropriate paperwork.

Contact:
Year-round Internship
Asian American Justice Center
Attn: Aarathi Haig, Staff Attorney
1140 Connecticut Avenue NW, Suite 1200
Washington, DC 20036
Fax: (202) 296-2318
Email: ahaig@advancingequality.org
www.advancingequality.org

Summer Clerkship
Attn: Ms. Deshmukh, Staff Attorney/Summer Program Coordinator
Email: adeshmukh@advancingequality.org

Development Internship
Attn: Hannah Stone, Director of Foundation Relations
Email: hstone@advancingequality.org
ASPEN CENTER FOR ENVIRONMENTAL STUDIES

THE BUZZ
- Take in the natural beauty of the Rockies and Aspen
- Get to know birds of prey up close

THE STATS
Industries: Education, Environment, Nonprofit
Location: Aspen, CO
Number of interns: Annual: 14
Pay: Paid, $150 a week; housing provided, tuition-free participation in ACES’ Naturalist Field School courses
Length of internship: Summer: 12 to 16 weeks
Intern functions: Administrative, Education, Environment, Nonprofit

THE SCOOP
The Aspen Center for Environmental Studies (ACES) aims “to inspire a lifelong commitment to the Earth by educating for environmental responsibility, conserving and restoring the balance of natural communities, and advancing the ethic that the earth must be respected and nurtured.” ACES has been providing various environmental education opportunities in the Roaring Fork Valley for over 40 years.

ON THE JOB
Interns are responsible for a range of duties, including assisting with the management of the visitor center and nature preserve, working on the environmental education programs for children, interpretive nature walks, birds of prey programs and special projects such as caring for the resident birds of prey, plants and live animals. The experience that interns gain from ACES helps prepare them for a career in environmental education or environmental studies.

$ GETTING HIRED
Apply by: March 1st. Send resume, application and application questions (download at www.aspennature.org).

Qualifications: Experience in the natural sciences, environmental education or a related field; interest in environmental education; first aid and CPR certification; and experience working with the public are required.

Contact:
ACES Summer Naturalist Internship Coordinator
100 Puppy Smith Street
Aspen, CO 81611
Phone: (970) 925-5756
Fax: (970) 925-4819
Email: aces@aspennature.org
www.aspennature.org

ASSISTANT DIRECTORS TRAINING PROGRAM

THE BUZZ
- “The sunny side of Sunset Boulevard”
- “A direct route to a career as an assistant director”

THE STATS
Industries: Broadcast and Cable, Film/Entertainment
Location: Sherman Oaks, CA
Number of interns: 10 to 20
Pay: Paid, trainees start at $673 a week and increase to $827 a week
Length of internship: 400 days
Intern functions: Administrative, Film, Television and Radio

THE SCOOP
The mission of the Directors Guild-Producer Training Plan is to provide motion picture and television industry training as directed by the Alliance of Motion Picture & Television Producers and the Directors Guild of America. The Assistant Directors Training Program recruits a diverse group of applicants from across the country and provides selected candidates with education, training and paid experience in professional settings, facilitating their development into successful assistant directors.

ON THE JOB
Under the supervision of the unit production manager and assistant directors, the assistant director trainee helps provide support to all of the actors, crew and production personnel working on a production. Possible productions include episodic television, television movies, pilots, miniseries and feature films. The program includes both on-the-job training and classroom-based seminars.

$ GETTING HIRED
Apply by: Applications are available online. See the website for more information and program deadlines.

Qualifications: The program requires applicants to have the legal right to work in the United States, a high school diploma and a demonstrated interest and/or experience in the motion picture, television, entertainment or related industries. Additionally, applicants should have at least one of the following: a bachelor’s or associate’s degree from an accredited college or university; two years of paid full-time employment; written proof that at least a level E-5 in a branch of the U.S. military service has been attained; or certification of current enrollment in a degree program with a graduation date before the date specified on the most recent application form.

Contact:
Directors Guild-Producer Training Plan
15301 Ventura Boulevard, Bldg. E #1075
Sherman Oaks, CA 91403
Phone: (818) 386-2545
Email: mail@trainingplan.org
www.trainingplan.org
AT&T FINANCIAL LEADERSHIP PROGRAM

**THE BUZZ**

- “Excellent formal program that gets you unparalleled exposure to the upper tiers”
- “Helped me turn the corner from an entry-level analyst to an upper-level analyst”

**THE STATS**

**Industries:** Broadcast and Cable, Science, Research, Technology, Telecom  
**Locations:** San Antonio, TX (HQ); Atlanta, GA; Dallas, TX; San Ramon, CA; Pleasanton, CA; Hoffman Estates, IL; Bedminster, NJ; Morristown, NJ; additional locations across the United States  
**Number of interns:** Summer: 10  
**Pay:** Paid, $5,225 a month  
**Length of internship:** Summer: 12 weeks  
**Intern functions:** Accounting, Finance

**THE SCOOP**

AT&T—one of the world's leading Fortune 8 telecommunications companies—traces its roots all the way back to the invention of the telephone by Alexander Graham Bell. Though it might be best known for its publication of the Yellow Pages, its offerings include IP-based business communications services, high-speed internet access and voice services. AT&T employs more than 294,000 people and serves an estimated 78.2 million customers in the United States alone.

**ON THE JOB**

Interns are assigned to one of AT&T’s finance areas and receive feedback from their management team while working toward established objectives. At the end of the internship, their performance is reviewed by their supervisors and those deemed suitable are asked to interview for full-time employment. About 50 percent are offered positions upon graduation.

**$ GETTING HIRED**

**Apply by:** January to March. Check with your school's career services office to see if AT&T recruits on your campus. Applicants may also apply online at www.att.jobs/campusconnect.com.  
**Qualifications:** Open to first-year MBA students with a cumulative GPA of at least 3.5. Applicants should have more than three years of work experience and be majoring in finance, accounting, economics or business administration. Non-U.S. citizens are eligible.  
**Contact:** www.att.jobs/campusconnect

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AT&T LABS

**THE BUZZ**

- “The best internship for aspiring telecom engineers”
- “A great company in a great industry”

**THE STATS**

**Industries:** Technology, Telecom  
**Locations:** Florham Park, NJ; Middletown, NJ  
**Number of interns:** Summer: 28  
**Pay:** Paid, varies  
**Length of internship:** Summer: 10 weeks (May to September)  
**Intern functions:** Engineering, Research, Science and Math, Technology

**THE SCOOP**

Perhaps the leading communications company in the world, AT&T specializes in local, long distance, internet and transaction-based voice and data services. The folks at AT&T Labs handle the research end of things, working on IP networks, artificial intelligence, broadband, human-computer interfaces, mobile wireless networks and much more.

**ON THE JOB**

Most AT&T Labs interns work one-on-one with a supervisor on specific projects within the research group. Projects may include optical transport, network management, certification and testing, IP and voice services, software systems research and information mining. Interns give a half-hour talk on their work at the end of the term.

**$ GETTING HIRED**

**Apply by:** November to January. An application, transcript, research statement of interest and three letters of recommendation are required.  
**Qualifications:** Open to students currently enrolled in a PhD program working toward a degree in computer science, statistics, engineering or physics. Applicants must have a record of publication. Non-U.S. citizens are eligible.  
**Contact:**  
www.research.att.com  
www.att.jobs/campusconnect
AT&T LEADERSHIP DEVELOPMENT PROGRAM

THE STATS
Industries: Broadcast and Cable, Technology, Telecom

Locations: Dallas, TX (HQ); San Ramon, CA; Atlanta, GA; Chicago, IL; additional locations across the United States

Number of interns: Summer: 20 to 40
Pay: Paid; Undergraduates: $3,500 to $4,000; Graduate students: $5,000 to $5,500

Length of internship: Summer: 10 to 12 weeks

Intern functions: Accounting, Engineering, Internet, Management, Retail, Sales, Science and Math, Technology

THE BUZZ
- “Valuable corporate experience”
- “Training course for future leaders in the company”

THE SCOOP
You know AT&T. It’s one of the world’s leading Fortune 500 telecommunications companies—and the topic of the two previous internship profiles in this book. AT&T offers IP-based business communications services, high-speed internet access and voice services, and publishes the Yellow Pages.

ON THE JOB
The AT&T Leadership Development Program is designed for undergraduate and graduate students who are within one year of graduation. After orientation, interns work in pairs with a supervisor in network operations, sales, customer service and marketing. Interns attend executive lunches, regular meetings with program staff, and intern committees. Interns also have the opportunity to make site visits, attend social events and network. Over half of interns are offered full-time positions in the company after graduation.

GETTING HIRED
Apply by: January to March. Check with your school’s career services office to see if AT&T recruits on campus. Applicants should apply online at www.att.jobs/campusconnect.com.

Qualifications: Open to students in their last year of a bachelor’s, master’s or PhD program. Applicants should demonstrate strong academic performance, leadership (work, campus or community efforts) and teamwork experience (supervising, delegating or achieving results through others). Non-U.S. citizens are eligible.

Contact: www.att.jobs/campusconnect.com

ATLANTA BALLET

THE STATS

Industries: Fine and Performing Arts, Nonprofit
Location: Atlanta, GA
Number of interns: Summer: two; Fall/spring: two
Pay: Unpaid; free tickets, dance classes, gym membership, parking
Length of internship: Four weeks minimum, but very flexible

Intern functions: Administrative, Arts and Design, Marketing, Nonprofit, Public Relations

THE BUZZ
- Learn marketing and ballet simultaneously

THE SCOOP
Founded in 1929 by Dorothy Alexander, the Atlanta Ballet is the longest continuously-operating ballet company in America. Its eclectic repertoire spans ballet history, featuring both classic and original pieces. In 1996, Atlanta Ballet opened the Centre for Dance Education, which is one of the largest ballet training facilities in the United States today.

ON THE JOB
The internship allows participants to mix and match different interests in a variety of departments. In truth, the Atlanta Ballet virtually offers prospective interns a design-your-own-internship in terms of hours and length of commitment. It’s also a great way to interact with professionals in the performing arts.

GETTING HIRED
Apply by: Rolling. Candidates must send a resume and writing samples to the address below.

Qualifications: Open to college sophomores, juniors and seniors. Grad students and non-U.S. citizens are also eligible. Basic computer skills and good writing abilities are required.

Contact:
Tricia Ekholm
Atlanta Ballet
1400 Peachtree Street NW
Atlanta, GA 30309
Phone: (404) 873-5811
Fax: (404) 874-7905
Email: tekholm@atlantaballet.com
www.atlantaballet.com
ATLANTA BRAVES

THE STATS

Industry: Sports
Location: Atlanta, GA
Number of interns: Varies
Pay: Paid, $9 an hour
Length of internship: 12 weeks
Intern functions: Advertising, Human Resources, Marketing, Public Relations

THE SCOOP

The Braves, Atlanta's professional baseball team, moved to the city from Boston via Milwaukee in the 1960s. Under the ownership of CNN-mogul Ted Turner, the team hit its stride in the 1990s, winning multiple World Series Championships. In 1991, the Braves became the first baseball team in history to win the ultimate prize (the Series) just one season after having the worst record in the league.

ON THE JOB

Founded by Hank Aaron and Rubye Lucas, the Atlanta Braves Career Initiative Program is designed for students interested in a behind-the-scenes professional sports career. Each summer, interns work closely with full-time employees in a variety of departments including player personnel, marketing, promotions and public relations. Depending on position, some interns will also have game-day responsibilities.

GETTING HIRED

Apply by: Summer: March 10th. Send resume between January 9th and March 10th. Applications are available online.
Qualifications: Open to college juniors and seniors, as well as grad students. Applicants must have a GPA of 2.8 or higher.
Contact: Atlanta Braves Career Initiative Program
Attn: Human Resources
P.O. Box 4064
Atlanta, GA 30302

ATLANTIC COUNCIL OF THE UNITED STATES

THE BUZZ

• “A constructive nonpartisan approach to foreign policy”

THE STATS

Industries: Government, Nonprofit
Location: Washington, DC
Number of interns: Annual: 15 to 20 per session
Pay: Unpaid
Length of internship: 12 weeks, 20 to 40 hours a week
Intern functions: Finance, Nonprofit, Research

THE SCOOP

Founded in 1961, the Atlantic Council of the United States is a nonprofit public policy center advancing U.S. global interests within the Atlantic and Pacific communities. ACUS is also a nonpartisan organization working with various entities, including the executive and legislative branches of the government, the international business community, academia and foreign leaders. ACUS projects focus on new relationships within Europe and between Europe and North America; the transformation of the newly independent Slavic and Eurasian states; new opportunities for strengthening global and regional security; and other topics.

ON THE JOB

The John A. Baker Internship Program offers 10 to 15 positions during the fall, spring and summer academic terms. Interns may work on a variety of business and economic policy projects ranging from monitoring and analyzing transatlantic business news events to organizing a business leaders’ speaker series.

GETTING HIRED

Apply by: Summer: March 15th; Fall: July 15th; Spring: December 1st. Complete the online application, including a resume, academic transcript, cover letter and a brief writing sample (fewer than 1,000 words). Email two letters of recommendation to internships@acus.org.
Qualifications: Open to college juniors and seniors, as well as graduate students and recent grads. Strong interest in international affairs and U.S. foreign policy is required. Applicants should have some scholarly research and administrative or office experience. A minimum GPA of 3.0 is required.
Contact: Internship Coordinator
The Atlantic Council of the United States
1101 15th Street NW, 11th Floor
Washington, DC 20005
Phone: (202) 463-7226
Fax: (202) 463-7241
Email: internships@acus.org
www.acus.org/about/employment-internships
**THE ATLANTIC**

**THE BUZZ**
- Join one of America’s oldest magazines

**THE STATS**
- **Industry:** Publishing/Journalism
- **Location:** Washington, DC
- **Number of interns:** 20
- **Pay:** Paid and unpaid, $10 an hour or academic credit
- **Length of internship:** Summer/fall: June to December; Winter/spring: January to June
- **Intern functions:** Administrative, Arts and Design, Editorial, Finance, Marketing, Print Media

**THE SCOOP**
Founded in 1857, *The Atlantic* was created as a literary and cultural commentary magazine by a group of writers that included Harriet Beecher Stowe, Ralph Waldo Emerson and Henry Longfellow. Today, *The Atlantic* covers topics ranging from politics and foreign policy to science and technology, to arts and culture. At its headquarters in Washington, D.C., *The Atlantic* houses an editorial staff of over 40 people.

**ON THE JOB**
Interns at *The Atlantic* help to review thousands of unsolicited submissions received by the magazine each year; assist with fact-checking for the magazine and research for the website; participate in informational seminars with editors, writers and members of the production and art department; and assist with assorted administrative tasks. *The Atlantic* also offers internships in its business divisions.

**$ GETTING HIRED**
- **Apply by:** Summer/fall: February 25th; Winter/spring: October 1st. Submit a resume and cover letter through the online response form on the website. In the cover letter, please address your specific interest in the internship.
- **Qualifications:** Open to college juniors and seniors as well as recent college grads.
- **Contact:**
  - Lyndsay Polloway
  - Recruiting Coordinator
  - Atlantic Media Company
  - 600 New Hampshire Avenue NW
  - Washington, DC 20037
  - Phone: (202) 266-7000
  - www.theatlantic.com
  - www.atlanticmediacompany.com/careers

**AUSTRALIAN EMBASSY**

**THE BUZZ**
- “Shrimps on the barbie and valuable government work experience”

**THE STATS**
- **Industry:** Government
- **Location:** Washington, DC
- **Number of interns:** Fall/spring: three each
- **Pay:** Unpaid
- **Length of internship:** Varies
- **Intern functions:** Administrative, Editorial

**THE SCOOP**
The Australian Embassy is the official diplomatic site for relations between the Land Down Under and the United States. The embassy also assists Australians traveling to America (and vice versa) by providing a wealth of useful material on passports and current news. It also provides information for businesses thinking of expanding into Australia.

**ON THE JOB**
Internships are available in the Congressional liaison office. Congressional liaison interns assist with research on U.S. domestic and foreign trade policy, report on hearings and legislative developments, and perform general administrative duties.

**$ GETTING HIRED**
- **Apply by:** Summer: March 31st; Fall: July 2nd; Spring: December 10th. Candidates should complete the application form (available online) and submit a cover letter and resume. Check the embassy website for exact dates and more information on how to apply.
- **Qualifications:** Open to current college students. Strong writing, research and organizational skills are preferred.
- **Contact:**
  - Internship Coordinator
  - Congressional Liaison Office
  - Embassy of Australia
  - 1601 Massachusetts Avenue NW
  - Washington, DC 20036
  - Phone: (202) 797-3071
  - Fax: (202) 797-3414
**AVAYA INC.**

**THE BUZZ**
- Lots of networking opportunities—and not just in the telecom sense of the word!

**THE STATS**
- **Industries:** Consulting, Technology, Telecom
- **Location:** Basking Ridge, NJ
- **Number of interns:** 10
- **Pay:** Paid and unpaid, varies by department placement and experience
- **Length of internship:** Summer: 10 to 12 weeks
- **Intern functions:** Engineering, Finance, Human Resources, Law, Marketing, Research, Sales

**THE SCOOP**
Formerly the business communications unit of Lucent, Avaya has been specializing in enterprise telephony and call center technology since it was spun off in 2000. Many of the elements of the company began before that, existing as parts of AT&T. Avaya offers outsourcing and consulting services to a clientele that includes more than 90 percent of Fortune 500 companies.

**ON THE JOB**
Interns can choose their placement from a range of Avaya’s business units and are assigned to work projects geared toward their individual academic experience and future career goals. The company uses its intern program to target and track potential future employees.

**$ GETTING HIRED**
- **Apply by:** May 15th. Apply online at www.avaya.com/careers.
- **Qualifications:** Open to college freshmen, sophomores, juniors and seniors, as well as grad students. International student applications are welcome. Applicants must be majoring in a technical field or in business/economics.
- **Contact:**
  - www.avaya.com

**AVNET, INC.**

**THE BUZZ**
- Network over network devices

**THE STATS**
- **Industries:** Manufacturing, Technology
- **Locations:** Phoenix, AZ (HQ); other locations in 40 states and 70 countries
- **Number of interns:** 30
- **Pay:** Paid, $14 an hour
- **Length of internship:** Nine to 12 weeks
- **Intern functions:** Marketing, Product Management, Sales, Transportation and Logistics

**THE SCOOP**
Avnet, Inc. is the world’s largest technology, distribution and service provider of electronic components and computer products from leading manufacturers. A Fortune 500 company, Avnet has 50 years of experience in the electronics industry and does business in 70 countries. A family-owned company that started out in the radio business, today the company produces, among other things, semiconductors, networking tools and microwave devices.

**ON THE JOB**
Interns work in the supply chain management, sales and relationship management, materials and product management and product marketing departments. By rotating through multiple departments, interns gain an overview of Avnet’s business and its current business objectives.

**$ GETTING HIRED**
- **Apply by:** Recruiting for the summer season internship begins in January. Interested students should check Avnet’s college relations website for instructions on how to apply (www.avnet.com/careers).
- **Qualifications:** Avnet looks for college juniors and seniors majoring in business, marketing, supply chain, industrial engineering and other business-related degrees.
- **Contact:**
  - Avnet, Inc.
  - Phone: (480) 643-2000
  - Email: tara.maggi@avnet.com
  - www.avnet.com
  - www.avnet.com/careers
# BAE SYSTEMS

## THE BUZZ
- “This internship was a very rewarding experience at an incredibly dynamic company”
- “My co-workers and mentors were helpful, knowledgeable and gave me excellent engineering assignments”
- “BAE rocks”

## THE STATS
**Industries:** Aerospace and Defense, Manufacturing  
**Locations:** Rockville, MD (U.S. HQ); locations in 38 U.S. states and around the world  
**Number of interns:** Annual: 400 to 500  
**Pay:** Paid, determined by the business unit, function, hiring department and level of experience  
**Length of internship:** Summer: two to three months  
**Intern functions:** Engineering, Finance, Science and Math, Technology

## THE SCOOP
One of the top-10 suppliers to the U.S. Department of Defense, BAE Systems is a leading global defense, security and aerospace company. It designs, develops, integrates, manufactures and supports a wide range of advanced products and intelligent electronic systems for air, land and naval forces, including “advanced electronics, security, information technology solutions and customer support services.”

Employing over 105,000 people, BAE Systems has operations across 38 states and around the world. In 2008, the company reported sales of over $34.4 billion.

## ON THE JOB
Internships are offered for students in both engineering- and business-related disciplines in support of programs in electronic systems, information systems, technology services and business operations. Opportunities vary based on the type of project; however, all students have a unique opportunity to apply their classroom learning to a real-world setting, working closely with a mentor in a team-based environment. The program environment encourages innovation, collaboration and creativity.

## GETTING HIRED
**Apply by:** Rolling. Search jobs and apply online at the address listed. Check with your college recruiting office to see if and when BAE Systems will be visiting your school.  
**Qualifications:** Open to college sophomores and juniors generally with a GPA of 3.0 or greater, leadership experience, extracurricular activities and related course work, and/or project experience in the following: engineering (aerospace engineering, computer engineering, computer science, information technology/MIS, mechanical engineering, industrial/manufacturing engineering, optical engineering, math, physics) and business (accounting, finance, economics, business administration, human resources).

**Contact:**  
BAE Systems, Inc. Corporate Office  
1601 Research Boulevard  
Rockville, MD 20850  
Phone: (301) 838-6000  
Fax: (301) 838-6925  
www.baesystems.com  
www.baesystems.jobs
BAIN & COMPANY

THE BUZZ

• “People. Passion. Results.”
• “Management and strategy consulting gone global”
• “Status quo just isn’t our thing”

THE STATS

Industry: Consulting
Locations: Boston, MA (HQ); Atlanta, GA; Chicago, IL; Dallas, TX; Houston, TX; Los Angeles, CA; New York, NY; Palo Alto, CA; San Francisco, CA; international offices in Amsterdam; Buenos Aires; Beijing; Brussels; Copenhagen; Dubai; Düsseldorf; Frankfurt; Helsinki; Hong Kong; Johannesburg; Kyiv; London; Madrid; Melbourne; Mexico City; Milan; Moscow; Mumbai; Munich; New Delhi; Oslo; Paris; Rome; São Paulo; Seoul; Shanghai; Singapore; Stockholm; Sydney; Tokyo; Toronto; Zurich
Number of interns: Varies according to location
Pay: Paid, competitive salary
Length of internship: Summer: 10 weeks
Intern function: Consulting

THE SCOOP

Since its founding in 1973, Bain & Company has grown to be one of the world’s leading global business and strategy consulting firms. Bain offers services in industries that range from private equity to telecommunications, employing more than 4,800 people working in 42 offices throughout the world that have collectively served more than 4,150 clients. Bain also publishes their research in books and media reports.

ON THE JOB

Most of Bain’s global offices offer summer internship opportunities for first-year MBA students and rising college seniors. Summer associate (SA) and associate consultant intern (ACI) positions are designed to mirror the work performed by full-time team members. Interns work on real business problems and collaborate with clients, as well as attend formal training with their global colleagues. Many former interns return to Bain for full-time positions following graduation.

GETTING HIRED

Apply by: Varies depending upon recruiting schedule. Bain recruits through schools and its offices. For a description of the application process and to see if Bain recruits at your school, visit www.joinbain.com. Applicants must complete an online application available at www.joinbain.com.

Qualifications: SA: open to first-year MBA students; ACI: open to rising college seniors. Applicants should have strong analytical and problem solving skills, a strong academic record and leadership experience.

Contact:
Email: recruiting@bain.com
www.joinbain.com
www.joinbain.com/build-your-career/bain-career-progression/internships.asp
BALLETMET COLUMBUS

THE STATS

Industry: Fine and Performing Arts  
Location: Columbus, OH  
Number of interns: Spring/summer/fall/winter: Two each  
Pay: Paid and unpaid; free tickets to performances  
Length of internship: Summer: Eight to 10 weeks  
Intern functions: Administrative, Advertising, Arts and Design, Editorial, Education, Marketing, Public Relations

THE BUZZ
• “Grace and business smarts alike”  
• “Enhance your passion for the arts”

THE SCOOP
Since 1978, BalletMet Columbus has provided dance performances in Central Ohio. The company boasts one of the five largest profession dance-training centers in the country and an annual budget of $5.3 million, ranking among the 15 largest dance companies in the United States. BalletMet aims to expose the community to quality performances, instruction, educational programs and new work. The company has developed extensive educational and outreach programs, as well as a community outreach scholarship program for talented minority youth.

ON THE JOB
Interns work in the marketing, development or education departments and deal with ongoing projects such as organizing photos and press clippings or writing commercials and press releases.

GETTING HIRED
Apply by: Rolling. Send resume and letter of interest.  
Qualifications: Open to college juniors and seniors, graduate students, recent graduates and international applicants.  
Contact: Internship Coordinator  
BalletMet Columbus  
322 Mount Vernon Avenue  
Columbus, OH 43215  
Email: dance@balletmet.org  
www.balletmet.org

BANK OF AMERICA

THE BUZZ
• “Work for one of the largest banks”

THE STATS

Industry: Financial Services  
Locations: Charlotte, NC (HQ); New York, NY; Chicago, IL; Boston, MA; Dallas, TX; Houston, TX; Richmond, VA; Seattle, WA; Palo Alto, CA; Los Angeles, CA; Atlanta, GA; Providence, RI; San Francisco, CA; Europe, Middle East and Africa; Asia Pacific; Canada  
Number of interns: Varies, about 600  
Pay: Paid, competitive salary; two days paid vacation, associate discount program  
Length of internship: Summer: 10 to 12 weeks  
Intern functions: Accounting, Finance, Global Markets, Investment Banking, Human Resources, Project Management, Real Estate, Retail, Sales, Technology

THE SCOOP
Bank of America is one of the world’s largest financial institutions, serving individual consumers, small and middle market businesses and large corporations with a full range of banking, investing, asset management and other financial and risk management products and services. The company serves about 53 million consumer and small business relationships and has clients in over 150 countries. In 2007, the company acquired Countrywide Financial, and in 2009 Bank of America acquired Merrill Lynch. The addition of these two companies has made Bank of America the largest provider of financial services in the world.

ON THE JOB
The objective of the internship program is to provide students with the opportunity to expand upon their technical skills, their knowledge of the industry and their familiarity with a corporate environment. Internship programs are available in all areas of the bank, including consumer and commercial banking, treasury, audit, technology, human resources, small business, investment banking, and wealth and risk management. Interns participate in training sessions, informational lunches, networking events and community service opportunities. About 75 percent of interns are hired for full-time positions upon graduation.

GETTING HIRED
Apply by: January through March. Students should submit a profile and resume online at www.bankofamerica.com/campusrecruiting.  
Qualifications: College students who have at least a 3.0 GPA (United States) are eligible for most programs.  
Contact:  
www.bankofamerica.com/campusrecruiting
BARRINGTON STAGE COMPANY

THE BUZZ
- “Bringing award-winning theater to the masses in the heart of the Berkshires”

THE STATS
Industry: Fine and Performing Arts
Location: Pittsfield, MA
Number of interns: Summer: 15 to 20
Pay: Paid, stipend
Length of internship: Summer: three to five months (Memorial Day to Labor Day)
Intern functions: Administrative, Arts and Design, Production, Technology

THE SCOOP
The Barrington Stage Company—originally Berkshire Music Hall—reopened in August 2006 after seven months of renovations. BSC was founded in 1995 and, until 2006, rented performing spaces in southern Berkshire County. Now that renovations are complete, the theater is back in business in Pittsfield.

ON THE JOB
Barrington Stage Company continues its tradition of hiring interns during the summer months to help with all aspects of the company. Opportunities range from production internships (in areas such as carpentry and electronics) to administrative and stage management internships. Interns work alongside Broadway designers and talented staff, expanding their contacts and skills working on actual performances.

GETTING HIRED
Apply by: Rolling.
Qualifications: Open to undergraduate and graduate students. Knowledge of a specific field is a plus, as is theater experience.
Contact:
Cynthia Saunders Quiñones
Director of Education
Barrington Stage Company
30 Union Street
Pittsfield, MA 01201
Phone: (413) 997-6118
Fax: (413) 499-5447

BAXTER HEALTHCARE CORPORATION

THE BUZZ
- “A serious internship that’s a lot of fun”
- “Get the feedback you deserve”

THE STATS
Industries: Biotechnology/Pharmaceuticals, Health Care
Locations: Deerfield, IL (HQ); McGraw Park, IL
Number of interns: Summer: 50 to 60
Pay: Paid and unpaid, varies
Length of internship: Summer: 12 weeks
Intern functions: Accounting, Finance, Engineering, Manufacturing, Marketing, Science and Math, Technology

THE SCOOP
Baxter is a health care and pharmaceutical company specializing in medical devices, pharmaceuticals and biotechnology. With 2008 sales of $12.3 billion and approximately 48,500 employees, Baxter creates and delivers treatments for conditions such as hemophilia, immune disorders, kidney disease, cancer, trauma and other conditions.

ON THE JOB
Summer internships are available in finance, accounting, marketing and manufacturing (engineering and science). Opportunities may also be available in research (engineering and science) and information technology. Baxter's internship program gives college undergraduates the chance to gain exposure to different areas within finance and accounting including, but not limited to, financial planning, financial reporting, business analysis, strategic planning, corporate audit and treasury.

GETTING HIRED
Apply by: Resumes are accepted between September 1st and February 1st. Decisions are generally made by the end of April. Applicants should apply online. Check your school’s career services office to see if Baxter is visiting your campus.
Qualifications: Open to currently enrolled college freshmen, sophomores, juniors and seniors and master’s and PhD candidates. Recent graduates who have less than one year of full-time work experience may also apply. Candidates should be authorized to work in the United States and have relevant work or classroom experience.
Contact:
Baxter Healthcare Corporation
University Relations
1 Baxter Parkway
Deerfield, IL 60015-4625
Phone: (847) 948-2000
www.baxter.com/job_seekers/index.html
**BEACON PRESS**

**THE BUZZ**
- “Publishing careers for deep thinkers”
- “Small size enables interns to get real hands-on experience”

**THE STATS**
- **Industries:** Nonprofit, Publishing/Journalism
- **Location:** Boston, MA
- **Number of interns:** Varies
- **Pay:** Unpaid
- **Length of internship:** Varies, available year-round
- **Intern functions:** Administrative, Editorial, Marketing, Print Media, Public Relations

**THE SCOOP**
An independent nonprofit publisher of “serious” fiction and nonfiction, Beacon Press works with authors such as Howard Zinn, Rashid Khalidi, Aviva Chomsky and Mary Oliver. The company has a 150-year history and its titles have received many awards, including National Book Awards, American Book Awards, Christopher Awards and PEN New England Friend to Writers Awards. Beacon focuses on issue-based content on topics such as freedom of speech, diversity and religious pluralism.

**ON THE JOB**
Interns work primarily in the editorial and publicity/marketing departments. Editorial interns help with permissions and unsolicited manuscripts, while publicity intern responsibilities include posting reviews and sending out galley mailings. Since the company is small, interns often cross department lines, allowing participants to experience many aspects of an independent publishing environment.

**$ GETTING HIRED**
- **Apply by:** The company posts open internship positions on its website, www.beacon.org. Send a resume and cover letter expressing your interest to the specific departments where you would like to work. Direct all materials to the individual responsible for the program.
- **Qualifications:** Open to current college students, recent grads and graduate students.
- **Contact:**
  - Beacon Press
  - 25 Beacon Street
  - Boston, MA 02108
  - Phone: (617) 742-2110
  - Fax: (617) 723-3097
  - Publicity internship: Caitlin Meyer at cmeyer@beacon.org
  - Editorial internship: Joanna Green at jgreen@beacon.org

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**BECHTEL**

**THE BUZZ**
- “Construct a top engineering career”

**THE STATS**
- **Industries:** Engineering, Commercial Construction, Project Management
- **Locations:** San Francisco, CA (HQ); Frederick, MD; Glendale, AZ; Houston, TX; Lively Grove, IL; Oak Creek, WI; Pueblo, CO; Richland, WA; Richmond, KY; Spring City, TN; Vienna, VA and more
- **Number of interns:** Varies depending on need
- **Pay:** Paid, varies based on experience and schooling
- **Length of internship:** Varies with availability, about two to three months
- **Intern functions:** Accounting, Administrative, Engineering, Finance, Project Management, Technology, Transportation and Logistics

**THE SCOOP**
As one of the world’s largest engineering/construction firms, Bechtel provides technical, management and related services to develop, manage, engineer, build and operate facilities for its worldwide customers. Bechtel has been named by Engineering News-Record as the top U.S. construction contractor for 11 years in a row. With an annual revenue of $31.4 billion in 2008, the firm employs over 44,000 people in nearly 60 countries.

**ON THE JOB**
Internships and co-op positions are available in a number of fields, including engineering, contracts, project controls, procurement, finance and computer science. Duties vary with position but may include performing calculations, programming or administrative tasks.

**$ GETTING HIRED**
- **Apply by:** Varies by position. Check the Bechtel website (www.bechtel.com/university) for updated information and to apply online.
- **Qualifications:** Open to current, full-time college students who are pursuing a degree in engineering or construction management, or in a professional academic discipline such as business, finance, supply chain management or computer science. High school students will also be considered for summer positions.
- **Contact:**
  - Email: gradjobs@bechtel.com
  - www.bechtel.com/university
BECTON, DICKINSON AND COMPANY (BD)

THE BUZZ
• “Make the tools that create cures”

THE STATS
Industries: Biotechnology/Pharmaceuticals, Health Care, Technology
Locations: Franklin Lakes, NJ (HQ); Baltimore, MD; Billerica, MA; Research Triangle Park, NC; San Diego, CA; San Jose, CA; Treburn, SC; Waltham, MA
Number of interns: 40
Pay: Paid, some receive sign-on bonuses or housing stipends
Length of internship: 10 to 12 weeks
Intern functions: Biotech and Pharmaceuticals, Engineering, Finance, Marketing, Research and Development, Sales, Technology

THE SCOOP
Becton, Dickinson and Company (BD) is a leading global medical technology company that manufactures and sells medical devices, instrument systems and reagents. BD focuses on improving drug therapy, enhancing the quality and speed of diagnosing infectious diseases, and advancing research and discovery of new drugs and vaccines. BD products are used by health care institutions, clinical laboratories, industry and life science researchers.

ON THE JOB
The company recruits undergraduate interns for the IT leadership program, supply chain development program and strategic sourcing development program. At the graduate level, BD offers opportunities in marketing, new product development, corporate business development and R&D. Interns also participate in a formal internship program run out of the company’s university relations department. A high percentage of interns go on to receive full-time offers at BD.

GETTING HIRED
Apply by: Varies by position and location.
Qualifications: Undergraduate level: BD targets juniors majoring in engineering, supply chain, MIS, MSIS and IT, but encourages students in all majors to apply. Graduate level: first-year MBA students and engineering or biological studies MS and PhD students. GPA requirement varies by program.
Contact:
Rachel Lefkowitz
1 Becton Drive
Franklin Lakes, NJ 07417
www.bd.com/careers

BENETTON

THE BUZZ
• “Work in fashion, Italian-style”
• “If you speak Italian and want a retail gig, read on”

THE STATS
Industries: Consumer Products, Fashion, Manufacturing, Retail
Location: Ponzano-Treviso, Italy
Number of interns: Annual: four
Pay: Unpaid
Length of internship: Six to 12 weeks, available year-round
Intern functions: Arts and Design, Fashion

THE SCOOP
United Colors of Benetton is Europe’s Gap; they’re on every other corner in most cities. The Benetton Group’s five brands—United Colors of Benetton, Sisley, The Hip State (for teens), Playlife and Killer Loop (both sportswear lines)—are sold in 120 countries. The global clothing company was founded in 1965 by four Italian siblings. Benetton’s advertising campaigns have often stirred much discussion and controversy for their political and social angles.

ON THE JOB
The global fashion company, Benetton Group, offers internships at its gorgeous headquarters, the Villa Minelli, near Venice, Italy. Open positions depend on the company’s need, so check the website for current opportunities (www.benetton.com, click on “Career”). Past positions include an assistant accessories designer and a graphic designer for the Sisley and Playlife lines.

GETTING HIRED
Apply by: Rolling. Submit your resume online at www.benetton.com under “Career.”
Qualifications: Open to college freshmen, sophomores, juniors and seniors, grad students and recent college graduates who have at least a working knowledge of Italian.
Contact:
Benetton
Internship Coordinator, Human Resources
Villa Minelli
31050 Ponzano, Treviso
Italy
Phone: +39 04 22 51 91 11
Fax: +39 04 22 51 92 27

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BERKELEY REPERTORY THEATRE

THE BUZZ
- “The next step toward a career in professional theater”

THE STATS
- Industries: Education, Fine and Performing Arts
- Location: Berkeley, CA
- Number of interns: Annual: 15
- Pay: Paid, $4,000 stipend
- Length of internship: August/September to June/July
- Intern functions: Arts and Design, Administrative, Education, Production, Technology

THE SCOOP
The Berkeley Repertory Theatre won the 1997 Tony Award for Outstanding Regional Theater. There are seven productions in its season, running the gamut from classic to contemporary.

ON THE JOB
Interns are placed in the arts and administration or production departments, where they work closely with the company’s artists, administrators, guest directors and designers to help them reach as many career objectives as possible and give them networking opportunities. The Berkeley Rep also offers its interns regularly scheduled informal seminars and evaluations.

GETTING HIRED
Apply by: No earlier than January 1st. All materials must be received by April 1st. Submissions include an application form, personal statement, resume and three letters of recommendation. Check berkeleyrep.org/internships for application requirements.

Qualifications: Open to college graduates who are serious about their career goals and are highly motivated individuals. Basic training and experience in theater are required.

Contact:
Internship Coordinator
Berkeley Repertory Theatre
2025 Addison Street
Berkeley, CA 94704
Phone: (510) 647-2900
Fax: (510) 647-2976
Email: internship@berkeleyrep.org
berkeleyrep.org/internships
BERMUDA INSTITUTE OF OCEAN SCIENCES

THE BUZZ

• “Explore ocean science in Bermuda”
• “Spend your summers studying on a boat and living by the sea”

THE STATS

Industries: Environment, Nonprofit
Location: St. George’s, Bermuda
Number of interns: Spring/summer/fall: VIP: three to four; GIP: three to four
Pay: Paid and unpaid; VIP: room and board; GIP: none
Length of internship: VIP: three to six months; GIP: flexible
Intern functions: Education, Environment, Research, Science and Math

THE SCOOP

Established by Harvard and NYU over a century ago, the Bermuda Institute of Ocean Sciences is a nonprofit institute that studies ocean science from a North Atlantic island. BIOS’ endowments allow it to support high-caliber labs, a 168-foot research vessel called the Atlantic Explorer and a specialized resident research faculty.

ON THE JOB

BIOS has two internships: the graduate internship program (GIP) for graduate students researching their thesis or dissertation topic, and the volunteer internship program (VIP) for undergraduates studying ocean sciences. VIP interns may go on research cruises to Antarctica, scuba dive around St. George’s, work with the BIOS education program and/or publish research. Interns in the GIP program work one-on-one with a member of BIOS’ resident faculty to research the biology or oceanography of subtropical, shallow-water environments. Interns take advantage of new marine science technologies such as deep sea moorings, underwater vehicles and satellite oceanography.

$ GETTING HIRED

Apply by: Rolling. VIP: send application, cover letter, resume and one letter of recommendation. Apply directly to faculty member whose work interests you (see website for participating faculty). GIP: send cover letter, research proposal, graduate transcripts and two letters of recommendation. Apply directly to the faculty member whose work matches your research interest.

Qualifications: VIP: open to college juniors and seniors, as well as recent college graduates. GIP: open to enrolled PhD or MS students. Scholarships are available for students from Canada and the United Kingdom.

Contact:
Education Office
Bermuda Institute of Ocean Sciences
17 Biological Lane
St. George’s GE 01
Bermuda
Phone: (441) 297-1880
Fax: (441) 297-8143
Email: education@bios.edu
www.bios.edu/education/courses.html
BERNSTEIN-REIN

THE BUZZ

• “Get a great background in advertising in the Gateway to the West”

THE STATS

Industry: Advertising/Marketing  
Location: Kansas City, MO  
Number of interns: Summer: six  
Pay: Paid, $10 an hour  
Length of internship: Summer: nine weeks  
Intern functions: Advertising, Arts and Design, Editorial, Marketing

THE SCOOP

A full-service advertising firm founded in 1964, Bernstein-Rein is the 37th largest ad agency in the United States. The company offers database, interactive media, research, business-to-business, creative, account management and strategic planning. Some clients include Steve & Barry’s, McDonald’s, Bayer Animal Health, Ruby Tuesday, Commerce Bank and PetSmart.

ON THE JOB

Interns are placed in a number of different departments, where they work on real advertising-related projects. Interns also work together on a group project. At the end of the summer, each intern presents his or her project to Steve Bernstein, Bob Bernstein and the company’s executive committee.

GETTING HIRED

Apply by: Summer: February 2nd. Information can be found on www.bernstein-rein.com under “Careers” from late November to February 2nd.

Qualifications: Open to college juniors and seniors who have at least one semester remaining.

Contact:  
Julie Aust  
Bernstein-Rein  
4600 Madison, Suite 1500  
Kansas City, MO 64112  
Phone: (816) 960-5299  
Fax: (816) 399-6299  
Email: julie_aust@bradv.com  
www.bernstein-rein.com
BERTELSMANN AG

THE BUZZ

- "Learn the inner workings of a media giant"
- "Values intimate work environments, which encourage the creativity and insight of individuals"
- "A great environment in which to grow and learn"

THE STATS

Industries: Broadcast and Cable, Internet and New Media, Publishing/Journalism
Locations: California, Indiana, Maryland, New Jersey, New York, North Carolina, Pennsylvania, South Carolina, Virginia and additional facilities across the United States
Number of interns: Varies
Pay: Paid or unpaid, academic credit available
Length of internship: Varies, available year-round
Intern functions: Arts and Design, Editorial, Finance, Human Resources, Internet, Marketing, Research, Sales, Social Media, Technology

THE SCOOP

Bertelsmann AG is an international media and entertainment company with 106,083 employees in 50 countries. After its home country, Germany, the United States is its second-largest market. The Bertelsmann media family includes Random House, Arvato, Direct Group, RTL Group, Gruner+Jahr and many more companies that fall under these divisions.

ON THE JOB

Bertelsmann interns expand their professional experience while learning about the media industry firsthand. Interns can be involved in one or more projects, ranging from organizing a large event to developing and implementing a marketing study. They will also get an insider’s perspective on what makes an international media corporation tick. Positions are available in departments including sales, marketing, operations, art/design, HR, IT, photography, editorial, research, direct mail, web design, finance, administration and music.

GETTING HIRED

Apply by: Rolling (some divisions may have hard deadlines). Check the website for details. Applications must be completed online.
Qualifications: Open to college sophomores, juniors, seniors and graduate students. Interns must be enrolled in a college or university in the United States that allows them to receive credit for their internship. Must be enthusiastic, have a passion for media and strong communication and analytical skills. Prior experience is a plus.
Contact:
Email: createyourowncareer@bertelsmann.com
www.createyourowncareer.com
www.bertelsmann.com

THE BUZZ

- "Learn the inner workings of a media giant"
- "Values intimate work environments, which encourage the creativity and insight of individuals"
- "A great environment in which to grow and learn"
BEST BUDDIES INTERNATIONAL

THE BUZZ

- “Help enrich the lives of children and adults with intellectual disabilities”

THE STATS

Industry: Nonprofit
Locations: Miami, FL (HQ); Washington, DC; Baltimore, MD; Baton Rouge, LA; Boston, MA; Chicago, IL; Des Moines, IA; Houston, TX; Indianapolis, IN; Los Angeles, CA; New Haven, CT; New York, NY; Orlando, FL; Phoenix, AZ; Pittsburgh, PA; Providence, RI
Number of interns: Summer: eight to 10; Fall/spring: six to eight
Pay: Paid and unpaid, academic credit
Length of internship: Varies
Intern functions: Accounting, Administrative, Advertising, Arts and Design, Finance, Human Resources, Management, Marketing, Nonprofit, Project Management, Public Relations, Transportation and Logistics

THE SCOOP

Anthony K. Shriver founded Best Buddies in 1989 to assist people with intellectual disabilities worldwide. It’s now an international nonprofit organization that has grown to include over 1,400 chapters based in middle schools, high schools and colleges. Best Buddies provides contact relationships and integrated employment opportunities for its clients—over 350,000 individuals.

ON THE JOB

Best Buddies interns work in the areas of accounting and finance, advertising and marketing, administrative, transportation and logistics, arts and design, HR, public relations and special events. Interns may also work as part of the e-Buddies Training Corps on the e-buddies program. As a member of e-Buddies, an intern fulfills the mission of Best Buddies by facilitating email friendships between children and adults with intellectual disabilities and their peers who do not have intellectual disabilities. Interns attend a training session in Washington, D.C., where they learn how to teach email skills to persons with intellectual disabilities, then return to their “home” cities and work with local agencies to provide one-on-one email training to members of the intellectually disabled community. e-Buddies provides individuals an opportunity to develop new friendships while acquiring much needed computer skills.

GETTING HIRED

Apply by: Rolling. Applicants must complete the online application and include a resume and cover letter.
Qualifications: Open to high school students, college freshmen, sophomores, juniors and seniors, grad students and recent grads. Non-U.S. citizens are eligible.
Contact: www.bestbuddies.org
BET

THE BUZZ

• “No bigger name in black television”

THE STATS

Industries: Broadcast and Cable, Film/Entertainment, Internet and New Media, Music
Locations: Washington, DC (HQ); Chicago, IL; New York, NY; Los Angeles, CA
Number of interns: Annual: 75 to 100
Pay: Unpaid, academic credit only
Length of internship: Fall: September to November; Spring: February to April; Summer: June to August; eight to 12 weeks, at least 16 hours a week

THE SCOOP

A subsidiary of Viacom, BET was the first African-American-owned cable television network, and has been the biggest name in African-American entertainment for over 20 years. The station offers a wide variety of programming, ranging from talk shows to music videos, as well as a reality TV show.

ON THE JOB

BET offers internships in every department: BET Interactive, BET Jazz, creative services, marketing, advertising, fashion, print and design, broadcast engineering, public relations, human resources, legal, news and programming, information services, music programming and many more. Naturally, intern duties vary from department to department. Overall, students will learn about BET’s long and short-term goals and objectives, as well as gain introductory experience in the corporate and television production arenas.

GETTING HIRED

Apply by: Summer: May 1st; Fall: August 1st; Spring: January 1st. Submissions should include an application form (available online), resume, cover letter, official transcripts, three letters of recommendation and a letter from your current school.

Qualifications: Open to currently enrolled college juniors and seniors. Graduate and law school students may also apply for some positions, as long as they are eligible to receive academic credit.

Contact:
Black Entertainment Television, Inc.
Human Resources Department
Attn: Internship Coordinator
1 BET Plaza
1235 W Street NE
Washington, DC 20018-1211
Email: internship@bet.net
www.bet.com and www.bet.com/site/site_internships
**BET TZEDEK LEGAL SERVICES**

### THE BUZZ

- “Help bring justice to those who can’t afford legal aid”

### THE STATS

**Industries:** Law, Nonprofit  
**Locations:** Los Angeles, CA; North Hollywood, CA  
**Number of interns:** Annual: 75 to 100  
**Pay:** Unpaid, academic credit available; free tickets to the Justice Ball, a live music fundraising event held in July  
**Length of internship:** Summer: 10 to 11 weeks; Fall/winter/spring: 12 to 16 weeks  
**Intern functions:** Accounting, Editorial, Law, Marketing, Nonprofit, Research

### THE SCOOP

An internationally recognized nonprofit and public interest law organization, Bet Tzedek (“House of Justice” in Hebrew) provides advice, counseling and representation at trials, administrative hearings, and appeals for low-income and disabled clients. The organization specializes in elder law, housing, real estate fraud, consumer rights, workers rights and other services for Holocaust survivors. Bet Tzedek also offers educational programs to clients and other service providers.

### ON THE JOB

College students intern as “pre-screening” specialists, helping to assess whether to schedule a client for an appointment or to refer him or her to another agency. Law students conduct client interviews, attend weekly case review meetings and carry a supervised caseload. Other positions are available in accounting and marketing. Accounting volunteers work with accounts payable and receivable documentation, prepare accounting journal entries, bank reconciliations and Excel spreadsheets. Marketing interns assist in writing the e-newsletter, direct mail pieces and perform special project research. Development interns may also participate in phone solicitations, donor recognition, in-person fundraising with young donors and event planning.

### GETTING HIRED

**Apply by:** Fall: August 1st; Spring: December 1st; Summer: February 15th.  
**Qualifications:** Both current college students (sophomores, juniors and seniors) and law students are eligible for the internship. Bet Tzedek offers a special Hebrew Union College social justice internship with the development department. High school students are eligible for volunteer work. Legal interns and accounting volunteers should have proven Excel and computer skills. Marketing interns should have strong English writing skills, demonstrated organizational skills and the ability to communicate clearly with a diverse staff and the public.  
**Contact:**  
Laura Bosserman  
Volunteer Coordinator  
Email: volunteer@bettzedek.org  
www.bettzedek.org
**BETSEY JOHNSON**

**THE BUZZ**
- “If you want to be on the business side of fashion this is a great place to start”
- “Start your fashion career with an icon of the New York scene”

**THE STATS**

- **Industry**: Fashion
- **Locations**: New York, NY; Los Angeles, CA
- **Number of interns**: Annual: approx. five to seven
- **Pay**: Unpaid, academic credit available
- **Length of internship**: Varies
- **Intern functions**: Administrative, Advertising, Arts and Design, Marketing, Public Relations, Sales

**THE SCOOP**

Betsey Johnson has been designing since the 1960s and is now a fashion icon in New York. Known for funky, youthful, over-the-top fashion statements, Johnson’s clothing is available in her own signature stores, upscale department stores and over 1,000 specialty boutiques in the United States, Canada, Europe and Japan.

**ON THE JOB**

Interns are hired regularly and at various times during the year, (the company doesn’t follow a specific internship program) and they work closely with regular full-time staff (not each other). Departments that offer positions include design, production, public relations, sales and merchandising. Applicants choose the department in which they want to work.

**$ GETTING HIRED**

**Apply by:**
- **Winter**: October 1st; **Spring**: January 1st; **Summer**: March 1st; **Fall**: June 1st.
  Log on to the company’s website, find the department in which you want to intern, and send an email to that department with a cover letter and resume.

**Qualifications:**
Open to all college students, as well as recent grads, grad students and professionals changing careers.

**Contact:**
Internship Coordinator
Betsey Johnson
498 Fashion Avenue
New York, NY 10018
Phone: (212) 244-0843
Fax: (212) 244-0855
www.betseyjohnson.com

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**THE BILTMORE ESTATE**

**THE BUZZ**
- “Work where the Vanderbilts once played”

**THE STATS**

- **Industries**: Environment, Fine and Performing Arts, Hospitality and Tourism
- **Location**: Asheville, NC
- **Number of interns**: Varies
- **Pay**: Paid and unpaid, academic credit
- **Length of internship**: Varies
- **Intern functions**: Advertising, Arts and Design, Editorial, Human Resources, Marketing, Public Relations, Sales

**THE SCOOP**

Built over a century ago, the Biltmore Estate was designed to be George Vanderbilt’s country retreat in North Carolina’s Blue Ridge Mountains. Visitors can tour the 250-room chateau and landscaped gardens, as well as over 8,000 acres of forest, farmlands and rivers. They can also enjoy wine and food products from the estate’s farms, and stay overnight at the Inn on Biltmore Estate. The estate was named one of America’s best travel destinations by National Geographic Traveler.

**ON THE JOB**

The Biltmore Company internship program is designed to provide students with work experience as they fulfill their degree requirements. In the past, interns have worked on print production and graphic design, forestry and tree maintenance, museum services and human resources. Interns can also work at one of the four restaurants on the property.

**$ GETTING HIRED**

**Apply by:**
Rolling, but follows a semester schedule. Interns can only apply for open positions, so visit the website for a list. Submit a completed application and interest form, which can be found at www.biltmore.com, a cover letter, resume, transcripts, one letter of recommendation and two letters of reference.

**Qualifications:**
Open to college juniors, seniors and grad students who attend an accredited school and can receive credit for the internship.

**Contact:**
The Biltmore Company
c/o Human Resources
Attn: Internships
One North Pack Square
Asheville, NC 28801
Phone: (828) 225-6122
Fax: (828) 225-6185
Email: humanresources@biltmore.com or hospitalityinternships@biltmore.com
www.biltmore.com/careers/internships.asp
BLACK & VEATCH

THE BUZZ

- “Look at the private side of the water/wastewater industry”

THE STATS

**Industries:** Architecture, Commercial Construction, Consulting, Financial Services, Investment Management, Manufacturing  
**Locations:** Kansas City, MO; Overland Park, KS; positions nationwide  
**Number of interns:** Varies  
**Pay:** Paid, hourly rates; interns are eligible for limited benefits  
**Length of internship:** Summer; three months  
**Intern functions:** Engineering, Finance, Human Resources, Law, Marketing, Science and Math

THE SCOOP

Black & Veatch, a global engineering, consulting and construction company founded in 1915, specializes in telecom, financial services, and energy and water fields. Its client services include conceptual and preliminary engineering and design, construction, security design and consulting, environmental consulting, asset management and management consulting. One of Forbes’ 500 largest private U.S. companies, B&V is an employee-owned business, and has offices in more than 90 cities worldwide.

ON THE JOB

Internship positions vary depending on the company’s needs and may include working with the energy, telecom and federal groups, among others. The program includes weekly “lunch n’ learn” sessions that introduce interns to different branches of the company. B&V also hosts social events that offer interns a broader look at the company and facilitate networking and informal interaction between colleagues. At the end of the summer, participants are expected to give a presentation on what they’ve learned to firm managers. B&V hires about 70 percent of interns to work for the company full time.

GETTING HIRED

**Apply by:** Rolling. Browse open positions and apply online.  
**Qualifications:** Open to college sophomores, juniors and seniors with a minimum GPA of 2.75 and excellent communication skills. Targeted majors include architecture, business, construction management, consulting and engineering.  
**Contact:**  
College Relations  
Black & Veatch  
11401 Lamar Avenue  
Overland Park, KS 66211  
Phone: (913) 458-8239  
Fax: (913) 458-9018  
Email: collegerecruiter@bv.com  
www.bv.com/careers  
BLACK ENTERPRISE

THE STATS
Industries: Internet and New Media, Publishing/Journalism
Locations: New York, NY (HQ); Chicago, IL; Los Angeles, CA
Number of interns: Summer: six to 10
Pay: Paid, varies
Length of internship: Summer: 10 weeks
Intern functions: Administrative, Advertising, Editorial, Human Resources, Marketing, Print Media, Public Relations

THE SCOOP
Earl G. Graves founded Black Enterprise in 1968 as a corporate vehicle for African-American professionals in the business world. Today, the company is divided into three sections: Earl G. Graves Publishing Company (print and electronic), Black Enterprise Unlimited (ancillary products and services) and the Black Enterprise/Greenwich Street Corporate Growth Fund (investment funding). Graves is also the founder and publisher of Black Enterprise magazine.

ON THE JOB
Though every department at Black Enterprise uses interns as program assistants, hiring is done on a case-by-case basis. Participants provide assistance with research projects as well as administrative support. Departments include human resources, advertising, online, marketing and corporate. The most established summer internship program at the company is at its magazine. Black Enterprise interns work in the editorial department on all facets of publishing the magazine.

GETTING HIRED
Apply by: Summer: January 31st. Send a resume, cover letter and published writing samples (for magazine internship only) to the address below.
Qualifications: Open to college juniors and seniors as well as recent grads and graduate students. Minimum 3.0 GPA is required. For the editorial internship program at the magazine (available in New York only), applicants must demonstrate an interest in publishing.
Contact:
Natalie M. Hibbert, Employment & Benefits Manager
Black Enterprise
130 Fifth Avenue, 10th Floor
New York, NY 10011
Phone: (212) 242-8000
Email: careers@blackenterprise.com
www.blackenterprise.com
www.blackenterprise.com/careers

THE BLACKSTONE GROUP

THE STATS
Industry: Financial Services
Locations: New York, NY (HQ); Boston, MA; Atlanta, GA; Houston, TX; Dallas, TX; Los Angeles, CA; Menlo Park, CA; San Francisco, CA; Chicago, IL; London; Hong Kong; Tokyo; Mumbai
Number of interns: Varies depending on market performance and firm’s expected growth
Pay: Paid, competitive salary
Length of internship: Summer: 10 weeks
Intern function: Finance

THE SCOOP
Founded in 1985 with $400,000 in seed capital, The Blackstone Group is a leading global alternative asset manager and provider of financial advisory services. Its businesses include the management of private equity funds, real estate opportunity funds, hedge funds, funds of funds, debt funds, collateralized loan obligation vehicles and closed end mutual funds. The Blackstone Group also provides various financial advisory services that include mergers and acquisitions advisory, restructuring and reorganization advisory and fund placement services.

ON THE JOB
Because Blackstone has a relatively small number of professional staff members, interns take on many of the responsibilities that full-time analysts and associates assume. The small number of employees affords interns the opportunity to participate in many aspects of projects, often working on a number of assignments at one time.

GETTING HIRED
Apply by: Late November. Applicants should apply online by completing the application form and uploading a resume and cover letter.
Qualifications: Summer analyst: open to rising college seniors. Summer associate: open to rising second-year MBA students. Blackstone seeks to hire individuals who are highly motivated, intelligent, and have demonstrated excellence in prior endeavors. In addition, strong analytical, quantitative and communication skills, a demonstrated ability to write effectively and a desire to work in a team environment, often under pressure, are required. Prior investment banking experience and a basic knowledge of accounting and finance is desirable.
Contact:
www.blackstone.com/careers
BMW GROUP

THE BUZZ

• “Drive your career forward”
• “Looks good in the vita”

THE STATS

Industries: Consumer Products, Financial Services, Manufacturing, Technology
Locations: Munich, Germany (HQ); Leipzig, Germany; Woodcliff Lake, NJ; Dublin, OH; Newbury Park, CA; Oxnard, CA; Palo Alto, CA; Spartanburg, SC; Troy, MI
Number of interns: Varies
Pay: Paid and unpaid, varies by level of education and location
Length of internship: Two month minimum, available year-round
Intern functions: Administrative, Engineering, Finance, Manufacturing, Technology

THE SCOOP

Founded in 1916 mainly as an aircraft engine manufacturer in Munich, BMW switched its focus to motorcycles in 1923 and then to automobiles in 1928. Today, BMW has become as much a status symbol as a transportation option. The global company has its headquarters in Germany and offices worldwide, with over 99,000 employees.

ON THE JOB

Interns work in the business, engineering or data-focused departments at locations around the globe. Responsibilities vary depending on where the intern is placed, covering non-technological, technological or computer science disciplines, and some positions require clerical duties. Ideally, internships should last for six months, and the company prefers that applicants have experience in a BMW office in their home country before applying for international positions.

$ GETTING HIRED

Apply by: Summer (North America): April 3rd. Application deadlines vary by location, so check the website for details. Applicants should apply four months prior to their desired start date. Candidates may apply online or email a resume, cover letter and references to internship@bmwna.com.

Qualifications: Open to full-time college sophomores, juniors and seniors. Information about U.S. intern opportunities is available at the first website below. Information on internships in Germany and worldwide is available at www.bmwgroup.com/career.

Contact:
BMW Group
PM-1, 80788 Munich, Germany
Email: internship@bmwna.com or bewerber.hotline@bmw.de
www.bmwusa.com/standard/content/careers/internships.aspx
www.bmwgroup.com/career

THE BUZZ

• “Drive your career forward”
• “Looks good in the vita”
BOEING

THE BUZZ

- “The top aerospace engineering internship”
- “I was handed complex projects that directly impacted company growth”

THE STATS

Industries: Aerospace and Defense, Manufacturing, Technology, Transportation and Logistics
Locations: Chicago, IL (HQ); Philadelphia, PA; St. Louis, MO; Washington, DC; Wichita, KS; multiple cities in AL, AZ, CA, FL, OK, TX, WA
Number of interns: Annual: 1,000 to 1,300
Pay: Paid, varies depending on position
Length of internship: Summer: eight to 12 weeks; Co-op: six months
Intern functions: Accounting, Administrative, Engineering, Finance, Marketing, Technology, Transportation and Logistics

THE SCOOP

Boeing is the world leader in aerospace technology, manufacturing more satellites, commercial jetliners and military aircraft than any other company. William Boeing and Conrad Westervelt founded the firm in 1916 in Puget Sound, Wash., 13 years after the Wright Brothers’ first flight. Boeing has helped create aircraft history ever since. In 93 years, Boeing has expanded into a multibillion-dollar company, selling to customers in more than 90 countries with employees in more than 70.

ON THE JOB

Boeing interns work in a variety of roles. Available positions include electrical, industrial, mechanical and computer engineers, as well as technical and network designers. The company also looks for interns to work as information systems, procurement, market, budget, budget systems and systems analysts; database administrators; and systems programmers. All interns work with professional employees and managers on specific projects.

$ GETTING HIRED

Apply by: Summer: January 31st; Co-op: rolling. Applications are available online.
Qualifications: Open to all college juniors and seniors, recent college graduates and grad students majoring in a relevant field. Generally, applicants need to have a minimum GPA of 2.8 and strong communication skills. For details, see www.boeing.com/collegecareers.
Contact:
Internship Program
Boeing World Headquarters
100 North Riverside
Chicago, IL 60606
Phone: (312) 544-2000 or (866) 473-2016
www.boeing.com/collegecareers
BOOZ & COMPANY

THE BUZZ

• “Create and deliver the essential advantage companies need to survive and thrive in a changing world”

THE STATS

Industry: Consulting
Locations: Offices worldwide including in North America, Europe, Asia, Australia, New Zealand, the Middle East and South America
Number of interns: Summer: about 100; Fall/spring: less than 20
Pay: Paid, pro-rated, full-time associate salary; health care and welfare benefits
Length of internship: Summer: nine weeks
Intern function: Consulting

$ GETTING HIRED

Apply by: Varies; most applications are due in early January.
Qualifications: Typically open to MBA candidates with two to five years of relevant industry or functional work experience showing promotion and academic achievement. Other graduate degrees may be considered as well. Undergraduate interns are hired from local campuses or through referrals. Non-U.S. citizens are also eligible to apply.
Contact: www.booz.com/join_us

THE SCOOP

Founded in 1914 by Edwin Booz, Booz & Company is one of the oldest consulting firms around. The company split off from Booz Allen Hamilton in 2008 in order to focus on the consulting work for non-U.S. businesses, governments and organizations, while Booz Allen Hamilton works exclusively on U.S. government consulting.

ON THE JOB

The internship program at Booz & Company is designed to give interns a taste of what consulting is really like. After a week of classroom training in consulting methodology and client relations, summer associates handle projects working with real clients. You might be drawing up a proposal, working with Booz consultants to come up with a solution to management issues or constructing a program to help implement recommended changes. Either way, if you like your work, odds are good that you’ll get a full-time offer at the end of your term.
THE BOSTON CONSULTING GROUP

THE BUZZ
- “Begin your consulting career with the top dogs”

THE STATS

Industry: Consulting
Locations: Boston, MA (HQ); Atlanta, GA; Chicago, IL; Dallas, TX; Detroit, MI; Houston, TX; Los Angeles, CA; Miami, FL; Minneapolis, MN; New York, NY; Philadelphia, PA; San Francisco, CA; Summit, NJ; Washington, DC; 30 offices in Europe and the Middle East; 16 offices in the Asia-Pacific region; three offices in Central and South America
Number of interns: Summer: Varies, about 150 to 200
Pay: Varies based on location and position, travel to and from campus, BlackBerries for use during the internship
Length of internship: Summer: 10 weeks
Intern function: Consulting

THE SCOOP

Founded in 1963, the Boston Consulting Group (BCG) is an international strategy and general management firm that works with individuals and organizations. BCG is comprised of about 4,500 consultants working in 66 offices in 38 countries. The firm counsels clients in numerous industries, and conducts research and analysis in fields that include consumer goods, corporate development, energy, environment, financial services, globalization, health care, industrial goods, media, operations, organization, private equity, retail, technology and telecom.

ON THE JOB

BCG summer associates become part of a BCG consulting team under the direction of a consultant sponsor. They gain experience on client cases, working with other summer interns and full-time associates, and networking at BCG events. Interns are exposed to the daily requirements and expectations of the associate position in hopes that interested and capable interns will return to BCG as full-time associates following graduation. About 90 percent of interns are offered full-time positions.

GETTING HIRED

Apply by: Interested candidates should visit their college career services office for specific dates for interviews and activities, or apply online at www.bcg.com. Applicants should include a cover letter, resume, test scores and transcript.

Qualifications: Open to college juniors and first-year MBA students. Non-U.S. citizens are also welcome to apply. Applicants should have an intellectual curiosity about consulting in specific and business in general. Potential applicants are advised to undergo practice case studies located on the BCG website as interview preparation.

Contact: www.bcg.com/careers
THE BOSTON GLOBE

THE BUZZ
- "Beantown beat"
- "Serious newspaper gig"
- "Get your own writing coach"

THE STATS
Industry: Publishing/Journalism
Location: Boston, MA
Number of interns: Summer: around 10
Pay: Paid, weekly wage
Length of internship: Summer: 12 weeks
Intern functions: Arts and Design, Editorial, Print Media, Research

THE SCOOP
The Boston Globe was founded in 1872 by six businessmen, and purchased by The New York Times Company in 1993. Today, The Boston Globe is one of the most prominent daily newspapers in the United States and the leading newspaper for the New England area. In early 2009, The Times Company began accepting bids for the newspaper; but at the time of publication, it had not yet been sold.

ON THE JOB
The Boston Globe’s internship program gives college students a peek into the journalism industry, offering experience in different areas of the paper. Most interns work as “general assignment reporters,” in the metropolitan section, or may be assigned to work in sports, arts or business. Intern positions are also available in the photography and design departments, and with the news copy desk. Each intern works with a writing coach/intern supervisor, and the program includes weekly seminars on journalism issues.

$ GETTING HIRED
Apply by: Summer: November 1st. Application forms can be obtained after August 31st at www.bostonglobe.com/newsintern, or by sending a request to the address below. Application, essay and clips are required. All semifinalist candidates are interviewed.
Qualifications: Open to all undergraduate students, as well as journalism graduate school students who have not had professional experience as a newspaper reporter. Applicants must have had at least one prior daily newspaper internship. Must have a driver’s license and be able to type at least 30 words per minute.
Contact:
Paula Bouknight, Assistant Managing Editor/Hiring
Newsroom Summer Internship
The Boston Globe
P.O. Box 55819
Boston, MA 02205-05819
Phone: (617) 929-3120
www.bostonglobe.com/newsintern

BOSTON MAGAZINE

THE BUZZ
- “Get the buzz on Beantown”
- “One of the few editorial internships outside New York”

THE STATS
Industry: Publishing/Journalism
Location: Boston, MA
Number of interns: Varies by department
Pay: Unpaid
Length of internship: Spring/fall: 12 weeks; Summer: eight to 10 weeks
Intern functions: Administrative, Advertising, Arts and Design, Editorial, Internet, Marketing, Print Media, Research, Sales

THE SCOOP
Boston Magazine provides in-depth stories and local features to offer its readers a complete view of Boston and its rich culture. This lifestyle magazine has 124,140 monthly subscribers, many of whom are affluent and influential—and its content reflects its audience. Monthly sections include “Party Pics,” “Food & Dining” and “City Journal.” The company also publishes Boston Home, New England Travel and Boston Weddings.

ON THE JOB
Interns work in one of five departments: editorial, marketing, advertising, art or online. The editorial internship is the most demanding, as interns write, edit and research real pieces for the magazine. Interns in the marketing department work on client relations and magazine promotions. Advertising interns see some overlap with the marketing interns, but concentrate more heavily on database work and research. Art interns are able to participate in all aspects of the magazine’s art department, though the internship is mostly photography based. Online interns work on the magazine’s website.

$ GETTING HIRED
Apply by: Spring: November 15th; Summer: March 15th; Fall: August 15th. Applicants should send a resume, cover letter and writing samples to the email address listed below. Qualifications: Open to college juniors and seniors as well as recent college graduates and grad students.
Contact:
Boston Magazine
Attn: Internship Coordinator
300 Massachusetts Avenue
Boston, MA 02115
Phone: (617) 262-9700
Fax: (617) 262-4925
Email: internships@bostonmagazine.com
www.bostonmagazine.com
BOSTON UNIVERSITY INTERNATIONAL PROGRAMS

THE BUZZ

• “Combine travel, study and work experience”

THE STATS

Industry: Education  
Locations: Boston, MA; Los Angeles, CA; Washington, DC; Auckland; Dresden; Haifa; London; Madrid; Paris; Sydney; Geneva; Dublin; Shanghai  
Number of interns: Varies  
Pay: Unpaid; interns pay tuition program fees and receive academic credit for the program  
Length of internship: Summer: six to 12 weeks; Fall/spring: 12 to 16 weeks each  
Intern function(s): Varies

THE SCOOP

As the study abroad division of Boston University, the international programs office has sent more than 16,000 students from over 400 universities to study away from their own schools and countries for over 25 years. BU was one of the first U.S. universities to feature a study abroad program. All programs are also open to non-BU students, who get a BU transcript and transferable credits upon completion.

ON THE JOB

The programs combine classes (taught by adjunct BU professors) and practical work experience in a wide variety of fields. In most, students concentrate on core classes. At the end of their time, they work in their host country or city, applying what they’ve learned in the core classes. Some programs continue classes in the evenings.

GETTING HIRED

Apply by: Summer: March 1st; Fall: March 15th; Spring: October 15th. Check the website for specific program deadlines and requirements. Applicants should apply online.

Qualifications: Open to college sophomores, juniors and seniors, and grad students.

Contact: Joe Finkhouse  
Boston University International Programs  
888 Commonwealth Avenue  
Boston, MA 02215  
Phone: (617) 353-9888  
Fax: (617) 353-5402  
Email: abroad@bu.edu  
www.bu.edu/abroad/internships/index.html

THE BUZZ

• “Combine travel, study and work experience”
BOWTIE, INC.

THE BUZZ

- “The only thing fluffy is the subject”

THE STATS

Industry: Publishing/Journalism
Locations: Los Angeles, CA (HQ); Irvine, CA; Mission Viejo, CA; Laguna Hills, CA; Lombard, IL; Freehold, NJ; Lexington, KY
Number of interns: Annual: 18
Pay: Paid; College students: $10 an hour; Graduates: $10.50 an hour
Length of internship: Fall: September to November; Spring: February to April; Summer: June to August; 10 weeks
Intern functions: Arts and Design, Editorial, Internet, Print Media

THE SCOOP

BowTie Inc. is America’s leading producer of pet and animal media—magazines, websites and books—and its publications are distributed nationally to millions of consumers, retailers, veterinarians and breeders. Founded in 1974 as Fancy Publications with just one title, the company has developed an impressive roster of more than 50 consumer and business-to-business magazines, a rapidly growing special interest book division, an industry-leading distribution company, and a growing online pet portal (animalnetwork.com).

ON THE JOB

BowTie's internship program, the Shattuck Fellowship Program, is designed to give interns a comprehensive understanding of magazine, website and book publishing through professional-level experience. Interns at BowTie Inc., who work at the company's Irvine and Laguna Hills offices, function as entry-level employees. They participate in team meetings, complete projects integral to the company’s goals and apply knowledge learned at school in a real-life setting. Intern tasks vary, and can include anything from writing and editing articles, to choosing photos and art for stories. In addition to their assignments, BowTie interns work closely with and learn from high-level executives in the publishing industry through weekly seminars where they can ask career advice and questions about publishing in general. Interns also have lunch with the company founder and chairman of the board. BowTie also has a good percentage of interns hired into permanent jobs with the company.

$ GETTING HIRED

Apply by: Application deadlines vary. Check the website or contact bowtiefellowships@bowtieinc.com for specific dates. All intern applications must include a letter explaining their interest in the program (including what they hope to gain from the internship and any career goals), a resume, work sample, college transcript and two letters of recommendation (one from a past or present teacher or advisor, and one from a job supervisor). Visit the BowTie website, as application materials and skills vary depending on the position.

Qualifications: Open to college juniors and seniors, as well as graduate students and recent grads with relevant experience. The program offers internships in magazine/book editing, illustration and media.

Contact:
Shattuck Fellowship Director
P.O. Box 6050
Mission Viejo, CA 92690
Phone: (949) 855-8822
Fax: (949) 460-1447
Email: bowtiefellowships@bowtieinc.com
www.bowtieinc.com
www.bowtieinc.com/bowtieinc
BOY SCOUTS OF AMERICA

THE BUZZ
- Earn a merit badge in interning.

THE STATS

Industries: Accounting, Advertising/Marketing, Education, Environment, Human Resources, Nonprofit
Locations: Irving, TX (HQ); 300 local offices across the United States
Number of interns: Varies
Pay: Varies, paid and unpaid, academic credit available
Length of internship: Spring/summer/fall: one semester each (12 to 16 weeks), 20 hours a week minimum
Intern functions: Advertising, Marketing, Nonprofit, Print Media, Public Relations, Technology

THE SCOOP

Since it was founded in 1910, the Boy Scouts of America has been one of the largest youth development organizations in the United States for almost 100 years. BSA aims to train young people in the responsibilities of participating citizenship in order to build character and develop personal fitness. Aided by more than one million volunteers, BSA provides services to over four million young men and women across the country.

ON THE JOB

Interns work in several departments, including philanthropy/finance, membership development and volunteerism, among others. Responsibilities vary by position and location, but may include working on the council budget and recruiting members and volunteers. Interns must register as adult members of the BSA. Over 80 percent of interns are offered full-time positions upon graduation.

GETTING HIRED

Apply by: Rolling. Contact your local BSA office for application deadlines and program requirements. Interested applicants may also contact one of the scouting regions listed below.

Qualifications: Open to college seniors. Students majoring in liberal arts or human resources are preferred, but all majors are welcome to apply.

Contact:
Central Region
Boy Scouts of America
P.O. Box 3085
Naperville, IL 60566-7085
www.scouting.org

Northeast Region
Boy Scouts of America
P.O. Box 268
Jamesburg, NJ 08831-0268

Western Region
Boy Scouts of America
P.O. Box 22019
Tempe, AZ 85285-2019

Southern Region
Boy Scouts of America
P.O. Box 440728
Kennesaw, GA 30160

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BOYS HOPE GIRLS HOPE

THE BUZZ


THE STATS

Industries: Education, Nonprofit
Locations: Baltimore, MD; Baton Rouge, LA; Chicago, IL; Cincinnati, OH; Denver, CO; Detroit, MI; Kansas City, KS; New Orleans, LA; New York, NY; Northeast, OH; Orange County, CA; Phoenix, AZ; Pittsburgh, PA; San Francisco, CA; St. Louis, MO
Number of interns: Annual: 40
Pay: Paid, $300 a month for Academic Success Corps members; $11,400 a year for Community Resource Coordinators
Length of internship: One year minimum
Intern function: Education

THE SCOOP

Founded by Father Paul Sheridan in 1977, Boys Hope Girls Hope helps academically capable and motivated children in need by providing family-like homes and educational opportunities through college in 15 U.S. cities, as well as cities in Brazil, Guatemala, Mexico and Peru. The organization is privately funded and multidenominational, and homes are noninstitutional and staffed with live-in residential counselors and Academic Success Corps members, who ensure that students have the psychological, emotional, academic and physical support they need. Families voluntarily place their children in the organization’s care.

ON THE JOB

Academic Success Corps members live with and support residential counselors. Their primary focus is supporting the academic success of the youths in the program while assisting residential counselors with the daily functioning of the home. Community resource coordinators recruit and train volunteers. Upon completion of the one-year commitment, members may apply for full-time employment with the organization.

GETTING HIRED

Apply by: Rolling. Email a cover letter, resume and your location preferences to hope@bhgh.org.
Qualifications: For more information on specific qualifications, contact hope@bhgh.org or visit www.boyshopegirlshope.org.
Contact: Boys Hope Girls Hope, International Office
Attn: AmeriCorps Programs Coordinator
12120 Bridgeton Square Drive
Bridgeton, MO 63044-2607
Phone: (314) 298-1250
Fax: (314) 298-1251
Email: hope@bhgh.org
www.boyshopegirlshope.org

THE BUZZ


THE STATS

Industries: Education, Nonprofit
Locations: Baltimore, MD; Baton Rouge, LA; Chicago, IL; Cincinnati, OH; Denver, CO; Detroit, MI; Kansas City, KS; New Orleans, LA; New York, NY; Northeast, OH; Orange County, CA; Phoenix, AZ; Pittsburgh, PA; San Francisco, CA; St. Louis, MO
Number of interns: Annual: 40
Pay: Paid, $300 a month for Academic Success Corps members; $11,400 a year for Community Resource Coordinators
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ON THE JOB

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GETTING HIRED

Apply by: Rolling. Email a cover letter, resume and your location preferences to hope@bhgh.org.
Qualifications: For more information on specific qualifications, contact hope@bhgh.org or visit www.boyshopegirlshope.org.
Contact: Boys Hope Girls Hope, International Office
Attn: AmeriCorps Programs Coordinator
12120 Bridgeton Square Drive
Bridgeton, MO 63044-2607
Phone: (314) 298-1250
Fax: (314) 298-1251
Email: hope@bhgh.org
www.boyshopegirlshope.org
BP AMERICA

THE BUZZ

• “Our way out of the energy fix: An energy mix”

THE STATS

Industry: Energy
Locations: Anchorage, AK; Carson, CA; Houston, TX; La Palma, CA; Texas City, TX; Whiting, IN; Amarillo, TX; McAlester, OK; Naperville, IL; Pinedale, WY; Charlottesville, VA; Renton, WA; Cherry Point, WA; Rockspring, WY; Cleveland, OH; Durango, CO; Evanston, WY
Number of interns: Annual: 260; Summer: 246
Pay: Paid; academic credit; full benefits (medical, 401(k), vacation); travel reimbursement; corporate housing or pre-tax lump sum
Length of internship: 12 weeks, generally May/June to August/September
Intern functions: Engineering, Finance, Human Resources, Law, Manufacturing, Marketing, Science and Math, Technology, Transportation and Logistics

THE SCOOP

BP is one of the largest energy companies in the world, employing over 97,600 people in more than 50 countries. With more than 80 ships and 25,000 miles of pipeline, BP has an annual revenue of around $284 billion. BP is divided into multiple segments: exploration and production; refining and marketing; gas, power and “renewables.”

ON THE JOB

BP hires interns on an as-needed basis, so check the company website for open positions. Opportunities are generally available in the areas of business, engineering and science. Interns/co-ops are thoroughly trained to work independently at the company. BP aims to hire about 70 percent of interns for full-time positions as they become available.

GETTING HIRED

Apply by: Rolling. Apply for specific positions online.
Qualifications: Open to college students, recent grads and graduate students with a minimum GPA of 3.0. Non-U.S. citizens are eligible for some positions. Requirements vary depending on the positions available. Visit the website below for more details.
Contact:
Pilar Brady
Intern Program Manager, U.S. Graduate Resourcing
BP America
501 Westlake Park Boulevard
MC 1.293F
Houston, TX 77079
Phone: (281) 366-8941
Email: pilar.brady@bp.com or uscollegecareers@bp.com
www.bp.com

BREAKTHROUGH COLLABORATIVE

THE BUZZ

• “Be a teacher while you’re still a student”

THE STATS

Industries: Education, Nonprofit
Locations: San Francisco, CA; Atlanta, GA; Austin, TX; Boca Raton, FL; Cambridge, MA; Cincinnati, OH; Denver, CO; Fort Lauderdale, FL; Fort Worth, TX; Houston, TX; Manchester, NH; Miami, FL; Minneapolis, MN; New Haven, CT; New Orleans, LA; New York, NY; Norfolk, VA; Philadelphia, PA; Pittsburgh, PA; Providence, RI; Sacramento, CA; Saint Paul, MN; San Jose, CA; San Juan Capistrano, CA; Santa Fe, NM; Hong Kong
Number of interns: Summer: 780
Pay: Paid; College students: $1,000 to $3,300 (depends on location); High school students: $750 (depends on location)
Length of internship: Summer: eight weeks
Intern functions: Education, Nonprofit

THE SCOOP

The Breakthrough Collective is a national network of organizations that aims to create positive change in education. The collaborative operates 32 tuition-free academic programs for motivated middle school students with limited educational opportunities, and recruits college and high school students to teach them in academically rigorous summer programs.

ON THE JOB

Interns work as teachers and lead up to three academic courses and one elective per summer session and are responsible for designing and evaluating the entire curriculum after a one-week training program. There are also other leadership opportunities, such as department and committee head positions.

GETTING HIRED

Apply by: Summer: March 5th. Application requirements can be found at the website below, and include essay questions, resume, sample lesson plan, references and one letter of recommendation. Breakthrough interviews qualified applicants before making its selections.
Qualifications: Open to high school sophomores, juniors and seniors, and college students (graduating seniors included). Non-U.S. citizens are eligible. Dedication to social justice, an interest in teaching middle school students and a strong work ethic are required.
Contact:
Breakthrough Collaborative
Attn: Dave Bryson
545 Sansome Street, Suite 700
San Francisco, CA 94111
Phone: (415) 442-0600, ext. 106
Fax: (415) 442-0609
Email: teach@breakthroughcollaborative.org
breakthroughcollaborative.org/apply and teachbreakthroughs.org

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BRECKENRIDGE OUTDOOR EDUCATION CENTER

THE BUZZ

• “Life-changing experiences in the open air”

THE STATS

Industries: Education, Environment, Nonprofit, Sports
Location: Breckenridge, CO
Number of interns: Summer: 12; Winter: 12
Pay: Paid, $50 a month; academic credit, room and board, recreation center pass, ski pass
Length of internship: Winter: November 1st to April 30th; Summer: May 15th to September 30th
Intern functions: Sports, Education, Nonprofit

THE SCOOP

Founded in 1976, the Breckenridge Outdoor Education Center (BOEC) is committed to “experiential education,” providing outdoor activities for all people, including those with disabilities and special needs. BOEC focuses on adaptive skiing and snowboarding, and on wilderness courses offered on its 39 acres and in the surrounding area filled with ropes courses, rivers and lakes for rafting and canoeing, a climbing wall, and miles of trails and slopes.

ON THE JOB

Interns are given “an unlimited amount of responsibility,” according to administrators. While the summer and winter programs are markedly different, both allow people of all abilities to participate in outdoor activities. Summer interns become staff on wilderness programs after a month of intense training—planning, implementing and evaluating outdoor therapeutic courses for groups (made up of children or adults with traumatic brain injuries, developmental or learning disabilities, multiple sclerosis, at-risk youth, corporate groups, etc.). Winter interns undergo similar introductory training before becoming assistants and primary ski instructors, specifically for students with special needs.

GETTING HIRED

Apply by: Summer: March 1st; Winter: September 1st. Applications are available online at www.boec.org/internships/internship-application.
Qualifications: Minimum age is 21. First aid and CPR certification are required. Recent graduates and non-U.S. citizens are also eligible.
Contact:
Erin Baird, CTRS, Internship Program Coordinator
Breckenridge Outdoor Education Center
P.O. Box 697
Breckenridge, CO 80424
Phone: (970) 453-0146
Fax: (970) 453-3845
Email: internship@boec.org
www.boec.org/internships

BRETHREN VOLUNTEER SERVICE

THE BUZZ

• “Advocate justice and meet basic human needs”

THE STATS

Industry: Nonprofit
Locations: Elgin, IL (HQ); volunteer locations throughout the United States and around the world
Number of interns: Annual: 150
Pay: Paid, $60 to $80 a month stipend; room and board, medical insurance, transportation to and at projects
Length of internship: Domestic: one year minimum; International: two year minimum
Intern function: Nonprofit

THE SCOOP

Sixty years ago, the Church of the Brethren decided that it was time to establish a formal group for “sharing God’s love through acts of service.” The Brethren Volunteer Service (BVS) took this original goal as its motto and still lives by it today. The service has over 100 volunteers serving in 19 countries worldwide and in 25 states in the United States.

ON THE JOB

Once accepted, interns attend one of five annual orientation sessions held nationwide. Along with fellow BVS volunteers, they discuss social problems, explore their own faith and settle on project placement with help from the permanent BVS staff. After three weeks of orientation, volunteers ship out across the country and around the world to complete their time of service.

GETTING HIRED

Apply by: Six weeks before orientation. Complete and send in an application packet (email bvs_gb@brethren.org to request a packet or call the number below), an essay, a transcript, a current photo and a resume.
Qualifications: Domestic: must be 18 years old. International: must be at least 21 years old and have a college degree or similar life experience.
Contact:
Brethren Volunteer Service Recruitment
1451 Dundee Avenue
Elgin, IL 60120
Phone: (800) 323-8039, ext. 454
Fax: (847) 742-0278
Email: bvs_gb@brethren.org
www.brethrenvolunteerservice.org
BRICK WALL MANAGEMENT

THE BUZZ

• “Entertainment and nonprofit work, a unique combo”

THE STATS

Industries: Broadcast and Cable, Film/Entertainment, Fine and Performing Arts, Music, Nonprofit
Location: New York, NY
Number of interns: Annual: one to three
Pay: Unpaid, academic credit available; free concerts
Length of internship: Spring/summer/fall: 12 to 16 weeks each
Intern functions: Finance, Editorial, Marketing, Music, Advertising

THE SCOOP

Brick Wall Management is a music artist management and entertainment consulting firm with strong ties in the music industry. Brick Wall is the headquarters for The Kristen Ann Carr Fund, which provides grants for cancer research. Bruce Springsteen, Billy Joel, Shania Twain and others have supported the fund. Brick Wall also provides consulting to other management firms and entertainment entities.

ON THE JOB

Interns work closely with the rest of the full-time staff, often reviewing submitted demos, updating databases and performing general office tasks. Interns also have the option of attending live shows and other music events where they will be exposed to many industry bigwigs.

GETTING HIRED

Apply by: Rolling. Submit a resume with cover letter.

Qualifications: Open to all college juniors and seniors, grad students and recent college graduates. International applicants are eligible with documentation.

Contact:
Internship Coordinator
Brick Wall Management
39 West 32nd Street, Suite 1403
New York, NY 10001
Phone: (212) 501-0748
Fax: (212) 724-0849
Email: internships@brickwallmgmt.com
www.brickwallmgmt.com

BRIDGESTONE AMERICAS HOLDING, INC.

THE BUZZ

• Get the wheels turning on your future career.

THE STATS

Industry: Manufacturing
Location: Nashville, TN
Number of interns: Annual: about five to 10
Pay: Paid, varies depending on year in school; Freshman: $8.50 an hour; Sophomore: $9.50 an hour; Junior: 11.50 an hour; Senior: $13.50 an hour; First-year master’s: $15.50 an hour; Second-year master’s: $17.50 an hour; PhD: $20 an hour
Length of internship: Summer: two to three months; Fall/Spring: varies
Intern functions: Accounting, Engineering, Finance, Human Resources, Law, Manufacturing, Marketing, Project Management, Public Relations, Transportation and Logistics

THE SCOOP

You can’t run a car without tires, and that’s what Bridgestone has built its reputation on. Bridgestone, a leader in tire and related technologies, traces its roots to 1900 when Harvey S. Firestone established The Firestone Tire and Rubber Company. In 1988, the company was purchased by Bridgestone Tire Company Ltd, founded in 1931 by Shojiro Ishibashi. Today, Bridgestone Americas belongs to an international family of companies that operates 52 production facilities and employs about 52,000 people in the United States.

ON THE JOB

The company thinks of its interns as full-time employees, working alongside full-time staff in the human resources, IT, legal, marketing, finance and engineering departments. Besides an orientation process, other activities include a “Back to School” lunch and a meet and greet with the Bridgestone CEO. About 10 percent of interns are offered full-time positions after graduation.

GETTING HIRED

Apply by: Rolling. Visit the website for open positions and to apply online.

Qualifications: Open to all college students and grad students. Qualifications vary by department.

Contact:
Jessica Garza
Senior HR Rep
535 Marriott Drive
Nashville, TN 37214
Fax: (615) 937-1807
www.bridgestone-firestone.com/careers.asp
BRINKER INTERNATIONAL, INC.

THE BUZZ
- “Pepper in some fun”—in your internship

THE STATS
- **Industry:** Agriculture and Food
- **Location:** Dallas, TX
- **Number of interns:** Annual: 20; Summer: 13
- **Pay:** Paid, varies depending on year in school; High school/college: $10 to $13 an hour; MBA: $15 to 20 an hour; academic credit available; 100 percent discount at all brand restaurants
- **Length of internship:** Summer: 10 weeks (June to August)
- **Intern functions:** Accounting, Finance, Human Resources, Marketing, Public Relations, Real Estate, Technology

THE SCOOP
Brinker International is the company behind such “casual dining” establishments as Chili’s Grill and Bar, On the Border Mexican Grill and Cantina, Maggiano’s Little Italy and Romano’s Macaroni Grill. Brinker employs more than 125,000 people in 27 countries and operates over 1,800 restaurants. More than one million customers eat at a Brinker-owned restaurant every day, resulting in an annual revenue of $4.2 billion.

ON THE JOB
Various departments accept interns, including marketing, finance, training, consumer insights, diversity and inclusion, human resources, IT, purchasing, culinary and global business development, among others. All interns complete a group project that is presented to Brinker International’s leadership team at the end of the summer.

GETTING HIRED
- **Apply by:** Rolling. Internship positions are posted from January to late spring. Visit the website to apply for open positions. Applicants must complete the online application and submit a resume and transcript. Letters of recommendation are welcome but not required.
- **Qualifications:** Open to high school students, college students, graduate students and recent college grads. Non-U.S. citizens are eligible.
- **Contact:** Annette F. Green
  Director of Diversity & Inclusion
  Brinker International
  6820 LBJ Freeway
  Dallas, TX 75240
  Phone: (972) 770-9440
  Email: annette.green@brinker.com
  www.brinkerjobs.com

BRISTOL-MYERS SQUIBB

THE BUZZ
- “Make the medicines that make headlines”

THE STATS
- **Industry:** Biotechnology/Pharmaceuticals
- **Locations:** Central New Jersey (various locations); Wallingford, CT; Devens, MA; Syracuse, NY; additional opportunities may be available on a regional basis worldwide
- **Number of interns:** Annual: 150
- **Pay:** Paid, hourly
- **Length of internship:** Summer: 10 to 12 weeks; Fall/spring co-op: 12 to 24 weeks
- **Intern functions:** Engineering, Finance, Human Resources, Law, Marketing, Biotech and Pharmaceuticals, Research

THE SCOOP
Bristol-Myers Squibb is a Fortune 500 company that produces pharmaceuticals, over-the-counter drugs and other health products that treat a wide range of diseases, from rheumatoid arthritis and chronic hepatitis B to heart disease and diabetes. As the parent company of Mead-Johnson, Bristol-Myers Squibb also manufactures nutritional products such as vitamin supplements and baby formula. The company’s stated mission is “to extend and enhance human life.”

ON THE JOB
While departmental offerings vary, areas that have hosted interns in the past include global finance (including accounting), global marketing, U.S. marketing, HR, IT, technical operations and numerous areas within research and development. Interns are given an overview of the company’s structure, products and brands, exposed to senior management and business leaders, and given networking opportunities and formal review/feedback sessions.

GETTING HIRED
- **Apply by:** January 30th. BMS actively recruits on campus at top colleges and universities; students should check with their career services office for school-specific resume submission deadlines. Fall and spring co-op internship dates vary, so students should contact a BMS representative for more details.
- **Qualifications:** Internship candidates must be current students graduating in the next calendar year (in most cases). Students should be pursuing an MA, PhD, two-year MBA, BS or BA degree, complete the school year in time for the start of the relevant program, and be authorized to work in the geographic area for which they are hired.
- **Contact:**
  www.bms.com/career
BROOKHAVEN NATIONAL LABORATORY

THE BUZZ
• “Like summer camp, with beakers”

THE STATS
Industries: Technology, Energy
Location: Upton, NY
Number of interns: Annual: 140
Pay: Paid, $400 a week; housing allowance if over 50 miles from lab
Length of internship: Spring/fall: 16 weeks each; Summer: 10 weeks
Intern functions: Engineering, Science and Math, Research

THE SCOOP
Brookhaven National Laboratory, located in Long Island, N.Y., was established in 1947 as a multi-program science lab, operated by Brookhaven Science Associates for the U.S. Department of Energy. Discoveries made at Brookhaven have resulted in six Nobel Prizes. Research at Brookhaven focuses on nonproliferation, nuclear physics, environmental research and medical imaging. Around 3,000 scientists, engineers and support staff work at the lab, as well as specialist guest researchers.

ON THE JOB
Brookhaven, which has had its own undergrad summer intern program since 1962, is now one of the sites for the U.S. Department of Energy’s Science Undergraduate Laboratory Internships (SULI). However, SULI at Brookhaven has many of the same features of the former Brookhaven summer program. Interns work with science professionals on research projects that concern chemistry, physics, biology, nuclear medicine, applied mathematics, high and low energy particle accelerators and science writing. They also have a program called the Pre-service Teacher Internship for those students who are interested in becoming science teachers.

GETTING HIRED
Apply by: Spring: October 1st; Summer: February 1st; Fall: July 1st.
Apply online at applicationlink.labworks.org.
Qualifications: Open to college students studying a science-related field. Grad students and non-U.S. citizens are eligible. A minimum GPA of 3.0 is required.
Contact:
Mel Morris
Brookhaven National Laboratory
Building 438, P.O. Box 5000
Upton, NY 11973
Phone: (631) 344-5963
Fax: (631) 344-5832
Email: mmorris@bnl.gov

THE BROOKINGS INSTITUTION

THE BUZZ
• “For the nonpartisan at heart”

THE STATS
Industries: Nonprofit, Education, Publishing/Journalism
Location: Washington, DC
Number of interns: Spring: 30; Summer: 35; Fall: 30; Winter: eight to 10
Pay: Unpaid, access to public policy events and conferences
Length of internship: Spring/summer/fall/winter: one semester each, part time
Intern functions: Administrative, Editorial, Nonprofit, Marketing

THE SCOOP
The Brookings Institution was founded from the Institute for Government Research (IGR), established in 1916. One of IGR’s principals, Robert Somers Brookings, created the Institute for Economics in 1922 and an eponymous graduate school in 1924, both of which merged in 1927 with IGR to become the Brookings Institution. Today, the institution works to improve U.S. public policy through research and education.

ON THE JOB
Several formal and informal internship opportunities are available, including the governance studies, foreign policy, global economy information technology services, communications and the Brookings Press. The internship programs each have specific requirements and responsibilities. Log on to the website below for a list of available student positions with descriptions.

GETTING HIRED
Apply by: Rolling. Deadlines vary according to program. Requirements differ but a resume and cover letter are standard.
Qualifications: Open to college freshmen, sophomores, juniors and seniors and grad students. Non-U.S. citizens are eligible.
Contact:
General Questions, Administration
The Brookings Institution
1775 Massachusetts Avenue NW
Washington, DC 20036
Fax: (202) 797-2479
Email: hrjobs@brookings.edu
www.brookings.edu/admin/internships.htm
Governance Studies Program Internship Coordinator
Email: gscomments@brookings.edu

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BROOKLYN BOTANIC GARDEN

THE BUZZ

- “Go green in the Big Apple”
- “A horticultural oasis in urbania”

THE STATS

Industries: Education, Environment, Nonprofit
Location: Brooklyn, NY
Number of interns: Annual: 26 post-high school positions
Pay: Paid, varies $8 to $10; Horticultural therapy: flat stipend
Length of internship: Three months to one year
Intern functions: Environment, Nonprofit

THE SCOOP

What began as an ash dump at the turn of the century has grown into the beautiful Brooklyn Botanic Garden, an international landmark in urban gardening. Not only an oasis of flora, the garden is also an active research site and educational center, playing host to a plethora of exhibits, workshops, celebrations and programs, including the annual Cherry Blossom Festival.

ON THE JOB

The Brooklyn Botanic Garden offers general horticulture internships in which students work directly with the garden’s acclaimed horticulture staff. Interns assist specialty gardeners in the Alice Recknagel Ireys Fragrance Garden, Herb Garden and Lily Pool Terrace, among others. The garden also offers one horticulture internship with the garden’s plant propagator and one with the garden’s rosarian in the Rose Garden. Students may also work as instructors in the Garden Apprentice Program, teaching horticulture to middle and high school students in the Children’s Garden. There is also a one-year Garden Apprentice Program for high school students.

GETTING HIRED

Apply by: Horticulture: December 31st; Garden Apprentice Program: January 30th; Garden Apprentice Summer Program: March 13th; High School Garden Apprentice Program: March 31st. Application requirements vary by position, so check the website below.

Qualifications: Open to high school students, current college students, college graduates and graduate students.

Contact:
Horticulture Internships
Attn: Director of Horticulture
Brooklyn Botanic Garden
1000 Washington Avenue
Brooklyn, NY 11225-1099
Phone: (718) 623-7258
Fax: (718) 622-7847

Garden Apprentice Program
Saara Nafici
Attn: Director of Human Resources
Phone: (718) 623-7252
Fax: (718) 622-7826
Email: personnel@bbg.org or gap@bbg.org

High School Garden Apprentice Program
Email: gap@bbg.org
www.bbg.org/edu/internships

THE BUZZ

- “Go green in the Big Apple”
- “A horticultural oasis in urbania”

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Contact:
Horticulture Internships
Attn: Director of Horticulture
Brooklyn Botanic Garden
1000 Washington Avenue
Brooklyn, NY 11225-1099
Phone: (718) 623-7258
Fax: (718) 622-7847

Garden Apprentice Program
Saara Nafici
Attn: Director of Human Resources
Phone: (718) 623-7252
Fax: (718) 622-7826
Email: personnel@bbg.org or gap@bbg.org

High School Garden Apprentice Program
Email: gap@bbg.org
www.bbg.org/edu/internships
BROOKLYN MUSEUM

THE BUZZ

- “Something for every art history buff”

THE STATS

Industries: Fine and Performing Arts, Education
Location: Brooklyn, NY
Number of interns: Annual: five to 10
Pay: Paid and unpaid
Length of internship: 10 months (September to June)
Intern functions: Education, Arts and Design

THE SCOOP

The Brooklyn Museum is the second-largest art museum in New York City, located just 30 minutes from Manhattan and next door to the verdant Brooklyn Botanic Garden. The museum has a permanent collection of more than 1.5 million objects of extraordinary range, from ancient Egyptian objects to contemporary canvases.

ON THE JOB

Each year, the museum’s education division offers several full-time, 10-month internship positions. Intern educators spend the first month in intensive training, where they are introduced to the various museum collections and museum education theories and practices from the intern coordinator, as well as other museum staff members who monitor, observe and guide their professional development. Regularly scheduled seminars introduce interns to other Brooklyn Museum departments and education programs at other New York museums. Part-time internships and opportunities for high school students are also available.

GETTING HIRED

Apply by: Intern educator: March 31st. Send a resume, statement of interest (500 to 1,000 words) and two letters of recommendation to the address below. All others: rolling. The Brooklyn Museum prefers that all application materials arrive in the same envelope. Letters of recommendation, however, may be submitted by the recommender directly to the museum. Do not send academic transcripts. Applications will only be accepted by mail or fax.

Qualifications: Applicants should have an interest in working with and/or teaching diverse museum audiences. International applicants must be eligible to work in the United States and are responsible for securing their own immigration documents.

Contact:
Education Intern Coordinator
Brooklyn Museum
200 Eastern Parkway
Brooklyn, NY 11238
Fax: (718) 501-6129
Email: education.internships@brooklynmuseum.org
www.brooklynmuseum.org/about/careers
BUCKS COUNTY COURIER TIMES

THE BUZZ

• “Small paper, big Philly experience”

THE STATS

Industry: Publishing/Journalism
Location: Bucks County, PA
Number of interns: Summer: approximately five
Pay: Paid, $365 a week; academic credit, travel stipend
Length of internship: Summer: 12 weeks
Intern functions: Administrative, Advertising, Arts and Design, Editorial, Print Media

THE SCOOP

The Bucks County Courier Times, founded in 1910, is a daily newspaper with a daily circulation of 63,000. It has all the traditional newspaper sections, including local features and national headlines. The Bucks County Courier Times (in its online form) is available at www.phillyburbs.com.

ON THE JOB

After an orientation, interns are treated like regular employees. Some are reporters covering news and bureau beats, others work as desk assistants, and some even write for features sections, like sports and lifestyles. Interns can also work as photographers. All work with professional mentors.

GETTING HIRED

Apply by: Summer: February 1st. Send cover letter, resume and writing samples.
Qualifications: Open to current undergraduates and graduate students. Applicants should have a car and a valid driver's license.
Contact:
Patricia Walker
Bucks County Courier Times
8400 Route 13
Levittown, PA 19057
Phone: (215) 949-4160
Fax: (215) 949-4177
Email: pwalker@phillyburbs.com
www.phillyburbs.com/onlineedition
BUFFALO BILL HISTORICAL CENTER

THE BUZZ

- “Definitely for the Western history buff”
- “Where ‘New West’ meets ‘Old West’”

THE STATS

Industries: Education, Environment, Fine and Performing Arts, Nonprofit
Location: Cody, WY
Number of interns: Annual: six; Summer: five
Pay: Paid, $8 an hour; academic credit, BBHC membership
Length of internship: Summer: 12 weeks, Fall/spring: varies
Intern functions: Accounting, Administrative, Arts and Design, Education, Marketing, Nonprofit, Public Relations

THE SCOOP

The Buffalo Bill Historical Center examines the history, culture and ecology of the American West. The center’s exhibits focus on Western art, the Plains Indian people, the Greater Yellowstone region, Western firearms and the life and times of W.F. “Buffalo Bill” Cody. Known as the Museum of the West, the center runs five museums and a research library concentrating in these five areas; each is on the cutting edge of its field, with a comprehensive collection of artifacts and specimens.

ON THE JOB

Interns work 40-hour weeks in different museum departments after a required orientation session. Interns may work in any of the center’s five specialty areas or behind the scenes in the library, photography, education or collections departments. Each intern has a supervisor/mentor who assigns them general department duties and teaches the overall operations of running a museum. Interns also undergo multiple training and evaluation programs throughout the summer.

GETTING HIRED

Apply by: Summer: February. Send an application (available online), along with a resume, three reference letters, current transcript and cover letter to the address below. Visit the website for specific internship descriptions and application dates.

Qualifications: Open to college juniors and seniors, as well as graduate students. Recent graduates and non-U.S. citizens are eligible.

Contact:
Emily Hansel
Interpretive Specialist
Buffalo Bill Historical Center
720 Sheridan Avenue
Cody, WY 82414
Phone: (307) 578-4110
Fax: (307) 578-4090
Email: emilyh@bbhc.org
www.bbhc.org/edu

THE BUZZ

- “Definitely for the Western history buff”
- “Where ‘New West’ meets ‘Old West’”

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### BUNIM/MURRAY PRODUCTIONS

**THE BUZZ**
- “Get the background on reality TV”

**THE STATS**
- **Industries:** Broadcast and Cable, Film/Entertainment, Internet and New Media
- **Location:** Los Angeles, CA
- **Number of interns:** Five to 12 depending on season
- **Pay:** Unpaid, must receive academic credit
- **Length of internship:** Summer: eight weeks; Fall/Spring: 14 to 15 weeks each, must work a minimum of two full days per week
- **Intern functions:** Accounting, Arts and Design, Film, Television and Radio, Human Resources, Law, Print Media

**THE SCOOP**
For over a decade, television networks and viewers around the globe have looked to Bunim/Murray Productions for reality entertainment. Known for the hit series, The Real World (MTV), Road Rules (MTV), Keeping Up with the Kardashians (E!) and The Bad Girls Club (Oxygen), Bunim/Murray Productions combine elements of soap opera and documentary to create some of the most popular shows on TV.

**ON THE JOB**
Interns learn about television pre-production, post-production and business processes. The first half of the program allows interns to rotate throughout various departments (unless they’re working in a business area, where they will remain in that specific department). In the second half, interns choose where they want to be assigned for the remainder of the program. Available departments include casting, story, editing, pre-production/research, post-production, new show development, business development, accounting/finance, human resources, legal affairs and website design.

**$ GETTING HIRED**
- **Apply by:** Summer/Fall: April 1st; Spring: November 1st. Complete an application and writing test, and submit one letter of reference.
- **Qualifications:** Open to college juniors and seniors, as well as graduate and law students.
- **Contact:**
  - Bunim/Murray Productions
  - Lisa Nicholson, Internship Coordinator
  - P.O. Box 10421
  - Van Nuys, CA 91410-0421
  - Phone: (818) 756-5100
  - Fax: (818) 756-5140

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### BURGER KING CORPORATION

**THE BUZZ**
- The king of all internships

**THE STATS**
- **Industry:** Consumer Products, Retail, Food and Beverage
- **Location:** Miami, FL
- **Number of interns:** Summer: 30
- **Pay:** Paid, varies; academic credit available
- **Length of internship:** Summer: 10 weeks
- **Intern functions:** Accounting, Finance, Human Resources, Law, Marketing, Communications, Inclusion/Diversity, Information Technology, Food Science, Operations

**THE SCOOP**
Founded 55 years ago, BURGER KING® has become one of the most recognizable brands in the world. Fortune magazine named it one of the 2008 1,000 largest corporations—no surprise since there is a BURGER KING® restaurant in every U.S. state and 74 countries around the world. The vast majority of BURGER KING® restaurants are owned by independent franchises.

**ON THE JOB**
Most work is project-based in the intern’s chosen field and designed to both implement school-taught skills into practice and encourage leadership and teamwork. Social and networking events are also a component of the internship, as are regular roundtable discussions with Burger King Corporation executives.

**$ GETTING HIRED**
- **Apply by:** March 15th. Applicants should apply online at www.bkcareers.com.
- **Qualifications:** Applicants must be authorized to work in the United States without any restrictions and be enrolled in an undergraduate program or in their first year of graduate school.
- **Contact:**
BURSON-MARSTELLER

THE BUZZ

• “Get on the short list for a long career in public relations”

THE STATS

Industry: Public Relations
Locations: New York, NY (HQ); Chicago, IL; Los Angeles, CA; Dallas, TX; San Francisco, CA; Washington, DC; Pittsburgh, PA
Number of interns: Annual: 60
Pay: Paid, possible overtime
Length of internship: Varies
Intern function: Public Relations

THE SCOOP

Established in 1953, Burson-Marsteller is a global team of public relations and public affairs professionals with 69 wholly owned offices and 57 affiliate offices in 81 countries. The company provides strategic thinking and program execution spanning the range of public relations and public affairs services, with practices that include corporate/financial, public affairs, media, brand marketing and advertising/interactive.

ON THE JOB

The Harold Burson Summer Internship (HBSI) Program is a paid internship, available in brand marketing, corporate and financial communications, digital media/advertising, health care, issues and advocacy, media relations, public affairs, strategic development and technology. Each intern is assigned to a client team or specialist group, guided by a professional, and will have the opportunity to serve as an active team member while learning communications skills. Interns attend weekly seminars and are grouped into teams to work on a special HBSI project, which they present to a senior management panel for review.

GETTING HIRED

Apply by: February 20th. All applicants are required to submit a cover letter, resume and an official college transcript, as well as a writing sample, an essay that describes the skill sets/knowledge gained from participating in extracurricular activities and how those skills could be applied to the workplace, and an answer to one of two public relations specific essay questions (topics can be found at the website below).

Qualifications: Open to college juniors and seniors, and graduate students. Non-U.S. citizens are eligible. To qualify, applicants should maintain a 3.0 GPA, be engaged in extracurriculars that demonstrate broad intellectual curiosity and creativity, and have strong writing and other communication skills.

Contact:
Internship Coordinator
Burson-Marsteller
230 Park Avenue South
New York, NY 10003
Phone: (212) 614-4000
Fax: (212) 598-5407
www.burson-marsteller.com
BUSINESS EXECUTIVES FOR NATIONAL SECURITY

THE BUZZ

• “Use business know-how to improve our nation’s security”

THE STATS

Industries: Government, Nonprofit
Location: Washington, DC
Number of interns: Spring/summer/fall: two to three
Pay: Paid and unpaid; academic credit possible
Length of internship: Spring: January to May; Summer: June to August; Fall: September to December; full time, four to five days a week
Intern functions: Nonprofit

THE SCOOP

Business Executives for National Security (BENS) is a nationwide, nonpartisan group of senior business execs who work to improve U.S. national security. BENS finds resources to reshape U.S. military forces for the 21st century, and partners businesses with government entities to strengthen homeland security.

ON THE JOB

Interns work on research and writing assignments in one or more of BENS’ major policy areas. These include the “new threats” activities in homeland, cyber and port security, terrorist finance and ways of building the military. The program also offers opportunities to meet with government figures. Interns may also create and present an original proposal for a new BENS action. Some interns may work with the BENS Business Force, which raises money and facilitates public-private homeland security collaboration.

GETTING HIRED

Apply by: Spring: November 30th; Summer: April 1st; Fall: July 31st.
Send a cover letter, one-page resume and two- to three-page writing sample to the intern coordinator at internships@bens.org.

Qualifications: Open to college sophomores, juniors and seniors, as well as recent graduates and grad students. BENS accepts interns from all backgrounds and degree programs. Strong writing and research skills are a must, as is an interest in national security issues. Applicants must be computer-literate in MS Office and internet-savvy.

Contact:
Internship Coordinator
Business Executives for National Security
1717 Pennsylvania Avenue NW, Suite 350
Washington, DC 20006-4603
Phone: (202) 296-2125
Fax: (202) 296-2490
Email: internships@bens.org
www.bens.org/contact-us/employment-internships.html
www.bensbusinessforce.org
INTERNERSHIP PROFILES
‘C’

Vault Guide to Top Internships, 2010 Edition
C.H. ROBINSON WORLDWIDE

THE BUZZ
- Make big moves with America’s biggest mover
- “Learn a new industry that is vital to the nation”

THE STATS
Industry: Transportation and Logistics
Locations: Eden Prairie, MN (HQ); over 200 branch locations nationwide
Number of interns: Fall: 50; Spring: 50
Pay: Paid, $10 to $14 an hour
Length of internship: Fall/spring: part time; Summer: full time
Intern functions: Administrative, Sales, Technology, Transportation and Logistics

THE SCOOP
C.H. Robinson Worldwide got its start in 1905 when Charles Henry Robinson opened a small produce brokerage. Today, C.H. Robinson is a global provider of transportation and produce services, operating through a network of over 7,900 employees in more than 225 offices worldwide. CHRW is the largest third-party logistics (3PL) company in North America, reporting $8.6 billion in gross revenue for 2008 alone.

ON THE JOB
CHRW looks for interns to work in its transportation sales, produce and information technology offices. Transportation sales interns will enter customer orders into their shipment management software, monitor shipments in transit and proactively advise of late deliveries, schedule delivery appointments with warehouse clerks and assist customers and contracted transportation companies over the phone. About half of the intern pool goes on to work for the company full time.

GETTING HIRED
Apply by: Rolling. See the website below for application details.
Qualifications: Open to full-time college juniors and seniors who have a strong work ethic, the ability to multitask and work in a team, and excellent phone and verbal communication skills. CHRW prefers students majoring in business, logistics, supply chain, communications, computer science, management information systems or a related field.
Contact: Internship Coordinator
C.H. Robinson Worldwide, Inc.
14701 Charlson Road
Eden Prairie, MN 55347
Phone: (952) 937-8500
www.chrobinson.com/careers

CABRILLO NATIONAL MONUMENT

THE BUZZ
- San Diego: average temperature 72 degrees

THE STATS
Industries: Environment, Hospitality and Tourism
Location: San Diego, CA
Number of interns: Varies
Pay: Unpaid, academic credit available
Length of internship: Flexible
Intern functions: Administrative, Environment

THE SCOOP
President Woodrow Wilson established the Cabrillo National Monument in 1913 to honor Juan Rodríguez Cabrillo, the first European on the West Coast, who claimed the land for Spain in 1542. Today, the National Park Service manages the monument and its 160 acres. People come from around the world to watch Pacific gray whales migrate south, visit the tide pool area, learn about military history and more. The park also offers volunteer programs and exhibits on various subjects.

ON THE JOB
Internships at the Cabrillo National Monument are really introductions to park management and environmental preservation. Interns study natural resources by doing fieldwork in the park. They learn about the geography of the area by putting data in Cabrillo’s geographic information system. They help with the resource management and visitor protection division by restoring the native plants of the coastal sage scrub ecosystem around the park. Interns also help staff the visitor center’s front desk and work on special projects.

GETTING HIRED
Apply by: Rolling.
Qualifications: Open to college freshmen, sophomores, juniors and seniors, as well as recent grads and grad students.
Contact: Marcy Marquez
National Park Service
Cabrillo National Monument
1800 Cabrillo Memorial Drive
San Diego, CA 92106
Phone: (619) 523-4573
Fax: (619) 226-6311
Email: marcy_marquez@nps.gov
www.nps.gov/cabr

Vault Guide to Top Internships, 2010 Edition
Internship Profiles: C

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CALIFORNIA GOVERNOR’S OFFICE

THE BUZZ
- Brush up on your government and surfing skills

THE STATS
Industries: Government, Law
Locations: Sacramento, CA; Los Angeles, CA; Riverside, CA; San Diego, CA
Number of interns: Winter/spring/fall: 40; Summer: 50 to 60
Pay: Unpaid, academic credit available
Length of internship: Summer: June to mid September; Fall: September to December; Spring: January to May
Intern functions: Administrative, Editorial, Government, Law, Public Relations

THE SCOOP
Don’t be a “girlie man!” Arnold Schwarzenegger is the governor of one of America’s most celebrated states, and he needs some sharp interns to help him govern from San Diego to San Francisco. Are you up for the task?

ON THE JOB
Interns work with the governor’s staff on everything from public policy issues to state politics. They can work in Sacramento or in the field offices during the summer or during the school year. Interns may work in the cabinet, press, constituent affairs, communications, special projects and executive writing units. Intern responsibilities range from administrative work to unit-specific duties, including attending cabinet hearings, assisting in the organization of press conferences and working with the public. Communications interns work on special events and must be available on Fridays for at least four hours.

GETTING HIRED
Apply by: Rolling. Send an application, resume and a letter of recommendation.
Qualifications: Must be 18 years old, enrolled in college and have a 2.8 GPA.
Contact:
Jessica Ardaiz, Internship Coordinator
Audrey Zabala, Internship Program Manager
Office of Governor, State Capital
Sacramento, CA 95814
Phone: (916) 324-3279
Fax: (916) 552-9120
Email: internships@gov.ca.gov
www.gov.ca.gov
CALIFORNIA SENATE FELLOWS

THE BUZZ

- “If you want your foot into state policy, this is the place to start”
- “Learned about the legislative process, California politics and public policy”

THE STATS

Industries: Government, Public Policy
Location: Sacramento, CA
Number of interns: Annual: 18
Pay: Paid, $1,972 a month; academic credit; health, dental and vision benefits
Length of internship: 11 months (October to September)
Intern functions: Administrative, Government, Politics, Public Policy

THE SCOOP

The California Senate Fellows program was created in 1973 to give college graduates from diverse backgrounds experience in the legislative process. Sponsored by the California Senate and California State University, Sacramento, the program has launched hundreds of interns into the world of politics. The California Senate Fellows is part of the Capital Fellows Programs.

ON THE JOB

Fellows work as full-time staffers in one of the California Senators’ Capitol offices or in Senate policy committees. Fellows assigned to senators’ personal offices develop legislative proposals, handle constituent issues and write press releases and speeches. Fellows assigned to policy committees analyze legislation before it is heard in committee. All fellows attend a free weekly graduate seminar conducted by the university faculty advisor.

$ GETTING HIRED

Apply by: End of February each year. Applicants must submit an application (available online), college transcripts, three letters of recommendation and a personal statement. A personal interview is also required.

Qualifications: Open to college graduates (anyone with a BA or higher, from recent grads to mid-career professionals). Applicants must be at least 20 years old at the start of the fellowship. A high GPA, community activism and interest in politics and public policy are preferred.

Contact:
David Pacheco
California Senate Fellows
Center for California Studies
California State University, Sacramento
6000 J Street
Sacramento, CA 95819-6081
Phone: (916) 278-5408
Fax: (916) 278-5199
Email: calstudies@csus.edu or david.pacheco@sen.ca.gov
www.csus.edu/calst/senate
CALLAWAY ENGINEERING

THE BUZZ

• “This internship is too fast, too furious”

THE STATS

Industries: Engineering, Manufacturing
Location: Old Lyme, CT
Number of interns: Varies
Pay: Unpaid
Length of internship: Summer/fall/spring: 12 weeks each
Intern functions: Engineering, Manufacturing

THE SCOOP

Founded in 1987, Callaway Engineering delivers a range of contract engineering and manufacturing services, with special focus on developing high-performance vehicles, systems and components. The Callaway staff uses PTC Pro/ENGINEER® design software solutions, prototype fabrication techniques and component production processes, and also offers complete testing and validation services. Engineers are able to specify, source and manage complex OEM supply chains while also performing craftsman-quality assembly of small- to medium-sized production runs.

ON THE JOB

Specific duties vary, but normally include basic engineering tasks.

GETTING HIRED

Apply by: Rolling. Applications are available online.

Qualifications: Open to college freshmen, sophomores, juniors and seniors, as well as recent grads.

Contact:
Scott Rawling
Internship Coordinator
Callaway Engineering
3 High Street
Old Lyme, CT 06371
Phone: (860) 434-9002
Fax: (860) 434-1704
Email: srawling@callawaycars.com or hr@callawaycars.com
www.callawaycars.com

CAMPBELL SOUP COMPANY

THE BUZZ

• “Get in with the largest soup maker in the world”
• “An m-m-m good internship”

THE STATS

Industry: Agriculture and Food
Locations: Camden, NJ (HQ); Norwalk, CT; Stockpot, WA
Number of interns: MBA: Marketing: 12 to 15, Finance: four to six; Undergraduate: approximately 50
Pay: Paid, varies for each department and by education level; relocation assistance; In Camden: health and fitness center, child care, full-scale cafeteria, company store, sports leagues, dry cleaning
Length of internship: Summer: three months, 40 hours a week; Spring/fall co-op: six months, 20 to 40 hours a week
Intern functions: Accounting, Advertising, Arts and Design, Marketing, Finance, Research, Technology

THE SCOOP

The Campbell Soup Company is the largest soup maker in the world—its products are sold in 120 countries globally. The bulk of the company's sales are brought in with its classic recipes like chicken noodle, cream of mushroom and tomato soups. Other Campbell products and brands include Pace, Prego, Swanson, V8 and Pepperidge Farm. Headquartered in Camden, N.J., the company employs almost 20,000 people.

ON THE JOB

Campbell offers hands-on internships in several divisions: brand marketing (MBA candidates only), corporate and brand finance, research and development, tax, advertising, IT, creative services and more. Interns gain exposure to senior leaders through lunch meetings, career panels and other social events. Though most positions are based in Camden, internships are also available at its Pepperidge Farm offices in Norwalk, Conn., and Stockpot, Wash.

GETTING HIRED

Apply by: Academic year/co-op: rolling; MBA summer: February.

Qualifications: Open to rising college juniors and seniors majoring in a related field. MBA candidates should be in a competitive MBA program with a minimum of two years of work experience.

Contact:
Campbell Soup Company
College Relations Program
1 Campbell Place, Box 35D
Camden, NJ 08103-1701
Phone: (856) 342-4800
Fax: (856) 342-3765
careers.campbellsoupcompany.com
CAMPBELL SOLTANE

THE BUZZ

• “The year I've spent at Soltane has been one of the most constructive, educational and transformative experiences of my life”
• “A challenging, eye-opening and very rewarding experience”

THE STATS

Industries: Education, Nonprofit
Location: Glenmoore, PA
Number of interns: Annual: 15
Pay: Paid, $170 a month; room and board; one year of training in the Seminar for Social Healing program; $700 stipend after one year
Length of internship: 11 months (August to July)
Intern functions: Education, Nonprofit, Personal Services

THE SCOOP

The Camphill Movement was founded in Scotland in 1940 around the philosophy of anthroposophy, which highlights spirituality in humanity. Located on a 50-acre stretch of Pennsylvania countryside, Camphill Soltane caters to young adults with developmental disabilities who rely on interns—or “co-workers”—who provide educational and vocational support to create an inclusive community with the people they serve.

ON THE JOB

Co-workers live and work with other co-workers, as well as the young adults and adults with disabilities whom they help. They perform several types of tasks including household work, gardening, classroom support, crafts, tutoring and direct care for the disabled. The work is challenging yet rewarding. Interns get one day off each week, plus longer breaks at Christmas and Easter.

GETTING HIRED

Apply by: July 31st. An interview is required (may be conducted over the telephone), as well as three references. Fill out an application online at www.camphillsoltane.org.

Qualifications: Open to college juniors, seniors and graduates. Non-U.S. citizens are eligible. Applicants must be at least 21 years old, in good physical and mental health, and able to speak and read English well.

Contact:
Camphill Soltane
Anne-Marie McMahon
Co-Worker Outreach Coordinator
224 Nantmeal Road
Glenmoore, PA 19343
Phone: (610) 469-0933
Fax: (610) 469-1054
Email: coworker@camphillsoltane.org
www.camphillsoltane.org
CANADIAN EMBASSY

THE BUZZ
• Get some Northern resume exposure

THE STATS
Industry: Government
Location: Washington, DC
Number of interns: Annual: 39 to 45; Spring: 11 to 13; Summer: 17 to 19; Fall: 11 to 13
Pay: Unpaid; potluck dinners, gym, cafeteria
Length of internship: As per the academic calendar (September to December, January to April/May, May to August)
Intern functions: Administrative, Government, Public Relations, Technology

THE SCOOP
Designed to foster better relations with their neighbors, the Canadian Embassy internship program gives interns a “behind the scenes” look into international political policy. The embassy oversees maple leaf natives living in areas from eastern Pennsylvania to Virginia, and is one of 13 consulate offices throughout the United States.

ON THE JOB
Interns work four-and-a-half days a week and are screened for the department that best suits their skills and interests. Placements include public affairs, academic relations, culture, press/media, information services, trade, environment, energy and congressional relations.

GETTING HIRED
Apply by: Summer: January 15th; Fall: July 2nd; Spring: October 15th. Fax or email an application form, autobiography, resume, transcript and three letters of recommendation.
Qualifications: Open to college juniors, seniors and graduate students.
Contact:
Ingrid Summa
Intern Coordinator
Canadian Embassy
501 Pennsylvania Avenue NW
Washington, DC 20001
Phone: (202) 448-6595
Fax: (202) 682-7791
Email: ingrid.summa@international.gc.ca
www.canadainternational.gc.ca/washington/offices-bureaux/intern_stages

CANOE & KAYAK MAGAZINE

THE BUZZ
• “Hone your kayaking skills, as well as your writing skills”

THE STATS
Industries: Publishing/Journalism, Sports
Location: Kirkland, WA
Number of interns: One editorial and one graphic design position per semester
Pay: Unpaid, academic credit only
Length of internship: Varies
Intern functions: Arts and Design, Editorial, Print Media, Sports

THE SCOOP
Canoe & Kayak (C&K) magazine is for anyone who loves boating sports. The publication has found the perfect location for its headquarters in the coastal town of Kirkland, a suburb of Seattle. Many staff bios list not only the aforementioned sports, but also a love for hiking—and what better place to do it than the state that boasts the only rainforest in the continental United States?

ON THE JOB
Immerse yourself in the journalism trade. C&K has a small staff and flexible deadlines (remember, this is a bi-monthly publication). Interns may also indulge in canoeing and kayaking, in addition to photography, reporting and editing.

GETTING HIRED
Apply by: Rolling. Applicants must submit a resume and cover letter.
Qualifications: Some experience with MS Word, Photoshop and Quark is necessary.
Contact:
Canoe & Kayak Magazine
12025 115th Avenue NE
Kirkland, WA 98034
Phone: (425) 821-1451
Fax: (425) 821-1903
Email: jeff@canoekayak.com
www.canoekayak.com
www.actionsportsgroup.net/careers.html
CAPITAL FELLOWS PROGRAMS

THE BUZZ

• “Great opportunity to understand the way California is governed”
• “This program is more than just an internship; it’s a career training program”

THE STATS

Industries: Government, Public Policy
Locations: Sacramento, CA
Number of interns: Annual: 64
Pay: Paid, $1,972 a month; academic credit, health, dental and vision benefits
Length of internship: 10 to 11 months (October to September)
Intern functions: Administrative, Government, Law, Politics, Public Policy

THE SCOOP

The Capital Fellows Programs are public policy fellowships in California state government, administered by the Center for California Studies at California State University, Sacramento. The nationally renowned programs include the Jesse M. Unruh Assembly Fellowship, Executive Fellowship, Judicial Administration Fellowship and California Senate Fellows.

ON THE JOB

Capital fellows act as assistants to senior executive branch staff, judicial administration officials, members of the California Assembly and Senate, legislative committees and other top-ranking state government officials. Fellows are directly involved in the policy making process, helping to draft and analyze legislation, writing speeches and conducting policy briefings. The programs also include graduate-level seminars in government or public policy. Participants are prepared for government and public service careers and many are offered positions within the California state government upon completion of the program.

GETTING HIRED

Apply by: End of February each year. Applicants must submit an application (available online), college transcripts, three letters of recommendation, a policy statement on a topic outlined in the application and a personal statement. A personal interview is required.

Qualifications: Open to college graduates (anyone with a BA or higher, from recent grads to mid-career professionals). Applicants must be at least 20 years old at the start of the fellowship. A high GPA, community activism and an interest in politics and public policy are preferred.

Contact:
Claire Bunch
Outreach Coordinator
Center for California Studies
California State University, Sacramento
6000 J Street
Sacramento, CA 95819-6081
Phone: (916) 278-6906
Fax: (916) 278-5199
Email: calstudies@csus.edu or bunchc@csus.edu
www.csus.edu/calst/programs
THE BUZZ

- What’s on your resume?

THE STATS

Industries: Commercial Banking, Financial Services
Locations: McLean, VA (HQ); Richmond, VA; Plano, TX
Number of interns: Summer: 35
Pay: Paid, competitive salary
Length of internship: Summer: 10 weeks
Intern functions: Finance, Research

THE SCOOP

Though it is best known for their credit cards and status as the United States Postal Services’ fourth-biggest customer, Capital One Financial Corporation offers financial services like auto loans and savings to its large customer base. A Fortune 500 company, Capital One has over 745 locations in New York, New Jersey, Connecticut, Texas and Louisiana. Its main subsidiaries are Capital One Bank, Capital One N.A., Capital One F.S.B., Capital One Auto Finance and North Fork Bank and Capital One Services.

ON THE JOB

Capital One offers analyst and finance internships, and the company hires summer interns to work in its marketing and analysis, operations and global finance departments. Interns can expect training, mentorship, team-building activities and project presentations, and the chance to attend an executive speaker series. Capital One intern projects may include spearheading analysis, developing capacity models, designing reporting and creating financial forecasts. Capital One hires heavily from its intern pool—about 90 percent of interns receive a full-time offer.

$ GETTING HIRED

Apply by: February 15th. Summer internship recruiting begins in January; students should apply as soon as possible by contacting the person below. Applicants should expect interviews and tests, including case studies.

Qualifications: Capital One's internship programs are designed for rising college seniors majoring in a quantitative subject, with excellent standardized test scores (i.e., SAT, ACT, GMAT, GRE), and strong quantitative, analytical, problem-solving and conceptual skills, as well as proven interpersonal, leadership and communication abilities.

Contact:
Kira Peterson
15070 Capital One Drive
Richmond, VA 23238
Fax: (804) 284-5155
Email: kira.peterson@capitalone.com
www.capitalone.com
www.capitalone.com/careers
CARE USA

THE BUZZ

• “This internship helped me understand how a major international NGO conducts its work on the ground and at the policy/advocacy and organizational level”

THE STATS

Industries: Education, Nonprofit
Locations: Atlanta, GA (HQ); Boston, MA; Chicago, IL; Minneapolis, MN; New York, NY; Philadelphia, PA; San Francisco, CA; Seattle, WA; Washington, DC; dozens of overseas locations
Number of interns: Varies
Pay: Paid; Undergraduates: $8 to $10 an hour; Graduate students: $10 to $12 an hour; paid travel
Length of internship: Six weeks to nine months
Intern functions: Administrative, Education, Finance, Human Resources, Marketing, Nonprofit

THE SCOOP

CARE is a leading humanitarian organization that fights to find long-term solutions to global poverty. It works in 66 countries around the world and places special focus on working alongside poor women. CARE’s emphasis is on community-based efforts to improve basic education, prevent the spread of HIV, increase access to clean water and sanitation, expand economic opportunity, protect natural resources and deliver emergency aid to survivors of war and natural disasters.

ON THE JOB

Interns learn about international development and global health from an NGO perspective. They work in education, public health and nutrition, finance (administrative), external relations (fundraising, marketing), human resources, sanitation and microfinance/economic development. Positions vary by project, and international interns work full time. U.S.-based interns can work full or part time.

GETTING HIRED

Apply by: Summer: April 17th. Applicants should complete the online application. Internships are also available throughout the year, so visit www.care.org/careers to view current openings.
Qualifications: Open to currently enrolled college juniors and seniors and graduate students. Students who graduated within the past four months may also apply. Non-U.S. citizens are eligible with visas.
Contact:
Esker Copeland, MPH, MIAD
Internship and Fellowship Coordinator
CARE USA
151 Ellis Street NE
Atlanta, GA 30303
Phone: (404) 681-2552
Fax: (404) 589-2651
Email: ecopeland@care.org
www.careusa.org/careers
CARNEGIE ENDOWMENT FOR INTERNATIONAL PEACE

THE BUZZ

• “A great place to hone diplomatic skills”
• “Ambitious political researchers will be in heaven here”

THE STATS

Industries: Government, Nonprofit
Location: Washington, DC
Number of interns: Annual: eight to 10
Pay: Paid, $2,500 per month
Length of internship: One year, beginning August 1st
Intern functions: Editorial, Nonprofit, Research

THE SCOOP

Founded in 1910, the Carnegie Endowment for International Peace is a private, nonprofit and nonpartisan organization advancing international cooperation and promoting America’s international involvement. The Carnegie Junior Fellows program is a highly competitive program that draws applicants from more than 300 colleges across the country for a chance to work hand-in-hand with the endowment’s senior researchers.

ON THE JOB

Junior Fellows research topics like nonproliferation, democracy-building, trade, U.S. leadership, China-related issues and Russian/Eurasian studies. Fellows also conduct research for books, contribute to journal articles and policy papers, sit in on meetings with high-level officials, contribute to congressional testimony and organize briefings attended by scholars, activists, journalists and government officials.

GETTING HIRED

Apply by: January 15th. Individual colleges may have earlier deadlines. Two references are required. Contact your school’s career services office. Carnegie does not accept applications directly from students.

Qualifications: Candidates must be graduating seniors or those who graduated within the past academic year from a university in the fellowship network and be nominated by their university.

Contact:
www.carnegieendowment.org
www.carnegieendowment.org/about/index.cfm?fa=jrfellows

CAROLYN RAY

THE BUZZ

• A stitch away from a design career

THE STATS

Industries: Graphic Arts and Design
Location: Yonkers, NY
Number of interns: Annual: two to six; Fall/spring: two to four; Summer: one or two
Pay: Daily travel stipend, academic credit
Length of internship: Fall/spring/summer: four to 12 weeks
Intern functions: Accounting, Administrative, Arts and Design, Finance, Marketing, Public Relations, Sales, Technology

THE SCOOP

Founded in 1977, Carolyn Ray is an international interior design company specializing in fabric production. Run by a small team of artists in a New York loft, the company has built its reputation on creating unique, top-of-the-line fabrics and wall coverings.

ON THE JOB

Interns pitch in wherever needed, working in the production studio, office, sample department or the warehouse. There are two specific intern positions. The business intern works with IT and computers and in the office, in sales, marketing and business management. The studio intern assists with hand-painted production, color mixing, studio maintenance, sample making and clerical work.

GETTING HIRED

Apply by: Rolling. Send resume and cover letter. Five images of artwork are required for studio intern applicants. (If submitting online, include all documents in the body of the email; no attachments.)

Qualifications: Open to college students, as well as recent grads up to one year after graduation. Non-U.S. citizens are eligible. Business intern: computer skills are required, and good writing skills are preferred. Studio intern: fibers/textile experience, mat cutting, sewing, printmaking and other design course work is recommended.

Contact:
Em Meine
Carolyn Ray, Inc.
578 Nepperhan Avenue
Yonkers, NY 10701
Phone: (914) 476-0619
Fax: (914) 476-0677
Email: em@carolynray.com
www.carolynray.com
THE BUZZ

- “Do the crawl”
- “Work for the machinery experts”

THE STATS

- **Industry:** Manufacturing
- **Location:** Peoria, IL (HQ); locations throughout the United States
- **Number of interns:** Spring: 120; Summer: 550; Fall: 150
- **Pay:** Paid, bi-weekly salary varies based on major and year in school
- **Length of internship:** Spring: 16 weeks (January to May); Summer: 12 weeks (May to August); Fall: 16 weeks (August to December)
- **Intern functions:** Accounting, Engineering, Finance, Human Resources, Marketing, Manufacturing, Sales, Technology, Transportation and Logistics

THE SCOOP

Known for its yellow tractors, Caterpillar Inc. is the world’s largest producer of construction and mining equipment, industrial gas turbines, and diesel and natural gas engines. The progeny of a 19th century steam tractor scheme, Caterpillar was officially established in 1925; the company’s distinctive caterpillar track design (which helped inspire crawling tanks) debuted in World War I. Since then, the company has produced heavy machinery for use in the energy, mining, forestry, road-building and transportation industries in more than 200 countries.

ON THE JOB

Caterpillar’s Corporate Intern Program offers positions in several areas, including accounting, communications, engineering, finance, HR, environmental health and safety, IT, logistics, marketing, manufacturing and sales. Interns are given the opportunity to tour Caterpillar manufacturing and research facilities, attend social events and network with Caterpillar employees.

GETTING HIRED

**Apply by:** Rolling. Apply online at www.jointeamcaterpillar.com. Internship positions are posted in mid August; students should apply immediately if interested, as spaces are limited. Applicants may also check with their career services office for on-campus recruiting opportunities.

**Qualifications:** Open to full-time students at four-year universities who will have completed at least one year prior to the start of the internship. Applicants should have a minimum cumulative GPA of 2.8 and be legally authorized to work in the United States.

Contact:
www.jointeamcaterpillar.com

THE BUZZ

- Help Jimmy Carter bring peace to the world
- Fight forgotten diseases

THE STATS

- **Industries:** Government, Nonprofit
- **Location:** Atlanta, GA
- **Number of interns:** Summer/fall/spring: 30 to 40
- **Pay:** Unpaid, academic credit available; opportunity for travel
- **Length of internship:** Fall/spring: 15 weeks; Summer: 10 weeks
- **Intern functions:** Editorial, Law, Nonprofit, Research

THE SCOOP

The Carter Center is the fulcrum of Jimmy Carter’s post-presidential activities and is dedicated to improving human rights and living conditions across the globe. The center’s activities include resolving conflicts, monitoring elections, advocating for transparency in government and fighting some of the world’s forgotten diseases.

ON THE JOB

The Carter Center internship program began in 1984. Over 110 students participate each year and most work in the peace programs area, monitoring activities and writing reports on assigned countries, and assisting with planning international conference/meetings. Interns work a minimum of 20 hours a week (some up to 40) in one of the center’s three program divisions: peace programs, health programs and operations.

GETTING HIRED

**Apply by:** Summer: March 1st; Fall: June 15th; Spring: October 15th. Submit an online application, resume, biography, short essay and writing sample. In addition, each candidate must include two letters of recommendation along with their academic transcripts.

**Qualifications:** Open to college juniors and seniors (with a minimum of 60 credit hours), grad students and recent graduates (fewer than two years after graduation). International applicants are welcome.

Contact:
Lauren Kent-Delany
Educational Programs
The Carter Center
One Copenhill Avenue
Atlanta, GA 30307
Phone: (404) 420-5179
Fax: (404) 420-5196
Email: carterweb@emory.edu
www.cartercenter.org
www.cartercenter.org/involved/internship/index.html
THE CATHOLIC UNIVERSITY OF AMERICA

THE BUZZ

- It’s Parliamentary, my dear Watson

THE STATS

Industries: Education, Government
Locations: Leuven, Belgium; Dublin, Ireland; London, U.K.
Number of Interns: Varies; Annual: about 19; Summer: 10
Pay: Unpaid, academic credit required; housing, meals (Leuven, Dublin)
Length of Internship: Summer, semester or academic year
Intern Functions: Administrative, Editorial, Education, Government

THE SCOOP

In 1887, the Catholic University of America was established as a graduate and research college and today includes 12 schools. As part of its curriculum, the Washington, D.C.-based university offers undergraduate and graduate students opportunities to study abroad for a semester in programs that incorporate class work with internships in foreign government in the parliaments of the United Kingdom, Ireland and the European Union. Summer, semester or yearlong opportunities are available to both CUA and non-CUA students.

ON THE JOB

Interns divide their time between studying and performing legislative work for the government bodies. Interns in Belgium study post-World War II history while working in the European Parliament. Interns in London study comparative politics and British drama while working in the London Parliament. Interns in Ireland live with a family, study local history and economy, and work in the Dublin Parliament. Opportunities are also available at European Union organizations. Interns typically work as aides, answering letters and helping to research and draft speeches.

GETTING HIRED

Apply by: Fall: March 1st; Spring: October 1st; Summer: October 1st
Qualifications: Applicants must be full-time college students in at least the second semester of their sophomore year with a minimum GPA of 2.8. Check the website below for more information about requirements.
Contact:
Center for Global Education—CUAbroad
The Catholic University of America
111 McMahon Hall
620 Michigan Avenue NE
Washington, DC 20064
Phone: (202) 319-6010
Fax: (202) 319-6673
Email: cua-cuabroad@cua.edu
cuabroad.cua.edu

CAUX SCHOLARS PROGRAM

THE BUZZ

- Learn about peace by living and working in a neutral country
- Develop skills in conflict resolution

THE STATS

Industries: Education, Government, Nonprofit
Locations: Washington, DC; Caux, Switzerland
Number of Interns: Summer: 20; Fall/Spring: two each
Pay: Unpaid, academic credit; $3,000 fee (includes tuition, meals and board)
Length of Internship: Summer: July 10th to August 9th, participants work eight hours a week
Intern Functions: Editorial, Education, Government, Nonprofit, Research

THE SCOOP

The Caux Scholars Program strives for world peace through education. Interns learn about ethics and what leads individuals and nations to conflicts that hinder peaceful relations. Students take a monthlong course at the Mountain House—a former Swiss palace where the Franco-German peace talks were held in 1946. Interns work with delegations from the Balkans, Russia, the Middle East, Somalia, South Africa and other nations.

ON THE JOB

Program participants study with experts on conflict resolution, learning why conflicts occur and how the peace process is affected. Interns take a trip to Geneva to see nongovernmental organizations in action. They work a minimum of eight hours a week assisting Caux Center’s peace conference organizers. At the close of the program, students give mini-workshops based on what they’ve learned.

GETTING HIRED

Apply by: March 15th. A 500-word essay on why you would like to participate in the program and a transcript are required.
Qualifications: Open to college juniors and seniors, recent college graduates and graduate students. Non-U.S. citizens are eligible. Applicants must have a high GPA, exhibit leadership abilities and have studied a foreign language. Those with community service experience and an interest in the ethics of international affairs are preferred.
Contact:
The Caux Scholars Program
Kathy Aquilina, Program Director
Email: cauxsp@aol.com
www.cauxscholars.org
CAVALIERS/QUICKEN LOANS ARENA

THE BUZZ
- Master event management at a Monster venue
- Work for one of the busiest arenas in the country

THE STATS
Industries: Broadcast and Cable, Marketing, Sales, Sports
Location: Cleveland, OH
Number of interns: Summer/fall/spring: seven each
Pay: Unpaid, academic credit only
Length of internship: Summer: six to eight weeks; Fall/spring: 12 to 16 weeks
Intern functions: Administrative, Advertising, Marketing, Public Relations, Sales, Technology

THE SCOOP
Located in Cleveland, the Quicken Loans Arena is home to the NBA’s Cleveland Cavaliers, as well as the AHL’s Lake Erie Monsters. Most big-name music acts that appear in Cleveland play at Quicken Loans. The stadium holds 20,500 spectators and hosts over 200 events every year.

ON THE JOB
Cavaliers/Quicken Loans Arena hires interns in the facilities operations, community relations, sales, marketing, web operations, corporate partnerships and communications departments. Interns work with professional staff in each department on general office duties and specific hands-on projects. For most positions, game-time work is necessary. The facilities operations interns may also work during other arena activities (concerts, shows, etc.).

GETTING HIRED
Apply by: Three to six months before the desired start date. Applicants should apply online by creating a profile and submitting a resume and cover letter. Prospective interns will be called for an interview.
Qualifications: Open to college sophomores, juniors and seniors and graduate students. Non-U.S. citizens are eligible as long as they can receive academic credit.
Contact:
Cavaliers/Quicken Loans Arena
Stacey Brown-Walker
Human Resources Department
1 Center Court
Cleveland, OH 44115-4001
Fax: (216) 420-2235
Email: sbrownwalker@cavs.com
www.theqarena.com/contact/internships/index

CBS NEWS

THE BUZZ
- Nirvana for communications majors
- “Test the waters in television production”

THE STATS
Industries: Broadcast and Cable, Publishing/Journalism
Locations: New York, NY (HQ); Washington, DC
Number of interns: New York: Summer: 80, Fall: 30, Spring: 45; Washington, DC: Summer: 20, Fall: 10, Spring: 15
Pay: Unpaid, academic credit required (summer interns receive $10 a day for lunch and transportation)
Length of internship: Summer: June to August; Fall: September to December; Spring: January to May
Intern functions: Editorial, Film, Television and Radio, Marketing, Production, Research

THE SCOOP
CBS Corporation is a mass media company that has operations in a wide range of media and entertainment fields, including more than 200 television stations. CBS News broadcasts a host of television and radio news programs including 60 Minutes and The Early Show.

ON THE JOB
Interns at CBS assist producers, editors and correspondents. Duties can include logging tapes, coordinating scripts, researching, conducting preliminary interviews, assisting during shoots, selecting footage and performing clerical duties. Placement possibilities include CBS’ many news and commentary shows, news productions, Newspath, news marketing, investigative unit and broadcast marketing.

GETTING HIRED
Apply by: Summer: February 28th; Spring/fall: rolling. Applicants should submit an application, resume, two letters of recommendation, a letter of credit from their university, school transcript and a one-page essay on why they want to work in broadcast journalism.
Qualifications: Open to current students who have achieved junior or senior status. All majors will be considered, but CBS prefers students majoring in journalism, broadcasting or communications. A 3.0 GPA or above is recommended.
Contact:
Katie Curcio, Internship Coordinator
CBS News
524 West 57th Street
New York, NY 10019
Fax: (212) 975-6699
Email: cc5@cbsonews.com
www.cbsnews.com
THE BUZZ

- Sunscreen not included
- Be more than a tourist

THE STATS

Industries: Education, Environment, Hospitality and Tourism, Nonprofit
Locations: Australia; Cambodia; China; Costa Rica; Croatia; Ecuador; Honduras; India; Namibia; Nepal; New Zealand; Peru; Philippines; Russia; South Africa; Thailand; Vietnam
Number of interns: Annual: 650
Pay: Varies, paid and unpaid; participants cover travel and visa costs
Length of internship: China, Costa Rica, Ecuador, Honduras, India, Nepal, Peru, Philippines, South Africa, Thailand, Vietnam: two weeks to six months; Australia, New Zealand: four months or 12 months; Croatia, Russia; three months (summer only)
Intern functions: Education, Environment, Health Care, Nonprofit

THE SCOOP

Since 1985, CCUSA International Work and Travel Programs has placed thousands of participants in jobs, internships, volunteer opportunities and teaching opportunities abroad. They offer several programs for Americans to travel around the world, either through working to earn money while traveling or volunteering on an international project.

ON THE JOB

Intern duties vary depending on placement. In Russia, participants work as camp counselors at Russian summer camps. In Australia and New Zealand, students travel on a 12-month work/travel visa but are required to find their own living accommodations and position of employment. In Africa, Asia and Latin America, participants can choose from a variety of projects focused on community building, health care, educating and working with youth, ecotourism, conservation and wildlife restoration.

GETTING HIRED

Apply by: Visit www.ccusa.com/applications for more details and to download the application.
Qualifications: All programs require participants to be at least 18 years of age and high school graduates. Applicants must be U.S. or Canadian citizens. Other non-U.S. citizens may be eligible through their country of citizenship.
Contact:
CCUSA-Special Programs
2330 Marinship Way, Suite 250
Sausalito, CA 94965
Phone: (800) 999-2267
Email: info@ccusa.com
www.ccusa.com/home/careers
CDS INTERNATIONAL, INC.

THE BUZZ

• “Become involved in an international atmosphere”
• “Help foster international exchange in young people”

THE STATS

Industries: Engineering, Financial Services, Hospitality and Tourism, Technology
Locations: Various cities in Spain, Argentina and Germany
Number of interns: Unlimited
Pay: Paid and unpaid, varies by country; financial support available
Length of internship: Three months

THE SCOOP

Founded in 1968, CDS is a nonprofit organization committed to the advancement of international career training opportunities customized to provide individuals with practical knowledge of other nations’ business practices, cultures and political traditions. These experiences are intended to help strengthen global cooperation and understanding among individuals, businesses, organizations and communities. Each year, CDS serves over 2,700 individuals from 80 nations worldwide. CDS offers a variety of programs in Germany, Argentina, Spain and Switzerland.

ON THE JOB

CDS programs provide an opportunity for American and Canadian students to complete professional internships abroad in various fields. Placements are available in business/finance, hotel management/tourism, computer science, engineering and other fields in a variety of industries.

GETTING HIRED

Apply by: Spain: January 15th. Argentina and Germany: Rolling (candidates should submit a completed application at least four months before desired start date). Students interested in the summer program in Argentina should apply by January 15th. Those interested in the summer program in Germany should apply by December 15th. Request the application for all programs online at www.cdsintl.org.

Qualifications: Varies by country. For all, candidates must be U.S. or Canadian citizens between the ages of 19 and 30. At least two years at a university or college studying business, marketing, sales, advertising, public relations, finance, engineering, IT, logistics, multimedia, graphic design, mass communication, biosciences, computer science, hotel management/tourism, liberal arts, international relations, Spanish/German, social sciences or economics is preferred. Candidates must have at least two years postsecondary study of Spanish/German. For complete eligibility requirements, please visit the website.

Contact:
CDS International, Inc.
Internships Abroad
440 Park Avenue South, 2nd Floor
New York, NY 10016
Phone: (212) 497-3500
Fax: (212) 497-3535
Email: usabroad@cdsintl.org
www.cdsintl.org
CENTER FOR INVESTIGATIVE REPORTING

THE BUZZ
• For the future Woodwards and Bernsteins out there

THE STATS
Industry: Publishing/Journalism
Location: Berkeley, CA
Number of interns: Annual: four to six
Pay: Paid, $500 monthly stipend
Length of internship: Three to six months (24 hours a week minimum)
Intern functions: Administrative, Editorial, Internet, Print Media, Research

THE SCOOP
Founded in 1977, the Center for Investigative Reporting strives to expose social injustice and abuse of power through the tool of investigative journalism. CIR launches hard-hitting investigations and intensive research to cover stories that local media often miss. Its work appears in national print, web, radio and television outlets such as The Washington Post, USA Today, National Public Radio, PBS Frontline, CNN and others.

ON THE JOB
CIR internships allow future investigative reporters to develop necessary skills by working part time with investigative journalists. Web interns write for CIR's Muckraker blog, produce multimedia reports and work on the website. Reporting interns assist with research and contribute reporting. Other tasks include research assistance, interviews and administrative duties from the project's beginning stages to publication or broadcast.

GETTING HIRED
Apply by: Winter/spring: December 1st; Summer/fall: May 1st. Submit a resume, cover letter stating your interest and summarizing your background, and a few writing samples with your name on each sheet. Published work is not a prerequisite for consideration.
Qualifications: Open to college graduates or graduate students. Non-U.S. citizens are eligible.

Contact:
Center for Investigative Reporting
2927 Newbury Street, Suite A
Berkeley, CA 94703
Phone: (510) 809-3160
Fax: (510) 849-1813
www.cironline.org
Web Internship
Attn: Web Internship
Email: cching@cironline.org
Reporting Internship
Attn: Internship Coordinator
Email: center@cironline.org

CENTER FOR STRATEGIC AND INTERNATIONAL STUDIES

THE BUZZ
• “Analyze global strategy at this top D.C. think tank”

THE STATS
Industry: Government
Location: Washington, DC
Number of interns: Annual: 150
Pay: Unpaid; stipends may be available for some students
Length of internship: Summer: three months; Fall: four months; Spring: five months; part and full time
Intern functions: Administrative, Editorial, Research

THE SCOOP
The Center for Strategic and International Studies works to provide leaders of the world with an analytical look at existing and emerging global issues and possible strategic solutions for those issues. Founded over 40 years ago, the center is run by former Deputy Secretary of Defense John Hamre. CSIS has a staff of 190 researchers and assistants who work in three subject areas: addressing challenges to international and national security; maintaining resident experts on all of the world's regions; and developing new methods of governance. CSIS is private and nonpartisan.

ON THE JOB
Interns gain practical experience in public policy, research, writing and product development. They also attend seminars and meetings with leaders in the public policy field. Interns work on a variety of programs depending on the organization's needs. Programs include those focusing on technology and public policy, international trade and finance, and energy. Interns also participate in leadership development programs offered by the Abshire-Inamori Leadership Academy at CSIS.

GETTING HIRED
Apply by: Summer: March 15th; Fall: August 1st; Spring: November 30th. Applicants must apply through the online system.
Qualifications: Open to college juniors and seniors, graduate students and recent college graduates. Applicants must have a GPA of 3.0 or higher and be eligible to work in the United States.

Contact:
Internship Coordinator
Center for Strategic and International Studies
1800 K Street NW, Suite 400
Washington, DC 20006
Phone: (202) 887-0200
Fax: (202) 775-3199
csis.org/about-us/internships
**CENTER FOR THE STUDY OF CONFLICT**

**THE BUZZ**
- “All we are saying is give peace a chance”
- “Look for a nonviolent conflict resolution”

**THE STATS**
Industries: Government, Nonprofit  
Location: Baltimore, MD  
Number of interns: Annual: three  
Pay: Unpaid, academic credit  
Length of internship: Two to five months or more, available year-round  
Intern functions: Administrative, Editorial, Research

**THE SCOOP**
Established in 1982, the Center for the Study of Conflict works to understand how conflicts can be resolved through nonviolent methods. The group studies inter-individual, inter-group and international conflict. Examples include domestic issues (like Baltimore's ongoing criminal activity) and international unrest (like Swiss social policies and its political structure). The center is currently researching nonmilitary solutions to nuclear threats and attacks.

**ON THE JOB**
Interns get a variety of hands-on experience while working for the center. Responsibilities may include administrative tasks, researching history and social science, and writing and editing reports and publications. Interns also help in the center’s fundraising events.

**GETTING HIRED**
Apply by: Rolling. Send a resume, cover letter and names and phone numbers of at least two references (one work and one academic) to the address below.

Qualifications: Open to college freshmen, sophomores, juniors and seniors, recent college graduates and grad students.

Contact:  
Center for the Study of Conflict  
Dr. Richard Wendell Fogg, Director  
5846 Bellona Avenue  
Baltimore, MD 21212  
Phone: (410) 323-7656

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**CENTER FOR TALENTED YOUTH**

**THE BUZZ**
- Help teach smart kids

**THE STATS**
Industries: Education, Nonprofit  
Locations: Residential sites: CA, HI, MA, MD, NY, PA, RI; Day sites: Baltimore-Washington area, Los Angeles area; International sites: Mexico, Spain, China, Hong Kong  
Number of interns: Annual: about 1,000  
Pay: Paid; Teaching assistants: $1,100 per session; Resident assistants: $1,300 per session; room and board  
Length of internship: Two- to three-week sessions, June 25th to July 18th and July 18th to August 8th  
Intern functions: Administrative, Education, Health Care, Human Resources, Nonprofit, Science and Math

**THE SCOOP**
The Center for Talented Youth at Johns Hopkins University has offered academic summer enrichment programs for high-achieving youth since 1979. Students range from second- to 11th-graders and all scored in the top 2 percent nationally on standardized tests. CTY classes are designed to challenge and develop academic skills by providing students with the opportunity to learn at a pace and depth that matches their abilities.

**ON THE JOB**
CTY instructors plan and conduct class sessions, as well as monitor and assess the students’ progress. Instructional assistants work in both classroom and laboratory settings preparing materials for class, supervising study sessions, tutoring and assisting instructors during class sessions. Resident assistants are responsible for students at all times when they are out of class and are in charge of student activities.

**GETTING HIRED**
Apply by: Rolling. An application form, official transcript, resume, cover letter and two employment references are required. Applications may be submitted by fax, but original materials must follow in the mail.

Qualifications: Open to college students, recent grads and graduate students with a high GPA in their major and some experience working with children. Non-U.S. citizens are eligible. Teaching assistants and resident assistants are usually college students or recent graduates.

Contact:  
CTY Summer Programs Employment  
Johns Hopkins University  
McAuley Hall  
5801 Smith Avenue, Suite 400  
Baltimore, MD 21209  
Phone: (410) 735-6185  
Fax: (866) 345-3731  
Email: ctysummer@jhu.edu  
www.cty.jhu.edu/summer/employment
CENTRAL INTELLIGENCE AGENCY

THE BUZZ
• “The ultimate patriot game”
• “Potheads need not apply”

THE STATS
Industry: Government
Location: Washington, DC
Number of interns: Varies
Pay: Unpaid
Length of internship: Spring: January to July; Fall: July to December; Summer: three months
Intern function: Government

THE SCOOP
The Central Intelligence Agency was created in 1947 as part of President Truman’s National Security Act. The agency collects, analyzes and coordinates foreign intelligence and counter-intelligence. The CIA is an independent agency that reports to the President and is accountable to the American people.

ON THE JOB
Undergrads can apply for the general three-month summer program (which they must combine with a semester internship or another summer at the CIA). They can also apply to the six-month co-op program, which focus on a specific regional or transnational issue division, supporting intelligence reporting operations and overseas outposts. The agency also offers a six-month graduate program, which provides similar job experience as the undergrad program at a slightly higher level. Graduates can also choose a more basic internship in the summer. Students who complete the six-month program may be eligible to apply for the professional trainee program or the clandestine service trainee program.

GETTING HIRED
Apply by: Summer: November 1st, Spring/fall: six to nine months prior to your desired start date. Application deadlines vary by program, so check the website for more details: www.cia.gov (follow the “Careers” link to “Student Opportunities”).
Qualifications: Applicants should be at least college sophomores with a minimum GPA of 3.0. Previous international and military residency, the ability to speak at least one foreign language, good communication skills and a strong interest in foreign affairs are all recommended.
Contact:
Internship Coordinator
Central Intelligence Agency
Washington, DC 20505
Phone: (703) 482-0623
Fax: (703) 482-1739
www.cia.gov
www.cia.gov/careers/student-opportunities/index.html

CENTER FOR AN URBAN FUTURE

THE BUZZ
• A think-on-your-feet think tank
• Report—and shape—NYC policy

THE STATS
Industries: Nonprofit, Publishing/Journalism
Location: New York, NY
Number of interns: Summer/fall/spring: three interns each
Pay: Unpaid, possible academic credit
Length of internship: Summer: May to August; Fall: September to December; Spring: January to May; minimum 20 hours a week
Intern functions: Editorial, Nonprofit, Print Media, Project Management, Research

THE SCOOP
Founded in 1996, the Center for an Urban Future is a New York-based think tank and policy organization known for its research and studies. Its aim is to produce policy solutions for urban problems, especially in New York City. The center accomplishes this by conducting journalistic research, producing policy reports, providing extensive links to policy and news resources on its website, and by hosting forums, often in partnership with other New York City organizations. The sister organization of City Limits magazine, the center’s policy analysis focuses on economic development, higher education and workforce development.

ON THE JOB
The policy research intern assists staff in researching a variety of issues that impact New York City, primarily on studies related to economic and workforce development. The intern’s responsibilities include conducting phone interviews, doing web research, attending policy meetings and writing. Other duties include coordinating meetings with government officials, maintaining the center’s database and assisting on all reports.

GETTING HIRED
Apply by: Rolling. Applicants should submit a cover letter and resume to intern@nycfuture.org. A writing sample is optional.
Qualifications: Graduate students and non-U.S. citizens are eligible. Applicants with experience in journalism or public policy research are preferred.
Contact:
Center for an Urban Future
120 Wall Street, 20th Floor
New York, NY 10005
Fax: (212) 479-3338
Email: intern@nycfuture.org
www.nycfuture.org
CENTRO PARA LOS ADOLESCENTES DE SAN MIGUEL DE ALLENDE

THE BUZZ

- Not just for Spanish-speaking MD wannabes
- “Excellent experience, highly recommended”
- “The experience was awesome”

THE STATS

Industries: Education, Environment, Health Care, Nonprofit
Location: San Miguel de Allende, Mexico
Number of interns: Summer: about four; Fall/spring: about six
Pay: Unpaid, academic credit is possible
Length of internship: 10 weeks minimum, 35 hours a week
Intern functions: Administrative, Consulting, Editorial, Education, Film, Television and Radio, Health Care, Internet, Marketing, Nonprofit, Project Management

THE SCOOP

C.A.S.A. is a nonprofit organization that has been serving the poor—particularly adolescents, rural women and their families—through health, social service, education and environmental outreach programs since 1981. The organization created Mexico’s first government-approved midwifery school. C.A.S.A. focuses on advocacy, from community initiatives for health and environmental issues to sounding the call against family violence, and employs over 80 doctors, nurses and support staff, reaching over 80,000 clients each year.

ON THE JOB

Interns must be self-motivated and willing to take initiative in working with staff to identify unmet needs and projects. Depending on availability, interns may work in any C.A.S.A program, such as the educational outreach program, maternity hospital/family health clinic, library, child development center, educational radio program, advocacy network and the counseling and anti-violence program. Past intern projects have included the development of health education materials, program evaluation and volunteer management. Interns also assist with fundraising, writing newsletters, grant writing and other administrative tasks.

GETTING HIRED

Apply by: Rolling. Apply three months before your desired start date. Send an application (available online), resume, cover letter, two letters of recommendation and the answers to two short essay questions in Spanish.

Qualifications: Open to current college students, recent graduates and grad students. Non-U.S. citizens are eligible. Applicants must be fluent in Spanish.

Contact:
Programa de Internos y Voluntarios
Santa Julia 15, Col. Santa Julia
San Miguel de Allende
Guanajuato, Mexico 37734
Email: casainterns@hotmail.com
www.casa.org.mx/internship.html
CH2M HILL

THE BUZZ
- "Budding civil engineers wanted"
- "Build stuff that works with the environment"

THE STATS
Industry: Engineering
Location: Denver, CO
Number of interns: Varies
Pay: Paid, varies according to position
Length of internship: Varies, available year-round
Intern functions: Engineering, Environment

THE SCOOP
An employee-owned, multinational engineering firm, CH2M Hill works on infrastructure projects from start to finish. The company’s strange name is a combination of the four founders’ initials (two of whom had names beginning with H), who joined forces in 1946. Hill entered the picture in 1971, when CH2M merged with Clair A. Hill & Associates.

ON THE JOB
Interns work closely with professional staff in a variety of departments. Open internship positions depend on the company’s need. Interns may work on projects focusing on agricultural development, erosion control, roads and highways, ports and harbors, telecommunications, fossil fuels or water treatment, for example. Many of the programs have an environmental component.

$ GETTING HIRED
Apply by: Rolling. Apply for specific positions online at www.ch2m.com/corporate/work_with_us/careers/default.asp.

Qualifications: Open to current college students, recent graduates and graduate students. Select positions are open to high school students, as well. Some positions have more specific criteria, so check the website for details. An educational background in the sciences, environmental studies or architecture is helpful.

Contact:
Internship Coordinator
CH2M Hill
9191 South Jamaica Street
Englewood, CO 80112
Phone: (303) 774-0900 or (888) 242-6445
Fax: (720) 286-9250
www.ch2m.com

CHAMBER MUSIC AMERICA

THE BUZZ
- Future Bach heads should apply
- Music to your resume

THE STATS
Industries: Fine and Performing Arts, Music, Publishing/Journalism
Location: New York, NY
Number of interns: Varies
Pay: Paid, stipend of $250 to $500 a month; academic credit
Length of internship: Varies, 10 to 20 hours a week minimum
Intern functions: Administrative, Editorial, Marketing, Nonprofit, Print Media

THE SCOOP
Chamber Music America was established by a group of musicians in 1977 to further artistic quality and adequate funding for chamber music professionals. It produces Chamber Music, a magazine that features news, interviews and reviews all about (what else?) chamber music. CMA offers residencies for musicians, professional and educational activities, and various chamber music services across the country.

ON THE JOB
CMA intern duties include proofreading the magazine and membership directory, internet research and clerical tasks. Interns work in the membership department, on the magazine, coordinating conferences and CMA events, in administration, or in the program or development departments.

$ GETTING HIRED
Apply by: Rolling. Send a resume and cover letter to the address below.

Qualifications: Open to college sophomores, juniors, seniors and grad students. General office skills and a passion for music are a plus.

Contact:
Chamber Music America
Kevin-Sky Russell
Director of Administration
305 Seventh Avenue, 5th Floor
New York, NY 10001
Phone: (212) 242-2022
Fax: (212) 242-7955
Email: krussell@chamber-music.org
www.chamber-music.org/about_cma/employment.html
CHARLES SCHWAB & COMPANY, INC.

THE BUZZ

• “Help others get financially fit”
• “Invest in this internship”

THE STATS

Industry: Financial Services
Locations: Varies, but generally includes San Francisco, CA (HQ); Englewood, CO; Indianapolis, IN; Orlando, FL; Phoenix, AZ; Richfield, OH; Austin, TX
Number of interns: Varies, up to about 60
Pay: Varies, $10 to $25 an hour
Length of internship: Summer: 10 weeks
Intern functions: Accounting, Administrative, Finance, Human Resources, Marketing, Technology

THE SCOOP

One of the nation’s largest financial services firms, Charles Schwab serves around 7.6 million client brokerage accounts, 1.5 million corporate retirement plan participants and over 640,000 banking accounts—all representing over $1.3 trillion in client assets.

ON THE JOB

Interns can anticipate projects in technology, plan administration, corporate functions and other groups. Specific responsibilities vary by department.

GETTING HIRED

Apply by: Summer: early spring. Search www.aboutschwab.com/careers using the key word, “internship.” If your background, location and interests match posted summer intern project descriptions, please submit your resume/profile. You will be asked to respond to a few questions to help the firm identify the top students for each assignment. Qualified candidates will be invited to interview either in person or over the phone.

Qualifications: Undergraduate candidates entering their final year of college following the summer internship are eligible. The company mainly targets juniors, but will consider students in other years and graduate students. Degrees targeted include computer science, finance, economics and management. Work experience and knowledge of the financial services industry are preferred. The company also recruits on campus at several colleges and universities in certain regions, including Northern California, Arizona, Colorado, Texas, Ohio and Indianapolis.

Contact: www.schwaboncampus.com

CHARLESBRIDGE PUBLISHING

THE BUZZ

• Learn the inner-workings of a major publishing firm
• The write stuff

THE STATS

Industry: Publishing/Journalism
Location: Watertown, MA
Number of interns: Spring/summer/fall: one editorial intern and one design intern per term
Pay: Unpaid, academic credit possible
Length of internship: Spring/summer/fall: 12 weeks each
Intern functions: Administrative, Arts and Design, Editorial

THE SCOOP

Founded in 1980, Charlesbridge Publishing produces books for children, including picture books, early readers books and middle-grade chapter books. Charlesbridge fiction includes imaginative stories and nursery rhymes. Its nonfiction addresses nature, science, social studies and multicultural topics. Some titles include: After Gandhi: One Hundred Years of Nonviolent Resistance, The Day-Glo Brothers, Aggie and Ben, Faith and Global Babies.

ON THE JOB

Charlesbridge relies on interns to do substantive work, and thus they learn the process of picture book publishing, from submission and production to publication. The editorial intern acts as an editorial assistant, reading and evaluating unsolicited manuscripts, writing rejection letters, fact-checking and providing clerical support for the department, including copyright and catalog-in-publication submissions to the Library of Congress. The design intern aids and assists the art director and designers in the trade book department. In the process, he learns about art direction, the organization of original art work, its preparation for in-house review and the printing process.

GETTING HIRED

Apply by: Spring: January; Summer: March/mid-April; Fall: July. Submit a resume and cover letter.

Qualifications: Open to college juniors and seniors, recent college graduates and graduate students. Interns work 16 to 20 hours a week during the 12-week internship.

Contact: Julie Ham, Editorial Assistant
Charlesbridge Publishing
85 Main Street
Watertown, MA 02472
Phone: (617) 926-0329
www.charlesbridge.com
THE CHARLIE ROSE SHOW

THE BUZZ
• For ardent PBS watchers and aspiring TV pros

THE STATS
Industry: Broadcast and Cable
Location: New York, NY
Number of interns: Fall/spring/summer: eight each
Pay: Unpaid, academic credit
Length of internship: Four months; Fall: September to December; Spring: January to May; Summer: May to August
Intern functions: Administrative, Film, Television and Radio, Research, Production

THE SCOOP
An award-winning former anchor of Nightwatch, Charlie Rose now has his own weeknight television series where he interviews thinkers, writers, politicians, athletes, entertainers, business leaders, scientists and other newsmakers. Rose and his guests discuss a wide range of current events in both one-on-one interviews and roundtable discussions.

ON THE JOB
Interns handle some administrative needs, but their main responsibility is researching guests for the show. Recent guests have ranged from filmmaker Quentin Tarantino to chef and TV host Tom Colicchio and from singer-songwriter Dolly Parton to White House Chief of Staff Rahm Emanuel. Interns are also responsible for meeting and greeting guests, setting up the greenroom and facilitating taping segments. For more information, please visit www.charlierose.com.

GETTING HIRED
Apply by: Rolling. Candidates require an on-site interview.
Qualifications: Open to all college students, as well as recent grads and graduate students. Preferred majors include communications, journalism, English, history, drama/arts and economics.
Contact: Internship Coordinator
The Charlie Rose Show
731 Lexington Avenue, #7E
New York, NY 10022
Phone: (212) 617-1600
Email: crinterns@yahoo.com
www.charlierose.com

CHEVRON

THE BUZZ
• “A major name in oil; no gas pump time required”

THE STATS
Industries: Energy
Locations: Anchorage, AK; Bakersfield, CA; Coral Gables, FL; Houston, TX; Lafayette, LA; Los Angeles, CA; Midland, TX; New Orleans, LA; San Ramon, CA; select international locations
Number of interns: Summer: 350
Pay: Paid, varies
Length of internship: Varies
Intern functions: Accounting, Engineering, Environment, Finance, Human Resources, Science and Math, Technology

THE SCOOP
An integrated energy company, Chevron is engaged in all aspects of the energy chain—they find, manufacture, transport and sell it. The company sells products internationally under the brand names Caltex, Havoline and Delo, with a main focus on developing additives, aviation products, chemicals, lubricants, marine products, fuels, power services, specialty products and energy services. Based in Northern California and Houston, Texas, the company’s roots stem from an 1876 oil discovery at Pico Canyon, near Los Angeles, Calif., and an 1879 discovery in Texas. Today, Chevron employs 62,000 people worldwide.

ON THE JOB
Interns hold a variety of roles in several Chevron offices around the United States, and are placed in departments such as accounting, engineering, earth science, finance, human resources and information technology. The firm also offers several MBA development program internships for grad students. As the company often hires for entry-level positions from its intern pool, the programs are set up to help Chevron learn about the intern, as well as to teach the intern about the company.

GETTING HIRED
Apply by: Rolling. Chevron prefers that students apply through their college’s career center. Students can also apply for open positions on the Chevron website if the company does not recruit at your school.
Qualifications: Most programs are open to junior and senior undergraduates, but several seek grad students or those pursuing doctoral degrees. Check the Chevron careers website for specific requirements.
Contact: Chevron Corporation
6001 Bollinger Canyon Road
San Ramon, CA 94583
Phone: (925) 842-1000
careers.chevron.com/students/internship_programs/default.aspx
CHICAGO BOTANIC GARDEN

THE BUZZ
• “We are on the cutting edge of plant conservation”

THE STATS
Industries: Education, Environment
Location: Glencoe, IL
Number of interns: Annual: 18 to 25
Pay: Varies, paid and unpaid
Length of internship: Varies, generally three to 12 months, about 40 hours a week
Intern functions: Education, Environment, Marketing, Public Relations, Science and Math

THE SCOOP
The Chicago Botanic Garden is 385 acres in total, consisting of 23 gardens, three natural habitat facilities, 81 waterway acres, nine islands, six miles of shoreline, 15 prairie acres and 100 acres of woodlands. The garden is a recognized center of education, research and conservation. It was built in 1965 by the Chicago Horticultural Society, which has been hosting flower shows and gardening events in Chicago since 1890.

ON THE JOB
Interns gain hands-on experience in education, horticulture, public relations or research as they pertain to their related fields. Educational programming is a requirement of their training, consisting of lectures, field trips and workshops, to broaden their general exposure of public horticulture, science and education.

GETTING HIRED
Apply by: Most positions fill up by March 15th. Submit an application at the website below. Send a cover letter, resume and current transcript along with three letters of recommendation to the internship coordinator. Applications will not be considered until all five components are received; they are considered “active” for up to six months from date of receipt.
Qualifications: Open to current college students, recent graduates and grad students.
Contact: Human Resources
Attn: Internships
Chicago Botanic Garden
1000 Lake Cook Road
Glencoe, IL 60022
Fax: (847) 835-4263
Email: humanresources@chicagobotanic.org
www.chicagobotanic.org/internship

CHICAGO BULLS

THE BUZZ
• “Heaven for basketball fanatics”

THE STATS
Industry: Sports
Location: Chicago, IL
Number of interns: 10 to 14
Pay: Paid, $8 an hour, plus the potential to earn commission and weekly/monthly bonuses based on performance; benefits not included
Length of internship: Approximately nine months (July to February)
Intern functions: Marketing, Sales

THE SCOOP
The Bulls, Chicago’s professional basketball team, debuted in 1966. They are part of the 30-team National Basketball Association. The Bulls have won the NBA Championships six times, each as part of three-year repeats: 1991 to 1993 and 1995 to 1997. Some of the most famous players and coaches in basketball history have been a part of the Bulls franchise, including Scottie Pippen, Dennis Rodman, Phil Jackson, and—ahem—Michael Jordan.

ON THE JOB
The team hires interns as ticket sales representatives, and their job is to drum up new season and group ticket sales through phone leads provided by the company. Each intern is expected to make 80 calls per workday. Interns also follow up the phone leads with mailings, and field incoming requests for season ticket and group ticket sales information. Interns also provide back-up assistance to the ticketing and marketing departments when needed.

GETTING HIRED
Apply by: Rolling. Interested candidates should send a cover letter and resume to the address provided.
Qualifications: Open to recent graduates and grad students. The organization prefers that applicants have a four-year college degree in sports administration, business, advertising, marketing, communications or liberal arts.
Contact: Internship Coordinator
Chicago Bulls
1901 West Madison Street
Chicago, IL 60612-2459
CHICAGO CHILDREN’S MUSEUM

THE BUZZ

• Work on Navy Pier
• Reach the whole of Chicago
• Great community connections

THE STATS

Industries: Education, Fine and Performing Arts, Museum, Nonprofit
Location: Chicago, IL
Number of interns: Winter/spring: five to six; Fall: seven to eight; Summer: 12 to 15
Pay: Unpaid, academic credit available; $100 travel stipend
Length of internship: Three months, 200 hours total, available year-round
Intern functions: Administrative, Arts and Design, Education, Human Resources, Marketing, Nonprofit, Public Relations

THE SCOOP

The Chicago Children’s Museum is a nonprofit cultural institution whose mission is “to create a community where play and learning connect.” CCM receives more than 500,000 visitors each year, with its primary audience consisting of children under age 10 and their families, as well as school and community groups. The museum features 15 permanent exhibits and programming spaces.

ON THE JOB

CCM’s interns work in various departments, including development, marketing, arts learning, early learning, education, human resources, volunteer and intern services, public relations, special events and exhibits. Mentoring opportunities are available with a supervisor in the intern’s chosen field. Interns usually work 15 to 20 hours a week.

$ GETTING HIRED

Apply by: Winter/spring: January 30th; Fall: September 30th; Summer: May 30th. Visit the website and fill out an application on the internship information page. Attach your resume and cover letter to the application. Once completed online, CCM will confirm your application via email and contact you for an interview.

Qualifications: Open to college students and recent graduates. High school students can participate in the youth volunteer program and volunteer at the museum with a flexible schedule. Non-U.S. citizens are eligible. Check the website below for specific qualifications.

Contact:
Sarah Williams
Volunteer and Intern Resources Coordinator
700 East Grand Avenue, Suite 127
Chicago, IL 60611
Fax: (312) 464-7652
Email: sarahw@chicagochildrensmuseum.org
www.chicagochildrensmuseum.org

CHICAGO ZOOLOGICAL SOCIETY, BROOKFIELD ZOO

THE BUZZ

• Two hundred acres of wild animals in the Windy City

THE STATS

Industries: Education, Environment, Hospitality and Tourism
Location: Brookfield, IL
Number of interns: Zookeeper: Summer: 20, Fall/winter: 15 each; Non-zookeeper: varies, Summer: 15, Fall/winter: five total
Pay: Paid and unpaid
Length of internship: 12 weeks
Intern functions: Administrative, Arts and Design, Education, Environment, Marketing, Public Relations

THE SCOOP

The Brookfield Zoo, managed by the Chicago Zoological Society, is located just outside of Chicago and is open every day of the year. Big hits at the zoo include dolphin shows, the Australia House, the Tropic World rainforest and the Hamill Family Play Zoo. The zoo has a well-established internship program, known as the College Experiential Learning Opportunities (C.E.L.O.) Program, which boasts over 900 past participants.

ON THE JOB

Zookeeper internships are available in many different animal areas. Interns become familiar with animal management, exhibit maintenance, diet preparation and distribution, animal observation and documentation, animal handling and informal education programs. Non-zookeeping internships work in conservation biology, education, public relations, marketing and special events, horticulture, graphic arts, development and the water quality lab.

$ GETTING HIRED

Apply by: Varies. Check the website for program deadlines. Candidates are required to submit the C.E.L.O. application form, a cover letter, transcripts, two letters of recommendation and a resume.

Qualifications: Open to all college juniors and seniors, grad students and recent college graduates who have a minimum GPA of 2.5. Applicants must have completed at least of two years in college.

Contact:
C.E.L.O. Program
Chicago Zoological Society, Brookfield Zoo
3300 Golf Road
Brookfield, IL 60513
Phone: (708) 688-8400
Email: interns@czs.org
www.czs.org
CHILDREN’S DEFENSE FUND

THE BUZZ

- “Embrace [your] passion to work for children and families”
- “CDF uses the policy-front, the organizing-front and the hands-on front to improve the lives of children each day”

THE STATS

Industries: Education, Health Care, Law, Nonprofit
Location: Washington, DC
Number of interns: Annual: about 70
Pay: Unpaid, academic credit
Length of internship: Summer/fall/spring: eight to 12 weeks
Intern functions: Administrative, Education, Law, Marketing, Nonprofit, Research

THE SCOOP

The Children's Defense Fund was founded by current president Marian Wright Edelman in 1973. Today, the main office of the nonprofit organization staffs about 100 workers whose aim is to speak for the underrepresented children of America. CDF has become one of the nation’s most vocal advocates for children and families, and strives to ensure that all American children who need it gain access to immunizations, health care, child care, Head Start programs, education, adoption, mental health attention, protection in the juvenile justice systems and welfare programs, as well as a chance to escape poverty.

ON THE JOB

CDF interns gain knowledge, skills and experience for a career in child advocacy and public policy. Interns support professional staff by conducting research, analyzing issues, event planning and tracking relevant legislation, among other tasks.

GETTING HIRED

Apply by: Summer: February 15th; Fall: July 31st; Spring: November 15th. Send the completed application form, a cover letter, resume, two letters of recommendation and a writing sample (no longer than 2,500 words) to the address below.

Qualifications: Open to current college students and recent grads, as well as graduate and law students. Non-U.S. citizens are eligible.

Contact:
Internship Coordinator
Children’s Defense Fund
25 E Street NW
Washington, DC 20001
Phone: (202) 662-3662
Fax: (202) 662-3570
Email: bsally@childrensdefense.org
www.childrensdefense.org
www.childrensdefense.org/get-involved/internship-program
CHILDREN’S MUSEUM OF INDIANAPOLIS

THE BUZZ
• “Not your typical internship”
• “Unique opportunity to interact with children and create science education”

THE STATS
Industries: Museum, Nonprofit
Location: Indianapolis, IN
Number of interns: Summer: 20 to 30; Fall/spring: 10 to 15 each
Pay: Unpaid, academic credit; scholarships available
Length of internship: Summer/fall/spring: 10 to 16 weeks each
Intern functions: Accounting, Administrative, Arts and Design, Education, Environment, Human Resources, Marketing, Nonprofit, Print Media, Public Relations, Retail, Science and Math

THE SCOOP
The Children’s Museum of Indianapolis has been enriching and educating children since 1925. The 470,000-square-foot museum houses numerous temporary exhibits and 11 galleries. The museum takes an interactive approach to teaching children about nature, science, history and the arts. It offers over 4,000 programs and activities every year and maintains a collection of over 110,000 artifacts.

ON THE JOB
Interns at the museum work as part of a team either directly with children or with the administrative departments that contribute to the museum’s mission: “To create extraordinary learning experiences that have the power to transform the lives of children and their families.” Interns are assigned mentors who will guide them throughout their project-based internships.

GETTING HIRED
Apply by: Rolling. For scholarships, deadlines are: Spring: December 4th; Summer: April 4th; Fall: August 4th. Applicants should submit an application (available online), resume, cover letter and transcript. Students interested in graphic design must submit one 8½ x 11” page with three or four examples of work with their application. Applicants interested in public relations must submit three writing samples with their application.

Qualifications: Open to two- or four-year college students, recent graduates and graduate students. Students from all majors and interests are encouraged to apply, and international students are accepted.

Contact:
Intern Program Manager
The Children’s Museum of Indianapolis
P.O. Box 3000
Indianapolis, IN 46206-3000
Phone: (317) 334-3830
Fax: (317) 920-2028
Email: interncentral@childrensmuseum.org
www.childrensmuseum.org
CHILD’S PLAY TOURING THEATRE

THE BUZZ
- Play dress up with the kids
- Open kids up to a world of endless possibilities

THE STATS
Industry: Fine and Performing Arts
Location: Chicago, IL
Number of interns: Annual: four to 12
Pay: Unpaid, stipend available for lunch and transportation
Length of internship: Eight weeks minimum, 15 hours per week
Intern functions: Accounting, Administrative, Advertising, Arts and Design, Editorial, Education, Finance, Management, Marketing, Nonprofit, Production

THE SCOOP
Child’s Play Touring Theatre—a nonprofit performing arts theater—focuses on producing and presenting stage works written by children. For more than 30 years, Child’s Play has strived to ignite a child’s imagination using theater professionals and educators. Its mission is to give children an outlet for their writing and for their creative voices to be heard and appreciated.

ON THE JOB
Internships are available in development, general administration, booking/tour management, business management, data processing/database design, public relations, story selection and technical production. Interns’ duties vary depending on department, but may include organizing touring material, clerical work, tracking financial income, gathering audit material, updating and maintaining mailing lists, organizing photo galleries, reading submissions, designing costumes and building sets, opportunities to teach, summer camp counselors, website development, writing press releases, helping in grant writing and fundraising events.

$ GETTING HIRED
Apply by: Rolling. Please submit a resume and cover letter as to why you want to intern. An interview is required.

Qualifications: Open to high school students and all college students, career changers and those returning to employment. Non-U.S. citizens are eligible.

Contact:
June Podagrosi
Child’s Play Touring Theater
2518 West Armitage Avenue
Chicago, IL 60647
Phone: (773) 235-8911
Fax: (773) 235-5478
Toll-free: (800) 353-3402
Email: junep@cptt.org
www.cptt.org
CHINCOTEAGUE NATIONAL WILDLIFE REFUGE

THE BUZZ

• “Get a bird’s eye view of an environmental career”

THE STATS

 Industries: Education, Environment, Nonprofit  
Location: Chincoteague, VA  
Number of interns: Annual: one to five within each department  
Pay: Paid, $150 a week  
Length of internship: Spring: March to June; Summer: May to September; Fall: August to December  
Intern functions: Education, Environment, Marketing, Public Relations, Research

THE SCOOP

Founded in 1943 to protect migratory birds, the Chincoteague National Wildlife Refuge is made up of over 14,000 acres of beach, dunes, maritime forest and marsh on Assateague Island. The refuge is home to waterfowl and various other animals and plants, including its famous wild horses. The refuge helps restore threatened and endangered species, and provides environmental education to the public.

ON THE JOB

Intern placement at Chincoteague is based on skills and interest. Participants can choose summer interpretative internships (communicating the refuge's mission to the public), spring/summer environmental education internships (preparing the environmental education curricula and assisting with teacher workshops) or summer field research assistant/wildlife management internships (researching and collecting data on the piper plover). Interns may also participate in other refuge management programs.

GETTING HIRED

Apply by: Spring: January 15th; Summer: March 15th; Fall: July 15th. Applicants must send a resume and cover letter to the address below.

Qualifications: Open to college juniors and seniors, recent graduates and grad students with a background in wildlife biology, general biology, natural resource management, ecology or a related field. Good communication and writing abilities, keen observational and recording skills, a willingness to work with people, and a valid driver's license are required.

Contact:
Chincoteague National Wildlife Refuge  
Attn: Volunteer Coordinator  
P.O. Box 62  
Chincoteague, VA 23336  
Phone: (757) 336-6122  
Fax: (757) 336-5273  
www.fws.gov/northeast/chinco/index.html  
www.fws.gov/northeast/chinco/internvolunteer.html
CHOATE ROSEMARY HALL

THE BUZZ

- Choate students are blessed with an accomplished faculty and accomplished teaching interns

THE STATS

Industry: Education
Location: Wallingford, CT
Number of interns: Summer: 30 to 35
Pay: Paid; Undergrads: $3,000; Graduates: $3,150; room and board
Length of internship: Summer: about six weeks (June to August)
Intern function: Education

THE SCOOP

Choate Rosemary Hall is an independent, coeducational secondary school with a commitment to the pursuit of excellence in all its endeavors. The 400-acre campus is 12 miles north of Yale University and New Haven, 27 miles south of Hartford, and a two-hour drive from Boston, Providence or New York.

ON THE JOB

Intern duties include assisting two different senior teachers in two courses, living in a dorm and serving as a house advisor for eight to 10 students, coaching an afternoon athletic program (one hour a day, two days per week) and chaperoning at least four student activity trips (generally two middle school and two high school trips).

GETTING HIRED

Apply by: Late January (but the earlier the better). Send a teaching intern application, resume, transcripts and two letters of recommendation to the address listed below. Applicants are strongly encouraged to contact the Choate Rosemary Hall summer programs office to ensure that all materials have been received because only complete applications will be reviewed. Applications may be submitted electronically or by mail.

Qualifications: Applicants must have the legal right to work in this job, and have completed at least their third year of college by summer 2010. They should have a strong interest in exploring teaching as a potential career whether in public or private education, though majoring in education is not a requirement.

Contact:
Mr. G. Edmondson Maddox
Director of Summer Programs
Choate Rosemary Hall
Summer Programs—Teaching Internships
333 Christian Street
Wallingford, CT 06492-3800
Phone: (203) 697-2365
Fax: (203) 697-2519
Email: summer@choate.edu
www.choate.edu/summerprograms
www.choate.edu/summerprograms/inquiry_tiapplication.asp
CHRISTIAN DIOR COUTURE

THE BUZZ
• “This fashion internship is très chic!”
• “Fashionable Francophiles wanted”

THE STATS
Industries: Fashion, Retail
Locations: New York, NY; Paris, France
Number of interns: Varies
Pay: Varies
Length of internship: Varies with availability
Intern function: Sales

THE SCOOP
Christian Dior studied political science before becoming the world’s premier 1950s fashion designer. He had his change of heart in 1938; and in 1953, he hired then-unknown Yves Saint-Laurent as his assistant. When Dior died in 1957, Saint-Laurent took the reigns as the company’s head designer. The growth of this leading fashion company has been tremendous in the last 10 years. Although the couture fashion industry has been hit by the Recession, Dior’s diverse offerings—including perfumes, jewelry and ready-to-wear clothing—mean it will continue to succeed.

ON THE JOB
Christian Dior Couture offers a variety of internships through its parent company, LVMH. Most positions deal with sales in some capacity. Students interested in working for Dior should check out its ever-changing list of internship opportunities at www.lvmh.com (follow “FAQ” to “Human Resources”). Students must be fluent in French and English. (Other fashionable Francophile internships are available on the site as well, from fashion name Celine to bubbly purveyor Moet et Chandon.)

$ GETTING HIRED
Apply by: Deadlines vary depending on the position. Email a resume to the address below.
Qualifications: Open to current college students who are fluent in both French and English. Fluency in a third language is preferred.
Contact:
Christian Dior
19 East 57th Street
New York, NY
Phone: (212) 931-2200
Fax: (212) 751-7478
Paris Headquarters
Email: mdrh@christiandior.fr
www.lvmh.com

CHRISTIE’S

THE BUZZ
• Get closer to art than those pesky museum guards allow you to
• The internship for arts and antiques lovers

THE STATS
Industry: Fine and Performing Arts
Locations: New York, NY; Los Angeles, CA
Number of interns: 60 to 70 per season
Pay: Unpaid; academic credit is required; free access to area museums
Length of internship: Fall: 15 weeks (September to December); Winter: five weeks (December to January); Spring: 15 weeks (January to May); Early summer: six weeks; Late summer: six weeks
Intern function: Administrative, Advertising, Arts and Design, Finance, Human Resources, Marketing

THE SCOOP
Christie’s is a leading art business with auction sales that totaled $5.1 billion in 2008. The auction house traces its roots back to 1766, when English businessman James Christie had his first sale. Today, Christie’s holds auctions all over the world.

ON THE JOB
Interns that work in the specialist departments perform a variety of duties associated with the auction process. There are also opportunities to experience other aspects of Christie’s in departments such as estates and appraisals, finance, client services, human resources, marketing and creative services. A high percentage of interns rejoin Christie’s after graduation in full-time positions.

$ GETTING HIRED
Apply by: Summer: first week of February; Spring/fall: rolling. Christie’s invites interested candidates to apply online at www.christies.com/about/careers.
Qualifications: Applicants must be current students or enrolled in academic courses to receive school recognition for the internship.
Contact:
Mary Kate Rosato
Recruiter
20 Rockefeller Plaza
New York, NY 10020
Fax: (212) 636-4945
Email: mrosato@christies.com
www.christies.com/about/careers
CHRONICLE OF THE HORSE

THE BUZZ

• Giddy-up to a great editorial internship
• Spend your semester photographing man’s other best friend

THE STATS

Industries: Publishing/Journalism, Sports
Location: Middleburg, VA
Number of interns: Annual: six
Pay: Paid, $6.50 an hour; academic credit
Length of internship: Spring: January to May; Summer: June to August; Fall: September to December
Intern functions: Arts and Design, Editorial, Marketing, Sports, Print Media

THE SCOOP

Founded in 1937, The Chronicle of the Horse magazine has covered English riding and horse sports competitions. The magazine serves over 22,000 subscribers, providing news, rider profiles and how-to articles related to English horse sports.

ON THE JOB

Internships give students an interactive experience in magazine publishing; and the editorial department offers personal staff attention. Intern duties include proofreading, exposure to layout, design and production, researching, the chance to interview professionals for profiles and covering equestrian events. Interns may have the opportunity to serve as reporters, covering and photographing events. A media internship is also available, where students work on web assignments and social networking media projects, including management of the Chronicle of My Horse community.

GETTING HIRED

Apply by: Rolling. Applicants should apply at least three months prior to the start of the internship. Send a resume, cover letter (including equestrian background) and writing sample.

Qualifications: Open to college sophomores, juniors and seniors, and recent graduates with an interest in journalism. Non-U.S. citizens are eligible. Background knowledge of competitive English horse sports is strongly suggested and photography talent is helpful.

Contact:
Attn: Sara Lieser
Editorial Staff
The Chronicle of the Horse
P.O. Box 46
Middleburg, VA 20118
Phone: (540) 687-6341
Email: sara@chronofhorse.com
www.chronofhorse.com

Vault Guide to Top Internships, 2010 Edition
Internship Profiles: C
CIGNA

THE BUZZ

• “Good pay, nice people, good facilities, great location”
• “Very laid-back, but at the same time intellectually challenging”
• “An amazing team of intelligent individuals and counselors!”

THE STATS

Industries: Health Care, Insurance
Locations: Philadelphia, PA; Pittsburgh, PA; Hartford, CT; Denver, CO; Phoenix, AZ; multiple locations in Tennessee and Texas
Number of interns: Annual: 110; Summer: 100
Pay: Varies; academic credit, housing and travel may be available
Length of internship: Summer: 10 to 12 weeks
Intern functions: Accounting, Actuarial Science, Biotech and Pharmaceuticals, Finance, Health Care, Insurance, Law, Management, Marketing, Project Management, Sales, Technology

ON THE JOB

CIGNA’s summer associates program was established to teach about the company’s products and services. The program also allows CIGNA to identify potential candidates for full-time hire; about 50 percent of interns are offered full-time employment or another internship. Interns receive training before working with a team on specific projects. They are placed into actuarial science, pharmacy, nursing or technology programs, among others. Interns participate in speaker series, community service events and development workshops. Scholarships, online training courses and fitness facilities are also available to interns.

GETTING HIRED

Apply by: Rolling, but it is recommended that students apply by February. Candidates should apply using the online application at the CIGNA careers website.
Qualifications: Positions vary, but most are open to college sophomores, juniors and seniors, as well as graduate students.
Contact:
University Relations
CIGNA
1601 Chestnut Street
Two Liberty Place
Philadelphia, PA 19192
Email: urtalent@cigna.com
careers.cigna.com

THE BUZZ

CIGNA was formed from two early American insurance companies. The first was founded as the Insurance Company of North America (INA) in 1792 and run out of Philadelphia’s Independence Hall. As the first insurance company in America (then offering mostly marine insurance), INA is the oldest in operation today. INA paid out life insurance policies for the Great Chicago Fire. In 1865, the governor of Connecticut signed an agreement to incorporate the Connecticut General Life Insurance Company (CG)—the second company. CG and INA merged in 1981, becoming the insurance firm now known as CIGNA. Today, CIGNA is notable as a health benefits company with a portfolio of health, pharmacy, behavioral, dental, disability, life, accident and international businesses.
**CIIT CENTERS FOR HEALTH RESEARCH**

**THE BUZZ**
- “Stop another Love Canal”

**THE STATS**
- **Industry:** Health Care
- **Location:** Research Triangle Park, NC
- **Number of interns:** Summer: 10
- **Pay:** Paid, $480 a week
- **Length of internship:** Summer: 10 to 12 weeks
- **Intern functions:** Editorial, Research, Science and Math

**THE SCOOP**

A private, nonprofit institute that researches the potential impact of chemicals on human health, CIIT Centers for Health Research is one of the preeminent environmental and health research institutes in the United States. Its president and CEO is Dr. William F. Greenlee, a well-known researcher in molecular toxicology. Eleven major chemical companies started CIIT in 1974, when concerns about the effects of chemicals on the environment and humans first arose. CIIT is a member of the Hamner Institutes for Health Sciences.

**ON THE JOB**

CIIT’s internship program began in 1989 to give individuals studying science a glimpse into different careers in the field. Interns work with CIIT staff on research projects and may include literature review, experiments, data analysis and interpretation of results. At the end of the summer, all interns present their research results. The Hamner co-operative education program allows students to learn research methods and laboratory procedures under the mentorship of Hamner senior scientists and their research teams.

**$ GETTING HIRED**

- **Apply by:** March 1st. Download an application online at www.thehamster.org/careers/current-openings and send the completed form to the address below.
- **Qualifications:** Open to college freshmen, sophomores, juniors and seniors in science-related majors.
- **Contact:**
  - Rusty Bramlage
  - Human Resources Director
  - Education Program
  - CIIT Centers for Health Research
  - P.O. Box 12137
  - Research Triangle Park, NC 27709-2137
  - Phone: (919) 558-1200
  - Email: bramlage@ciit.org
  - www.thehamster.org/institutes/ciit

**CITI**

**THE BUZZ**
- “Citi has one of the best internship programs on the street”
- “Great people, great firm, great program”
- “The best environment that anyone can ask for when it comes to banking”

**THE STATS**
- **Industry:** Commercial Banking, Financial Services, Investment Banking, Investment Management, Private Equity
- **Locations:** New York, NY; Palo Alto, CA; San Francisco, CA; Houston, TX; Toronto, Canada; Amherst, NY; Atlanta, GA; Chicago, IL; Dallas, TX; Los Angeles, CA; Miami, FL; Jacksonville, FL; and more
- **Number of interns:** Summer: about 250
- **Pay:** Paid, competitive salary; academic credit, housing and travel stipend
- **Length of internship:** Summer: 10 weeks (late May/early June to early/mid August)
- **Intern functions:** Accounting, Finance, Human Resources, Investment Banking, Law, Management, Marketing, Sales, Technology

**THE SCOOP**

Citi, or Citigroup, Inc., offers financial services to corporations, financial institutions, institutional investors and governments across the globe. A leader in banking, capital markets and transaction services, Citi has 200 million customer accounts in more than 140 countries and provides a broad range of financial products and services through its two operating units, Citicorp and Citi Holdings.

**ON THE JOB**

Internship experiences vary by business and department, but all interns are given the opportunity to function as real first-year analysts and associates. Each program has a training component, a mentorship program, a distinguished speaker series and social activities to introduce interns to their colleagues, the firm and the city. About 70 percent of summer interns are offered full-time employment upon graduation.

**$ GETTING HIRED**

- **Apply by:** Varies, but students should apply by December 1st. Potential applicants at target schools should consult their career services office for specific application deadlines. Applicants must register and apply online at www.oncampus.citi.com. Visit the Citi career site for more details.
- **Qualifications:** Specific qualifications vary, but most programs require applicants to be in their junior year of college. Non-U.S. citizens are eligible.
- **Contact:**
  - www.oncampus.citi.com
CITIZENS FOR GLOBAL SOLUTIONS

THE BUZZ
• Help put an end to conflict
• Young activists, unite!

THE STATS
Industries: Education, Government, Nonprofit
Location: Washington, DC
Number of interns: Spring/summer/fall: six each
Pay: Paid, $10 a day
Length of internship: Spring/summer/fall: 12 to 16 weeks
Intern functions: Government, Editorial, Internet, Marketing, Nonprofit

THE SCOOP
Citizens for Global Solutions is a nationwide organization that seeks to educate American citizens on global issues and inspire political activism in the American public. The group envisions “a future in which nations work together to abolish war, protect our rights and freedoms, and solve the problems facing humanity that no nation can solve alone.”

ON THE JOB
Interns work in all areas of the organization, including government relations, communications, policy analysis, membership, outreach and advocacy. The internship prepares participants to be better advocates for global cooperation in any field they choose.

GETTING HIRED
Apply by: Rolling. Submit a cover letter (including your days-per-week availability, as well as preferred start and end dates), resume and a three- to five-page writing sample (this can be a portion of a larger paper and can be on any issue). Email applications to internships@globalsolutions.org or mail them to the address listed below.

Qualifications: Open to undergraduates, grad students and recent graduates. Non-U.S. citizens are eligible. Applicants must have knowledge of U.S. politics, international affairs or journalism, or an interest in electronic advocacy and information technology; excellent written and oral communication skills; and general computer skills. Knowledge of HTML or FrontPage is a plus.

Contact:
Internship Coordinator
Citizens for Global Solutions
418 7th Street SE
Washington, DC 20003
Phone: (202) 546-3950
Email: internships@globalsolutions.org
www.globalsolutions.org

CITIZENS UNION

THE BUZZ
• “Watchdog that bites big”
• “Loves NYC more than ever”

THE STATS
Industries: Government, Internet and New Media, Nonprofit, Publishing/Journalism
Location: New York, NY
Number of interns: Annual: eight
Pay: Unpaid, academic credit available
Length of internship: Varies according to position and availability
Intern functions: Editorial, Government, Internet, Nonprofit, Public Relations, Web Production

THE SCOOP
Citizens Union was established in 1897, and has been working for a municipal democracy ever since, encouraging New York City residents to be active in the election process through efforts such as its Voter’s Guide. This nonpartisan group works to better public policy and monitors the actions of the city council. GothamGazette.com, an award-winning news website about NYC policy and politics, is published each weekday by Citizens Union Foundation of the City of New York, the nonprofit research and education affiliate of Citizens Union. It functions as three publications in one—a daily digest of news about New York City, a news operation in itself and a reference tool for students and serious researchers alike.

ON THE JOB
Interns work in the voting, public policy and city council departments, assisting staff with writing position papers and educating the voting public about the process and the issues. Some interns work in the foundation assisting with research projects or publishing materials on voting and New York City politics. The company is also looking for web-savvy researchers, reporters, writers, illustrators photographers and editors who will work for GothamGazette.com.

GETTING HIRED
Apply by: Rolling. Interested students should email the contact provided.
Qualifications: Writing, editing, research, interviewing and phone skills are relevant. Interest in New York City and state politics, policy and civic life is necessary.

Contact:
Internship Coordinator
Citizens Union
299 Broadway, Suite 700
New York, NY 10007
Fax: (212) 227-0345
Email: internship@citizensunionfoundation.org
www.citizensunionfoundation.org
**CITY LIMITS**

**THE BUZZ**
- Get to the core of the Big Apple with this political journalism internship
- A small full-time staff means big opportunities for interns

**THE STATS**
- **Industries:** Government, Nonprofit, Publishing/Journalism
- **Location:** New York, NY
- **Number of interns:** Spring/summer/fall: about two or three each
- **Pay:** Paid and unpaid; published work is paid at a freelance fee
- **Length of internship:** Spring: January to April; Summer: May to August; Fall: September to December; 10 to 25 hours a week
- **Intern functions:** Editorial, Print Media

**THE SCOOP**
City Limits has covered issues relevant to New York City's neighborhoods for more than 30 years. The newspaper provides information and analysis on city policies and players, strategies and programs. It covers topics that range from the front lines of advocacy and politics to affordable housing, from federal spending to local political races, and from community gardens to inclusionary zoning. City Limits is the sister organization to the Center for an Urban Future.

**ON THE JOB**
Since the publication has a small staff, interns are treated like full-time staffers, working with editors, writers and other staff members to manage and produce publications. Interns are encouraged to submit reports for the magazine as often as they want, and can work in areas of interest, such as editorial, fundraising, nonprofit management and policy research.

**$ GETTING HIRED**
- **Apply by:** Spring: December 14th; Summer: April 1st; Fall: August 1st.
  - Send a resume and cover letter (detailing availability), along with three writing clips, to the address below.
- **Qualifications:** Open to college freshmen, sophomores, juniors and seniors, recent college graduates and grad students with some writing experience.
- **Contact:**
  - City Limits Intern Program
  - 120 Wall Street, 20th Floor
  - New York, NY 10005
  - Phone: (212) 479-3345
  - Email: intern@citylimits.org
  - www.citylimits.org
  - www.citylimits.org/content/home/work.cfm

**CITYARTS, INC.**

**THE BUZZ**
- Making a difference through the arts

**THE STATS**
- **Industries:** Education, Fine and Performing Arts, Nonprofit, Museum
- **Location:** New York, NY
- **Number of interns:** Annual: 15 to 25
- **Pay:** Unpaid, academic credit; lunch and travel stipend
- **Length of internship:** Three month minimum, part time, available year-round
- **Intern functions:** Administrative, Advertising, Arts and Design, Editorial, Marketing, Nonprofit, Public Relations, Research

**THE SCOOP**
Founded in 1968, CITYarts was the first organization to make and install public art in communities where arts involvement is limited. Through this commitment, it has engaged nearly 100,000 New Yorkers of all ages and backgrounds to design and create murals, mosaics and sculptures.

**ON THE JOB**
Interns conduct research projects in various divisions, including development, fundraising, public relations/communications, exhibition, marketing, clerical, program development, the annual benefit in May, and the video and studio departments. Interns usually work as assistants with duties such as researching the logistics and locations for touring exhibitions, helping with publicity, organizing mailing lists, preparing press releases, creating promotional materials and working one-on-one with artists.

**$ GETTING HIRED**
- **Apply by:** Rolling. Email a resume and cover letter to apply.
- **Qualifications:** Open to all students 18 years of age or older with an interest in the arts. Applicants should be able to work in all of NYC's five boroughs. Those interested in office opportunities should have some computer experience, especially with Microsoft Office.
- **Contact:**
  - CITYarts, Inc.
  - Attn: Kim Llerena
  - 525 Broadway, Suite 700
  - New York, NY 10012
  - Phone: (212) 966-0377
  - Fax: (212) 966-0551
  - Email: tsipi@cityarts.org
  - www.cityarts.org
  - www.cityarts.org/internships.html
CLASSIC STAGE COMPANY

THE BUZZ
- Stage fright? Work behind the curtain
- Don’t worry about breaking your legs

THE STATS
Industries: Fine and Performing Arts, Nonprofit
Location: New York, NY
Number of interns: Annual: 10
Pay: Unpaid, free tickets to productions around the city
Length of internship: Flexible, minimum of four months
Intern functions: Accounting, Administrative, Advertising, Arts and Design, Education, Management, Nonprofit, Public Relations

THE SCOOP
Founded in 1967, the Classic Stage Company is an award-winning Off-Broadway theater that re-imagines classic plays for contemporary audiences. Each season, the company produces a selection of classical plays and adaptations, and offers education and outreach programs and training opportunities for students and artists. CSC aims to nurture both young and established actors, writers, directors and designers while exposing audiences to new talent in classical plays.

ON THE JOB
CSC interns assist the directors and general manager with correspondence, budgets, contracts, schedules, grant writing, fundraising research and managing the company. Interns work in the areas of fundraising, marketing, education and outreach, and company management.

GETTING HIRED
Apply by: Rolling. Send a resume, references and cover letter indicating primary area(s) of interest and season desired (summer, fall or spring).
Qualifications: Open to all college students, recent graduates and grad students. Non-U.S. citizens are eligible.
Contact:
Internship Coordinator
Classic Stage Company
136 East 13th Street
New York, NY 10003
Fax: (212) 477-7504
Email: info@classicstage.org
www.classicstage.org

THE CLOISTERS

THE BUZZ
- The best internship for museum professionals and wannabe monks

THE STATS
Industries: Education, Fine and Performing Arts
Location: New York, NY
Number of interns: Summer: eight
Pay: Paid, $2,750 stipend
Length of internship: Summer: nine weeks (June to August)
Intern functions: Arts and Design, Education

THE SCOOP
The Cloisters is the branch of the Metropolitan Museum of Art devoted to Medieval Europe, with a collection of art dating from the 12th through the 15th centuries. Situated in Fort Tryon Park overlooking the Hudson River, the museum’s structure incorporates Medieval French cloisters with quadrangles enclosed by covered walkways. The featured gardens are planted according to horticultural information found in Medieval treatises, poetry, garden documents and Medieval works of art.

ON THE JOB
Interns run gallery workshops with New York City day campers and develop gallery tours, delivered during their last week. The internship provides intensive training sessions on The Cloisters’ collection and in museum teaching techniques.

GETTING HIRED
Apply by: Summer: January 15th. Potential candidates will be invited for an interview in late February or March, and all applicants will be notified by April 9th. Applications must be submitted online with a $35 application fee. Official academic transcripts (high school and college, if you are a freshman or sophomore) and two academic recommendations are to be mailed to The Cloisters.
Qualifications: Open to college freshmen, sophomores and juniors.
Contact:
The Cloisters Summer College Internship Program
The Cloisters Museum and Gardens
Fort Tryon Park
New York, NY 10040
Phone: (212) 650-2280
Email: cloistersinterns@metmuseum.org
www.metmuseum.org/education/er_internship.asp
CNFA, INC.

THE BUZZ

- “If you are interested in international development, this is a great opportunity to learn about the industry and gain connections”
- “This experience has been great for my future career”

THE STATS

Industries: Agriculture and Food, International Development, Nonprofit
Location: Washington, DC
Number of interns: Summer/fall/spring: five each
Pay: Paid, $1,500 a month
Length of internship: Spring: January to May; Summer: June to August; Fall: September to December
Intern functions: Administrative, Editorial, Finance

THE SCOOP

Established in 1985, CNFA is a nonprofit development organization dedicated to increasing and sustaining rural incomes by empowering farmers and rural entrepreneurs. CNFA specializes in enterprise-based agricultural development initiatives that are designed to facilitate market access, enhance agribusiness competitiveness, increase productivity and improve access to inputs and credit.

ON THE JOB

The CNFA internship program provides students with hands-on experience and on-the-job training. Interns work closely with several departments and make significant contributions to ongoing projects. Some of the main departments in which interns work are new business development, communications and marketing, global program support, and operations and compliance.

GETTING HIRED

Apply by: Spring: October; Summer: March; Fall: June. Apply via the website, www.cnfa.org/employment. Positions are posted on the employment page under “Job Opportunities.” To apply, create an applicant profile and upload a resume, cover letter and small writing sample. Mail a letter of recommendation to the office or email it to info@cnfa.org, addressed to “Executive Projects Officer.”

Qualifications: Open to college juniors, seniors and recent graduates with a minimum GPA of 3.0. Interns must be available to work 40 hours per week during a standard work week. A background in agriculture, business management, foreign language and travel are helpful but not required. Certain positions have more specific requirements; see www.cnfa.org/employment/internship-program for current guidelines.

Contact:
Internship Coordinator
CNFA Internship Program
1828 L Street NW, Suite 710
Washington, DC 20036
Phone: (202) 296-3920
Fax: (202) 296-3948
Email: info@cnfa.org
www.cnfa.org
### THE COCA-COLA COMPANY

**The Buzz**

- “Even people in Burkina Faso will know where you worked”

**Stats**

- **Industries:** Agriculture and Food, Consumer Products
- **Locations:** Atlanta, GA (HQ); many field locations
- **Number of interns:** Annual: 50 to 100
- **Pay:** Paid
- **Length of internship:** Summer: eight to 12 weeks

**The Scoop**

The Coca-Cola Company boasts the most recognized beverage in the world. Along with Coca-Cola—invented in 1886—the company also markets four of the world’s top five soft drink brands, including Diet Coke, Fanta and Sprite, as well as a range of 400 other diet and light beverages, waters, juices and juice drinks, teas, coffees and sports drinks. Consumers in more than 200 countries use the company’s products at a rate exceeding 1.5 billion servings each day.

**On the Job**

As part of Coca-Cola’s functional internship program, undergraduate- and graduate-level interns work in various departments, including marketing, IT, finance and supply chain. Coca-Cola also offers a separate internship program through INROADS, which enhances educational opportunities for undergraduate students of African-American, Hispanic-American, Asian-American and Native American descent. The company has partnered with INROADS for over 20 years.

**Getting Hired**

- **Apply by:** Rolling. See the Coca-Cola internship webpage or your career services office for information on campus visits and recruiting. Submit a completed application online at www.virtualvendor.coca-cola.com/na_application.jsp for the functional internship program. Visit www.inroads.org to apply for the INROADS program.
- **Qualifications:** Open to all current college students, recent graduates and grad students. The INROADS program is open only to undergrad minorities with a GPA of 3.0 or higher.
- **Contact:** Human Resources Recruiter
  The Coca-Cola Company
  P.O. Box 1734
  Atlanta, GA 30301
  Phone: (800) 438-2653
  www.thecoca-colacompany.com
  www.thecoca-colacompany.com/careers/internships.html

### COLLEGE LIGHT OPERA COMPANY

**The Buzz**

- “What summer stock should be”
- “Whistle while you work”
- “Digs in Cape Cod”

**Stats**

- **Industries:** Fine and Performing Arts, Nonprofit
- **Location:** Falmouth, MA
- **Number of interns:** Summer: 65
- **Pay:** Paid, stipend, varies; Actors: room and board; Stage and costumes crew: $2,000 plus room and board; Orchestra: $1,500 plus room and board
- **Length of internship:** Summer: three months

**The Scoop**

The College Light Opera Company was founded in 1969 as a nonprofit, educational, independent theater company, specializing in light opera and musicals. Based in Cape Cod, the company puts on Broadway shows for the summer vacationers. The group consists of 32 talented singers, a fine 17-piece orchestra and 12 dedicated technicians. All members of the company (acting, music and support staff/interns) are students guided by professional staff. The College Light Opera Company is the largest resident theater company in the United States.

**On the Job**

Each summer, interns are hired to work as stage managers, piano accompanists, costume designers, choreographers, associate conductors, actors, orchestra musicians, marketing directors, assistant business managers, box office treasurers and set designers/technical directors. In addition, the company hires interns with previous experience in cooperative residence and dining halls to work as cooks and directors of the cooperative work program. All interns spend about 90 minutes per day every other week working in the kitchen and dining room. The company stresses that it never makes interns do work that they were not hired to do. For example, actors will not be asked to build sets or work on costumes. Some positions require more independence and initiative than others.

**Getting Hired**

- **Apply by:** March 15th. Applications are available online.
- **Qualifications:** Open to current college students and grad students.
- **Contact:**
  Robert and Ursula Haslun, Producers
  College Light Opera Company
  162 South Cedar Street
  Oberlin, OH 44074
  Phone: (440) 774-8485
  www.collegelightopera.com
COLLEGE WORKS PAINTING (USA), STUDENT WORKS PAINTING (CANADA)

**THE BUZZ**

- “Be taken seriously in a professional setting”
- Paint the town with your business savvy
- “Learn all the ins and outs of business”

**THE STATS**

**Industries:** Advertising/Marketing, Commercial Construction, Human Resources, Public Relations  
**Locations:** Multiple cities in AZ; CA; CO; IL; MA; MD; MI; MO; NJ; OH; OR; PA; TX; UT; VA; WA; Alberta; British Columbia; Manitoba; Ontario  
**Number of interns:** Annual: 2,000  
**Pay:** Paid, up to $700 a week; academic credit  
**Length of internship:** Spring: 12 weeks (part time); Summer: 12 weeks (full time)  
**Intern functions:** Accounting, Administrative, Advertising, Finance, Human Resources, Management, Marketing, Project Management, Sales

**THE SCOOP**

Founded in 1981, the summer management program at College Works Painting (USA) and Student Works Painting (Canada) hires college students and trains them to manage a business from start to finish. Each selected manager oversees the marketing, sales, management and customer relations of a house painting business in their hometown. College Works is the largest residential paint contractor in the United States.

**ON THE JOB**

Interns are provided with the tools, training, support, and the licenses and insurance necessary to manage a successful business during the summer. Earnings range from $2,500 to $30,000. Interns receive extensive business mentoring throughout the internship.

**GETTING HIRED**

**Apply by:** March 30th. All interns go through a three-step interview process that includes meeting a senior company executive.  
**Qualifications:** Open to college students, recent graduates and grad students. International applicants are eligible. Previous leadership experience, proven work ethic and strong interpersonal skills are required.  
**Contact:**  
**United States**  
College Works Painting  
1682 Langley Avenue  
Irvine, CA 92614  
Phone: (888) 450-9675  
Fax: (714) 564-8725  
www.collegeworks.com  
**Alberta and British Columbia**  
Student Works Painting  
1037 West Broadway, Suite 4  
Vancouver V6H 1E3  
Canada  
Phone: (800) 665-4992  
Fax: (604) 733-6110
**Columbia Journalism Review**

**THE BUZZ**
- “Uncover media bias”
- “Learn journalism from the best”

**THE STATS**
Industries: Publishing/Journalism, Internet and New Media  
Location: New York, NY  
Number of interns: Annual: six  
Pay: Unpaid  
Length of internship: Summer: 10 weeks; Fall: September to December; Spring: January to May  
Intern functions: Administrative, Editorial, Print Media

**THE SCOOP**
Founded under the auspices of Columbia University’s renowned Graduate School of Journalism in 1961, *Columbia Journalism Review* is a bimonthly watchdog of all types of media—newspapers, magazines, radio, television, cable and internet. It covers current events and analyzes the way they are reported. It covers media issues more generally as well, publishing articles that explore corporate ownership, international media, the effects of new legislature and trends in journalism culture.

**ON THE JOB**
Interns work in the editorial department fulfilling administrative needs as they arise. They also get to report, research and fact-check articles, thus entering the thick of this “forum for journalists to examine and question their own practices and principles.” They may even get a voice in that forum—past interns have had articles published in *CJR* during their internship.

**$ GETTING HIRED**
Apply by: Summer: March 1st; Fall: July 1st; Spring: November 1st. Send resume, cover letter, names and phone numbers of two references and three writing samples (clips preferred) to the address below.  
Qualifications: Open to current college students, recent graduates and grad students.  
Contact:  
Tom O’Neill  
*Columbia Journalism Review*  
Journalism Building  
2950 Broadway  
Columbia University  
New York, NY 10027  
Phone: (212) 854-9768  
Fax: (212) 854-8367  
www.cjr.org

**Comcast Corporation**

**THE BUZZ**
- “Business experience at a top-notch corporate company”
- “I love the people”

**THE STATS**
Industries: Broadcast and Cable, Internet and New Media, Telecom  
Location: Philadelphia, PA (HQ); Manchester, NH; Oaks, PA; Atlanta, GA; Denver, CO; Los Angeles, CA; Orlando, FL; Washington, DC; New York, NY  
Number of interns: Annual: about 300; Summer: 100 (Philadelphia)  
Pay: Paid, varies, $10 to $50 an hour depending on location, year in school and job function  
Length of internship: Summer: late-May to mid-August  
Intern functions: Accounting, Administrative, Arts and Design, Engineering, Film, Television and Radio, Finance, Human Resources, Law, Marketing, Project Management, Public Relations, Real Estate, Sales, Technology

**THE SCOOP**
Comcast is one of the largest media conglomerates in the United States. With more than 106,000 employees, it provides cable, internet and phone access to more than 24 million subscribers in 38 states. Comcast also owns several of television’s most popular networks, including E!, Style, SportsNet and many others.

**ON THE JOB**
With opportunities ranging from creative to accounting, there is something for almost everyone at Comcast. Departments vary, but can include finance, graphic design, web development, engineering and strategic planning. Interns work on specific projects within their department and gain real-world experience through individual and team assignments. Besides a competitive salary, Comcast interns receive benefits such as discounts on tickets, reduced hotel fare and are even eligible for the 401(k) program after three months at the company.

**$ GETTING HIRED**
Apply by: Fall/spring: rolling; Summer: March 1st. Applicants should apply online at www.comcast.com/careers or email a resume, location of interest, department of interest and a short paragraph explaining why they want to work at Comcast.  
Qualifications: While a few high school students may be accepted, the program is mainly comprised of students enrolled in undergraduate programs with some graduate students as well.  
Contact:  
Phone: (215) 286-5731  
Email: summer_internship@cable.comcast.com  
www.comcast.com/careers
COMEDY CENTRAL

THE BUZZ
- “Kiss Jon Stewart’s ring”

THE STATS
Industry: Broadcast and Cable
Location: New York, NY
Number of interns: 30 to 40 per semester
Pay: Unpaid, academic credit only
Length of internship: One semester
Intern functions: Administrative, Editorial, Finance, Human Resources, Marketing, Production, Sales

THE SCOOP
From classic Saturday Night Live reruns to The Daily Show with Jon Stewart, the cable network Comedy Central brings its viewers comedy-driven productions, sometimes with a political slant. Other popular Comedy Central programming includes South Park and The Colbert Report. The channel also produces an interactive website, some publishing projects and radio syndication.

ON THE JOB
Interns are placed in marketing, corporate communications, finance, human resources, sales research, on-air promotions, production and many other company departments. Duties can vary, but may include clerical support and events coordination.

$ GETTING HIRED
Apply by: Winter: mid to late October; Spring: mid to late December; Summer: mid to late April; Fall: mid to late July
Qualifications: Students in Comedy Central’s unpaid internship program must be eligible to receive academic credit.

Contact:
Comedy Central
Attn: Human Resources
1775 Broadway
New York, NY 10019
For questions, contact the internship coordinator at:
Fax: (212) 767-4257
Email: interns@comedycentral.com

COMMON CAUSE

THE BUZZ
- “I have learned the ins and outs of the nonprofit world”
- “Common Cause is the best place to work. Hands down.”
- “Everyone should apply!”

THE STATS
Industries: Government, Law, Nonprofit
Locations: Washington, DC; offices in over 36 states
Number of interns: Spring/fall: five or six each; Summer: 10 to 12
Pay: Unpaid, academic credit available; travel reimbursement
Length of internship: Summer: 10 to 12 weeks; Spring/fall: 12 to 16 weeks
Intern functions: Administrative, Government, Internet, Law, Marketing, Nonprofit, Research

THE SCOOP
The nonpartisan lobbying group Common Cause was founded in 1970 with the mission to increase transparency in political institutions. Today, the group has almost 400,000 members and supporters. Common Cause engages citizens in grassroots campaigns and direct lobbying to watch the government and shape national, state and local public policies that reflect public interest and good government.

ON THE JOB
Interns work in the program areas of campaign finance reform, election reform, abuse of power and ethics. In all areas, interns work closely with staff on grassroots campaigns and gain experience in political lobbying and activism.

$ GETTING HIRED
Apply by: Rolling, subject to availability of internships. Email cover letter and resume to internship@commoncause.org with the subject line “Common Cause Internship Application.” Law intern positions are offered as needed; interested applicants should inquire about availability. State interns may apply through the national office or directly to state staff.

Qualifications: Open to all undergraduates and graduates. Non-U.S. citizens are eligible as well as high school juniors and seniors. Experience is less vital than enthusiasm and interest.

Contact:
Internship Coordinator
Common Cause
1133 19th Street NW, Suite 900
Washington, DC 20036
Phone: (202) 833-1200, ext. 5741
Fax: (202) 659-3716
Email: internship@commoncause.org
www.commoncause.org/intern
CONGRESS-BUNDESTAG YOUTH EXCHANGE FOR YOUNG PROFESSIONALS

THE BUZZ
• One-year work/study scholarship program to Germany

THE STATS
Industries: All industries
Locations: Various cities throughout Germany
Number of interns: Annual: 75
Pay: Varies; round-trip transportation, housing, partial food stipend, health and accident benefits
Length of internship: Spring/summer: five months
Intern function: Education

THE SCOOP
The Congress-Bundestag Youth Exchange for Young Professionals is a full-year work/study scholarship program abroad. With a strong focus on cultural exchange, it is designed to give participants an understanding of everyday life, education and professional training in Germany. This is achieved through intensive language training, a semester at a German higher education institution, an internship with a German company and life with a German host. The program is funded in the United States by the Bureau of Educational and Cultural Affairs and the Department of State and by the administration of the Bundestag in Germany.

ON THE JOB
The program includes two months of intensive German training, four months of classroom instruction at a German university and a five-month internship at a German company or organization. There are several orientations and training sessions throughout the year, both in the United States (before and after the program) and in Germany. Participants work at various host companies in Germany.

GETTING HIRED
Apply by: December 1st. Send two recommendations (one professor and one employer), high school diploma and official transcripts from your four most recent semesters. To complete an online application, visit the website below.
Qualifications: U.S. citizens and permanent residents ages 18 to 24 (at the start of the program) with a high school diploma and a sincere interest in Germany are invited to apply. No prior German knowledge is required. The program is intended for participants in business, engineering, science, agricultural and technical fields, though participants from all fields of study are encouraged to apply.
Contact:
CDS International, Inc.
Congress-Bundestag Youth Exchange
Phone: (212) 497-3522
Email: cbyx@cdsintl.org
www.cdsintl.org/cbyx
CONGRESSIONAL HISPANIC CAUCUS INSTITUTE

THE BUZZ
- Move forward and give back!
- Impressive networking opportunities

THE STATS
Industries: Education, Government, Nonprofit
Location: Washington, DC
Number of interns: Academic year/fellowship: varies; Summer internship: 30
Pay: Academic year/fellowship: $2,200 to $2,700 a month, health insurance; Summer internship: $2,500 for the summer, room and board, round-trip airfare
Length of internship: Academic year/fellowship: nine months (August to May); Summer internship: eight weeks (June to August)
Intern functions: Education, Human Resources, Marketing, Nonprofit

THE SCOOP
Since the 1978 establishment of the Congressional Hispanic Caucus Institute as a nonprofit, nonpartisan educational organization, its leadership development programs have provided resources that students can use in their educational pursuits and beyond. CHCI’s goal is to produce more Latino leaders, and it takes pride in its interaction with Congress and emphasis on community.

ON THE JOB
CHCI interns work for the organization’s president and CEO or chief operating officer. They can also be based in the strategic alliances and events, human resources, communications and marketing departments. Interns interact with government officials and attend weekly leadership development sessions. Students can apply to CHCI’s Public Policy Fellowship, Graduate and Young Professional Fellowship or the congressional summer intern program.

GETTING HIRED
Apply by: Academic year/fellowship: March 1st; Summer internship: January 31st; Scholarships: April 16th. Fill out the application online.
Qualifications: Open to Latino undergraduates or college graduates who are U.S. citizens or legal permanent residents. Strong analytical skills, writing abilities and a history of community service are required. A 3.0 GPA is preferred.
Contact:
Rey Decerega, Senior Programs Manager
Congressional Hispanic Caucus Institute
911 2nd Street NE
Washington, DC 20002
Fax: (202) 548-5870
Email: rdecerega@chci.org
www.chciyouth.org
www.chci.org/internships
www.chci.org/fellowships
CONGRESSIONAL MANAGEMENT FOUNDATION

THE BUZZ
- Help Congress look like it knows what it’s doing
- Pitch in to help the country run more smoothly

THE STATS
Industries: Government, Law, Nonprofit
Location: Washington, DC
Number of interns: Annual: six
Pay: Unpaid, academic credit available
Length of internship: Summer/fall/spring: about three months, 30 to 40 hours a week
Intern functions: Administrative, Government, Law, Nonprofit

THE BUZZ
- In an internship program this vast, you’re sure to find a job that fits
- A less scary version of Law & Order

THE STATS
Industries: Government, Law
Locations: Cities across Connecticut
Number of interns: Spring/summer/fall: 175 to 225 each
Pay: Unpaid, academic credit available; travel expenses
Length of internship: Spring/fall: 12 to 16 weeks; Summer: 10 weeks
Intern functions: Administrative, Government, Law, Research, Technology

THE SCOOP
The Connecticut Judicial Branch consists of 22 courts across 13 judicial districts. Each year, Connecticut’s Superior Courts hear approximately 750,000 cases on criminal, civil, juvenile, family, housing and administrative matters. It takes 3,500 employees to run Connecticut’s courts and a large central administrative staff to tend to court support services and court operations.

ON THE JOB
With over 200 interns in cities across Connecticut, duties for Connecticut Judicial Branch interns vary quite a bit. The judicial internship program, for example, often takes current law school students to clerk, swear in documents, file and track case-flow information. Undergraduate interns may be placed in probation, victim services or juvenile services.

GETTING HIRED
Apply by: Summer: March 15th; Fall/spring: rolling. Send a resume, cover letter and a three- to five-page writing sample on any subject.

Qualifications: Open to college sophomores, juniors and seniors, as well as graduate and law students.

Contact:
Robyn N. Oliver, Program Manager
Administrator of Volunteer/Intern Program
Connecticut Judicial Branch
99 East River Drive
Two Riverview Square, Room 701
East Hartford, CT 06108
Phone: (860) 282-6581
Email: robyn.oliver@jud.ct.gov
www.jud.ct.gov
www.jud.ct.gov/intern
CONNECTICUT MAGAZINE

THE BUZZ

• Nutmeg State-loving literary types wanted
• Get hands-on editorial experience

THE STATS

Industry: Publishing/Journalism
Location: Trumbull, CT
Number of interns: One or two each semester
Pay: Unpaid; free copies of magazine, mentoring from staff
Length of internship: Summer/fall/spring: one full term each, 12 to 15 hours a week
Intern functions: Administrative, Editorial, Print Media, Research

THE SCOOP

Founded in 1972, Connecticut Magazine is about all things Connecticut, including news, shopping, arts, politics and dining. There is a section detailing things to do, a dining out guide that can be accessed online and county maps to help visitors to the state get around. The magazine has over 87,000 subscribers and about 300,000 readers.

ON THE JOB

Interns work as assistants in the editorial department. Duties include reading manuscripts, answering phones, fact-checking, copy editing and proofreading. They also handle editorial correspondence, return manuscripts and queries from freelance writers, cross-index articles from back issues on a database and contribute short pieces for the magazine. Interns also contribute to the biannual publication, The Connecticut Bride magazine.

GETTING HIRED

Apply by: Rolling. Submit a cover letter detailing why you’re interested in interning at Connecticut Magazine, as well as a resume and writing sample.

Qualifications: Open to current college students.

Contact:
Cathy Ross
Calendar Editor
Connecticut Magazine
35 Nutmeg Drive
Trumbull, CT 06611
Phone: (203) 380-6600, ext. 326
Email: cross@connecticutmag.com
www.connecticutmag.com
CONSOLIDATED EDISON OF NEW YORK

THE BUZZ
- “Test your skills at this NYC powerhouse”

THE STATS

Industries: Energy, Engineering
Location: New York, NY (HQ)
Number of interns: High school weekly co-op program: 10; Summer intern program: 163; Co-op intern program: 49
Pay: Engineering majors: $21.27 an hour; Computer science majors: $20.55 an hour; Accounting, finance, economics and other majors: $18.03 an hour
Length of internship: High school weekly co-op program: varies; Summer intern program: 11 to 12 weeks; Co-op intern program: varies
Intern functions: Accounting, Engineering, Finance, Technology

THE SCOOP

Consolidated Edison of New York boasts a steam system spanning Manhattan—the largest in the world. The company also brings electricity and gas to many of the city's millions, as well as residents of Westchester. In addition to these areas, Con Ed's parent company, Consolidated Edison, Inc., supplies power to customers in Orange and Rockland Counties in New York, as well as parts of New Jersey and Pennsylvania.

ON THE JOB

Consolidated Edison of New York offers three internship and co-op programs to New York City students. The high school weekly co-op program offers Brooklyn Tech students a chance to test their technical skills during the academic year, while the co-op intern program does the same for college students. Con Ed's summer intern program recruits both high school and college students. It is meant to help recruit candidates for the company's postgraduate training program, known as GOLD (Growth Opportunities for Leadership Development). Specific work duties and responsibilities for interns vary by department, especially between technical and non-technical positions. An intern working in electric operations will help with engineering and planning, doing tasks like working on and analyzing the company's network transformer failure mitigation strategy program, which aims to reduce the number of transformer failures. On the other side of the spectrum, finance interns work in the corporate accounting, accounting research and procedures section. They act as associate accountants and help complete research and financial reporting assignments and develop and update accounting procedures, among other tasks.

GETTING HIRED

Apply by: Summer: February 16th. Send an official transcript and two letters of recommendation to the contact below. No cover letter is necessary.
Qualifications: Open to high school students and full-time college students who have at least sophomore status and a minimum cumulative GPA of 3.0. Students should be studying accounting, economics, finance, computer science, engineering or environmental science.
Contact:
Mary Adamo
Vice President of Human Resources
Consolidated Edison Company of New York
4 Irving Place, Room 2215S
New York, NY 10003
Phone: (212) 460-4920
apps.coned.com/careers
CONSTELLATION ENERGY

THE BUZZ
- A starry internship located firmly on the ground

THE STATS
Industry: Energy
Locations: The majority of internships are available in: Baltimore, MD (HQ); Lusby, MD; Anne Arundel County, MD; Scriba, NY; Ontario, NY; Aliso Viejo, CA; Houston, TX
Number of interns: Summer: 100; Fall/spring: 20
Pay: Paid, $15 to $25 an hour; academic credit available
Length of internship: Summer: 10 weeks (June to August); Fall/spring: part time
Intern functions: Accounting, Administrative, Communications, Engineering, Finance, Human Resources, Law, Marketing, Project Management, Technology, Transportation and Logistics

THE SCOOP
Constellation Energy is a Fortune 500 company that provides energy products and services to wholesale and retail electric and gas companies. With locations across the country, its plants have a generating capacity of a whopping 9,136 megawatts. Constellation Energy's biggest market is central Maryland, where it offers electricity and natural gas to consumers through the Baltimore Gas and Electric Company—a regulated utility owned by Constellation Energy. In 2008, the company reported an annual revenue of almost $20 billion.

ON THE JOB
Interns are exposed to various business units and participate in networking events and professional development opportunities. About 35 to 40 percent of interns are offered full-time positions upon graduation.

$ GETTING HIRED
Apply by: Rolling. Apply online at www.constellation.com/careers. A resume (including GPA) is required.
Qualifications: Open to current high school, college and graduate students. Requirements vary, so check the website to see if you qualify for a specific position.
Contact:
Adrienne Alberts
Constellation Energy
100 Constellation Way, Suite 500P
Baltimore, MD 21202
Email: careers@constellation.com
www.constellation.com

COORS BREWING COMPANY

THE BUZZ
- “Be the envy of every frat boy in the world”

THE STATS
Industries: Agriculture and Food, Consumer Products
Location: Golden, CO
Number of interns: Annual: 20
Pay: Paid, competitive stipend
Length of internship: Summer: 10 to 16 weeks
Intern functions: Engineering, Environment, Finance, Human Resources, Manufacturing, Public Relations, Research, Technology

THE SCOOP
Founded in 1873, Coors Brewing Co. is a family owned and operated business that has grown into the nation's third-largest beer brewer. The Coors Brewing Co. brewery in Golden, Colo. brews about 1.5 million gallons of beer per day for five different labels (of the over two dozen varieties of alcoholic beverages Coors Brewing Co. produces). Among the labels brewed in Colorado is Coors Light, the fourth best-selling beer in the country. The Coors Brewing Co. is a part of the Molson Coors Brewing Company, which reported consolidated net sales of $1.86 billion for 2008. With 11 breweries in the United States, Canada and the United Kingdom, Molson Coors brand beers are available in 30 countries.

ON THE JOB
Coors insists that each workday should be fun. Interns work with designated supervisors who assign tasks and projects related to personal and professional development. The interns are placed according to their specialty and are given focal and collaborative goals.

$ GETTING HIRED
Contact:
Internship Coordinator
Coors Brewing Company
P.O. Box 4030
Golden, CO 80401-0030
www.coors.jobs.com
CORNING INCORPORATED

THE BUZZ

• Do the research that enables the rest

THE STATS

Industry: Technology
Locations: Corning, NY (HQ); Canton, NY; Fairport, NY; New York, NY; Oneonta, NY; Christiansburg, VA; Glendale, AZ; Harrodsburg, KY; Hickory, NC; Keene, NH; Kennebunk, ME; Lowell, MA; Wilmington, NC
Number of interns: Summer: 25
Pay: Paid, $2,600 to $8,000 a month; housing assistance
Length of internship: Summer: eight to 12 weeks
Intern functions: Accounting, Biotech and Pharmaceuticals, Engineering, Finance, Human Resources, Manufacturing, Technology

THE SCOOP

A Fortune 500 company, Corning is the leading global manufacturer of specialty glass and ceramics. It creates components for industrial and scientific applications, such as consumer electronics, mobile emissions control, telecommunications and life sciences. With over 150 years of experience in materials science and process engineering, Corning is committed to continued innovation by investing in research and development, as well as a creative team-oriented corporate culture.

ON THE JOB

Internship opportunities are available in each of Corning's divisions and functional groups, and projects vary depending on department. The assignments range from short-term projects involving research for the technical divisions, labs, commercial and marketing divisions, to backfilling for employees on extended leave.

$ GETTING HIRED

Apply by: Rolling. Special requirements will be noted in each job description. Intern positions are posted on www.corning.com/careers.

Qualifications: Prospective interns should be registered in an undergraduate or graduate program with a high GPA in order to be considered for an internship opportunity. Non-U.S. citizens are eligible.

Contact:
www.corning.com/careers

CORPORATION FOR NATIONAL AND COMMUNITY SERVICE

THE BUZZ

• “Like the Peace Corps, but without the jet lag”

THE STATS

Industries: Education, Environment, Government, Nonprofit
Locations: Washington, DC (HQ); 43 offices across the United States and Puerto Rico
Number of interns: Annual: 35
Pay: Unpaid
Length of internship: Fall/spring: 12 to 16 weeks each; Summer: 10 weeks

THE SCOOP

Managed by the federal government, the Corporation for National and Community Service (CNS) fosters civic responsibility through its efforts to engage Americans in addressing national issues, such as education, public safety and the environment. The national CNS office is in D.C., but most states have a branch as well. CNS administers AmeriCorps, Learn and Serve America, and the National Senior Service Corps.

ON THE JOB

Interns in the national office conduct research and coordinate special events. They may work in AmeriCorps recruitment, AmeriCorps, the chief financial office, chief operating office, Learn and Serve America, planning and program integration, Congressional relations, public affairs, public liaison, Senior Corps, general counsel and the chief executive office. State offices also offer internships, but each program is different.

$ GETTING HIRED

Apply by: Spring: December 1st; Summer: April 1st; Fall: July 1st. For the D.C. internship, send a cover letter and resume to the address below. For state offices, find contact information online at www.nationalservice.gov/about/contact/stateoffices.asp.

Qualifications: Open to current college students, recent graduates and grad students. Requirements vary by position; for details, see www.nationalservice.gov/about/employment/index.asp.

Contact:
Intern Coordinator
Corporation for National and Community Service
1201 New York Avenue NW
Washington, DC 20525
Phone: (202) 606-5000
Fax: (202) 565-2784
Email: jobs@cns.gov
www.cns.gov
COUNCIL ON FOREIGN RELATIONS

THE BUZZ

• “Use your education to help educate the country”
• “Work locally, but think globally”

THE STATS

Industries: Government, Nonprofit, Publishing/Journalism
Locations: New York, NY; Washington, DC
Number of interns: New York: 15 to 20 per semester; Washington, DC: five per semester
Pay: Unpaid, stipend offered upon completion
Length of internship: Fall: September to December; Spring: January to May; Summer: May to August
Intern functions: Administrative, Editorial, Internet, Print Media

THE SCOOP

The Council on Foreign Relations—a nonprofit organization founded in 1921—works to get America thinking and talking about world issues, with a focus on U.S. foreign policy. Members include almost every U.S. president and various other former senior cabinet members. The council’s journal on global issues, Foreign Affairs, promotes its goals of educating the public and sparking interest in international issues.

ON THE JOB

Interns at the Council of Foreign Relations are involved in various projects related to the work of the council. Most internships have an administrative component. Internships are available in New York and Washington, D.C., and include working in various departments including work on Foreign Affairs, www.cfr.org and other publications.

$ GETTING HIRED

Apply by: Rolling. Applications are available online and can be submitted via email, fax or mail. Applicants should submit a resume and cover letter. Please see the company website for details.

Qualifications: Open to current college students, graduate students and recent graduates. Individual internships require specific qualifications.

Contact:
Council on Foreign Relations
Human Resources Office
58 East 68th Street
New York, NY 10065
Fax: (212) 434-9893
Email: humanresources@cfr.org
www.cfr.org
www.cfr.org/about/career_opportunities/internships.html

COUNCIL ON HEMISPHERIC AFFAIRS

THE BUZZ

• Help promote healthy relations across the hemisphere

THE STATS

Industry: Nonprofit
Location: Washington, DC
Number of interns: Summer/fall/spring: 30 each
Pay: Unpaid
Length of internship: Summer: 14 weeks; Fall/spring: 18 weeks each
Intern functions: Administrative, Editorial, Finance, Government, Nonprofit, Public Interests, Research

THE SCOOP

Founded in 1975, the Council on Hemispheric Affairs (COHA) is a highly respected nonprofit organization that raises awareness of Latin American regional issues, research and the influence of U.S. policies. COHA also monitors Canadian/Latin American relations. COHA’s internship program is run by a small group of professionals with a large intern staff and is supported by professors on sabbatical leave, volunteers and retired diplomats and scholars.

ON THE JOB

Interns, or “research associates,” work closely with COHA staff. They assist in issuing statements and providing commentary to the media, write articles, monitor human rights violations and attend briefings and Congressional hearings. The bulk of an intern’s time is spent writing and doing research. Interns at COHA’s office are supervised by veteran Latin Americanist Larry Birns.

$ GETTING HIRED

Apply by: Rolling. Summer interns should generally apply by March. Send an application form (available online), resume, brief writing sample, transcript and two letters of recommendation to the address below.

Qualifications: Open to current college students, graduate students and college graduates. Non-U.S. citizens are eligible. Candidates must have good research and writing skills and be masters of the computer. Some Portuguese or Spanish skills are a plus, and journalism or backgrounds in English are preferred.

Contact:
Council on Hemispheric Affairs
Attn: Internship Coordinator
1250 Connecticut Avenue NW, Suite 1C
Washington, DC 20036
Phone: (202) 223-4975
Fax: (202) 223-4979
Email: coha@coha.org
www.coha.org
COUNCIL ON INTERNATIONAL EDUCATIONAL EXCHANGE

THE BUZZ
• “Learn what it’s like to travel and work in Spain”

THE STATS
Industries: Education, Nonprofit
Locations: Seville, Spain; additional locations worldwide
Number of interns:Varies
Pay: Unpaid, academic credit available; $6,500 program fee
Length of internship: Summer: eight weeks
Intern function: Education

THE SCOOP
Founded in 1947, the Council on International Educational Exchange (CIEE) was created to help develop international relations and understanding after World War II. Student and teacher travel was seen as one of the most effective ways to meet the goals and the educational needs of the participants. This program, run through the organization’s Portland, Maine, office, is geared toward students looking to gain practical experience working in a foreign company and to improve their Spanish language skills.

ON THE JOB
The internship program allows students to immerse themselves in a foreign country and gain on-the-job experience. The CIEE program incorporates an intensive Spanish for students of business course, which increases the students’ business vocabulary and conversational skills, and an internship at a local Spanish company. For the internship, students complete a minimum of 120 hours of on-site work, conduct a research project and participate in weekly seminars, which involve company visits and training in public speaking and leadership.

GETTING HIRED
Apply by: April 1st. Applications are available online.
Qualifications: Open to current college students. Applicants must have completed five semesters of college-level Spanish or the equivalent, and have a GPA of 2.75 or higher. CIEE also offers internships in the United States to international students.
Contact:
CIEE
300 Fore Street
Portland, ME 04101
Phone: (207) 553-4000
Fax: (207) 553-5000
Email: studyinfo@ciee.org

COVANCE, INC.

THE BUZZ
• “I enjoyed the training from the beginning to the end”
• “Get hands-on experience programming for a real-world application”

THE STATS
Industry: Biotechnology/Pharmaceuticals
Locations: Princeton, NJ (HQ); Madison, WI; Evansville, IN; Indianapolis, IN; Greenfield, IN
Number of interns: Annual: 30 to 40; Summer: 24
Pay: Paid, $14 to $17 an hour; academic credit available
Length of internship: Summer: 12 weeks
Intern functions: Accounting, Biotech and Pharmaceuticals, Finance, Human Resources, Marketing, Science and Math

THE SCOOP
Covance, Inc. helps bring the food, medicine and chemicals from the lab to your home, making sure they’re safe for human consumption and use. The company partners with some of the biggest names in biotech and pharmaceuticals, providing testing and development services that make sure products are safe for the public and will be well received.

ON THE JOB
Intern responsibilities vary depending on the department in which they work. Positions are available in finance and accounting, human resources, corporate communications, labs, the nursing clinic and toxicology. Speaker series, soft skills training and coordinated events are also organized for the benefit of interns. At the end of the program, 20 percent of interns are typically extended employment offers.

GETTING HIRED
Apply by: Rolling. Apply online. Check with your school’s career services office to see if Covance recruits on campus.
Qualifications: Open to college sophomores, juniors and seniors as well as master’s and PhD students. A minimum GPA of 3.0, demonstrated leadership skills and the ability to work in a fast-paced environment are required.
Contact:
Celeste Chatman
Manager, Campus and Diversity Recruiting
Covance, Inc.
206 Carnegie Center
Princeton, NJ 08540
Email: celeste.chatman@covance.com
www.covancecareers.com/university
CREATIVE TIME

THE BUZZ
• Work on some of New York City’s most creative projects
• Add nonprofit and art to your resume

THE STATS
Industries: Fine and Performing Arts, Nonprofit
Location: New York, NY
Number of interns: About eight to 15 each session
Pay: Unpaid, academic credit available
Length of internship: Approximately 12 to 16 weeks, depending on availability, minimum of 15 hours a week
Intern functions: Arts and Design, Editorial, Nonprofit, Public Relations

THE SCOOP
Creative Time is a small nonprofit dedicated to presenting innovative art in the public realm. From its base in NYC, the organization curates several large-scale projects each year, which have included everything from skywriting to sculpture. One of Creative Time’s recent projects was a collaboration with artist David Byrne that transformed an abandoned warehouse in downtown Manhattan into a “sound sculpture.”

ON THE JOB
Learn the nuts and bolts of how Creative Time communicates—from the initial stage of working with artists, curators and graphic designers to frame a project, to writing press releases and pitching story ideas to major publications. The communications intern assists in organizing publicity for individual projects such as drafting press releases, listings information and correspondence; conducting research on media outlets; maintaining the press database; archiving both media coverage and visual documentation of all programs; assisting photographers on documentation photo shoots; and representing the organization at public events.

$ GETTING HIRED
Apply by: Rolling. Submit an application form (available online), cover letter, resume, writing sample and contact information for two references.
Qualifications: Open to current college and grad students, as well as recent graduates. Solid writing, research and computer skills are helpful, as is a professional and comfortable phone manner. An interest in contemporary art, a familiarity with the field and enthusiasm for Creative Time’s mission and programs are important. Skills in Photoshop, Illustrator, Dreamweaver, FTP, HTML, art handling, Excel, grant writing and schmoozing are highly desirable.
Contact:
Cynthia Pringle
Creative Time
59 East 4th Street, Suite 6E
New York, NY 10003
Fax: (212) 255-8467
Email: internships@creativetime.org
www.creativetime.org and www.creativetime.org/interns

CREDIT SUISSE GROUP

THE BUZZ
• “Better than chocolate”
• “A great way to get exposure to finance”

THE STATS
Industry: Financial Services
Locations: Zurich (HQ); New York, NY; London; Tokyo; Hong Kong; numerous other branches throughout North America and across the world
Number of interns: Varies
Pay: Paid, competitive salary
Length of internship: Summer: 10 to 14 weeks
Intern function: Finance

THE SCOOP
Founded in Zurich in 1856, the Credit Suisse Group contains the three divisions of Credit Suisse: private banking, investment banking and asset management. The Credit Suisse private banking division provides private banking services to high-net-worth individuals through wealth management products and services. The Credit Suisse investment banking division is a leading global investment bank serving institutional, corporate and government clients. The Credit Suisse asset management division is a leading global asset manager focusing on institutional, mutual fund and private client investors, providing investment products and portfolio advice in the Americas, Asia Pacific and Europe. Despite a rocky beginning in 2008, Credit Suisse has been able to weather the economic storm, thanks to its healthy cash reserves that protect it from any long-term damage from the market’s vacillations.

ON THE JOB
Credit Suisse investment banking offers a variety of summer associate positions for MBA and PhD students, and summer analyst positions for undergraduates. The summer programs are intended to attract top talent and ultimately for participants to join the firm full time. There is a wide variety of specialties available to summer analysts and associates. See the company website for details about individual programs.

$ GETTING HIRED
Apply by: Credit Suisse accepts applications online from September to February. Undergraduate and graduate students should check with their on-campus career services center for information about Credit Suisse campus visits and the application process.
Qualifications: Ideal applicants are highly motivated and creative individuals who have demonstrated academic achievement, specifically in finance and accounting. Check the website for details, as qualifications vary by position.
Contact:
www.credit-suisse.com/careers/campus_recruiting/en
CREEDE REPERTORY THEATRE

THE BUZZ
• “Spend the summer in a creative atmosphere”
• “Fulfill your dreams of working in theater”

THE STATS
Industry: Fine and Performing Arts
Location: Creede, CO
Number of interns: Summer: five to 10
Pay: Paid, $125 per week; free housing, academic credit available
Length of internship: Summer: 10 to 18 weeks
Intern functions: Arts and Design, Editorial, Marketing, Production, Public Relations, Technology

THE SCOOP
Creede Repertory Theatre, located near the picturesque Rio Grande, keeps Creede, Colo., residents and visitors entertained all summer with children’s shows, a one-act play and four main-stage productions. As Creede’s largest summer employer, the theater brings in more than 35,000 people to watch performances each year. A gallery in the lobby houses musical and visual arts that make attending theater more enjoyable.

ON THE JOB
Interns at Creede Repertory Theatre are given a variety of tasks to perform. Interns working with the set designer may help build sets or work on costumes and props; and interns working with the development director may assist with writing grant proposals, mailings or planning special events. There are also production assistant and acting internships available.

GETTING HIRED
Apply by: February 1st. Applicants should send the internship application (available online), a resume and statement of intent to the address below. A letter of recommendation may also be submitted, but is not required. Students interested in an acting internship should send a recent photo and DVD or VHS of two contrasting monologues or a song.
Qualifications: Open to students 18 years of age or older.
Contact:
CRT Internship Program
Attn: Renée Stynchula
Creede Repertory Theatre
P.O. Box 269
Creede, CO 81130
Phone: (719) 658-2540, ext. 21
Email: renee@creederep.com
www.creederep.org
www.creederep.org/pages/education/internships.html

CROMARTY & CO.

THE BUZZ
• Help bring Broadway theater to the masses

THE STATS
Industries: Fine and Performing Arts, Public Relations
Location: New York, NY
Number of interns: Varies
Pay: Paid, $6 a day for lunch, $5 a day for transportation
Length of internship: Approximately 12 to 16 weeks
Intern functions: Administrative, Advertising, Arts and Design, Editorial, Marketing, Public Relations

THE SCOOP
Cromarty & Co. was founded in 1988 and focuses on providing public relations services for the theater industry. Some include Broadway and Off-Broadway theater, as well as dance, music, cabaret, benefits, special events and various festivals. Cromarty offers public relations plans, conceptual marketing designs, promotional plans, story placement, column item placement, photography consultation and advertising consultation.

ON THE JOB
Cromarty internships suit students who are interested in theater, show business, public relations, journalism and the New York City entertainment industry. Interns are given a variety of tasks, including creating press kits, communicating with the press, coordinating schedules, attending photo shoots and writing program materials. Interns work directly with a publicist and internships are structured toward each intern’s level. Some other responsibilities include coordinating performers’ schedules and arranging interviews. Interns are also encouraged to attend the performances put on by clients.

GETTING HIRED
Apply by: Rolling. Send a resume, cover letter and a short note on how your previous theater or performing arts experience makes you a qualified candidate for this opportunity.
Qualifications: Open to all parties with serious interest and background in theater and public relations. General office skills are required.
Contact:
Internship Supervisor
Cromarty & Co.
Ansonia Station P.O. Box 237154
New York, NY 10023
Phone/Fax: (212) 580-4222
Email: mailbox@cromarty.com
www.cromarty.com/internship.htm
CROW CANYON ARCHAEOLOGICAL CENTER

THE BUZZ
• Dig into the history of the Pueblo Indians

THE STATS
Industry: Education
Location: Cortez, CO
Number of interns: Annual: 10
Pay: Paid, small stipend; free meals, housing, travel allowance
Length of internship: Spring/summer/winter: varies
Intern functions: Education, Research, Technology

THE SCOOP
Founded over 20 years ago, Crow Canyon Archaeological Center is dedicated to advancing knowledge of the human past through research and education. Researchers at the center use findings from the archaeology of the Mesa Verde region (American Southwest) to educate the public.

ON THE JOB
Research positions are available as field interns, laboratory interns and zooarchaeological interns. Education internships are also available. Tasks include excavating and recording, writing, drawing, photographing, analyzing artifacts, instructing participants, conducting tours and developing curricula.

GETTING HIRED
Apply by: March 6th. Applicants must submit a completed application form and recommendation form. Check the website below for details.

Qualifications: Advanced undergraduate or graduate work in archaeology, anthropology, museum studies, education or a related field is required, as is a minimum of four weeks laboratory or archaeology field experience for the lab internship. Candidates must be able to work in a team, instruct lay persons and perform technical work.

Contact:
Crow Canyon Archaeological Center
Internship Program/HR Office
23390 Road K
Cortez, CO 81321
Phone: (970) 565-8975
Fax: (970) 564-4389
Email: hresources@crowcanyon.org
www.crowcanyon.org
www.crowcanyon.org/about/jobs_opportunities.asp

CROWN CAPITAL

THE BUZZ
• “Make useful connections as you work with top executives”

THE STATS
Industries: Financial Services, Real Estate
Location: San Francisco, CA
Number of interns: Summer: one or two
Pay: Paid, $1,500 a month
Length of internship: Summer: 12 weeks
Intern functions: Finance, Real Estate

THE SCOOP
Crown Capital offers commercial real estate services, including acquisitions, financing, development and management. Crown owns and manages about $300 million in real estate and has originated over $1 billion in real estate loans. Product types include multifamily, office, retail, industrial, hotels and others.

ON THE JOB
Interns at Crown Capital are given the chance to work with the company’s executives. Interns may assist on various levels and deals, such as acquisitions management, commercial mortgage loans and more.

GETTING HIRED
Apply by: April 1st. Send resume, cover letter, SAT scores and GPA. Also include any other information you feel qualifies you for the position.

Qualifications: Open to United States college sophomores, juniors and seniors. Strong SATs and a high GPA are required.

Contact:
David W. Yancey
Crown Capital
540 Pacific Avenue
San Francisco, CA 94133
Phone: (415) 398-6330
Fax: (415) 398-6057
Email: dyancey@crowncapital.com
www.crowncapital.com
C-SPAN

THE BUZZ

• Be in the know!
• Fast-paced environment for fast-paced learning

THE STATS

Industries: Broadcast and Cable, Government, Internet and New Media, Publishing/Journalism
Location: Washington, DC
Number of interns: Spring/fall: 15 each; Summer: 20
Pay: Unpaid
Length of internship: Spring/fall: 12 to 16 weeks each; Summer: 10 to 12 weeks
Intern functions: Editorial, Engineering, Film, Television and Radio, Internet, Marketing, Production, Public Relations, Research

THE SCOOP

C-SPAN (Cable Satellite Public Affairs Network) began in 1979 as a public service cable TV network broadcasting the live proceedings of the House of Representatives. In addition to the original C-SPAN, the company now includes C-SPAN2, C-SPAN3, C-SPAN Radio and C-SPAN.org. This corporation takes pride in its unbiased presentation of public policy events. It receives no government funding, no commercial advertising dollars and is a nonprofit educational organization.

ON THE JOB

The broad goal of the C-SPAN internship program is to introduce the best and the brightest interested in communications and politics to (what else?) the running of a cable television network and contemporary politics. Seven departments accept interns: marketing, programming, programming operations, information systems, new media, radio and engineering. Intern duties include researching, learning video production and assisting public relations.

GETTING HIRED

Apply by: Rolling. Apply online at www.c-span.org; click on the “Employment” link and select the appropriate internship. Include a resume and cover letter indicating desired department and term (spring, summer or fall) via the online application.

Qualifications: Open to college juniors and seniors. Non-U.S. citizens are eligible.

Contact:
C-SPAN
Human Resources
400 North Capitol Street NW, Suite 650
Washington, DC 20001
www.c-span.org

CSX TRANSPORTATION

THE BUZZ

• “Be transported”

THE STATS

Industry: Transportation and Logistics
Locations: Jacksonville, FL (HQ); Atlanta, GA; Chicago, IL; Florence, SC; Huntington, WV; Indianapolis, IN; Louisville, KY; Nashville, TN; Baltimore, MD; Selkirk, NY
Number of interns: Annual: 15
Pay: Paid, $15 to $18 an hour based on classification in school
Length of internship: Fall/Spring: 16 to 18 weeks each; Summer: 11 to 13 weeks
Intern functions: Accounting, Engineering, Finance, Human Resources, Marketing, Sales, Transportation and Logistics

THE SCOOP

CSX Transportation, a Fortune 500 company headquartered in Jacksonville, Fla., is the parent company whose subsidiaries provide freight transportation services around the world. CSX operates a 21,000-mile rail network that links commercial markets in 23 states, D.C. and two Canadian provinces. The firm has 33,000 employees and provides intermodal transportation services across the United States, Canada and Mexico. Among the commodities that CSX transports are coal; chemical, automobile, mineral and agricultural products; food and consumer goods; forest and paper products; and phosphates and fertilizer.

ON THE JOB

CSX recruits interns on college campuses and through the INROADS program. Participants shadow CSX management employees and complete ongoing projects. Interns work in the engineering, mechanical operations, service design, internal audit, finance, customer service, sales and marketing, public safety, accounting, HR, technology, intermodal, load engineering, real property and process improvement departments.

GETTING HIRED

Apply by: Varies. All interested candidates must apply online and submit a profile with a resume attached. Select candidates must provide a letter of recommendation, statement of intent and a current transcript.

Qualifications: CSX recruits current college and grad students pursuing a degree in engineering, finance, accounting, logistics, supply chain, transportation, marketing, real estate, human resource management, computer science, chemistry and/or biology.

Contact:
Lisa Weldon
500 Water Street J400
Jacksonville, FL 32202
Phone: (904) 359-3783
Fax: (904) 245-3442
Email: lisa_weldon@csx.com
www.csx.com
**THE BUZZ**
- “Study engine design with a global leader”
- “Get actual hands-on experience”

**THE STATS**
- **Industry:** Manufacturing
- **Location:** Columbus, IN (HQ)
- **Number of interns:** Annual: over 100
- **Pay:** Paid, competitive salary
- **Length of internship:** Summer: May to August; Fall: August to November; Spring: January to May
- **Intern functions:** Accounting, Engineering, Finance, Manufacturing, Technology

**THE SCOOP**
Cummins, Inc., is a network of companies that design, manufacture, distribute and service (diesel) engines and related technologies, including automotive power generation systems, emissions solutions, air handling, filtration, fuel systems and controls. The company also makes and manufactures construction equipment and generators. Headquartered in Columbus, Ind., Cummins is present in more than 190 countries and employs 38,000 people in over 500 distribution facilities worldwide. Cummins reported sales of $14.34 billion in 2008.

**ON THE JOB**
Co-ops and interns work in various capacities. In information technology, they participate in the development of new, leading technology. Electronics technology interns and co-ops develop cutting-edge communications systems and engine design while getting comprehensive experience in hardware and software design. The manufacturing engineering department offers students firsthand experience in metrology, controls, industrial and manufacturing engineering. Service engineer interns and co-ops learn how to predict problems, conduct field tests and develop solutions for client support. And in finance and accounting, they participate in financial planning, including accounting, pricing and long-term planning.

**GETTING HIRED**
- **Apply by:** Rolling. Apply online. Check with your campus career center to see if and when Cummins will be visiting your school.
- **Qualifications:** Open to college, graduate and MBA students enrolled in a full-time technical, finance, human resources, business, marketing or related program. Students must possess at least a B average.
- **Contact:** Cummins Corporate Headquarters
  Box 3005
  Columbus, IN 47202
  Phone: (812) 377-5000
  Fax: (812) 377-3334
  www.cummins.com

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**THE BUZZ**
- Help shape the lives of Miami’s youth
- A unique teaching experience

**THE STATS**
- **Industry:** Education
- **Location:** Miami, FL
- **Number of interns:** Annual: two
- **Pay:** Varies, may include a combination of room, board and stipend
- **Length of internship:** Varies, negotiable
- **Intern function:** Education

**THE SCOOP**
The Cushman School is Miami’s oldest independent day school and a National School of Excellence. It focuses on character development and educational excellence. Since 1924, the school has maintained the same philosophy of founder Dr. Laura Cushman, who felt that good citizens resulted from instilling a love of learning and teaching good character.

**ON THE JOB**
Interns handle a variety of classroom duties, including organizing thematic units, working with small reading groups or math groups, assisting teachers in drama, art and music and helping to plan drama assemblies. In addition, interns are encouraged to teach students about their own backgrounds, bringing cultural education to Cushman students. Interns work with three-year-olds through eighth graders.

**GETTING HIRED**
- **Apply by:** Rolling. Mail a resume, cover letter and photo to the address below.
- **Qualifications:** Open to college juniors and seniors, and recent graduates. Non-U.S. citizens are eligible. An interest in education is preferred.
- **Contact:**
  Joan D. Lutton, EdD
  The Cushman School
  592 North East 60th Street
  Miami, FL 33137
  Phone: (305) 757-1966
  Fax: (305) 757-1632
  Email: jlutton@cushmanschool.org
  www.cushmanschool.org
CVS CAREMARK

THE BUZZ
- “Work for the pharmacy giant”
- “A prescription for hands-on experience”

THE STATS
Industries: Biotechnology/Pharmaceuticals, Health Care, Retail
Locations: Woonsocket, RI (HQ); operation centers in Northbrook, IL; Scottsdale, AZ; Irving, TX
Number of interns: Woonsocket: 35; Northbrook: 15; Scottsdale: 9; Irving: 6
Pay: Paid, hourly rate varies; academic credit
Length of internship: Summer: 10 weeks (June to August)
Intern functions: Accounting, Advertising, Finance, Health Care, Human Resources, Marketing, Print Media, Project Management, Public Relations, Real Estate, Sales, Technology, Transportation and Logistics

THE SCOOP
In 2007, two pharmacy heavyweights merged: CVS Corporation, the largest provider of pharmacy services in the United States, and Caremark Rx, Inc., one of the country’s largest prescription benefit providers. Together, the two have formed a Fortune 20 company with over 215,000 employees, a network of 60,000 pharmacies and annual revenue of $80 billion.

ON THE JOB
Participants in the corporate summer internship program work in the areas of advertising, corporate communications, finance/accounting, human resources, IT, investor relations, logistics/distribution, marketing, merchandising, real estate and store operations. Interns participate in weekly events and presentations with management. About 20 percent of interns are offered full-time positions upon graduation.

GETTING HIRED
Apply by: February 22nd. Applications must include a letter of intent, letter of recommendation and transcript. All applicants must apply online at www.cvscaremarkinternship.com.
Qualifications: Candidates must have a cumulative GPA of 3.0 or greater, and have completed at least their sophomore year of college. Graduate students and non-U.S. citizens are also eligible. Qualified candidates must be able to work full time, have strong leadership and communication skills and the ability to work effectively in a team.
Contact: www.cvscaremarkinternship.com
D.C. BOOTH HISTORIC NATIONAL FISH HATCHERY

THE BUZZ

- “Intern in the aptly named Spearfish, South Dakota”

THE STATS
Industries: Fine and Performing Arts, Environment, Nonprofit
Location: Spearfish, SD
Number of interns: Annual: one or two
Pay: Paid and unpaid; housing or stipend
Length of internship: Summer: three to four months
Intern functions: Environment, Museum, Nonprofit

THE SCOOP
Formed in 1896, the D.C. Booth Historic National Fish Hatchery is run by the U.S. Fish and Wildlife Service and is one of the oldest fish hatcheries in the West, located in Spearfish, S.D. (population 9,971). The museum’s collection focuses on the history of fish hatcheries. It includes tools, photographs, personal papers and archeological items. A historic house is also connected to the museum.

ON THE JOB
Interns work with the curator on inventory, cataloging, preservation maintenance and storage. They also research topics relating to fish hatcheries and work on archival, processing, photography and exhibit work. Internship procedures follow those set by the Department of the Interior, so the program closely resembles those at National Parks.

GETTING HIRED
Apply by: Rolling. Send detailed resume (career goals, experience, academic requirements) with three references to the address below.

Qualifications: Priority is given to college juniors, seniors, and graduate students. Museum studies or historic preservation majors are preferred.

Contact:
Curator, D.C. Booth HNFH
423 Hatchery Circle
Spearfish, SD 57783-2643
Phone: (605) 642-7730
Email: randi_smith@fws.gov
dcbooth.fws.gov/internship

DALLAS COWBOYS

THE BUZZ

- “Did somebody say cheerleaders?”
- “Work for one of the most successful NFL franchises”

THE STATS
Industries: Film/Entertainment, Sports
Location: Irving, TX
Number of interns: Summer: 40 to 50
Pay: Paid and unpaid, varies
Length of internship: Summer: five to six weeks
Intern functions: Advertising, Marketing, Merchandising, Operations, Public Relations, Sales

THE SCOOP
The Dallas Cowboys is one of the NFL’s most famous football teams. Since the team’s founding in 1960, 16 Cowboys players have been inducted into the Pro Football Hall of Fame, 10 of whom played the majority of their career in Dallas. Many of today’s players are well known both on and off the field, including quarterback Tony Romo, offensive tackle Flozell Adams, linebacker DeMarcus Ware and wide receiver Roy Williams. The five-time world championship team plays at Texas Stadium in Irving, Texas.

ON THE JOB
Interns for the Dallas Cowboys may work in various departments, including public relations, marketing, training, equipment, coaching, merchandising and operations. Interns are given a wide range of jobs, from researching and filing to interacting with the media, and may work with coaches, players or any other Dallas Cowboys employee.

GETTING HIRED
Apply by: Applications are accepted between January and April. Applications are available online.

Qualifications: Open to college juniors and seniors majoring in a field of study related to the department for which they are applying.

Contact:
Dallas Cowboys
Human Resources Department
7 Cowboy Parkway
Irving, TX 75063
Phone: (972) 556-9900
www.dallascowboys.com
footballjobs.teamworkonline.com/teamwork/jobs/jobskey.cfm?=cowboys

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Customized for: Kristen (kapellman@ku.edu)
DECATUR HOUSE MUSEUM

THE BUZZ
- “Spend a summer just up the street from the White House”

THE STATS

Industries: Fine and Performing Arts, Education, Hospitality and Tourism  
Location: Washington, DC  
Number of interns: Summer/fall/spring: one to four each  
Pay: Unpaid  
Length of internship: Summer: eight to 10 weeks; Fall/spring: 10 to 12 weeks each; dates are flexible  
Intern functions: Education, Research, Retail

THE SCOOP

Benjamin Henry Latrobe, the “Father of American Architecture,” designed the Decatur House in 1818 for naval hero Stephen Decatur. Located one block away from the White House, the Decatur House has seen many great residents since its original owner (Henry Clay and Martin Van Buren among them) and is a landmark of Washington’s earliest days. Today, the Decatur House is a museum and educational site.

ON THE JOB

Internships at the Decatur House are largely up to the interns’ designs and will be modeled according to each intern’s talents, interests and educational requirements. Past interns have focused on a wide range of museum work, including education programs, curatorial work, archive research and managing the museum’s shop. Interns become very much a part of the staff during their time at Decatur House. Summer internships are conducted in accordance with those at the National Trust, and Decatur House interns are able to go on field trips and attend lunch seminars with National Trust interns.

GETTING HIRED

Apply by: Rolling. Apply online with a cover letter, transcript and resume listing two to three references.

Qualifications: Open to current college students, recent graduates and grad students.

Contact:  
Katherine Malone-France  
Project Manager  
Decatur House  
1610 H Street NW  
Washington, DC 20006  
Phone: (202) 842-0920, ext. 41227  
Fax: (202) 842-0030  
Email: decatur_house@nthp.org
DEERE & COMPANY

THE BUZZ
• An internship to inspire a Country Western song

THE STATS
Industry: Manufacturing
Locations: Moline, IL; Davenport, IA; Dubuque, IA; Ottumwa, IA; Des Moines, IA; Waterloo, IA; Lenexa, KS; Dallas, TX; Atlanta, GA; Columbus, OH; Minneapolis, MN; Cary, NC; Fuquay Varina, NC; Charlotte, NC; Horicon, WI; Fargo, ND; Augusta, GA; Torrance, CA; Thibodaux, LA; Reno, NV
Number of interns: Annual: 300; Summer: 290
Pay: Paid, varies based on major and year in school; relocation and housing assistance, insurance (medical and dental), tuition reimbursement, employee purchase plan, savings and investment plan, pension plan
Length of internship: Summer/fall/spring: 13 weeks
Intern functions: Accounting, Agriculture, Engineering, Finance, Management, Manufacturing, Marketing, Technology, Transportation and Logistics

GETTING HIRED
Apply by: Rolling. Applicants should apply online. Check with your school’s career services office to see if Deere & Company recruits on your campus.
Qualifications: Most positions are open to college sophomores, juniors and seniors, and graduate students with a minimum GPA of 3.0. Applicants must be at least 18 years of age. Students majoring in computer science, engineering, IT, agribusiness, agricultural economics, marketing, supply chain management and logistics are encouraged to apply. Accounting and finance interns must have completed at least 12 hours of accounting course work and have a minimum GPA of 3.25. High school students from partner schools are also eligible for some positions.
Contact:
Email: collegerecruiting@johndeere.com
www.johndeere.jobs

THE SCOOP
Founded in 1837 as a one-man blacksmith shop, Deere & Company has grown into a leading worldwide corporation with 56,000 employees. The company manufactures, distributes and finances equipment for use in agriculture, construction, forestry, and lawn and grounds care. In 2008, Deere & Company reported annual net sales of $25.8 million.

ON THE JOB
Interns work alongside full-time staffers in five main functional areas: accounting and finance, engineering, information technology, marketing and supply management. Deere hires about 90 to 95 percent of the intern class for full-time positions each year.
DELL

THE STATS

Industries: Consumer Products, Technology
Locations: Round Rock, TX; Nashville, TN; Oklahoma City, OK; Winston Salem, NC
Number of interns: Summer: about 105; most opportunities are in Round Rock, TX
Pay: Paid, varies from $14 to $36 an hour depending on academic year and major; travel reimbursement, free housing, discounts on Dell products, discounted health club membership, paid holidays
Length of internship: Summer: 10 to 12 weeks
Intern functions: Accounting, Engineering, Finance, Human Resources, Manufacturing, Marketing, Technology

THE SCOOP

Founded in 1984 by Michael Dell, his namesake corporation was once a small company based on the simple concept of selling computers directly to customers. With over 70,000 employees, Dell is one of the largest computer manufacturers and the biggest direct-sale computer company worldwide.

ON THE JOB

Undergraduate and master's interns can choose to focus on finance, human resources, IT, engineering, supply chain, logistics or operations. MBA students have opportunities in marketing, finance, human resources, corporate strategy, supply chain, logistics and operations. All interns will participate in an orientation program and various intern events. Dell hires about 50 to 60 percent of its intern pool for full-time positions.

GETTING HIRED

Apply by: Rolling. Applicants should apply before January or February, as most summer interns are usually hired by then. Attend one of Dell's scheduled campus visits or submit a resume and cover letter online.

Qualifications: Open to college sophomores, juniors and seniors, first-year MBA students and first-year master's students. Applicants must be in good academic standing. Non-U.S. citizens are eligible.

Contact:
Internship Coordinator
University Relations
Dell Computer Corporation
One Dell Way
Austin, TX 78758
www1.us.dell.com/careers

DELOITTE LLP

THE BUZZ

• “One of the most valuable and insightful experiences of my life”
• “It has gotten me very excited to begin my career”

THE STATS

Industries: Accounting, Consulting, Financial Services
Locations: New York, NY (HQ); with offices in more than 100 American cities
Number of interns: Consulting: 372; AERS, Tax and FAS: 1,242; INROADS: 190
Pay: Paid, competitive salary; paid holidays
Length of internship: Summer: eight to 10 weeks; Consulting: 10 weeks; Winter/spring: approximately 10 weeks
Intern functions: Audit, Consulting, Enterprise Risk, Financial Advisory, Tax, Finance

THE SCOOP

Deloitte LLP, the U.S. member firm of Deloitte Touche Tohmatsu, is one of the country's largest professional services firms and provides audit, tax, consulting and financial advisory services for clients in more than 20 industries. In the United States, the firm reported $10.98 billion in revenue for 2008 alone. In 2009, Deloitte was named to Fortune’s “100 Best Companies to Work For” list for the 10th year and BusinessWeek named Deloitte No. 1 on its list of the “Best Places to Launch A Career” in 2009.

ON THE JOB

During a Deloitte internship, participants join a client services team in one of four functions: audit and enterprise risk services, consulting, financial advisory services or tax. Interns work directly with clients after undergoing an orientation program and various intern events. Every intern receives a laptop, and Deloitte offers about 85 percent of each intern pool a full-time position after graduation or a second internship.

GETTING HIRED

Apply by: Rolling. Apply through your school’s career services office or through NABA, ALPHA or other conferences Deloitte attends. Apply online through Deloitte’s website. Resume, transcripts and location preferences are required.

Qualifications: Open to college sophomores, juniors and seniors with leadership experience in the classroom, at work and on campus. Applicants should balance a strong academic record with extracurricular activities.

Contact:
www.deloitte.com/us/careers/internships
DEUTSCHE BANK

THE BUZZ

- "A global bank with classic German engineering"

THE STATS

Industry: Financial Services
Locations: Frankfurt (HQ); London; New York, NY; Hong Kong; various locations worldwide
Number of interns: Varies
Pay: Paid, competitive salary
Length of internship: Eight to 10 weeks

THE SCOOP

Founded in Germany in 1870, Deutsche Bank is a leading global investment bank with a strong and profitable private clients franchise. A leader in Germany and Europe, the bank is continuously growing in North America, Asia and key emerging markets. Deutsche Bank offers financial services throughout the world, employing over 80,000 people in 72 countries.

ON THE JOB

Deutsche Bank offers analyst and associate internship positions in a variety of divisions. Analyst interns can work in finance, asset management, private wealth management, global banking, global markets, human resources, operations, legal, risk and capital (which encapsulates legal, risk management, compliance and treasury), group technology and operations. Associate interns work in asset management, global banking or global markets.

GETTING HIRED

Apply by: Applications are generally accepted November through February until the programs are filled. Interviews take place from January to March. All applications are available online and candidates are asked to review the various opportunities prior to applying, as each candidate is allowed to submit only one application.
Qualifications: Internship positions are available for rising college seniors and MBA students who have completed their first year. Non-U.S. citizens are eligible. Those interested in the I-banking industry should apply to the 2010 Global Internship Program. Please visit www.db.com/careers for more information on global graduate opportunities.
Contact: www.db.com/careers

DIAGEO NORTH AMERICA

THE BUZZ

- “Internship for strength”

THE STATS

Industries: Consumer Products, Food and Beverage, Manufacturing
Locations: Plainfield, IL; New York, NY; Miami, FL; Norwalk, CT
Number of interns: Undergrad: 10; MBA: 11
Pay: Paid
Length of internship: Summer: 10 to 12 weeks
Intern functions: Engineering, Finance, Management, Marketing, Science and Math, Supply Chain

THE SCOOP

A product of the 1997 merger between GrandMet and Guinness, Diageo is a leading premium drinks manufacturer headquartered in London. With 22,000 employees, Diageo’s team produces several brands of spirits, wine and beer, including Smirnoff, Johnnie Walker, Tanqueray, Sterling Vineyards Wines, Bushmills Irish Whiskey, Guinness, Captain Morgan, Baileys and José Cuervo. A global company traded in over 180 markets, Diageo is listed on both the London Stock Exchange and the New York Stock Exchange.

ON THE JOB

Diageo offers internship programs for current undergrads and MBA students. Undergraduate interns work in several fields, including procurement, liquid development, package engineering, sensory science, engineering, compliance, quality, manufacturing, customer care and supply planning. The MBA Internship Program in Marketing and Finance allows interns to work on specialized projects within a business unit or particular brand. Marketing interns are based in New York, while finance interns may work in Miami, Norwalk or New York. All interns present their research and recommendations to senior Diageo management upon completion of the internship.

GETTING HIRED

Apply by: Applications become available online beginning in August (undergrads) or the fall (MBA). Candidates should apply online.
Qualifications: All applicants must be at least 21 years of age. Undergrads: open to current college students who have completed at least two years. Applicants majoring in supply chain management, procurement, food science, engineering (mechanical, manufacturing and chemical), chemistry or distilling are preferred. A minimum GPA of 3.0 is required. MBA: applicants must be pursuing their first year of business school. Successful MBA candidates usually have two to five years of work experience.
Contact: www.diageo-careers.com/pages/trainingschemes.aspx
DISCOVERY COMMUNICATIONS INC.

THE BUZZ
- "The leading brand in televised lions"
- "Discovery is a great name to have on a resume"

THE STATS
Industries: Broadcast and Cable, Education, Internet and New Media, Publishing/Journalism
Locations: Silver Spring, MD (HQ); other U.S. offices include New York, NY; Chicago, IL; Miami, FL; Los Angeles, CA; Atlanta, GA; Charlotte, NC; international locations include offices in the United Kingdom, Europe, the Middle East, Africa, Asia-Pacific and Latin America
Number of interns: Summer: 80; Fall/spring: 40 each
Pay: Unpaid, academic credit
Length of internship: Summer: 12 weeks
Intern functions: Accounting, Advertising, Film, Television and Radio, Finance, Human Resources, Marketing, Sales, Technology

THE SCOOP
Launched in 1985 by founder and chairman John Hendricks, Discovery Communications Inc. is a nonfiction multimedia company for home entertainment, interactive multimedia, publishing, merchandising and international sales and distribution. The company went public in September 2008. Discovery Communications has over 100 worldwide networks, including the Discovery Channel, Animal Planet, TLC, Science Channel, Investigation Discovery, Discovery HD Theater and Planet Green. Through popular programs, such as MythBusters, Trading Spaces and Shark Week, Discovery explores insightful topics related to science, technology, culture, history, human adventure and health. Its many educational programs, products and services, including digital media services like howstuffworks.com, reach over 1.5 billion subscribers in 170 countries.

ON THE JOB
Interns gain hands-on training and project management experience in various departments, including sales, advertising, production, marketing, communications, accounting, finance, information technology and human resources, with only 30 percent of their tasks being administrative. Other perks include lunch and learn sessions and networking opportunities with top executives at TLC, Animal Planet and Discovery Channel. Internships are available in Discovery’s Silver Spring, New York, Los Angeles, Miami and Charlotte offices.

GETTING HIRED
Apply by: The Campus Connections Program has three sessions each year: fall, spring and summer. Students should submit their applications through the Discovery Communications website, www.discoverycommunications.com.
Qualifications: Open to current college students who have finished at least their sophomore year, as well as current graduate students. A minimum GPA of 3.0 is required. Applicants must be eligible for college credit and able to work in the United States. Interns must be prepared to work a minimum of 10 hours per week.
Contact: www.discoverycommunications.com
DISNEY COLLEGE PROGRAM

THE BUZZ
• “Magical resume builder”
• “Join the Mickey Mouse Club”

THE STATS
Industries: Broadcast and Cable, Hospitality and Tourism
Locations: Orlando, FL; Anaheim, CA
Number of Interns: Spring/fall: varies; Annual: 7,000 in Walt Disney World, 1,000 in Disneyland
Pay: Paid, varies; low-cost housing, free admission, discounts on merchandise, food and beverage and resort stays
Length of internship: Spring/fall: at least one semester
Intern functions: Administrative, Arts and Design, Marketing, Retail, Sales

THE SCOOP
Through his drawing talent, Walt Disney literally conjured up an empire. The California-based theme park, Disneyland, opened in 1955 and has been visited by more than 515 million guests since it opened to the public. On the other side of the country, the Florida-based theme park Walt Disney World includes the Magic Kingdom Park, Epcot, Disney's Hollywood Studios, Disney's Animal Kingdom Theme Park, the Downtown Disney area, two water parks and over 20 themed resorts for its guests.

ON THE JOB
Disney College Program participants work in various departments, including food and beverage, entertainment, operations (attractions), retail, culinary, front desk, housekeeping, lifeguard, recreation, custodial and costuming. Responsibilities vary by department, but may include customer service, operations, sales, food service or administrative duties.

$ GETTING HIRED
Apply by: Spring: recruiting takes place from September to November; Fall: recruiting takes place from February to April. Check with your school’s career services office to see if Disney recruits on your campus.
Qualifications: Open to college students who have completed at least one semester. Must be enrolled in college, at least 18 years of age at time of arrival, and be a U.S. citizen or have unrestricted U.S. work authorization. Additional criteria for participation may be required by the student’s school of enrollment.
Contact:
Email: wdw.college.recruiting@disney.com
www.disneycollegeprogram.com

DOMINION

THE BUZZ
• “Feel the energy that happens when the right people and the right company make a connection”

THE STATS
Industry: Energy
Locations: Richmond, VA (HQ); various locations in CT, IL, IN, MA, NC, OH, PA, VA, WI, WV
Number of interns: Summer: more than 200; Fall/winter/spring: 30
Pay: Paid, hourly salary based on major and school standing; relocation and housing assistance provided to those who live more than 50 miles away
Length of internship: Summer: 10 to 12 weeks; Academic year: varies
Intern functions: Accounting, Communications, Engineering, Finance, Human Resources, Technology

THE SCOOP
Dominion knows energy. One of the nation’s largest producers and transporters of energy, the firm boasts about 27,500 megawatts of power generation, 6,000 miles of electric transmission lines, 1.1 trillion cubic feet equivalent of proved natural gas and oil reserves, 14,000 miles of natural gas pipeline and the nation’s largest natural gas storage system, with about 975 billion cubic feet of storage capacity. Dominion also serves retail energy customers in 12 states.

ON THE JOB
Interns are hired based on need in Dominion's various departments. Intern work sessions are structured, supervised, professional and career-related assignments that allow students to develop a network of contacts at Dominion, assess their strengths and test classroom theories in a real world setting.

$ GETTING HIRED
Apply by: Varies; opportunities are posted on the website throughout the year at www.dom.com/careers. Prospective interns can use the Dominion online job search engine to locate open positions and find application instructions.
Qualifications: Open to rising college sophomores, juniors and seniors. Some positions are also open to graduate students. Applicants must be registered full-time students and have a minimum cumulative GPA of 2.5.
Contact:
Email: campus.connections@dom.com
www.dom.com/careers
## Domino's Pizza LLC

### The Stats
- **Industries:** Food and Beverage, Consumer Products, Retail
- **Locations:** Ann Arbor, MI (HQ); Las Vegas, NV; Atlanta, GA; Baltimore, MD
- **Number of interns:** Summer: 12
- **Pay:** Paid, $10 to $15 an hour; academic credit available; access to in-house fitness center, dry cleaning services, post office, car detailing, hair/nail salon, massage therapist, dentist; various employee discounts
- **Length of internship:** Summer: three months (May to August)
- **Intern functions:** Accounting, Advertising, Finance, Human Resources, Marketing, Operations, Supply Chain

### The Scoop
Domino's Pizza traces its roots back to 1960 when Tom and James Monaghan opened just one store in Ypsilanti, Mich. Today, Domino's operates more than 8,000 stores worldwide and employs over 11,000 people in the United States. In 2008, Domino's sold more than 1.3 million pizzas every day.

### On the Job
Interns are hired into various departments, including accounting and finance, human resources, legal, operations, communications, supply chain, advertising, brand management, public relations, research and development, marketing, international and information services. Responsibilities vary by department, but can include running the operations of a store or supply chain center, conducting interviews and reference checks for potential hires, and providing accounting services for a specific market. About 85 percent of interns are offered full-time positions upon graduation.

### Getting HIRED
- **Apply by:** April. All applicants must apply online at the website below.
- **Qualifications:** Open to college sophomores, juniors and seniors with a minimum GPA of 3.0. Candidates should be majoring in a field of study related to the internship for which they are applying.
- **Contact:**
  - www.careers.dominos.com

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## Donna Karan

### The Stats
- **Industries:** Fashion, Retail
- **Location:** New York, NY
- **Number of interns:** Varies
- **Pay:** Unpaid
- **Length of internship:** Spring/summer/fall/winter: three months each
- **Intern functions:** Administrative, Advertising, Arts and Design, Finance

### The Scoop
In 1985, Donna Karan launched her own clothing line, the Donna Karan New York Collection. Four years later, Donna Karan International Inc. expanded with the introduction of DKNY, a more affordable line. Today, Donna Karan International Inc. also offers accessories, home furnishings and eyewear among its many products. Donna Karan remains the chief designer and chairman, and the company has become one of the world’s fashion powerhouses.

### On the Job
Donna Karan International Inc. offers internships year-round in a variety of departments. Although specific intern duties vary, tasks may include assisting the design teams, answering phones and handling administrative duties. Students can expect an in-depth introduction to the fashion business.

### Getting HIRED
- **Apply by:** Rolling.
- **Qualifications:** Open to college freshmen, sophomores, juniors and seniors enrolled in an accredited university. Various departments within Donna Karan may have additional requirements.
- **Contact:**
  - Donna Karan International
  - 240 West 40th Street
  - New York, NY 10018
  - Phone: (212) 789-1643 (internship hotline)
  - Fax: (212) 768-5937
  - Email: dkinterns@dkintl.com
  - www.pcrecruiter.com/clients/dkny/welcome.html
THE STATS

Industry: Agriculture and Food, Biotechnology/Pharmaceuticals, Consumer Products, Energy, Environment, Manufacturing, Technology

Locations: Midland, MI (HQ); Edina, MN; Freeport, TX; Houston, TX; Hahnville, LA; Plaquemine, LA; Pittsburg, CA; South Charleston, WV; Dalton, GA; Philadelphia, PA; Marlborough, MA; Bristol, PA; Spring House, PA; Newark, DE

Number of interns: Fall/spring: about 20 each; Summer: about 90

Pay: Paid, varies depending on discipline and function; subsidized furnished housing

Length of internship: 12 weeks; Fall: September to December; Spring: January to April; Summer: May to August

Intern functions: Accounting, Engineering, Finance, Information Systems, Management, Manufacturing, Public Relations, Sales, Supply Chain, Transportation and Logistics

THE BUZZ

• “Put that chemistry class to good use”

THE SCOOP

The Dow Chemical Company was founded over 100 years ago as a bleach manufacturer and has now expanded to become the second largest chemical manufacturer in the world, employing 46,000 people worldwide. Dow’s 3,300 products, including everything from pharmaceuticals to paints, are sold in 160 countries. In 2008, Dow reported annual sales of $57.5 billion. Dow acquired Rohm and Haas Company, a global specialty materials company, in April 2009.

ON THE JOB

Interns at Dow are treated like full-time employees, with their own projects that include all the aspects of the company. Approximately 70 percent of Dow interns are offered positions in the company after graduation.

GETTING HIRED

Apply by: September to October. Applicants should apply online. A resume and transcript are required.

Qualifications: Applicants must be at least college sophomores over the age of 18 with a minimum cumulative GPA of 2.7.

Contact:
Shawn Loachridge
U.S. University Relations
The Dow Chemical Company
Employee Development Center
Midland MI 48674
Phone: (989) 636-0646
Email: srloachridge@dow.com
www.careersatdow.com
DOW JONES & COMPANY

THE BUZZ

- “In the journalism field, it doesn’t get much more prestigious than this”
- “A good step toward that Pulitzer”

THE STATS

Industry: Publishing/Journalism
Locations: New York, NY; South Brunswick, NJ
Number of interns: Varies
Pay: Paid; Publishing: $700 a week; Technology: minimum $15 an hour
Length of internship: Summer: eight to 10 weeks
Intern functions: Editorial, Internet, Print Media, Technology

THE SCOOP

Dow Jones & Company, publisher of The Wall Street Journal, produces the world’s most vital business and financial news and information. Company operations are divided into three segments: print publishing, electronic publishing and community newspapers.

ON THE JOB

Internships are offered primarily during May through August, but some opportunities are also available during the school year. Publishing interns will spend the summer working in one of The Wall Street Journal’s news bureaus. Technology interns will be involved with technical support of desktop systems and networks affecting real-time news delivery, programming in C++, JAVA, GUI, HTML, related databases, systems and database administration, or networking and information security.

GETTING HIRED

Apply by: Publishing: November 1st; Technology: May 1st. Publishing internship: submit a resume, cover letter and at least 12 bylined clips. Technology internship: complete the online application and submit a transcript and one letter of recommendation.

Qualifications: Open to current college students and grad students. Technology internship applicants should be rising college juniors or seniors with a minimum GPA of 3.0 and be majoring in computer science, engineering or a related field.

Contact:
Technology Internship
Dow Jones & Company
P.O. Box 300
Attn: HR, IT Internship Dept
Princeton, NJ 08543-0300
Fax: (609) 520-4124

Publishing Internship
Cathy Panagoulias
Assistant Managing Editor
The Wall Street Journal
200 Liberty Street
New York, NY 10281
www.dowjones.com/careers/internships/internships.htm
THE DOW JONES NEWSPAPER FUND

THE BUZZ
- “Deadlines and headlines”
- “Stop the presses!”

THE STATS
Industries: Publishing/Journalism, Nonprofit
Locations: Various U.S. newspapers and news services in cities including Denver, CO; Pittsburgh, PA; Amarillo, TX; Los Angeles, CA; Miami, FL; New York, NY; San Francisco, CA; Washington, DC; Hartford, CT; Indianapolis, IN; Cape Cod, MA; Detroit, MI; Minneapolis, MN; Kansas City, MO; Naples, FL; Sioux Falls, SD; Austin, TX and more
Number of interns: Summer: Varies, 75
Pay: Paid, $350 a week minimum; $1,000 scholarship
Length of internship: Summer: minimum 10 weeks
Intern functions: Editorial, Print Media

THE SCOOP
The Dow Jones Newspaper Fund (DJNF) is a nonprofit on a mission to improve journalism education and the quality of candidates for newspaper jobs. In this spirit, DJNF offers journalism-related internships, scholarships, fellowships, training and literature. The Dow Jones Newspaper Fund celebrated its 50th anniversary in 2008 and is supported by Dow Jones & Company, Inc., in addition to other news organizations.

ON THE JOB
Internships are available in various departments, including news, sports, business, features and multimedia. All offer hands-on journalism experience and pre-internship training sessions on college campuses. Participating newspapers include The New York Times, The Palm Beach Post and The Wall Street Journal.

GETTING HIRED
Apply by: November 2nd. Business reporter candidates must submit an essay, resume, transcript and clips. A reporting or editing test is required. Check the website below for details.
Qualifications: The business reporting program is intended for current college sophomores, juniors and seniors. Editing positions are available for college juniors, seniors or graduate students. Non-U.S. citizens are eligible.
Contact: Richard S. Holden, Executive Director
Dow Jones Newspaper Fund, Inc.
P.O. Box 300
Princeton, NJ 08543
Phone: (609) 452-2820
Fax: (609) 520-5804
www.newspaperfund.org
THE DRAWING CENTER

THE BUZZ

• “Oil gets all the press—start promoting drawings”

THE STATS

Industries: Fine and Performing Arts, Nonprofit, Public Relations, Publishing/Journalism
Location: New York, NY
Number of interns: Four or five per semester
Pay: Unpaid, academic credit available
Length of internship: Approximately two to four months; Summer: May to July; Fall: September to December; Winter/spring: January to April; minimum 15 hours a week
Intern functions: Arts and Design, Nonprofit, Public Relations, Editorial

THE SCOOP

The Drawing Center is the only fine arts institution in the United States that focuses solely on the exhibition of drawings, both historical and contemporary. The center was established in 1977 to provide opportunities for emerging and under-recognized artists to demonstrate the significance and diversity of drawings throughout history, and to stimulate public dialogue on issues of art and culture. The center is located in SoHo, known for its large number of galleries, museums and artist studios.

ON THE JOB

Rotational internships provide participants with the opportunity to acquire practical experience in a small art museum. Interns rotate through one of two groupings of several departments: contemporary curation and the viewing program for emerging artists, education and operations; or historical curation, registration, publications and development/marketing. Interns work with museum staff to become familiar with each department. Interns can assist in exhibition installations and de-installations. Interns must attend opening receptions for all exhibitions, and assist with at least one special event each month during the duration of the internship.

GETTING HIRED

Apply by: Fall: July 1st; Spring: November 15th; Summer: April 1st.
Submit an application form and resume indicating dates of availability and areas of interest or expertise via mail or fax. The online application is available at www.drawingcenter.org.
Qualifications: Open to undergraduates with at least one year of study completed, graduate students and recent grads.
Contact:
Aimee Good
Director of Education and Community Programs
The Drawing Center
35 Wooster Street
New York, NY 10013
Phone: (212) 219-2166, ext. 205
Fax: (212) 966-2976
Email: agood@drawingcenter.org
www.drawingcenter.org
www.drawingcenter.org/edu_internships.cfm

THE BUZZ

• “Oil gets all the press—start promoting drawings”

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DUBLIN CITY INTERNSHIPS

THE BUZZ

• “Forget London; Dublin is calling”

THE STATS

Industries: All industries
Location: Dublin, Ireland
Number of interns: Varies
Pay: Unpaid, academic credit available
Length of internship: Spring/fall: 15 weeks; Summer: 10 weeks
Intern function: Varies

THE SCOOP

The Dublin City program offers professional-level internships across the spectrum of majors. The program offers full-time international work experience for interns in a progressive city more than 1,000 years old—a city rich in traditions, history, music, literature, theater and heritage.

ON THE JOB

Dublin City Internships links college students with companies in their chosen fields that are located in and around Dublin.

GETTING HIRED

Apply by: Fall: May 15th; Spring: October 15th; Summer: March 15th. Send a letter of interest via email to the address below. Include your name and address, your educational level (i.e., college junior, senior), the type of internship you’re seeking and an email address for a quick response.

Qualifications: Open to college juniors and seniors, as well as recent graduates and grad students. Match your college courses and career interests with a professional level placement.

Contact:
Email: mhrieke@eircom.net
homepage.eircom.net/~dublinternships
DUKE UNIVERSITY TALENT IDENTIFICATION PROGRAM

THE BUZZ

- “Work with junior Einsteins”

THE STATS

Industries: Education, Nonprofit
Locations: Summer studies programs: Durham, NC (HQ); Beaufort, NC; Boone, NC; College Station, TX; Davidson, NC; Lawrence, KS; Athens, GA; San Antonio, TX; Field studies/institutes: Durham, NC; The Hague, Netherlands; Rosman, NC; Costa Rica; Beijing, China; Peru; Sarasota, FL; Ghost Ranch, NM; Dangriga, Belize
Number of interns: One teaching assistant and one instructor per class; one on-site coordinator, one academic coordinator, one counselor, two office staff members and two program assistants per campus; varying number of residential staff based on campus size
Pay: Paid, $1,300 to $6,800
Length of internship: Two months (June and July)
Intern function: Education

THE SCOOP

Celebrating its 30th anniversary in 2009, the Duke University Talent Identification Program (Duke TIP) provides summer education and guidance to students in grades seven through 10 with exceptional academic promise. This leading educational nonprofit organization was founded in 1980 through a grant from The Duke Endowment. The first summer residential program was held in 1981 with 151 students; enrollment for the same program was more than 2,800 in 2009. Current Duke TIP programs offering advanced academic courses include the summer studies programs, domestic and international field studies programs, the Clinical Psychology Institute, the Human Genetics Institute, the Pre-Law Institute and the Leadership Institute.

ON THE JOB

Interns may apply for a variety of different positions in academic, residential and administrative departments. Responsibilities vary according to position and department; however, all interns may expect a lot of hands-on experience working closely with students.

GETTING HIRED

Apply by: Rolling. An application (available to download at www.tip.duke.edu/about/employment), court record release, equal opportunity form, cover letter, resume, college transcript(s) and letters of reference are required.

Qualifications: Minimum qualifications may be found on the Duke TIP website. Some positions are open to college students who have completed one year of study, while others require more advanced qualification, up to the PhD or EdD level. Applicants must be comfortable serving as a role model for young students and be able to work well in a team.

Contact:
Duke TIP Summer Employment
1121 West Main Street
Durham, NC 27701
Phone: (919) 668-9100
Fax: (919) 681-7921
Email: jobs@tip.duke.edu
www.tip.duke.edu
www.tip.duke.edu/about/employment
DUPONT

THE BUZZ

• “Techies”

THE STATS

Industries: Agriculture and Food, Biotechnology/Pharmaceuticals, Commercial Construction, Consumer Products, Energy, Environment, Manufacturing, Technology
Locations: Wilmington, DE (HQ); Deepwater, NJ; DeLisle, MS; Louisville, KY; New Johnsonville, TN; Parkersburg, WV; Richmond, VA; Sabine, TX and more
Number of interns: Annual: about 60 to 70
Pay: Paid, varies; academic credit may be available
Length of internship: Three to six months
Intern functions: Accounting, Agriculture, Engineering, Finance, Manufacturing, Marketing, Science and Math, Technology

THE SCOOP

Founded as a gunpowder mill in 1892, DuPont has grown into a leading market-driven science company. DuPont provides products for industries such as nutrition, security, communications, electronics and construction (some familiar names include Tyvek, Teflon and Kevlar). The company has operations in more than 70 countries, 60,000 employees and annual revenue of nearly $29.4 billion in 2007.

ON THE JOB

Interns work on assignments that pertain to their related field of study under the direct supervision of an experienced DuPont employee. Interns may work in the areas of engineering, accounting and finance, marketing and research and development. At the end of the internship, supervisors discuss performance and professional interests with interns. About 30 to 50 percent of interns receive full-time employment offers from DuPont.

GETTING HIRED

Apply by: Rolling. Applicants should apply online.
Qualifications: Open to full-time undergraduates who have completed at least one year of college, who are majoring in engineering (ChE, ME, EE) or science (chemistry, biology). Internships are also available in finance and marketing (MBA candidates). Applicants must have a GPA of 3.0 or higher and must be a U.S. citizen or permanent resident.
Contact:
DuPont Talent Acquisition
4417 Lancaster Pike
Wilmington, DE 19805
www.dupont.com/careers
DYKEMAN ASSOCIATES INC.

THE STATS

- **Industries:** Public Relations, Advertising/Marketing
- **Location:** Dallas, TX
- **Number of interns:** Two to three per semester
- **Pay:** Paid in barter dollars for necessities, gifts and entertainment; academic credit
- **Length of internship:** Three months to one year
- **Intern functions:** Public Relations, Advertising, Editorial, Marketing

THE BUZZ

• Learn all about PR from a pro

THE SCOOP

Since 1974, Dykeman Associates Inc. has been an advertising, public relations and marketing firm that assists clients with the creation, program implementation and maintenance of programs needed to reach targeted audiences through tools such as emerging media, website development, video production, public relations and marketing. Dykeman clients range from Fortune 500 companies to small firms.

ON THE JOB

In an internship with Dykeman, you never really know what duties you’re going to be assigned, as they differ for each client. Interns should be adept at handling a multitude of tasks that may include website creation, video production, designing brochures and compiling media lists. Interns also participate in client meetings and attend special events, seminars and workshops.

$ GETTING HIRED

- **Apply by:** Rolling; two to three months ahead of the beginning of the internship. Send a resume, cover letter and your availability.
- **Qualifications:** Open to college juniors and seniors and graduate students. A basic knowledge and/or related course work in advertising, public relations or journalism is helpful.
- **Contact:** Alice Dykeman, President
  Public Relations
  Dykeman Associates
  4115 Rawlins Street
  Dallas, TX 75219
  Phone: (214) 528-2991
  Fax: (214) 528-0241
  Email: adykeman@airmail.net
  www.dykemanassociates.com

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INTERNSHIP PROFILES
‘E’
Vault Guide to Top Internships, 2010 Edition
E! ENTERTAINMENT TELEVISION, INC.

THE STATS

**Industries:** Broadcast and Cable, Film/Entertainment, Internet and New Media, Publishing/Journalism  
**Location:** Los Angeles, CA  
**Number of interns:** Annual: 150  
**Pay:** Unpaid, academic credit; show tapings, intern events, company parties  
**Length of internship:** At least 16 hours a week, three months minimum  
**Intern functions:** Arts and Design, Editorial, Film, Television and Radio, Human Resources, Marketing, Sales, Technology

THE BUZZ

- “E! Networks invest time in their interns”  
- “An internship can improve your chances of working at E! later on!”

THE SCOOP

E! Entertainment Television, Inc., is the world’s largest producer and distributor of entertainment news and lifestyle-related programming. The company operates E! Entertainment Television, the 24-hour network with programming dedicated to the entertainment world; The Style Network, the 24-hour network where life gets a new look; and E! Online, located at www.eonline.com.

ON THE JOB

Internships are available in E! original programming, The Style Network, E! Online, marketing, public relations, promotions, information technology, human resources, talent/casting, international operations, business development, on-air design, affiliate relations, music, set design, production, development, short form production and new media content.

GETTING HIRED

Apply by: Rolling. Interested students can apply online at www.cegjobs.com.

Qualifications: Open to college juniors and seniors. Underclassmen are considered. Opportunities are also available for grad students.

Contact:
E! Entertainment Television, Inc.  
Attn: Internship Coordinator  
www.cegjobs.com
**E/THE ENVIRONMENTAL MAGAZINE**

**THE BUZZ**
- “For the serious environmentalist”
- “Saving the earth, one issue at a time”

**THE STATS**

| Industries: Environment, Publishing/Journalism |
| Location: Norwalk, CT |
| **Number of interns:** Summer: five; Fall/winter/spring: three each |
| Pay: Unpaid, academic credit; events include travel and accommodations in places such as Belize, Hawaii, California and Israel |
| **Length of internship:** Three months, 10 to 40 hours a week |
| **Intern functions:** Advertising, Arts and Design, Editorial, Marketing, Sales |

**THE SCOOP**

With 13 Independent Press Awards under its belt, E Magazine is the world’s leading independent environmental magazine. Founded in 1990 and sponsored by the Earth Action Network, E Magazine is devoted to expanding environmental awareness in all areas. The people at E practice what they preach, printing the magazine on recycled paper.

**ON THE JOB**

Editorial interns are responsible for writing, researching and fact-checking editorial content; proofreading layouts; generating article ideas; participating in editorial meetings; and assisting staff with special projects. Advertising interns prospect for new advertisers, research markets/industries, assemble media kits and work closely with the art department on ad production, placement and layout of ads. Marketing/business development interns assist in creating marketing strategies and campaigns and conduct market research.

**GETTING HIRED**

Apply by: Rolling. For editorial and marketing/business development interns, email resume and cover letter to Managing Editor Brita Belli at bbelli@emagazine.com. Editorial interns should also submit writing samples. For advertising interns, email resume and cover letter to Advertising Director Karen Soucy at karen@emagazine.com.

Qualifications: Open to current college students, recent graduates and grad students.

Contact:
E/The Environmental Magazine
28 Knight Street
Norwalk, CT 06851
Phone: (203) 854-5559, ext. 109
Fax: (203) 866-0602
www.emagazine.com
www.emagazine.com/view/?1515

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**EAST RIVER DEVELOPMENT ALLIANCE**

**THE BUZZ**
- “If you are interested in learning about how nonprofit organizations operate, this is the job for you!”
- “Work to end poverty for public housing residents”

**THE STATS**

| Industry: Nonprofit |
| Location: New York, NY (HQ) |
| **Number of interns:** Summer/fall: four each; Winter: eight |
| Pay: Unpaid; monthly Metrocard; academic credit available |
| **Length of internship:** About four months, 15 to 20 hours a week |
| **Intern functions:** Administrative, Communications, Community Organizing, Finance, Education, Workforce Development |

**THE SCOOP**

Located in Long Island City, Queens, the East River Development Alliance (ERDA) is a nonprofit organization dedicated to improving the economic situation of public housing residents. ERDA offers its clients guidance and support to help them achieve a quality education, meaningful career, access to mainstream financial institutions and a clean and safe home environment.

**ON THE JOB**

Interns at ERDA get a firsthand look at the operations of a small nonprofit. Summer and fall interns are each hired for a specific function—one each for financial education, workforce development, community revitalization and fundraising/event planning. ERDA interns during the winter term work on the alliance’s Free Tax Prep Program in a variety of positions.

**GETTING HIRED**

Apply by: Rolling. Applicants should email a resume and letter of interest, including how they heard about ERDA’s internship, with “Internship” in the subject line to jobs@erdalliance.org.

Qualifications: Open to high school students, college students, recent college graduates and grad students. International applicants are welcome.

Contact:
East River Development Alliance
12-11 40th Avenue
Long Island City, NY 11101
Email: jobs@erdalliance.org
www.erdalliance.org
EASTMAN KODAK COMPANY

THE BUZZ
- “Work with the cutting edge of imaging technology”
- “You press the button, we do the rest”

THE STATS
- **Industries:** Consumer Products, Technology
- **Locations:** Rochester, NY (HQ); Windsor, CO; Dayton, OH
- **Number of interns:** 100
- **Pay:** Paid, varies based on work experience and education level
- **Length of internship:** Varies
- **Intern functions:** Engineering, Finance, Manufacturing, Science and Math

THE SCOOP
Kodak is not just disposable cameras and color film; it’s the world leader. All 82 winners of the Academy Award for Best Picture were shot on Kodak film. Kodak also prints 80 percent of all scratch-off lottery tickets in the world. To stay on top, Kodak is constantly pushing the envelope with new image technology, including creating new products for the internet, such as the Twitter feed. Its efforts continue to be successful, as the company reported revenue of $9.416 billion in 2009.

ON THE JOB
Internships are available in computer technology, engineering, manufacturing, optics, sciences, business, mathematics and statistics, and more. Duties vary according to department. However, all interns participate in lunch and learn sessions, company tours and other social activities. The cooperative internship program boasts learning opportunities with top professionals and a dedication to interaction with peers.

$ GETTING HIRED

**Apply by:** Rolling. Submit resume in print to the address below or apply online. Include GPA and anticipated graduation date.

**Qualifications:** Applicants must be enrolled full time in a bachelor’s, master’s or PhD program and have completed at least their freshman year. A minimum GPA of 2.8 is required, as well as the ability to work a minimum of 10 consecutive weeks during the year. Applicants must also complete and pass a drug screen.

**Contact:**
Ms. Kelly Kosel
Internship Coordinator
Eastman Kodak Company
343 State Street
Rochester, NY 14650-00915
www.kodak.com/go/careers

ECCO PRESS

THE BUZZ
- “Spend a summer reading great literature”
- “Learn all about the publishing biz”

THE STATS
- **Industry:** Publishing/Journalism
- **Location:** New York, NY
- **Number of interns:** Summer: eight
- **Pay:** Unpaid
- **Length of internship:** Summer: 10 weeks
- **Intern functions:** Editorial, Marketing

THE SCOOP
An imprint of HarperCollins, Ecco Press began by printing classic literature and grew from there. Ecco Press publishes authors such as Louise Glück (U.S. poet laureate in 2003-2004), Joyce Carol Oates and Cormac McCarthy. The company is also responsible for The Essential Poet Series, a collection of portable works by influential poets introduced by contemporary writers.

ON THE JOB
During their 10-week stint with Ecco Press, interns work in several different departments. While being exposed to the various aspects of publishing, the interns develop and pitch their own book idea. Interns should also expect networking opportunities. The internship is ideal for students interested in publishing careers.

$ GETTING HIRED

**Apply by:** March 20th. Send resume with cover letter to the email address below, with “Internship” in the subject line.

**Qualifications:** Open to rising college seniors and recent graduates. Organized students with related experience, strong written and verbal communication abilities and computer skills are preferred.

**Contact:**
Email: collrec@harpercollins.com
www.harpercollinscareers.com

THE BUZZ
- “Work with the cutting edge of imaging technology”
- “You press the button, we do the rest”

THE BUZZ
- “Spend a summer reading great literature”
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ECHOSTAR COMMUNICATIONS CORPORATION

THE BUZZ

- “Seniors and MBAs approaching graduation wanted”
- “Learn about the business of satellite entertainment”

THE STATS

Industry: Broadcast and Cable
Locations: Englewood, CO (HQ); over 150 additional locations throughout the United States
Number of interns: 60 to 100
Pay: Paid, $8 to $25 per hour depending on degree, year in school, prior experience and other related factors
Length of internship: Summer: 11 weeks; Recent college/MBA grad: full time
Intern functions: Film, Television and Radio, Accounting, Technology, Finance, Human Resources, Editorial, Management, Marketing

THE SCOOP

Founded in 1980, EchoStar Communications is a direct broadcast satellite television service provider, serving more than 13.78 million U.S. customers with its DISH Network. Through its fleet of 10 in-orbit satellites, EchoStar offers DISH Network customers hundreds of video and audio channels, interactive TV, HDTV, sports and international programming.

ON THE JOB

Interns complete a specific project (related to their major) over the summer under the guidance of a VP sponsor, manager and mentor. Interns also participate in field trips, specialized training and other company events and activities. In addition to interns, EchoStar recruits recent college and MBA graduates for full-time positions.

GETTING HIRED

Apply by: January to February. Check the second website below for university recruitment information.

Qualifications: Open to students majoring in accounting, communications, computer engineering, computer science, economics, electrical engineering, finance, human resources, information systems, journalism, leadership, liberal arts, management, marketing, psychology or earning an MBA. Candidates should have a GPA of 3.2 or higher, as well as demonstrated energy and achievements.

Contact:
EchoStar Corporate Headquarters
Attn: Angela Heyroth
9601 South Meridian Boulevard
Englewood, CO 80112
Phone: (303) 723-1000
Fax: (720) 514-8439
www.dishnetwork.com
www.dishnetwork.com/college

THE BUZZ

- “Seniors and MBAs approaching graduation wanted”
- “Learn about the business of satellite entertainment”

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Contact:
EchoStar Corporate Headquarters
Attn: Angela Heyroth
9601 South Meridian Boulevard
Englewood, CO 80112
Phone: (303) 723-1000
Fax: (720) 514-8439
www.dishnetwork.com
www.dishnetwork.com/college
ECOLAB

THE BUZZ

• “Help industry stay clean”

THE STATS

Industries: Health Care, Hospitality and Tourism, Manufacturing
Locations: St. Paul, MN (HQ); nationwide (sales)
Number of interns: Summer: 40
Pay: Paid, varies; Undergrad: $14 to $18 an hour; MBA: $6,000 a month; academic credit
Length of internship: Summer: 10 to 12 weeks
Intern functions: Engineering, Finance, Human Resources, Marketing, Sales, Supply Chain, Technology

THE SCOOP

Ecolab was founded as the Economics Laboratory in the 1920s. Today, it is a leader in sanitation, cleaning and food safety products and services. In addition, this Fortune 500 company provides services and products for the health care, hotel and restaurant, supermarket, dairy and food and beverage industries in more than 170 countries. With over 25,000 associates and some famous clients (ahem, the British Royal Navy), Ecolab pulled in sales of $6 billion in 2008.

ON THE JOB

Ecolab offers several internship programs, including the undergrad finance internship program, the MBA internship program, the research, development and engineering internship program, the food service and hospitality institutional territory sales internship program; and the food and beverage manufacturing sales internship program. Ecolab uses its internship as a training ground for potential employees, hiring about 70 percent of its intern pool.

GETTING HIRED

Apply by: Rolling. Positions are filled on a first come, first served basis.
Qualifications: Open to college juniors and seniors studying hospitality, business, finance, accounting, engineering, chemistry and food sciences and MBA students majoring in marketing or finance. Non-U.S. citizens are eligible for MBA internships only.
Contact:
Betsy Rot/Kasey Comnick
370 Wabasha Street North
St. Paul, MN 55102
www.ecolab.com
www.ecolab.com/careers/campusrecruiting
ECONOMIC RESEARCH SERVICE

THE BUZZ

- “Just the thing for eco-minded, political agriculturalists”
- Roots in agriculture, future in the world!

THE STATS

Industries: Environment, Government
Location: Washington, DC
Number of interns: Varies
Pay: Paid and unpaid, varies depending on education and experience
Length of internship: Varies
Intern functions: Internet, Science and Math, Technology

THE SCOOP

The Economic Research Service (ERS) is a division of the United States Department of Agriculture (USDA). Employing roughly 400 people, ERS provides economic research and information to the USDA as well as farmers, agribusiness, consumers and policymakers through various studies and publications. ERS is organized in four divisions: food economics, information services, market and trade economics, and resource and rural economics.

ON THE JOB

ERS interns are hired as either economics assistants/economists or computer clerks/assistants/IT specialists. Duties include research, data compilation and web design. Interns work independently and in groups in order to aid policymakers in the areas of food, agriculture, the environment and rural issues. In addition to salary, perks include a convenient downtown D.C. location and subsidized travel via bus or subway.

GETTING HIRED

Apply by: Early March. Email, fax or mail a resume, most recent transcript and cover sheet.

Qualifications: Economics assistant/economist: open to students who have completed one economics course and who plan to continue study the following year. Computer clerk/assistant/IT specialist: open to current college students and grad students. Undergraduate IT/computer science majors or graduate students with experience in areas such as data visualization or multimedia technologies are preferred.

Contact:
Patrice Davis
USDA/Agricultural Research Service
HRD/Metropolitan Services Branch
Mail Stop 0308
1400 Independence Avenue SW
Washington, DC 20250-0308
Fax: (202) 690-2239
Email: erssummerinterns@ers.usda.gov
www.ers.usda.gov/abouters/employment

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THE ECONOMIST

THE BUZZ

- “Its writers may not be well known, but the magazine is”
- “Test the limits of your international erudition”

THE STATS

Industry: Publishing/Journalism
Location: London, UK
Number of interns: Summer: about three or four
Pay: Paid, £200 to £300 a week (roughly $325 to $500)
Length of internship: Summer: three months
Intern function: Editorial

THE SCOOP

Although The Economist has called London its home for more than 160 years, about 80 percent of its circulation is outside the United Kingdom. A champion of free trade, internationalism and minimum government interference, The Economist also prides itself on anonymity, refusing to list the bylines of its writers.

ON THE JOB

Internships are regularly available in the foreign and business departments, and occasionally in the Britain department. Interns are treated like staff members and invited to participate in meetings and activities. Special internships are open during the year and are listed in the magazine.

GETTING HIRED

Apply by: February/March. Send a cover letter, resume and writing samples to the appropriate contact at the address below. See the website for details.

Qualifications: Open to recent college graduates and grad students.

Contact:
Foreign: Peter David
Business affairs: Edward Carr
Britain: Emma Duncan

The Economist
25 St. James’s Street
London SW1A 1HG
United Kingdom
Phone: +44 20 78 30 70 00
Fax: +44 20 78 39 29 68
Email: recruitment@economist.com
www.economistgroup.com/working_with_us/internships/index.html
EDELMAN PUBLIC RELATIONS

THE BUZZ

- “Become the latest entrepreneur at a firm of entrepreneurs”
- “PR pros start at the biggest shops”

THE STATS

Industry: Public Relations
Locations: Chicago, IL (HQ); New York, NY (HQ); Atlanta, GA; Austin, TX; Dallas, TX; Los Angeles, CA; Portland, OR; San Francisco, CA; Seattle, WA; Silicon Valley, CA; Washington, DC; Miami FL; among others
Number of interns: more than 100
Pay: Paid and unpaid, varies
Length of internship: Three to six months, part or full time
Intern functions: Arts and Design, Internet, Public Relations

THE SCOOP

With over 50 years of public relations experience, Edelman employs over 3,100 professionals and is the world’s leading independently-owned public relations firm. In 2008, PRWeek named Edelman the Large Agency of the Year. The company’s mission is “to provide public relations counsel and strategic communications services that enable clients to build strong relationships and to influence attitudes and behaviors in a complex world.”

ON THE JOB

Trainee and intern positions are available in a number of departments and locations. Some responsibilities include media relations, website and press material development, video production, special event and press conference planning, internal strategy sessions and new business research. Additional opportunities may also be available in finance and accounting, human resources and MIS. Although the program varies according to location, interns can be assured of daily account involvement and an introduction to broader PR strategies.

GETTING HIRED

Apply by: Rolling. Refer to the website for current availabilities, as well as methods of application.
Qualifications: Trainee: open to students currently enrolled in an undergraduate or graduate program. Intern: open to college graduates. Candidates must be Microsoft Word proficient and have good organizational skills. Familiarity with the public relations discipline through past course work or other trainee/internships is desirable.
Contact:
Internship Specialist
Email: chicagointerns@edelman.com
www.edelman.com
EDUCATIONAL PROGRAMMES ABROAD

THE BUZZ

- “Your passport to a once-in-a-lifetime experience”
- “This internship tied studying abroad and working in an interesting environment together into one!”
- “I was very interested in learning about another country’s government, and what better what than to intern for a member of Parliament!”

THE STATS

Industries: Education, Nonprofit
Locations: London (HQ); Berlin; Bonn/Cologne; Brussels; Edinburgh; Madrid
Number of interns: Summer: 30; Fall/spring: 50 each
Pay: Unpaid, academic credit
Length of internship: Summer: eight weeks (Berlin, Bonn/Cologne, Brussels, Edinburgh, London); Fall/spring: 16 to 17 weeks (Berlin, Bonn/Cologne, Brussels, Edinburgh, London, Madrid)

THE SCOOP

Educational Programmes Abroad (EPA) was incorporated in 1972 to assist students in finding academic internships overseas. EPA is committed to equipping future workers with the global experience they need in the 21st century.

ON THE JOB

EPA’s internship program is designed to provide work experience in a realistic environment. Interns get the opportunity to become intimately involved in an organization or system related to their field of academic study or career interest. In fall and spring semester programs, students take two classes along with their internships.

GETTING HIRED

Apply by: Fall: May 15th; Spring: October 15th; Summer: March 15th. Applicants must submit a resume, essay, two letters of recommendation and their college transcript. Applications can be downloaded at www.epa-internships.org.

Qualifications: Open to full-time college juniors with at least a 3.0 GPA. Non-U.S. citizens are eligible.

Contact:
Educational Programmes Abroad
UR/Lattimore Hall 206
Rochester, NY 14627
Phone: (585) 275-8850
Email: usoffice@epa-internships.org
www.epa-internships.org

THE BUZZ

- “Your passport to a once-in-a-lifetime experience”
- “This internship tied studying abroad and working in an interesting environment together into one!”
- “I was very interested in learning about another country’s government, and what better what than to intern for a member of Parliament!”
EDVENTURE PARTNERS

THE BUZZ

- “A secret road into a top General Motors opportunity”

THE STATS

- Industries: Advertising/Marketing, Public Relations
- Locations: Various college campuses throughout the United States and Canada
- Number of interns: Varies
- Pay: Varies, usually unpaid, academic credit
- Length of internship: Fall/spring: four months each
- Intern functions: Advertising, Internet, Marketing, Nonprofit, Public Relations

THE SCOOP

EdVenture Partners has brought over 55,000 students and real-world companies together since 1990 through education marketing programs. EdVenture Partners’ client portfolio includes companies such as General Motors, The FBI, People magazine, American Honda Motor Co., the U.S. Department of State, L.L. Bean, PayPal and Beam Global Spirits & Wine, Inc. EdVenture Partners is headquartered in Orinda, Calif., and currently has 25 employees across the United States and Canada.

ON THE JOB

Students participating in an EdVenture Partners program at their college or university are tasked with various marketing, advertising and/or promotional objectives from the client sponsoring the program. Objectives may include the development and execution of a promotional campaign for an assigned product or brand, conducting market research, creating advertisements, press releases, and actual event and promotion implementation.

GETTING HIRED

Apply by: Enroll in the EdVenture Partners class on campus.
Qualifications: Open to students enrolled at a university offering one of the collegiate internship programs.
Contact:
Phone: (800) 739-7476
Email: info@edventurepartners.com
www.edventurepartners.com
ELECTRONIC ARTS

THE BUZZ

• “The benefits and perks of the job were outstanding and the work environment was second to none”
• “The best possible place to gain experience in the games industry”
• “This internship hasn’t just been a job—it’s been an experience”
• “You work hard, you get rewarded hard”

THE STATS

Industries: Consumer Products, Technology
Locations: Redwood City, CA (HQ); Fairfax, VA; Los Angeles, CA; Orlando, FL; Salt Lake City, UT; London; Montreal; Vancouver; Alberta; Shanghai; Singapore
Number of interns: more than 200 globally
Pay: Paid, varies; relocation assistance, housing and transportation stipend, free and discounted games
Length of internship: 12 to 16 weeks, mostly summer
Intern functions: Advertising, Arts and Design, Engineering, Finance, Human Resources, Law, Marketing, Public Relations, Technology

THE SCOOP

A pioneer in the gaming industry since its founding in 1982, Electronic Arts (EA) is an independent developer and publisher of interactive entertainment software. EA produces for systems such as the PlayStation® 3, the PSP™ (PlayStation® Portable) system, Xbox 360™, Nintendo Wii, Nintendo GameCube™, Game Boy® Advance and the Nintendo DS™. Some of EA’s most popular games include Rock Band and the NCAA Football series. The company also makes PC games and games for mobile phone devices and employs over 9,000 staff members.

ON THE JOB

Electronic Arts’ internship program is known as the “EA Academy.” Intern duties reflect those of a full-time employee, whether the intern is working in one of the company’s development studios, marketing or in a corporate department. There are also social and team-building events throughout the summer, mentoring programs and an exhibition of interns’ work for company leaders. About 70 percent of interns return to work for EA after graduation.

GETTING HIRED

Apply by: Summer: November 1st to April 1st. Ongoing throughout the academic year. Students are asked to apply online at jobs.ea.com. Check with your school’s career services office to see if EA recruits on your campus. Applicants must submit a resume and cover letter; those applying for art-related positions must also submit a demo reel and/or portfolio.

Qualifications: Open to college sophomores, juniors and seniors, as well as graduate students. Interns assigned to one of the company’s studios are usually pursuing a degree in computer science, computer engineering or electrical engineering, and have strong mathematical and programming backgrounds. For art positions, applicants must have some experience with 3-D graphic software packages. Interns in the company’s production or marketing/public relations departments should have strong verbal and written communication skills.

Contact:
www.jobs.ea.com
www.jobs.ea.com/students/home.aspx
ELITE MODEL MANAGEMENT CORPORATION

THE BUZZ
- “Work with the beautiful people”
- “Working at Elite was a wonderful experience both professionally and personally”
- “It helped me gain an insight to how the modeling industry worked”

THE STATS
Industries: Fashion, Public Relations
Locations: New York, NY (HQ); Atlanta, GA; Chicago, IL; Los Angeles, CA; Miami, FL; multiple international locations
Number of interns: One to five
Pay: Unpaid, academic credit
Length of internship: 10 weeks
Intern functions: Advertising, Administrative, Entertainment, Marketing, Public Relations

THE SCOOP
John Casablancas started Elite Model Management Corporation in 1972 in the world’s fashion Mecca: Paris, France. The agency quickly emerged as a high-level firm. In 1977, Elite opened its first international office in the new fashion capital, New York City. Not content with just two locations, Elite built a network of firms around the world. Today, Elite Model Management is one of the most recognized names in the industry, with over 30 locations worldwide.

ON THE JOB
Interns work alongside staff, learning the ropes of managing a modeling agency. Duties vary with department and location but may include assisting marketing and sales staff with leads, answering the phones and handling administrative functions. Participants have many networking opportunities and may attend some gala events.

$ GETTING HIRED
Apply by: Rolling. Send a resume and cover letter to the desired location (see website for locations).

Qualifications: Open to college sophomores, juniors and seniors, recent college graduates and grad students.

Contact:
Elite Model Management Atlanta
Victoria Duruh, Internship Coordinator
1708 Peachtree Street NW, Suite 210
Atlanta, GA 30309
Phone: (404) 872-7444
Fax: (404) 874-1526
E-mail: vduruh@eliteatlanta.com
www.elitemodel.com

Elite Model Management New York
404 Park Avenue South, 9th Floor
New York, NY 10010
Phone: (212) 529-9700

Elite Model Management Miami
119 Washington Avenue, Suite 501
Miami Beach, FL 33139
Phone: (305) 674-9500

Elite Model Management Chicago
58 West Huron
Chicago, IL 60610
Phone: (312) 943-3226
Fax: (312) 943-2590

Elite Model Management Los Angeles
Attn: Internship Coordinator
345 Maple Drive, Suite 397
Beverly Hills, CA 90210
ELIZABETH DOW

THE BUZZ

- “Make wallpaper out of your previous resume”
- “Work for an artist in a working artist’s internship”

THE STATS

Industries: Consumer Products, Fine Arts, Graphic Arts and Design, Manufacturing
Location: Amagansett, NY
Number of interns: Fall/spring: 10, Summer: 20
Pay: Unpaid, academic credit; free art classes at the Amagansett Applied Arts School
Length of internship: Fall/spring/summer: flexible
Intern functions: Advertising, Arts and Design, Management, Manufacturing, Marketing, Sales

THE SCOOP

A manufacturer of hand-painted wall coverings and interior decorative painting, Elizabeth Dow is considered by many to be the most influential wallpaper designer of the decade. The Cooper Hewitt Museum has acknowledged her achievements by including her wallpapers in their permanent collection. The new location in Amagansett has an applied arts center, complete with digital, photography, printmaking and painting studios.

ON THE JOB

Art and design interns work on the development of wall coverings and fabric collections. Marketing interns work on research and development. Interns in the sampling department assist in putting together packaging and samplings to showcase the company’s designs. About 30 percent of interns are offered full-time positions upon graduation.

GETTING HIRED

Apply by: Rolling. Applicants should submit a resume and cover letter.
Qualifications: Open to high school students, current college students, recent grads, grad students, career changers and individuals re-entering the workforce. Non-U.S. citizens are eligible. Applicants must be able to work both independently and as part of a team, have excellent communication and organizational skills and be self-motivated.
Contact:
Casey Dalene
Internship Coordinator
11 Indian Wells Highway
P.O. Box 2310
Amagansett, NY 11930
Phone: (631) 267-3401
Fax: (631) 267-3408
Email: casey@elizabethdow.com
www.elizabethdow.com
ELIZABETH GLASER PEDIATRIC AIDS FOUNDATION

THE BUZZ
- “Gain satisfaction from helping those who can’t help themselves”

THE STATS
Industries: Health Care, Nonprofit
Locations: New York, NY; Los Angeles, CA; Washington, DC; various international locations
Number of interns: Over 1,000 (volunteers)
Pay: Unpaid
Length of internship: Flexible
Intern functions: Administrative, Health Care, Nonprofit, Technology

THE SCOOP
The Elizabeth Glaser Pediatric AIDS Foundation began in 1988 with a mission to rapidly raise money for pediatric AIDS research. More than 20 years later, the nonprofit continues to raise money, as well as provide treatment and care to those infected with HIV/AIDS.

ON THE JOB
More than 1,000 volunteers fill positions such as software applications specialist and office, development and executive staff assistant. Duties include attending briefings on Capitol Hill, pitching stories to the press, building fundraising and awareness campaigns, creating corporate underwriting proposals and conducting campus outreach. Research/program volunteers are professionals, such as doctors, who provide training or grant writing assistance. Even more opportunities exist in the company’s 17 Call to Action Program international sites.

GETTING HIRED
Apply by: Rolling. Applicants should apply online.
Qualifications: Open to individuals of legal working age.
Contact:
Jeff Gaffney
11150 Santa Monica Boulevard, Suite 1050
Los Angeles, CA 90025
Phone: (310) 314-1459
Fax: (310) 314-1469
Email: jeffg@pedaids.org
www.pedaids.org
www.pedaids.org/home/career-center.aspx

Paige Alona Sass
420 Lexington Avenue, Suite 2216
New York, NY 10170
Phone: (212) 682-8152
Fax: (212) 682-8643
Email: paige@pedaids.org

1140 Connecticut Avenue NW, Suite 200
Washington, DC 20036
Phone: (202) 296-9165
Fax: (202) 296-9185
Email: volunteer@pedaids.org
EMERSON ELECTRIC

THE BUZZ
- “Snag a summer MBA internship or a full-time corporate sponsorship gig”

THE STATS
- Industries: Energy, Manufacturing
- Locations: St. Louis, MO (HQ); global
- Number of interns: Summer: 20 to 30 MBA students; Corporate sponsorship positions: 20
- Pay: Paid, competitive salary and benefits
- Length of internship: Summer MBA internships: three-month rotations; Corporate sponsorship positions: 18- to 36-month rotation on first project
- Intern functions: Accounting, Engineering, Finance, Human Resources, Manufacturing, Marketing, Technology

THE SCOOP
Since 1890, Emerson has been manufacturing process control systems, climate control technologies, reliable power technologies, electric motors and other products such as ceiling fans and hand tools. It is one of the largest engineering companies in the world, operating 60 divisions in 255 global manufacturing locations and marketing products in over 150 countries. Over 140,000 people are employed by Emerson.

ON THE JOB
Positions are available in auditing, business systems, finance, human resources, international planning, manufacturing and operations, materials analysis, marketing, technology and strategic planning. Interns are exposed to top management, and Emerson offers promotion and management opportunities based on performance.

$ GETTING HIRED
- Apply by: Check with your school’s career services office to see if and when Emerson visits your school.
- Qualifications: Open to motivated, strong leaders preferably with technical undergraduate degrees and three to five years experience in manufacturing. Multilingual grads are preferred.

Contact:
Emerson Corporate Office
8000 West Florissant Avenue
P.O. Box 4100
St. Louis, MO 63136
Phone: (314) 553-2000
Fax: (314) 553-3527
www.emerson.com

THE EMI GROUP

THE BUZZ
- “Work your way up in the music industry”
- “Great for music enthusiasts who lack professional experience”

THE STATS
- Industry: Music
- Locations: New York, NY; Jersey City, NJ
- Number of interns: Summer: 30 to 40; Fall/spring: 20 to 30 each
- Pay: Unpaid, academic credit
- Length of internship: Summer: two to three months; Fall/spring: three to four months each
- Intern functions: Administrative, Arts and Design, Film, Television and Radio, Finance, Human Resources, Law, Marketing, Public Relations, Sales, Technology

THE SCOOP
The artists represented by EMI are a veritable who’s who of the music industry, including Garth Brooks, Coldplay, The Beatles, AC/DC, Tina Turner and many more. The EMI Group is one of the world’s largest recording and publishing companies, and consists of EMI, Virgin, Capitol, Priority, EMI Classics and Blue Note, in addition to a catalogue division, imprints and related labels. EMI was acquired by Terra Firma, a private equity firm, in 2007.

ON THE JOB
Many different EMI departments accept interns, including legal, finance, IT, publicity, marketing and sales. Although responsibilities vary depending on the department, all interns do office work in addition to participating in projects. The same internship coordinator handles internships for Virgin Records, Angel Records and Blue Note Records. These companies are committed to giving students without prior experience (but with relevant education) a chance.

$ GETTING HIRED
- Apply by: Rolling. Send a resume and cover letter indicating area of interest to ushrdept@emicap.com.
- Qualifications: Open to current college students. High school students over the age of 16 and non-U.S. citizens are also eligible.
- Contact:
  Email: ushrdept@emicap.com
  www.emi.com

THE BUZZ
- “Snag a summer MBA internship or a full-time corporate sponsorship gig”

THE STATS
- Industries: Energy, Manufacturing
- Locations: St. Louis, MO (HQ); global
- Number of interns: Summer: 20 to 30 MBA students; Corporate sponsorship positions: 20
- Pay: Paid, competitive salary and benefits
- Length of internship: Summer MBA internships: three-month rotations; Corporate sponsorship positions: 18- to 36-month rotation on first project
- Intern functions: Accounting, Engineering, Finance, Human Resources, Manufacturing, Marketing, Technology

THE SCOOP
Since 1890, Emerson has been manufacturing process control systems, climate control technologies, reliable power technologies, electric motors and other products such as ceiling fans and hand tools. It is one of the largest engineering companies in the world, operating 60 divisions in 255 global manufacturing locations and marketing products in over 150 countries. Over 140,000 people are employed by Emerson.

ON THE JOB
Positions are available in auditing, business systems, finance, human resources, international planning, manufacturing and operations, materials analysis, marketing, technology and strategic planning. Interns are exposed to top management, and Emerson offers promotion and management opportunities based on performance.

$ GETTING HIRED
- Apply by: Check with your school’s career services office to see if and when Emerson visits your school.
- Qualifications: Open to motivated, strong leaders preferably with technical undergraduate degrees and three to five years experience in manufacturing. Multilingual grads are preferred.

Contact:
Emerson Corporate Office
8000 West Florissant Avenue
P.O. Box 4100
St. Louis, MO 63136
Phone: (314) 553-2000
Fax: (314) 553-3527
www.emerson.com
EMILY’S LIST

THE BUZZ

- “The pro-choice, Democratic, support-your-local-congresswoman internship”
- “Help women candidates get the dough they deserve”

THE STATS

Industries: Government, Nonprofit
Location: Washington, DC
Number of interns: Fall/spring/summer: 15 to 20 each
Pay: Paid, monthly stipend of $500; transportation
Length of internship: Varies; generally one semester
Intern functions: Administrative, Finance, Marketing, Nonprofit

ON THE JOB

Would you like a chance to make a difference and change the face of American politics? EMILY’s List interns gain valuable experience in the political, development, research and communications departments. EMILY’s List considers its interns a crucial part of the organization and relies greatly on their energy and achievements.

$ GETTING HIRED

Apply by: Summer: March 1st; Fall: July 1st; Spring: November 1st
Qualifications: Open to college students, recent graduates and grad students. Excellent written and oral communication skills, good judgment and an ability to maintain confidentiality are a must. Knowledge of Microsoft Word is required. Experience with the internet, Excel and PowerPoint is preferred.

Contact:
Laila Mohib
Intern Coordinator
EMILY’s List
1120 Connecticut Avenue NW, Suite 1100
Washington, DC 20036
Phone: (202) 326-1400
Fax: (202) 326-1415
Email: lmohib@emilyslist.org
www.emilyslist.org/about/jobs

THE BUZZ

- “The pro-choice, Democratic, support-your-local-congresswoman internship”
- “Help women candidates get the dough they deserve”
EMMA L. BOWEN FOUNDATION

THE BUZZ
• “Giving the underrepresented an edge”

THE STATS
Industries: Broadcast and Cable, Film/Entertainment, Nonprofit
Locations: Nationwide
Number of interns: About 80 to 90
Pay: Paid, about $7 to $10 an hour
Length of internship: Multi-year: four to five summers
Intern functions: Film, Television and Radio, Finance, Human Resources, Marketing, Internet, Sales

THE SCOOP
Co-founded in 1989 by the community activist it’s named after, the Emma L. Bowen Foundation (EBF) places minority students in summer internships with major media companies. Partners include NBC, CBS, ABC, Turner, Time Warner Cable, Comcast Communications and CW, among others.

ON THE JOB
Students work in various departments—such as production, human resources, finance, sales and marketing—within their sponsoring company. EBF interns also attend yearly conferences to learn about the latest trends in the media industry and network with prominent media professionals and fellow EBF interns.

GETTING HIRED
Apply by: Summer: February 1st. Applicants should mail a completed application form, transcript, two letters of recommendation and a personal essay (500 to 1,000 words) to the appropriate regional office listed below. Include two copies of your application along with the original.

Qualifications: Open to minority high school juniors and seniors and college freshmen of African, Asian/Pacific Islander, Hispanic or Native American/Alaskan descent. Minimum 3.0 GPA, an interest in media/communications and plans to attend a four-year accredited university are required.

Contact:
West Coast
Rita Torres, Director of the Western Region
Emma L. Bowen Foundation for Minority Interests in Media
CBS Studio Center, Editorial 2, Suite 1
4024 Radford Avenue
Studio City, CA 91604
Phone: (818) 655-5708
Fax: (818) 655-8358
Email: rita.torres@mptp.com

East Coast
Sandra D. Rice, Vice President of the Eastern Region
Emma L. Bowen Foundation for Minority Interests in Media
524 West 57th Street
New York, NY 10019
Phone: (212) 975-2545
Fax: (212) 975-5884
Email: sdrice@cbs.com
www.emmabowenfoundation.com


**EMORY UNIVERSITY**

**THE BUZZ**
- "Enjoy a challenging summer in the sunny South"

**THE STATS**
- **Industry:** Education
- **Location:** Atlanta, GA
- **Number of interns:** *Summer:* 25 non-Emory students
- **Pay:** Paid, $3,500; paid housing, travel funds may be available
- **Length of internship:** *Summer:* 10 weeks (June 1st to August 6th)
- **Intern functions:** Science and Math, Research

**THE SCOOP**
Emory University was established in 1836 and includes undergraduate and graduate schools of arts and sciences, the Goizueta Business School, a medical school and the school of law. The latest school, the Rollins School of Public Health, was added in 1990. Approximately 11,600 students receive instruction from 2,700 faculty members at this well-respected institution.

**ON THE JOB**
During their stay, students in the Emory summer undergraduate research program (SURE) conduct scientific research under the supervision of a faculty mentor. The culmination of their research is participation in a formal academic symposium. Intern responsibilities include working 40 hours a week, attending workshops and seminars on science careers and research ethics and presenting their research at the symposium.

**$ GETTING HIRED**

**Apply by:** *External application:* February 4th; *Emory application:* February 11th. Mail an application form, letter of recommendation, transcript, a two-page essay for visiting students and a three-page research proposal for Emory students to the address below. Applications are available at the website below.

**Qualifications:** Open to undergraduate sophomores, juniors and seniors. The program is designed for students who plan to enter PhD programs upon graduation.

**Contact:**
SURE Program
C/o Center for Science Education
Emory University
1399 Oxford Road
Atlanta, GA 30322
Dr. Cathy Quiñones
SURE Program Coordinator
Phone: (404) 727-3439
Email: SRP@learnlink.emory.edu
cse.emory.edu/sciencenet/undergrad/sure

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**ENTERGY CORPORATION**

**THE BUZZ**
- "A high-wattage experience"

**THE STATS**
- **Industries:** Energy, Technology
- **Locations:** New Orleans, LA; Jackson, MS; White Plains, NY; The Woodlands, TX; various additional locations in Arkansas, Louisiana, Massachusetts, Michigan, Mississippi, New York, Texas and Vermont
- **Number of interns:** *Annual:* 215, *Summer:* 190
- **Pay:** Paid, $12 to $23.50 depending on major, GPA and year in school; academic credit available
- **Length of internship:** 10 to 14 weeks
- **Intern functions:** Accounting, Engineering, Finance, Human Resources, Law, Technology

**THE SCOOP**
Entergy is the second-largest nuclear generator in the United States, capable of generating 30,000 megawatts of electricity. Almost three million customers across the South get their energy from Entergy. To make sure they are all able to turn on the light, the company employees 14,700 people. Entergy reported an annual revenue of $13 billion in 2008.

**ON THE JOB**
Most internships are focused within the company's numerous power plant locations, though there are also opportunities in the operations and corporate business departments. Entergy hosts social and networking events for its interns throughout the program. The internship, also known as the “jumpstart” program, is a pathway to future full-time employment.

**$ GETTING HIRED**

**Apply by:** Rolling.

**Qualifications:** Applicants must be pursuing a bachelor’s or master’s degree in a related field. A minimum GPA of 3.0 is required for some positions. High school students, recent graduates and non-U.S. citizens are considered as well.

**Contact:**
www.entergy.com/careers/college.aspx
ENTERTAINMENT WEEKLY

THE STATS

Industries: Film/Entertainment, Publishing/Journalism, Broadcast and Cable
Location: New York, NY
Number of interns: Summer/fall/spring: two each; Annual: six
Pay: Paid, $10 an hour
Length of internship: Fall/spring: about five months; Summer: about three months, full time, 35 hours a week
Intern functions: Administrative, Editorial

THE BUZZ

- “EW allows interns amazing opportunities, from attending meetings with the entire staff to getting clips in the magazine”
- “A fantastic opportunity for me, both personally and professionally”

THE SCOOP

Launched in 1990, Entertainment Weekly is a consumer magazine of entertainment and popular culture providing the word on movies, television, music and, of course, celebrities. Every week, the magazine brings more than 11 million readers the latest in entertainment news including interviews, photos, reviews and current news on the latest movies, TV shows and music hits, and the stars that make them.

ON THE JOB

Interns work in the editorial department, assisting with the day-to-day upkeep of the magazine through general administrative duties that can involve making phone calls, handling mail, and sending out reports and news blasts. Writing opportunities are available, depending on the initiative interns take to acquire them. Interns often assist writers and editors with research for upcoming pieces, which can lead to interns publishing articles.

GETTING HIRED

Apply by: Summer: February 15th; Fall: June 15th; Spring: October 15th. Submit a resume, cover letter and writing sample of four to five published clips.

Qualifications: Open to college seniors, graduate students and recent college graduates. Rising seniors should apply for a summer internship, and school-year internships go to graduated students. No major is required, but students who study journalism, English or the entertainment industry have a better chance. Additionally, previously writing for publications—even student media—or internships at magazines are encouraged.

Contact:
Internship Coordinator
Entertainment Weekly
135 West 50th Street, 3rd Floor
New York, NY 10020
Phone: (212) 522-5600
www.ew.com
ENVIRONMENT AMERICA

THE BUZZ
- “Help preserve national parks and forests”
- “Unleash the power of clean energy”

THE STATS
Industries: Education, Government, Law, Nonprofit, Public Relations
Location: Washington, DC
Number of interns: Summer: seven to 10; Fall: three to six; Spring: three to six
Pay: Unpaid, academic credit; student work-study programs
Length of internship: Semester, summer or winter break
Intern functions: Education, Law, Nonprofit, Public Relations

THE SCOOP
Environment America’s professional staff in 23 states and Washington, D.C., combines independent research, practical ideas and tough-minded advocacy on a broad range of environmental issues that include promoting energy efficiency, protecting open spaces, cleaning up air and water and advancing global warming solutions. The organization works to protect precious natural resources at the local, state and national levels.

ON THE JOB
Interns work one-on-one with an Environment America advocate or campaign organizer. Though responsibilities vary, most internships include conducting research into critical environmental problems and preparing investigative reports; coordinating media events and press releases; and monitoring the progress of legislation in Congress and the actions of federal agencies. Interns may also have the opportunity to attend local, regional and national program briefings and trainings where they learn more about environmental issues and gain political skills. Summer interns participate in “brown bag lunch” discussions with leaders within Environment America and the federation of state-based environment offices as well as leaders from other organizations.

GETTING HIRED
Apply by: Rolling. Interested students should email a cover letter, resume and essay to the contact below. The essay should respond to a recent article in the news that interests you personally.
Qualifications: Open to college seniors, recent graduates, and graduate and law students. A strong commitment to environmental issues and debate, writing, and analytical skills are required.
Contact:
Paul Carlson, Internship Coordinator
Environment America
218 D Street SE, 2nd Floor
Washington, DC 20003
Phone: (202) 683-1250
Email: dcinternships@environmentamerica.org
www.environmentamerica.org
ERIE INSURANCE GROUP

THE BUZZ
- “As near perfect protection, as near perfect service as is humanly possible”

THE STATS
Industry: Insurance
Location: Erie, PA (HQ)
Number of interns: Summer: 22
Pay: Paid, $12 to $17 an hour; academic credit available
Length of internship: Summer: May to August
Intern functions: Actuarial Science, Insurance, Technology

THE SCOOP
Erie Insurance Group offers a wide range of insurance to its clients, including auto, home, business and life. Founded almost 85 years ago, Erie has a network of over 9,000 insurance agents and 4,300 support staff to provide coverage to clients across 11 states and D.C. In 2009, Erie was named as one of the Ward’s 50 top performing property and casualty insurance companies by the Ward Group.

ON THE JOB
The Future Focus Internship Program gives students the opportunity to gain experience in several different areas, including programming, quality assurance, technical writing, systems administration, network services and business consulting. Actuarial interns may assist with actuarial studies, rate recommendations and state insurance department filings. Claims interns learn how to handle basic claims, verify coverage, establish and maintain reserves, establish contact with Policyholders and Claimants and resolve coverage or liability questions.

$ GETTING HIRED
Apply by: Applications are accepted during the fall and spring semesters for the following summer. Apply online.
Qualifications: Open to rising college juniors and seniors and grad students with a minimum cumulative GPA of 3.0. Non-U.S. citizens are welcome to apply.
Contact:
Erie Insurance Employment Department
100 Erie Insurance Place
Erie, PA 16530
www.erieinsurance.com/about/careers.aspx

ERNST & YOUNG

THE BUZZ
- “State-of-the-art learning and technology”
- “A great name on your resume”
- “An ideal place for budding bean counters”

THE STATS
Industries: Accounting, Financial Services
Locations: Over 90 offices nationwide
Number of interns: Summer: 1,700; Winter/spring: 500
Pay: Paid, varies
Length of internship: Eight to 13 weeks
Intern functions: Accounting, Administrative, Finance, Human Resources, Law, Marketing, Sales, Science and Math

THE SCOOP
One of accounting’s Big Four firms, Ernst & Young is a leader in assurance, tax, transaction and advisory services and one of the 10 largest private companies in the United States. Its 130,000 employees around the world provide professional services for several different industries. Ernst & Young’s clients include a wide range of corporations, from Walmart and JetBlue Airways, to Facebook.

ON THE JOB
Ernst & Young interns are exposed to a variety of responsibilities. Assignments usually include research, assisting with mergers, capital-sourcing efforts, tax planning engagements, learning the firm’s audit process and getting practical experience with audit concepts. Resources include a hands-on orientation, practice-oriented functional and technical instruction, and the opportunity to gain professional skills, such as writing and presentation techniques. A large number of Ernst & Young interns go on to work full time for the company after graduation.

$ GETTING HIRED
Apply by: Contact your school’s career services office for a campus interview schedule. An updated resume and interview are required.
Qualifications: Open to current college students.
Contact:
www.ey.com/us/careers
ESPN

THE BUZZ
- “Sports 24/7! Need we say more?”
- “Work at one of the country’s fastest-growing cable networks”

THE STATS
Industries: Broadcast and Cable, Film/Entertainment, Sports
Locations: Bristol, CT; Charlotte, NC; Los Angeles, CA; New York, NY; Orlando, FL; Miami, FL; Denver, CO
Number of interns: Summer: 120; Fall/spring: 40 each
Pay: Undergraduate: $9 an hour; Graduate: $13 an hour; Law clerk: $18 an hour; academic credit
Length of internship: Summer/fall/spring: 10 weeks each, 30 to 40 hours a week
Intern functions: Accounting, Editorial, Finance, Internet, Marketing, Sales, Science and Math, Technology

THE SCOOP
The Worldwide Leader in Sports, ESPN, Inc. is the leading multinational, multimedia sports entertainment company, featuring the broadest portfolio of multimedia sports assets with over 40 business entities. The company is comprised of six domestic cable television networks, as well as syndicated networks, regional networks, pay subscription packages and 34 international networks. Plus, it owns two domestic and 22 international radio stations, eight ESPN websites, five magazines, a publisher and restaurant chain.

ON THE JOB
Interns work in the Bristol, New York, Los Angeles, Orlando, Miami, Charlotte and Denver offices in accounting, creative services, digital media, editorial, statistics and information, production, programming, communications, research, sales, marketing, finance or technology.

GETTING HIRED
Apply by: Summer: April 1st; Fall: August 1st; Spring: December 1st. Visit www.joinourteam.espn.com to apply.
Qualifications: To qualify as an intern, students must be in good academic standing; be a full-time junior or senior enrolled in a relevant degree program; and be authorized to work in the United States for any company.
Contact: www.joinourteam.espn.com

ESSENCE

THE BUZZ
- “A venerable name in ethnic publishing”
- “Spend the summer at one of today’s most popular fashion and beauty magazines”

THE STATS
Industries: Fashion, Publishing/Journalism
Location: New York, NY
Number of interns: 15
Pay: Paid, stipend
Length of internship: Summer: nine weeks (June to August)
Intern functions: Advertising, Arts and Design, Editorial, Internet, Marketing, Public Relations, Sales

THE SCOOP
Essence magazine was created in 1970 to serve the African-American female population. The magazine currently boasts over one million subscribers and reaches 8.5 million readers. Published by Essence Communications, Inc., the magazine is based in New York City.

ON THE JOB
Essence offers the Essence Communications summer internship program. The program offers positions in the publishing and editorial departments, including art and photo, sales/marketing, fashion and beauty, public relations, business and essence.com.

GETTING HIRED
Apply by: Summer: December 31st. Applicants must submit the completed application form, along with a resume, cover letter, and a writing sample or digital portfolio. See the website listed below for details and to download the application.
Qualifications: Open to college seniors, graduate students or recent graduates.
Contact: Internship Coordinator
Essence Communications
135 West 50th Street, 4th Floor
New York, NY 10020
Email: internships@essence.com
www.essence.com/internships

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EXECUTIVE FELLOWSHIP PROGRAM

THE BUZZ

- “The most prestigious fellowship in California’s state capitol”
- “A wonderful entree into public service at the highest levels of state government”

THE STATS

Industry: Government, Public Policy  
Location: Sacramento, CA  
Number of Interns: Annual: 18  
Pay: Paid, $1,972 a month; academic credit; health, dental and vision benefits  
Length of Internship: 10 to 11 months (October to September)  
Intern Functions: Administrative, Government, Public Policy

THE SCOOP

If you’ve dreamed of an entry into government, this is the internship for you. Since 1986, the Executive Fellowship Program has given participants a window into the state government of California. It places fellows in offices at all levels of the California government executive branch. The program is sponsored by the Center for California Studies at California State University, Sacramento and the Office of the Governor, and is part of the Capital Fellows Programs.

ON THE JOB

Fellows gain experience working alongside full-time staffers, performing many of the same duties. They learn about public policy while on the job, as well as in weekly graduate-level academic seminars. Fellows are placed in offices throughout the branch, offering them the opportunity to learn about state government through the experiences of their colleagues as well as their own.

GETTING HIRED

Apply by: End of February each year. Applicants must submit an application (available online), college transcripts, three letters of recommendation, a policy statement on a topic outlined in the application and a personal statement. A personal interview is required.

Qualifications: Open to college graduates (anyone with a BA or higher, from recent grads to mid-career professionals). Applicants must be at least 20 years of age at the start of the fellowship. A high GPA, community activism and interest in politics and public policy are preferred.

Contact:  
Kolleen Ostgaard, Program Director  
Executive Fellowship Program  
Center for California Studies  
California State University, Sacramento  
6000 J Street  
Sacramento, CA 95819-6081  
Phone: (916) 278-6906  
Fax: (916) 278-5199  
Email: calstudies@csus.edu or ostgaard@csus.edu  
www.csus.edu/calst/executive

THE BUZZ

- “The most prestigious fellowship in California’s state capitol”
- “A wonderful entree into public service at the highest levels of state government”

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Contact:  
Kolleen Ostgaard, Program Director  
Executive Fellowship Program  
Center for California Studies  
California State University, Sacramento  
6000 J Street  
Sacramento, CA 95819-6081  
Phone: (916) 278-6906  
Fax: (916) 278-5199  
Email: calstudies@csus.edu or ostgaard@csus.edu  
www.csus.edu/calst/executive
EXXONMOBIL

THE STATISTICS

Industries: Energy, Technology
Locations: Operations exist in nearly 200 countries and territories
Number of Interns: United States: 400 to 500; Outside of the United States: 250 to 400
Pay: Paid
Length of Internship: Varies depending on position
Intern Functions: Accounting, Engineering, Finance, Human Resources, Science and Math

THE BUZZ

- “Taking on the world’s toughest energy challenges”

THE SCOOP

In 1999, Exxon and Mobil merged to create energy giant ExxonMobil. Exxon and Mobil were once the Standard Oil Company of New Jersey and the Standard Oil Company of New York, respectively, both founded in 1882. Although these companies once thrived on kerosene production, they made the switch to gasoline in 1911. Today, ExxonMobil is a powerhouse in both energy and petrochemicals.

ON THE JOB

Through practical work experience, ExxonMobil strives to identify the best and brightest students in the technical, engineering, science and business fields. In several countries, the firm links its involvement in education and technology to internships that have the potential to lead to full-time employment.

GETTING HIRED

Apply by: Rolling. However, most U.S. and Northern Hemisphere recruiting takes place in the fall of each year. Candidates can find the country-specific application process online at the website below.

Qualifications: Open to college freshmen, sophomores, juniors and seniors and grad students.

Contact:
www.exxonmobil.com/careers
FAIRNESS & ACCURACY IN REPORTING

THE BUZZ
- “Who watches the watchmen? You”

THE STATS
Industries: Publishing/Journalism, Nonprofit
Location: New York, NY
Number of interns: Annual: two to three per semester
Pay: Unpaid, academic credit
Length of internship: Fall/spring: minimum 12 hours a week;
Summer: minimum 15 hours a week
Intern functions: Editorial, Film, Television and Radio, Internet

THE SCOOP
Since 1986, Fairness & Accuracy in Reporting (FAIR) has been a media watchdog that strives to expose biased journalism and to fight all forms of censorship. FAIR works to create publicity for underreported news stories and defends the rights of journalists to have their voices heard. As part of its mission to defend dissenting opinions, FAIR opposes the union of media ownership. The group publishes Extra! magazine, and produces the radio show CounterSpin. Both focus on media criticism and commentary.

ON THE JOB
For the most part, the internship program at FAIR is tailored to the individual interests of each student. In the past, internships focusing on research and media monitoring have been developed. Interns may also choose to assist at Extra!, CounterSpin or work on the FAIR website. A staff member will be assigned to supervise each intern and will act as a mentor during the program.

GETTING HIRED
Apply by: Rolling. Applicants should mail the completed application form to the address listed below.

Qualifications: Open to all students, preferably those with a background in the social sciences, political science, public administration or journalism.

Contact:
Peter Hart
FAIR
112 West 27th Street
New York, NY 10001
Phone: (212) 633-6700, ext. 304
Fax: (212) 727-7668
Email: phart@fair.org

FAMILIES USA

THE BUZZ
- “Help ensure access to affordable high quality health care for all Americans”
- “This internship reaffirmed my dedication to the public health field”

THE STATS
Industries: Health Care, Nonprofit
Location: Washington, DC
Number of interns: Fall/spring/summer: about five each
Pay: Paid, $8.25 an hour; academic credit
Length of internship: Fall/spring/summer: 10 to 16 weeks
Intern functions: Editorial, Internet, Nonprofit, Research

THE SCOOP
Families USA is a national, nonpartisan, nonprofit advocacy organization that strives to make health care available and affordable to all Americans. It publishes reports on a variety of health policy issues and conducts public information and media outreach campaigns. The organization has earned a national reputation as an effective voice for health care consumers.

ON THE JOB
Interns are considered part of the staff and attend weekly meetings, and qualified interns are considered for full-time positions after the completion of the program. The specific responsibilities of each intern vary depending upon in which department he/she works. Families USA offers internships in its health policy, field, communications, organizing and publications departments. For more information about specific internships, log on to the second URL below.

GETTING HIRED
Apply by: Rolling. Applicants should send a cover letter, resume, three- to five-page writing sample and contact information for three references.

Qualifications: Positions are open to college sophomores, juniors, seniors, grad students and recent graduates. Qualifications vary according to the position.

Contact:
Melissa Rosenblatt
Director, Internship and Fellowship Program
Families USA
1201 New York Avenue, Suite 1100
Washington, DC 20005
Phone: (202) 628-3030
Fax: (202) 347-2417
Email: internship@familiesusa.org
www.familiesusa.org
www.familiesusa.org/about/about-internship-opportunities.html
FANTAGRAPHICS

THE BUZZ

• “Fantagraphics is a true rarity”
• “Not your parents’ comic books”
• “One of the best-respected graphic novel publishers in America”

THE STATS

Industry: Publishing/Journalism
Location: Seattle, WA
Number of interns: Annual: 10 to 15
Pay: Unpaid, discount on books
Length of internship: Varies, six weeks to six months
Intern functions: Administrative, Editorial, Arts and Design, Marketing

THE SCOOP

Fantagraphics is a Seattle-based alternative comic book publisher. Blending traditional comics with a more literary and fine art style, Fantagraphics was one of the pioneers of the new breed of underground comics. In the past 10 years, the company has published work by notable artists such as Daniel Clowes (Ghost World), Joe Sacco (Safe Area Gorazde) and Chris Ware (Jimmy Corrigan). Fantagraphics also publishes The Comics Journal, a magazine that examines the world of comics from an “arts first perspective.”

ON THE JOB

Interns work in the marketing, art and editorial departments. Marketing interns assist the Fantagraphics publicist by updating databases, proofreading copy and maintaining press files. Art interns scan and clean up artwork using Photoshop and other graphic design tools. Editorial interns conduct research, proofread, fact-check and practice writing. All Fantagraphics interns spend some time filing, sending out mass mailings, photocopying and assisting in the library.

GETTING HIRED

Apply by: Fall (October to December): July 15th; Winter (January to March): October 15th; Spring (April to June): January 15th; Summer (July to September): April 15th. In their cover letter, applicants should include a brief statement outlining what they hope to learn from an internship with Fantagraphics. Please mail or fax your application.

Qualifications: Open to all current college students, recent grads and graduate students.

Contact:
Kristy Valenti
Assistant Editor
The Comics Journal
Fantagraphics
7563 Lake City Way NE
Seattle, WA 98115
Phone: (800) 657-1100 or (206) 524-1967
Fax: (206) 524-2104
Email: kvalenti@fantagraphics.com
www.tcj.com or www.fantagraphics.com
FAO SCHWARZ

THE BUZZ

- "More than stomping on keyboards"

THE STATS

Industry: Retail
Locations: New York, NY; Boston, MA; Chicago, IL; San Francisco, CA
Number of interns: Annual: 18
Pay: Unpaid
Length of internship: Summer/fall: 10 to 13 weeks; Winter: four to six weeks
Intern functions: Sales, Management

THE SCOOP

From its humble beginnings in 1862 as an ordinary shop, FAO Schwarz has expanded to become a national toy empire. Today, the chain operates 16 stores coast to coast. Not just ordinary retail outlets, the stores also serve as showrooms for the latest toys, making them magnets for enthusiastic kids. The store has been featured in several motion pictures, most famously in Big, starring Tom Hanks. FAO Schwartz was also one of the first direct-to-consumer manufacturers, issuing its first catalog in 1976. Today, consumers can purchase toys on www.fao.com, including make-your-own muppets.

ON THE JOB

Sales interns work on the floor of the “ultimate toy store”—FAO Schwarz’s flagship Fifth Avenue location in New York City. Individuals with an interest in retail management can also be placed as an assistant to an FAO manager.

GETTING HIRED

Apply by: Rolling.
Qualifications: Open to anyone interested in the business of toy retailing.
Contact:
Nancy Tarascio
Senior Human Resource Manager
FAO Schwarz
767 5th Avenue
New York, NY 10153
Phone: (212) 644-9400
Fax: (212) 644-9410
Email: ntarascio@faoinc.com
www.fao.com
FARM SANCTUARY

THE BUZZ
- “A wonderful experience for anyone who is interested in animal rights”
- “I would do it again in a heartbeat!”

THE STATS
Industries: Nonprofit, Animal Welfare/Animal Rights
Locations: Watkins Glen, NY; Orland, CA
Number of interns: Annual: 50 to 75
Pay: Unpaid, housing provided except for off-site interns
Length of internship: One to three months; two- to three-month commitment preferred; year-round; begins on the first of each month
Intern functions: Nonprofit, Animal Welfare, Animal Rights

THE SCOOP
Farm Sanctuary is the farm animal protection organization that aims to expose and stop cruel practices of the “food animal” industry through research and investigation, legal and institutional reform, public awareness projects, youth education, and direct rescue and refuge efforts. Since 1986, Farm Sanctuary has provided lifelong care for hundreds of rescued animals.

ON THE JOB
The volunteer internship programs at Farm Sanctuary’s New York and California shelters provide individuals with opportunities to advocate for and connect with farm animals, establish community with like-minded people and acquire knowledge of the various facets of animal protection. Interns enable the organization to operate their shelters, conduct educational programs and initiate campaigns to end the suffering of farm animals. Farm Sanctuary internships are available at both shelters, as well as in various departments within the organization.

GETTING HIRED
Apply by: Apply online at the website below. Apply early, at least one month prior to your desired start date, or by the end of February for summer positions. Letters of recommendation are welcome but not required. Certain positions require a resume, as indicated on the online application form.

Qualifications: To qualify, applicants must be 18 years or older with a strong personal commitment to Farm Sanctuary’s goals and veganism. Interns live a vegan lifestyle for the duration of their internship.

Contact:
Intern Coordinator
Farm Sanctuary
P.O. Box 150
Watkins Glen, NY 14891
Phone: (607) 583-2225
Email: intern@farmsanctuary.org
www.farmsanctuary.org/get_involved/jobs/intern.html
FARRAR, STRAUS & GIROUX

THE BUZZ

- “Intern for one of the most distinguished publishing houses in New York City”

THE STATS

Industry: Publishing/Journalism  
Location: New York, NY  
Number of interns: 12 to 16 per semester (three semesters)  
Pay: Unpaid; free books, invitations to author events  
Length of internship: Winter: January to April; Summer: May to August; Fall: September to December; two to five days a week  
Intern functions: Administrative, Advertising, Arts and Design, Editorial, Marketing, Public Relations

THE SCOOP

Farrar, Straus & Giroux is a distinguished trade publishing house based in New York. Founded in 1946 by Roger Straus, the company’s authors have won multiple National Book Awards, Pulitzer Prizes and Nobel Prizes for literature. FSG publishes fiction, poetry, children’s books and nonfiction, including recent work by Jonathan Franzen, Michael Cunningham and Philip Gourevitch. Imprints published by FSG include Faber & Faber, Hill & Wang, North Point Press and Books for Young Readers.

ON THE JOB

Interns assist in multiple departments depending on the intern’s interests and the needs of the company. Departments may include editorial, marketing and publicity. Editorial interns read manuscripts that have been submitted for possible publication and write reports recommending publication or rejection. Interns working in publicity help coordinate and collate press kits, book reviews and so on. Some office administrative work may also be required.

GETTING HIRED

Apply by: Winter: September 1st; Summer: January 1st; Fall: June 1st. Prospective interns should send a cover letter, resume and short nonfiction writing sample (four to six pages from a school report would be fine) to the email address listed below. No phone calls will be accepted.

Qualifications: Open to all undergraduates, recent graduates and graduate students.

Contact:  
Internship Coordinator  
Farrar, Straus & Giroux  
18 West 18th Street  
New York, NY 10011  
Email: interns@fsgbooks.com  
www.fsgbooks.com
THE STATS

Industries: Government, Law
Locations: Quantico, VA; Washington, DC; San Diego, CA
Number of interns: NCAVC: 10; Honors program: varies; FBI Academy: varies; FBI Office of International Operations/INTERPOL: three; Visiting scientist: varies; Performance, recognition and awards unit: varies; Community relations unit: varies; Personnel relations: one or two; San Diego division administrative squad: varies
Pay: NCAVC: unpaid; FBI Academy: unpaid; Honors program: travel reimbursement; FBI Office of International Operations/INTERPOL: unpaid; Visiting scientist: monthly stipend based on level of education; Performance, recognition and awards unit: unpaid; Community relations unit: unpaid; Personnel relations: unpaid; San Diego division administrative squad: unpaid
Length of internship: NCAVC: 14 weeks; FBI Academy: 12 weeks; Honors program: 10 weeks; FBI Office of International Operations/INTERPOL: 10 weeks; Visiting scientist: three months; Performance, recognition and awards unit: 10 weeks; Community relations unit: 10 weeks; Personnel relations: 10 weeks; San Diego division administrative squad: 10 weeks
Intern functions: Science and Math, Law, Public Relations

THE SCOOP

One of the most well-known U.S. government agencies, the FBI investigates crimes on behalf of the Department of Justice. The Bureau is charged with examining all violations of federal law not specifically assigned to another organization. Most visibly, the FBI is responsible for fighting organized crime, foreign espionage, major violent crimes and terrorism.

ON THE JOB

Internship programs are based at the FBI Academy in Quantico, Va. In Washington, students selected for the prestigious Honors Internship Program are assigned to Quantico or to a department at FBI headquarters in D.C. according to their academic specialty. Working closely with agents and support personnel, interns gain a thorough understanding of FBI practices and procedures. The FBI Office of International Operations/INTERPOL offers participants the opportunity to work in either the terrorism and violent crime division or the alien/fugitive division of the United States National Central Bureau of INTERPOL. Visiting scientists do lab and computer research at the FBI lab in Quantico and work in the areas of analytical chemistry, molecular biology and computation of data sets. All visiting scientists are supervised by FBI mentors. Community relations unit interns work with public relations executives and program analysts in the FBI’s Office of Public Affairs.

GETTING HIRED

Apply by: NCAVC: Fall: November 1st; Spring: March 1st; FBI Academy: Spring: March 1st of previous year; Summer: May 1st of previous year; Fall: November 1st of previous year; Honors program: Summer: September 30th; FBI Office of International Operations/INTERPOL: Summer: October 10th; Visiting scientist: rolling; Performance, recognition and awards unit: Summer: October 10th; Community relations unit: Summer: October 10th; Personnel relations: Summer: October 10th; San Diego division administrative squad: rolling. Applications are available online. Check the website for details, as application requirements vary by position.

Qualifications: Open to college juniors and seniors and graduate students with one exception: the San Diego Squad requires that volunteers be 16 years of age or older. All applicants must be U.S. citizens and pass a background check. Required GPA varies depending on program—usually a 2.5 to 3.0 minimum.

Contact:
NCAVC Internship Program
Cynthia Lent
FBI Academy—NCAVC
Quantico, VA 22135
Phone: (703) 632-4358
Email: clent@fbiacademy.edu

U.S. Campus Recruitment
Email: uscampus.recruiting@csfb.com
www.fbijobs.gov/23.asp
FEDERAL BUREAU OF PRISONS

THE BUZZ

• “Lock down a unique summer experience”
• “See the legal system from the ‘inside’”

THE STATS

Industries: Government, Law
Locations: Washington, DC; and over 100 locations throughout the United States; addresses and phone numbers available at www.bop.gov
Number of interns: Annual: 71
Pay: Paid, varies according to number of hours worked and experience level
Length of internship: Varies, available year-round, one semester minimum
Intern function: Law

THE SCOOP

Established in 1930, the Federal Bureau of Prisons is a part of the U.S. Department of Justice. It operates all of the nation’s 106 federal correctional institutions and is responsible for approximately 180,000 federal inmates. The Federal Bureau of Prisons keeps offenders in facilities that are safe, humane, cost-efficient and appropriately secure. The facilities provide work and other self-improvement opportunities to assist offenders in becoming law-abiding citizens after their release.

ON THE JOB

The Bureau of Prisons offers internship programs in its Washington, D.C. headquarters, as well as facilities in the field. Interns will learn from Federal Bureau of Prisons professionals in the legal and psychology departments, among others.

GETTING HIRED

Apply by: Rolling.
Qualifications: Open to undergraduates and graduate students. Applicants must be 18 years of age or older and U.S. citizens.
Contact:
Staffing, Examining and Employee Relations Section
Federal Bureau of Prisons
320 First Street NW, Room 700
Washington, DC 20534
Phone: (202) 307-3177
Email: recruitment@bop.gov
www.bop.gov
FEDERAL RESERVE BANK OF NEW YORK

THE BUZZ

- “Keeping the economy running smoothly”
- “A prized position for aspiring economists”

THE STATS

**Industry:** Financial Services  
**Location:** New York, NY  
**Number of Interns:** Summer: 33 (18 undergrads and 15 grad students)  
**Pay:** Paid, varies; Undergraduates: up to $780 a week; Grad students: $1,600 a week  
**Length of Internship:** Summer: 10 to 12 weeks  
**Intern Functions:** Accounting, Finance, Research, Technology

THE SCOOP

The Federal Reserve Bank of New York is one of 12 regional Reserve Banks which, together with the Board of Governors in Washington, D.C., make up the Federal Reserve System. The “Fed,” as the system is commonly called, is an independent governmental entity created by Congress in 1913 to serve as the central bank of the United States. It is responsible for formulating and executing monetary policy, supervising and regulating depository institutions, providing an elastic currency, assisting the federal government’s financing operations, and serving as the banker for the U.S. government. It also has important roles in operating the nation’s payment systems, protecting consumers’ rights in their dealings with banks and promoting community development and reinvestment.

ON THE JOB

Internships are available in the areas of bank supervision and regulation, domestic and international research, financial services, information technology and markets. Some of the projects in which interns may be involved are assessing banking applications, writing research papers and conducting bank examinations. Interns also participate in weekly seminars and luncheons with senior management. Highly motivated interns at the Fed can expect a job offer after their term—around 82 percent go on to work at the Fed full time.

GETTING HIRED

**Apply by:** Summer: January 31st, but candidates will be considered on an ongoing basis if needed. Applications must be submitted online, and a transcript is required.  
**Qualifications:** Undergraduate positions are open to rising juniors and seniors majoring in a business discipline. Graduate positions are available for students who have completed their first year of an MBA or public policy program. All applicants should have strong computer, writing and analytical skills and demonstrate academic excellence.  
**Contact:**  
Internship Coordinator  
Federal Reserve Bank of New York  
33 Liberty Street  
New York, NY 10045  
Phone: (212) 720-5000  
www.newyorkfed.org/careers/index.html
**FEDERAL RESERVE BOARD**

**THE BUZZ**
- “Participate in a finance internship at the highest level”

**THE STATS**
- **Industries:** Financial Services, Government
- **Location:** Washington, DC
- **Number of interns:** Annual: nine (six undergrads and three PhD students)
- **Pay:** Paid and unpaid
- **Length of internship:** Fall: September to December; Spring: March to May; Summer: June to September; 10 to 12 weeks
- **Intern functions:** Finance, Technology, Research, Science and Math

**THE SCOOP**
The Federal Reserve is the central banking system of the United States. Founded in 1913, the Fed polices U.S. financial institutions and safeguards the stability of the economy by setting monetary policy.

**ON THE JOB**
The Federal Reserve currently offers internship programs in its economic research divisions and information technology. Research internships are available in the areas of international finance, monetary affairs and research and statistics. Research interns assist Fed economists on an assigned project for the duration of the program. IT interns develop software for mainframe and workstation systems and assist staff in the installation of hardware and software.

**$ GETTING HIRED**

**Apply by:**
- **Dissertation internship:** Summer: April 1st; Fall: April 1st; Spring: November 15th
- **Project internship:** Summer: April 1st; Unpaid internship: Summer: April 1st; Fall: July 31st; Spring: November 15th
- **Division of information technology:** November/December

**Qualifications:** Open to PhD candidates in economics, as well as undergraduate students majoring in economics, finance, math, statistics, computer science or other relevant disciplines. See website for more details.

**Contact:**
- Attn: Internship Coordinator
- Mail Stop 163
- Board of Governors of the Federal Reserve System
- 20th Street and Constitution Avenue NW
- Washington, DC 20551
- Phone: (800) 448-4894 or (202) 452-3880
- www.federalreserve.gov/careers

**Dissertation Internship**
- Email: dissertationinterns@frb.gov

**Project Internship and Unpaid Internship**
- Email: projectinterns@frb.gov

**Information Technology Internship**
- Email: it.interns@frb.gov
FEDERAL-MOGUL CORPORATION

THE BUZZ
• “Rev up your resume with this auto supplier”

THE STATS
Industries: Transportation and Logistics, Financial Services, Manufacturing
Locations: Southfield, MI (HQ); additional locations worldwide
Number of interns: Annual: 38; Summer: 25 to 30; Fall: two interns, three co-ops; Spring: three co-ops
Pay: Paid, $11 to $12 an hour, varies by non-technical vs. technical positions and from freshman to graduate levels
Length of internship: Summer: 10 weeks; Spring/fall: 12 weeks
Intern functions: Finance, Marketing, Technology

THE SCOOP
Over 100 years young, this auto supplier is nothing to sneeze at. Federal-Mogul Corporation is an innovative and diversified $6.9 billion global supplier to the automotive, light commercial, heavy-duty truck, off-highway, agricultural, marine, rail and industrial markets. The company employs a whopping 40,000 people in 36 countries, and has globally networked engineering and technical centers in the United States, Europe and Asia.

ON THE JOB
Most internship and co-op positions are in finance, marketing, supply chain and IT.

GETTING HIRED
Apply by: Summer: January to March. Check with your school's career services office to see if Federal-Mogul recruits on your campus. Applicants should send their resume via traditional mail to the attention of the human resources department.

Qualifications: Open to college juniors and seniors majoring in economics, finance, marketing and/or supply chain. IT positions are open to master’s candidates concentrating in information systems. All students should have a minimum GPA of 3.0.

Contact:
Anita Schnars
Federal-Mogul Corporation
26555 Northwestern Highway
Southfield, MI 48033
Phone: (248) 354-8659
Fax: (248) 354-8100
Email: Anita.Schnars@federalmogul.com
www.federal-mogul.com/careers

FELLOWSHIP OF RECONCILIATION

THE BUZZ
• “Achieve peace through religious dialogue”
• “Work toward resolution of the most intractable conflicts”

THE STATS
Industries: Education, Nonprofit
Locations: Nyack, NY (HQ); Oakland, CA; Minneapolis/St. Paul, MN
Number of interns: Annual: 10
Pay: Paid and unpaid, academic credit
Length of internship: six to 12 months, 12 to 15 hours per week
Intern functions: Arts and Design, Editorial, Film, Television and Radio, Internet, Print Media, Public Relations, Research

THE SCOOP
The Fellowship of Reconciliation (FOR) is a nonprofit that uses interfaith dialogue to resolve conflict. FOR opposes violence in all its forms and seeks to attain a just, free and peaceful world. The organization engages in educational and community-building programs to train the next generation of nonviolent leaders and organizers.

ON THE JOB
FOR offers several different internship program tracks, all dealing with various aspects of nonviolent conflict resolution. Interns may have the opportunity to help organize demonstrations and training events and produce written materials. Interns are also able to participate in FOR-sponsored events. For more details on the individual programs, see the FOR website below.

GETTING HIRED
Apply by: Rolling. Applicants should submit a resume and cover letter, indicating area of interest, to the appropriate office. See the website below for details and contact information.

Qualifications: Open to all applicants.

Contact:
Fellowship of Reconciliation
Attn: Mary Heckler
521 North Broadway
Nyack, NY 10960
Phone: (845) 358-4601
Email: mheckler@forusa.org
www.forusa.org

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**FEMINIST MAJORITY FOUNDATION**

**THE BUZZ**
- “The perfect place to start your practice and activism”
- “This internship not only fulfilled my expectations, but exceeded them”

**THE STATS**
- **Industries:** Education, Nonprofit, Publishing/Journalism
- **Locations:** Washington, DC; Los Angeles, CA
- **Number of interns:** Summer: 10; Fall/spring: six
- **Pay:** Unpaid
- **Length of internship:** Two month minimum, available year-round
- **Intern functions:** Education, Nonprofit, Editorial

**THE SCOOP**
Founded in 1987, the Feminist Majority Foundation (FMF) is a women’s rights research and advocacy organization. FMF aims to create long-term strategies and permanent solutions for the social, political and economic obstacles that face women. In addition to publishing Ms. magazine, FMF conducts education, research and outreach projects, and mobilizes grassroots political support for issues of women’s equality, reproductive rights and nonviolence.

**ON THE JOB**
Interns work on a range of activities, from monitoring hearings and press conferences, to research projects and events. Interns work closely with FMF’s campus program to conduct outreach and launch pro-choice feminist student groups on college campuses. Campaigns include the Young Women’s Leadership Program, Get Out Her Vote, and the Global Reproductive Rights Campaign.

**GETTING HIRED**

Apply by: **Summer:** March 31st; **Fall:** July 15th; **Spring:** October 15th. Those interested in interning in the Los Angeles office are accepted on a rolling basis. Email a resume, cover letter and a writing sample.

**Qualifications:** Open to all undergraduate women and men of any major, as well as recent graduates. Experience working in women’s issues is preferred.

**Contact:**
- **Los Angeles, Calif. Internship**
  Feminist Majority Foundation
  433 South Beverly Drive
  Beverly Hills, CA 90212
  Phone: (310) 556-2500
  Email: amcdonald@feminist.org
- **Washington, D.C. Internship**
  Feminist Majority Foundation
  1600 Wilson Boulevard, Suite 801
  Arlington, VA 22209
  Phone: (703) 522-2214
  Email: internship@feminist.org
  www.feminist.org/intern
FLORIDA GRAND OPERA

THE BUZZ

- “Training for serious opera devotees”
- “High culture in Scarface country”

THE STATS

Industry: Fine and Performing Arts  
Location: Miami, FL  
Number of interns: Annual: eight  
Pay: Paid, $400 a week; health insurance, free housing  
Length of internship: Nine months, beginning each September  
Intern functions: Acting, Language and Voice Training

THE SCOOP

Located in Miami, Fla., the Florida Grand Opera is a Southern cultural mainstay. Productions have included *Don Giovanni*, *Romeo et Juliette* and *La Traviata*.

ON THE JOB

The Young Artist Studio at the Florida Grand Opera is designed to provide participants the necessary skills to become opera singers. Young artists attend voice, acting and language classes, as well as receive individual coaching. Members of the program will also have the chance to perform recitals, sing in the Florida Grand Opera chorus and cover mainstage roles.

GETTING HIRED

Apply by: September 15th. Applicants must send a CD or tape of two arias, a resume, two letters of recommendation, a photograph, the completed application form and a $25 application fee (made payable to Florida Grand Opera) to the address below. Those selected will be invited to a live audition.

Qualifications: Applicants must be authorized to work in the United States.

Contact:  
Cecelia Schieve  
Director of Young Artist Studio  
Florida Grand Opera  
8390 NW 25th Street  
Miami, FL 33122  
Phone: (305) 854-1643  
Fax: (305) 856-1042  
Email: cschieve@fgo.org  
www.fgo.org/young-artists
FOOD FOR THE HUNGRY

THE BUZZ

- “Relieve hunger around the world”
- “Poverty reduction as a vocation”

THE STATS

Industry: Nonprofit
Locations: Phoenix, AZ; Washington, DC; international locations
Number of interns: Annual: more than 55
Pay: Unpaid, academic credit
Length of internship: Fall/spring: eight to 16 weeks; Summer: eight to 12 weeks
Intern functions: Administrative, Nonprofit, Research

THE SCOOP

Food for the Hungry (FH) is a Christian nonprofit that works to overcome all forms of human poverty. FH combats hunger in 26 countries by partnering with churches, leaders and families. Its programs include child sponsorship, food production, food security, water and sanitation, health care and church development.

ON THE JOB

At Food for the Hungry, interns are placed according to their interests and skills and can expect a supervised work experience. Phoenix, Ariz. interns work in several areas, including research, administrative support, filmmaking and urban development. Washington, D.C., interns work in public policy, health care, political science and relief. Interns also work abroad in Africa, Asia and Latin America, on projects such as child development, agriculture, water and sanitation, and community health (including HIV/AIDS). Interns operate in small groups, participate in seminars and retreats, and are provided with one-on-one mentoring.

GETTING HIRED

Apply by: Fall: May 1st; Spring: October 1st; Summer: March 1st. To apply, visit the website below. Candidates must submit a current resume, faculty and pastor references, off-campus study/student life recommendation, official college transcript and a $35 application fee.

Qualifications: Internships are open to college juniors and seniors, as well as recent graduates and graduate students. All majors are welcome to apply, and applicants should have a minimum cumulative GPA of 2.75. In the case of international internships, applicants need to be prepared to withstand the physical, mental and emotional challenges of living and working in a developing country.

Contact:
Brittani Thielen
Food for the Hungry
1224 East Washington Street
Phoenix, AZ 85034
Phone: (480) 609-7762
Fax: (480) 998-9448
www.fh.org/help/students/internships
### FOOD NETWORK

**THE BUZZ**
- “Hungry for TV success?”
- “BAM! The top name in food TV”

**THE STATS**
- **Industries:** Broadcast and Cable, Agriculture and Food, Internet and New Media, Film/Entertainment
- **Location:** New York, NY
- **Number of interns:** Varies
- **Pay:** Unpaid, academic credit
- **Length of internship:** Fall/spring/summer: 20 to 40 hours a week
- **Intern functions:** Arts and Design, Film, Television and Radio, Finance, Human Resources, Internet, Marketing, Public Relations, Sales

**THE SCOOP**
The Food Network is a cable television station devoted to all things food related. Though primarily considered an instructional cooking channel, the Food Network also airs programs examining the culture of food appreciation. Along with its companion website, foodnetwork.com, and Food Network magazine, the network’s content reaches over 96 million people worldwide. Food Network is home to hit shows like Emeril Live and Iron Chef.

**ON THE JOB**
Interns gain hands-on experience working on real-world samples in the cable television industry. All participants are assigned an advisor for the duration of the program. Food Network’s internship program is designed to provide insight and exposure to the inner workings of a cable network and media company.

**$ GETTING HIRED**
- **Apply by:** Rolling. Interested students should submit a cover letter with department(s) of interest, resume, college credit eligibility, and start and end date availability.
- **Qualifications:** Varies by department. Check the website for details and to apply online.
- **Contact:**
  - Email: hresources@scrippsnetworks.com
  - www.foodnetwork.com

### FORBES

**THE BUZZ**
- “If you want an internship where you actually think and do substantial work that is mutually beneficial for you and the company, work at Forbes”

**THE STATS**
- **Industries:** Internet and New Media, Publishing/Journalism
- **Location:** New York, NY
- **Number of interns:** Annual: 10 to 15; Summer: 30
- **Pay:** Unpaid, academic credit; networking lunch
- **Length of internship:** Fall/spring: 12 hours a week minimum; Summer: 20 hours a week minimum
- **Intern functions:** Editorial, Human Resources, Internet, Marketing, Print Media, Publishing, Technology

**THE SCOOP**
Forbes is a privately held publishing and news media company. Its flagship publication, *Forbes*, is the oldest major business magazine in the United States, celebrating its 92nd anniversary in 2009. In recent years, the company has expanded to include several new divisions, including forbes.com, the Forbes Management Conference Group and Forbes Custom Media, which also encompasses American Heritage, American Legacy, and American Heritage of Invention & Technology magazines.

**ON THE JOB**
Interns at Forbes rotate through the editorial and business departments, working on special projects and assisting staff members as needed. This rotation is designed to give interns an idea of the different aspects of magazine publishing. Some of the duties typically assigned are fact-checking, conducting research for the Forbes lists, working on marketing campaigns and assisting in the human resources and information technology departments. Forbes hires about 25 to 40 percent of interns to work at the magazine after graduation.

**$ GETTING HIRED**
- **Apply by:** Rolling. Applicants must submit a resume, two clips and two references.
- **Qualifications:** Open to college sophomores, juniors and seniors, grad students and recent college graduates.
- **Contact:**
  - Forbes
  - Human Resources Department
  - 60 5th Avenue
  - New York, NY 10011
  - Fax: (212) 206-5105
  - Email: hstruck@forbes.net
  - www.forbesinc.com/careers
THE FORD FOUNDATION

THE BUZZ
• “Help handle one of the biggest philanthropic checkbooks”
• “Have stock riches, will give to charity”

THE STATS
Industries: Education, Nonprofit
Location: New York, NY
Number of interns: Summer: typically 10 to 15
Pay: Paid, $14 to $15 an hour
Length of internship: Entire summer
Intern functions: Administrative, Education, Nonprofit

THE SCOOP
The Ford Foundation is unaffiliated with a certain Michigan car company, although it was created by the gent we all know and love, Henry Ford. The foundation was founded in 1936 with the mission of promoting democracy, reducing poverty and funding projects that aim to solve social and economic problems. The Ford Foundation is a resource for innovative people and institutions around the world.

ON THE JOB
Interns at the Ford Foundation perform administrative tasks and become involved in the process of selecting grant proposals to be funded. They also handle grant applications.

$ GETTING HIRED
Apply by: Starting in April. Apply by submitting a cover letter and resume at www.fordfound.org/employment.

Qualifications: Open to full-time undergraduate students residing in the New York City area. Must have a minimum GPA of 2.5 and receive significant financial aid for education.

Contact:
Human Resources
The Ford Foundation
320 East 43rd Street
New York, NY 10017
Phone: (212) 573-5000
Fax: (212) 351-3677
www.fordfound.org/employment

FORD MODELS

THE BUZZ
• “Strut your intern skills on and off the catwalk”
• “Did someone say models?”

THE STATS
Industries: Fashion, Financial Services, Public Relations
Locations: New York, NY; Los Angeles, CA; Chicago, IL; Milwaukee, WI; Miami, FL; Paris; São Paulo; Toronto
Number of interns: Spring/summer/fall: 15 to 20 each for the New York office, eight to 10 for other locations
Pay: Unpaid, academic credit
Length of internship: Spring/summer/fall: three months each
Intern functions: Administrative, Agent/Booker Assistant, Public Relations

THE SCOOP
Established in 1946 by Eileen and Jerry Ford, Ford Models is now one of the world’s most recognized modeling agencies. Known as an innovator in business and marketing, Ford Models represents the industry’s top models. The agency is known for being especially protective of its gorgeous, often very young, models. Ford Models recently expanded its clients to include hair and prop stylists and make-up artists.

ON THE JOB
Interns provide administrative support to the office. Some intern duties include calling clients, answering phones, assisting in model calls, updating model portfolios and organizing files.

$ GETTING HIRED
Apply by: Rolling. Interested students should send a resume to careers@fordmodels.com, indicating their location and session of interest in the subject line of the email. Professional references may be requested.

Qualifications: Open to undergraduate students with a minimum GPA of 2.5. Recent graduates are encouraged to apply. Computer skills and strong communication abilities are necessary, as well as a love of the fashion industry.

Contact:
Refer to the website for contact information for each office.
www.fordmodels.com
FORD MOTOR COMPANY

THE BUZZ

- “One of the bluest of the automotive bluechips”
- Internships are “built Ford tough”

THE STATS

Industries: Consumer Products, Engineering, Manufacturing, Technology
Locations: Dearborn, MI; select locations throughout the United States
Number of interns: Annual: 100
Pay: Paid; travel accommodations and reimbursement available; corporate housing is available to eligible interns traveling greater than 50 miles to their internship location
Length of internship: 10 to 12 weeks
Intern functions: Communications, Finance, Information Technology, Manufacturing, Marketing, Product Development, Purchasing, Sales

THE SCOOP

The storied history of the Ford Motor Company dates back to 1903, when Henry Ford produced his first Model-T. Today, the company is one of the largest U.S. automakers, and sells vehicles in 200 markets across six continents. Henry Ford’s descendents are still involved in the company today, meeting regularly to discuss its future. In 2009, with the rest of the American auto industry accepting government bailouts, Ford looks well positioned to survive without one. In addition to the Ford make of automobiles, the company also produces vehicles under the Volvo, Lincoln, Mazda and Mercury brands and runs the Ford Motor Credit Company.

ON THE JOB

Ford’s internships are structured around its various career development programs. Visit www.careers.ford.com to view open positions. Interns complete challenging assignments and take part in networking events. Upon completion of the program, Ford may offer full-time positions to successful interns.

GETTING HIRED

Apply by: Recruiting for the summer begins in the fall. Intern positions are filled on an individual basis; see the website below for current openings and to apply.

Qualifications: Open to college sophomores, juniors and seniors and graduate students studying a subject relevant to the internship. Specific qualifications vary by department. A minimum GPA of 3.0 is required

Contact:
www.careers.ford.com
Find us on Facebook: www.facebook.com/fordmotorcompanycareers

FOREIGN AFFAIRS

THE BUZZ

- “Gain perspective on international relations”
- “Shaping opinions on the world’s big issues”

THE STATS

Industries: Government, Publishing/Journalism
Location: New York, NY
Number of interns: Annual: one
Pay: Paid, $32,000; health and dental insurance, tuition reimbursement of up to $2,500
Length of internship: One year, starting in August
Intern functions: Editorial, Print Media

THE SCOOP

Foreign Affairs is the prestigious international issues journal published by the Council on Foreign Relations. The journal is committed to being a nonpartisan forum for debate and analysis on the pressing global issues. Since 1922, Foreign Affairs has published lively discussions by well-respected scholars of issues in contemporary international politics.

ON THE JOB

The academic year internship is a full-time, paid position that offers training in journalism. The intern works as an assistant editor with substantial responsibility and is involved in all aspects of the editorial process, which include editing, proofreading, evaluating manuscripts, research, fact-checking and production work. Other internship opportunities are available through the Council of Foreign Relations and can be found on the CFR website, www.cfr.org/about/career_opportunities.

GETTING HIRED

Apply by: March 13th. Submit a cover letter, resume, three writing samples of five pages or less and three letters of recommendation, either professional or academic. Foreign Affairs does not accept applications by email. Only finalists will be interviewed.

Qualifications: The full-year editorial internship is open to recent graduates of either undergrad- or graduate-level programs. Candidates should have a serious interest in international relations, a flair for writing and a facility with the English language.

Contact:
Editorial Internships
Foreign Affairs
58 East 68th Street
New York, NY 10065
Phone: (212) 434-9507
www.foreignaffairs.org/about/employment
FOREIGN POLICY RESEARCH INSTITUTE

THE BUZZ
- “A global view from Philadelphia”

THE STATS
Industries: Education, Government, Nonprofit, Publishing/Journalism
Location: Philadelphia, PA
Number of interns: Six to 10
Pay: Unpaid
Length of internship: Spring/summer/fall: three months or shorter
Intern functions: Administrative, Editorial, Nonprofit, Public Relations, Research

THE SCOOP
The Foreign Policy Research Institute (FPRI) is a nonprofit organization that performs research and runs educational programs on international issues. American foreign policy, China's role in Asia, terrorism and the Israel-Palestine conflict are focal points of FPRI’s recent work. The institute also publishes the foreign policy journal Orbis and runs the Marvin Wachman Fund for International Education.

ON THE JOB
Internships are available in three different roles. Research assistants maintain databases, search for literature and create indices. Editorial assistants work mainly on Orbis, proofreading, fact-checking, corresponding with authors, copy editing and performing other administrative duties. Administrative assistants are involved with public relations, event planning and development.

GETTING HIRED
Apply by: Summer: close of business on first Friday of April; Fall: September 15th; Spring: January 15th. Send a writing sample (preferably a three- to 10-page paper) along with a resume and cover letter. Email submission is preferred. Accepted applicants will usually be contacted within two weeks of the application deadline.

Qualifications: Open to all current college students and graduate students. Knowledge of a foreign language (particularly Russian, Arabic, French, Chinese, German or Spanish) is helpful. Interns must be able to commit at least 10 hours per week.

Contact:
Internship Coordinator
Foreign Policy Research Institute
1528 Walnut Street, Suite 610
Philadelphia, PA 19102-3684
Phone: (215) 732-3774
Fax: (215) 732-4401
Email: intern@fpri.org
www.fpri.org/about/jobs.html
FOURTH WORLD MOVEMENT

THE BUZZ

- “Demonstrating solidarity with the world’s poor”
- “Improve your karma”

THE STATS

Industries: Education, Nonprofit
Locations: Dickenson County, VA; New Orleans, LA; New York, NY; Washington, DC
Number of interns: Spring/summer/fall: up to four each
Pay: Unpaid
Length of internship: Spring/summer/fall: up to 12 weeks each
Intern functions: Editorial, Nonprofit

THE SCOOP

The Fourth World Movement is dedicated to fostering partnerships with families in persistent poverty and other members of society. Its programs recognize each person’s efforts and the role he/she has to play in overcoming social exclusion due to extreme poverty. This commitment to the cause of those living in persistent poverty takes various forms, including cultural and educational programs in disadvantaged neighborhoods, long-term research into poverty and efforts made to combat it, public information campaigns, and working to ensure that the voice of the poorest and most excluded is heard.

ON THE JOB

The internship introduces participants to the philosophy and work of the Fourth World Movement through a flexible program of reading, research, videos and discussion, as well as some manual work (maintenance and renovation), regular writing projects, and ongoing evaluation and feedback. Interns then participate in Fourth World Movement/USA activities and projects with one or more teams. This generally includes interaction with families and individuals living in poverty.

GETTING HIRED

Apply by: Rolling. An application fee, three reference letters and an interview (preferably at the national center) are required. Applicants should note that the internship is a prerequisite to joining the Fourth World Movement International Volunteer Corps.

Qualifications: Interns must be at least 19 years old, have a high school diploma or GED, and have at least one year of college or work experience.

Contact:
Internship Coordinator
7600 Willow Hill Drive
Landover, MD 20785
Phone: (301) 336-9489
Fax: (301) 336-0092
Email: nationalcenter@4thworldmovement.org
www.4thworldmovement.org
FOX NETWORKS GROUP

THE BUZZ
• “Doh! Even Homer could start a TV career with this internship”

THE STATS
Industries: Broadcast and Cable, Film/Entertainment
Locations: Atlanta, GA; Bellevue, WA; Charlotte, NC; Denver, CO; Houston, TX; Irving, TX; Los Angeles, CA; Minneapolis, MN; New York, NY; Orlando, FL; Phoenix, AZ; Pittsburgh, PA; St. Louis, MO; Tampa, FL
Number of interns: Fall: 150
Pay: Unpaid, varies; academic credit required
Length of internship: Varies, usually about three months, available year-round
Intern functions: Editorial, Film, Television and Radio, Law, Marketing, Sales

THE SCOOP
Fox Networks Group supports a wide range of television programming, including Fox Sports Net, FX, Fox Movie Channel, Fox Sports en Español, Fox Reality Channel, Fox Soccer Channel, SPEED, Fuel TV and National Geographic Channel. FNG is part of Fox Entertainment Group, one of the most recognized producers and distributors of films and television programs, with a collection of diverse program networks extending to almost every popular genre.

ON THE JOB
Internships are available in the legal, sales, marketing, production, music, network development and other departments. Typical duties may include preparing sales materials and presentations, assisting with the post-production of programs and researching information for press releases. Fox Networks Group also offers business development and strategy positions for MBA candidates.

GETTING HIRED
Apply by: Rolling. Interested students should post their resume online.
Qualifications: Open to college sophomores, juniors and seniors who are in good academic standing. Interns must be eligible for academic credit and/or be paid a weekly salary. Students can participate in the program for a maximum of two consecutive semesters. Check the website for specific internship postings.
Contact:
Fox Cable Networks
Human Resources
P.O. Box 900
Beverly Hills, CA 90213
www.foxcareers.com

FRANCONIA SCULPTURE PARK

THE BUZZ
• “Get a head start on your first exhibition”

THE STATS
Industry: Fine and Performing Arts
Location: Franconia, MN
Number of interns: Spring/fall: three each; Summer: six
Pay: Unpaid, free room and board
Length of internship: Eight weeks to four months
Intern function: Arts and Design

THE SCOOP
Founded in 1996, Franconia Sculpture Park is a professional artists’ organization dedicated to providing diverse programs of creation, education and experimentation. The outdoor sculpture park is open 365 days a year, from dawn until dusk, allowing visitors to tour its collection of over 75 contemporary sculptures. Franconia Sculpture Park gives emerging artists the experience of working and exhibiting with more established artists.

ON THE JOB
The Franconia Sculpture Park actively recruits student artists, postgraduate artists and museum studies students to participate in its intern/mentor program. Half of an intern’s time is spent on his/her own sculptural work, while the other half is spent on park duties. All interns create work to be included in the park exhibition. In addition, they assist visiting artists with fabrication, site preparation and installation of 3-D work, landscaping and maintenance.

GETTING HIRED
Apply by: March 6th. Potential applicants should go to the Franconia website at www.franconia.org for a list of required application materials.
Qualifications: Open to college students and postgraduates. Applicants should be career-bound artists.
Contact:
John Hock
Artist Interns/Franconia Sculpture Park
29836 St. Croix Trail
Franconia, MN 55074
Phone: (651) 257-6668
Fax: (651) 257-6668
Email: info@franconia.org
www.franconia.org
FRANKLIN D. ROOSEVELT LIBRARY

**THE BUZZ**
- “A New Deal for summer internships”
- “Preserving the legacy of FDR”

**THE STATS**
- **Industries:** Education, Nonprofit
- **Location:** Hyde Park, NY
- **Number of interns:** Fall/spring/summer: varies based on funding
- **Pay:** Fall/spring: unpaid; Summer: $300 a week
- **Length of internship:** Summer: six to eight weeks
- **Intern functions:** Editorial, Nonprofit

**THE SCOOP**
The Franklin D. Roosevelt Library was the first presidential library in the United States. Built under the guidance of Roosevelt himself, the library opened in 1941 and is operated by the National Archives. The library complex consists of a museum and an archive of the former president’s personal papers and historical documents.

**ON THE JOB**
Interns with an interest in the history of the New Deal era have the unique opportunity to work with primary source materials from the Roosevelt presidency. They work alongside library staff, helping to catalogue museum and archival materials, create databases and scan documents and photographs for digital retrieval.

**$ GETTING HIRED**

**Apply by:** Summer: April 15th. Applicants should send a completed application form and transcript to the address listed below.

**Qualifications:** Open to college freshmen, sophomores, juniors and seniors, recent college graduates and grad students.

**Contact:**
Clifford Laube, Internship Coordinator
Franklin D. Roosevelt Library
4079 Albany Post Road
Hyde Park, NY 12538
Phone: (845) 486-7745
Fax: (845) 486-1147
Email: clifford.laube@nara.gov
www.fdrlibrary.marist.edu/getinvolved.html

FREDDIE MAC

**THE BUZZ**
- Help people afford homes
- “See a socially conscious corporation from the inside”

**THE STATS**
- **Industry:** Financial Services
- **Location:** McLean, VA (HQ)
- **Number of interns:** Summer: 82
- **Pay:** Paid, $16.50 to $18.50 an hour; academic credit, housing stipend, use of fitness center
- **Length of internship:** Summer: 11 weeks (late May to early August)
- **Intern functions:** Accounting, Engineering, Finance, Human Resources, Law, Marketing, Public Relations, Real Estate, Technology

**THE SCOOP**
Freddie Mac is a corporation established by Congress in 1970 to keep money flowing to mortgage lenders in support of homeownership and rental housing. The corporation purchases single-family and multifamily residential mortgages and securities, which it then finances in the capital markets. In September 2008, the federal government placed Freddie Mac under its control. Over the years, Freddie Mac has helped ensure financing for one in six homebuyers and more than five million renters.

**ON THE JOB**
All Freddie Mac interns work at the corporation’s headquarters. Departments hiring interns include operations and technology, finance, enterprise risk oversight, legal, multifamily sourcing, corporate compliance, human resources and external relations. Tasks vary by department, but all interns participate in speaker series and training sessions. About 75 percent of interns are offered full-time positions upon graduation.

**$ GETTING HIRED**

**Apply by:** Summer: recruiting for summer interns begins in late fall. Primary intern recruiting months are January and February; most positions are filled by the middle of March. Interested applicants should apply online.

**Qualifications:** Open to college sophomores, juniors and seniors from a variety of academic backgrounds and majors.

**Contact:**
Email: college_recruiting@freddiemac.com
www.freddiemaccampus.jobs
FREEDOM THEATRE

THE BUZZ

• “An African-American cultural treasure”
• “Uncover your dramatic talents”

THE STATS

Industry: Fine and Performing Arts
Location: Philadelphia, PA
Number of interns: Annual: four to five
Pay: Unpaid, academic credit
Length of internship: Flexible
Intern functions: Arts and Design, Education, Marketing

THE SCOOP

Founded in 1966, the Freedom Theatre is the oldest African-American theater in Pennsylvania. The renowned Freedom Repertory Theatre Company stages four productions each year and recently moved into a brand-new, state-of-the-art facility. The theater performs a variety of works that showcase the African-American experience, including dramas, comedies and musicals. Freedom Theatre also offers the Performing Arts Training Program. This program educates children and adults in acting, dance and vocal arts.

ON THE JOB

The Freedom Theatre offers an individualized internship program that is tailored to the interests and abilities of each person. Opportunities exist for internships on both the creative and business sides. Placements are available in production, directing, acting, marketing and development. All interns will receive support and guidance from a designated mentor.

GETTING HIRED

Apply by: Rolling. Interested students should submit a resume to the contact below.

Qualifications: Open to all individuals at least 18 years of age. Current college students, recent graduates, grad students and anyone interested in exploring a career change are encouraged to apply.

Contact:
Thom Page
Freedom Theatre
1346 North Broad Street
Philadelphia, PA 19121
Phone: (215) 765-2793, ext. 8285
www.freedomtheatre.org

FRENCH EMBASSY PRESS AND COMMUNICATION OFFICE

THE BUZZ

• “Put those high school French classes to good use”

THE STATS

Industry: Government, Public Relations
Location: Washington, DC
Number of interns: Annual: five to seven per semester
Pay: Unpaid, academic credit available; free tickets (or reduced prices) for cultural events, access to boutique and cafeteria
Length of internship: Varies, usually one semester, three days a week
Intern functions: Editorial, Public Relations, Internet

THE SCOOP

The main task of the French Embassy’s Press and Communication Office is to research and answer questions, mostly from the American public (journalists, businessmen, researchers, students, etc.).

ON THE JOB

Interns work as mediators between the French government and the public, with tasks that range from fielding questions, to writing articles and looking for photos for the News from France newsletter. Interns can also write reports on certain issues of media interest and background press releases for the embassy’s website. Web design interns help keep the embassy’s site updated. Most French Embassy interns come from the United States or France and have a background in political science or foreign affairs.

GETTING HIRED

Apply by: Rolling. Send a resume (in English), cover letter (in French), a one to two-page academic writing sample (in English) and a one-page journalistic writing sample on a French current event (also in English) to the address below.

Qualifications: Open to college sophomores, juniors and seniors.

Contact:
Mr. Thomas Rottcher
Press and Communication Office, French Embassy
4101 Reservoir Road NW
Washington, DC 20007
Phone: (202) 944-6060
Fax: (202) 944-6040
Email: info@ambafrance-us.org
www.ambafrance-us.org
www.ambafrance-us.org/spip.php?article414
FRIENDS COMMITTEE ON NATIONAL LEGISLATION

THE BUZZ

• “Quaker morals meet Beltway power brokers”

THE STATS

Industries: Government, Nonprofit
Location: Washington, DC
Number of Interns: Annual: usually four or five, varies
Pay: Paid; health insurance, 13 vacation days, federal holidays, public transportation stipend
Length of Internship: 11 months (early September to late July)
Intern Functions: Editorial, Nonprofit

THE SCOOP

The Friends Committee on National Legislation (FCNL) is a nonprofit Quaker-affiliated advocacy and lobbying organization. The FCNL is committed to social and economic justice, conflict resolution and civil rights. In recent years, the committee has worked to ban nuclear weapons and landmines, stop the war in Iraq, promote civil liberties in the United States and advocate for Native American people in the United States.

ON THE JOB

Interns work as full-time members of the FCNL staff, gaining a thorough understanding of the relevant issues, as well as the governmental process. They will attend committee hearings, examine government reports, write background briefs and coordinate with FCNL members and other grassroots activists. Interns will have the opportunity to work closely with experienced FCNL lobbyists and communications and field program staff.

GETTING HIRED

Apply by: Applications are accepted beginning in January. An application form and recommendations are required. Mail the complete application to the address below.

Qualifications: Open to all college graduates and graduate students. Applicants without a college degree but with equivalent experience will also be considered.

Contact:
Kathy Guthrie, Field Program Secretary
Friends Committee on National Legislation
245 Second Street NE
Washington, DC 20002-5795
Phone: (202) 547-6000, ext. 2506
Fax: (202) 547-6019
Toll-free: (800) 630-1330 (inside the United States only)
Email: fcnl@fcnl.org
www.fcnl.org/intern
FRITO LAY

THE STATISTCS

Industries: Consumer Products, Agriculture and Food  
Locations: Dallas, TX; Orlando, FL; many other locations  
Number of interns: Summer: 25  
Pay: Paid; Undergraduate: $375 to $649 a week; Graduate: $649 to $953 a week; maximum $500 relocation allowance  
Length of internship: Summer: 10 to 12 weeks  
Intern functions: Administrative, Editorial, Finance, Marketing, Sales, Transportation and Logistics

THE SCOOP

Frito Lay began its illustrious history in 1932 with two young entrepreneurs. Elmer Doolin of San Antonio, Texas, took his new, then-unknown food snack, Fritos corn chips, to the market and named the company after the product. The Frito Company went on to hold the biggest chip market in the Southwest. At the same time, Herman W. Lay was delivering potato chips in his Model A truck in Nashville, Tenn. He bought the potato chip company in 1938, renamed it H.W. Lay & Company, and eventually dominated the chip market in the Southeast. Frito granted Lay one of the first exclusive deals to manufacture Frito chips in the Southeast in 1945. The rest is delicious history. Today, Frito Lay has an annual revenue of about $11.5 billion. Despite substantial layoffs in October 2008, Frito Lay continues to develop, greening potato chip production with eco-friendly factories, and creating more low-fat and baked chips for health-conscious consumers.

ON THE JOB

Interns work in sales, marketing, operations, finance, purchasing, service and distribution. Duties vary by department and placement, but may include assisting sales and marketing staff with promotional materials, crunching numbers in finance, or handling administrative tasks. Interns work closely with assigned mentors and attend a three-day intern conference.

$ GETTING HIRED

Apply by: May 1st. Visit the website to check for open internships and review the campus event schedule to speak with recruiters.  
Qualifications: Open to college juniors and seniors, and grad students. International students are accepted. A minimum 3.0 GPA is required.  
Contact:  
Frito Lay, Inc.  
Staffing Department  
Dept: Intern  
P.O. Box 225458  
Dallas, TX 75222-5458  
www.fritolayjobs.com
FRONTIER NURSING SERVICE

THE BUZZ
- “Improving access to health care in rural and underserved areas”
- “Health care with a pioneering spirit”

THE STATS
Industries: Education, Health Care, Nonprofit
Location: Wendover, KY
Number of interns: 20
Pay: Unpaid
Length of internship: Four to 12 weeks
Intern functions: Administrative, Education, Health Care, Nonprofit

THE SCOOP
In 1925, Mary Breckinridge founded the Frontier Nursing Service as a nonprofit organization devoted to providing comprehensive, primary health care to families in rural and underserved areas. It continues to provide service through the Mary Breckinridge Hospital—a licensed critical access hospital—five rural health care clinics, a home health agency and the Frontier School of Midwifery and Family Nursing.

ON THE JOB
The Frontier Nursing Service directs an internship called the Courier Program for those interested in health care and education. Couriers assist with everyday operations and special projects, and are offered the chance to shadow nurse-midwives and/or family nurse practitioners and physicians, observing direct patient care in a rural environment. Couriers also volunteer on projects with organizations such as Hospice, Adult Learning Center, Leslie County Public Schools, Food Pantry and the Rape Crisis Center.

GETTING HIRED
Apply by: Rolling. Applicants should send a resume, three letters of recommendation and the completed application forms (available on the website) to the address below.

Qualifications: All applicants must be high school graduates over the age of 18. Candidates must hold a valid driver’s license and are required to provide their own vehicles for personal use. A $42 a week housing fee is required prior to arrival.

Contact:
Courier Coordinator
Frontier Nursing Service
132 FNS Drive
Wendover, KY 41775
Phone: (606) 672-2317
Fax: (606) 672-3022
Email: information@frontiernursing.org
www.frontiernursing.org
www.frontiernursing.org/courier/courier.shtm

THE BUZZ
- “Improving access to health care in rural and underserved areas”
- “Health care with a pioneering spirit”

THE STATS
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Location: Wendover, KY
Number of interns: 20
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Fax: (606) 672-3022
Email: information@frontiernursing.org
www.frontiernursing.org
www.frontiernursing.org/courier/courier.shtm
INTERNSHIP PROFILES
‘G’

Vault Guide to Top Internships, 2010 Edition
GAP INC.

THE BUZZ

• "Stake your claim to the khaki empire"
• "Learn the retail business—and look good doing it"

THE STATS

Industries: Consumer Products, Fashion, Retail
Locations: San Francisco, CA; San Bruno, CA
Number of interns: Summer: 30 interns, 10 co-op; Fall: 10 co-op; Winter: 10 co-op; Spring: 10 co-op
Pay: Undergrad: $19 to $21 an hour; MBA: $43 an hour; Co-op: $15 an hour; merchandise discount
Length of internship: Summer: 10 weeks (intern); Co-op: three months or on a per fiscal quarter basis

THE SCOOP

The San Francisco-based clothing retailer has grown rapidly since its start as a single store in 1969. What began as one brand has grown to encompass several under the Gap Inc.'s umbrella, including Gap, Banana Republic, Old Navy and Piperlime, with worldwide revenue in excess of $16 billion. In addition to its vast presence in the United States, Gap runs stores in Canada, the United Kingdom, France, Japan and Germany.

ON THE JOB

The Gap summer internship program is designed to help students gain an understanding of the retail industry and determine the mutual interest in pursuing a career at Gap Inc. upon graduation. Placements are available in several different concentrations. All summer interns attend weekly presentations by senior executives, which provide an overview of Gap Inc.'s businesses and functions. Each intern is assigned to a group project addressing a business-relevant topic and will present a business case and outcome to senior management at the end of the summer. About 30 to 50 percent of internships lead directly to permanent employment at the Gap.

GETTING HIRED

Apply by: Summer internship: February 29th; Co-op: year-round via designated design school career centers. Complete an online profile and submit a resume to the internship posting.

Qualifications: Positions are open to college juniors at Gap's headquarters. MBA students must be between their first and second year for summer internships. Design school interns vary based on experience at the point co-ops are offered. Applicants must have a GPA of 3.0 or higher.

Contact: Apply directly online at www.gapinc.com/careers
GARMIN INTERNATIONAL

THE BUZZ

- “Find yourself in the GPS biz”
- “The internship was worth every day of the 12 weeks”
- “You are treated as though you are a full-time employee with real responsibilities”
- “Interning at Garmin has been a wonderful experience”
- “It was superb”

THE STATS

**Industries:** Consumer Products, Manufacturing, Technology  
**Locations:** Olathe, KS (HQ); Minnetonka, MN; Salem, OR; San Francisco, CA; Diamond Bar, CA; Chandler, AZ; Tempe, AZ  
**Number of interns:** Summer: 50  
**Pay:** Paid; housing for non-local interns; health, dental and vision benefits; employee discount on Garmin products; accrual of paid time off; holiday pay  
**Length of internship:** Summer: 12 to 14 weeks; Fall/spring: six months  
**Intern functions:** Engineering, Technology

THE SCOOP

If you've ever used a GPS system, there's a good chance that Garmin made it. Founded in 1989, Garmin International Inc. is a member of the Garmin Ltd. group of companies that designs, manufactures, and markets navigation and communications equipment for the aviation and consumer markets. The company's products are used in aviation, marine, automotive, wireless, OEM and general recreation applications. In 2006, Garmin delivered more than 70 new products to the markets it serves, and earned more than $1.6 billion in revenue. In 2009, Garmin delivered its 100,000th GNS 400/500, an avionic that can be found in almost all single and twin-engine aircrafts.

ON THE JOB

Garmin hires interns in a variety of engineering departments, including software, design, mechanical, aviation systems, process and component. Interns participate in hands-on projects that enhance the firm's product development and business processes. In addition to their assignments, Garmin’s interns enjoy a variety of activities, such as a team-building excursion with their intern group and managers at an area camp. They also develop and conduct a presentation in Garmin’s on-site auditorium at the end of their internship. About 90 percent of interns are offered full-time employment upon graduation.

GETTING HIRED

**Apply by:** Rolling. Garmin doesn’t have a particular deadline for intern applications; however, the company prefers to hire summer interns as early as possible. Applicants should apply online at the website below by submitting an online application, resume and transcript.

**Qualifications:** Candidates should be pursuing a bachelor’s or master’s degree in computer science, or computer, electrical, aerospace or mechanical engineering, and have a minimum cumulative GPA of 3.0. While Garmin prefers students in their junior or senior years, the company has some opportunities for those in their freshman and sophomore years, and occasionally for high school students. Non-U.S. citizens are eligible.

**Contact:**  
Human Resources Department  
1200 East 151st Street  
Olathe, KS 66062  
Phone: (913) 397-8200  
www.garmin.com/careers

THE BUZZ

- “Find yourself in the GPS biz”
- “The internship was worth every day of the 12 weeks”
- “You are treated as though you are a full-time employee with real responsibilities”
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**Contact:**  
Human Resources Department  
1200 East 151st Street  
Olathe, KS 66062  
Phone: (913) 397-8200  
www.garmin.com/careers
GAZETTE COMMUNICATIONS

THE BUZZ
- “Real responsibility for cub journalists”
- “A multimedia internship opportunity in Iowa”

THE STATS
Industries: Broadcast and Cable, Publishing/Journalism
Locations: Cedar Rapids, IA; Iowa City, IA; Des Moines, IA
Number of interns: Gazette newsroom: two or three per semester; Gazette photography: one or two per semester; KCRG newsroom: five per semester
Pay: Paid, $8 to $10 an hour
Length of internship: Summer/fall/winter: three months each
Intern functions: Editorial, Photography, Public Relations, Advertising, Marketing, Sales

THE SCOOP
Gazette Communications is a Cedar Rapids, Iowa-based media company that owns the local ABC affiliate, KCRG-TV. It also publishes The Gazette newspaper. In addition to the newspaper and broadcast station, Gazette includes award-winning commercial printing, shoppers, online services and more. Gazette employs about 650 people and reaches an audience of over 325,000 in eastern Iowa.

ON THE JOB
Gazette offers both editorial and business-oriented internships. On the editorial side, interns may serve as reporters or photographers. Positions are also available in advertising and marketing.

GETTING HIRED
Apply by: Newsroom/photography: Summer: January 1st; Fall: May 1st; Winter: September 1st. Send a cover letter and resume, including clips or slides, with application. Advertising/marketing: March 1st.

Qualifications: News and photo internships are open to college sophomores, juniors and seniors. Please visit the website for details.

Contact:
Shonna Woods
Gazette Communications
P.O. Box 511
Cedar Rapids, IA 52406
Phone: (319) 398-5845
Fax: (319) 399-5915
Email: gazcohr@gazettecommunications.com
www.gazettecommunications.com/whyworkhere_internship.aspx
**THE STATS**

Industries: Broadcast and Cable, Financial Services, Manufacturing, Technology  
Locations: Fairfield, CT (HQ); operations in over 100 countries around the world  
Number of interns: Annual: about 2,300; Summer: about 1,800  
Pay: Paid, varies from $600 to $1,200 a week based on year in school; academic credit, housing and relocation assistance, free parking, accrued vacation time  
Length of internship: Intern: 10 to 12 weeks; Co-op: four to six months  
Intern functions: Engineering, Finance, Human Resources, Information Technology, Manufacturing, Marketing

**THE BUZZ**

- “GE gives their interns all the tools they need to succeed”  
- “An excellent learning environment”  
- “GE is a great place to be!”

**THE SCOOP**

GE traces its beginnings to when Thomas A. Edison established Edison Electric Light Company in 1878. GE is the only company listed in the Dow Jones Industrial Index today that was included in the original index in 1896. It has been ranked No. 1 by Universum for the best rotational leadership programs, and No. 3 for the quality of its internships. In 2009, the company was rated by Fortune as one of the “World’s Most Admired.” With a wide range of products and services, from aircraft engines and plastics, to medical equipment and media, GE offers interns the ability to gain experience in different industries. In 2008, GE posted revenue of $183 billion and earnings of $18.1 billion.

**ON THE JOB**

During the program, interns work side-by-side with experts in the business, gaining valuable hands-on experience. Participants apply their theoretical knowledge to real-life business problems and develop their skills in a cutting-edge global environment. Undergraduate internships are available in communications, financial management, engineering and manufacturing, among others. About 50 percent of interns are hired for full-time positions and 80 percent of those in the full-time leadership and development program come from the pool of interns and co-ops.

**$ GETTING HIRED**

Apply by: Rolling. Apply online by submitting an application and resume. Check the website for details, as specific requirements vary. Contact your career center to see if GE recruits on your campus.  
Qualifications: Open to full-time students enrolled at any level in a relevant concentration. A minimum GPA of 3.0 is required for undergraduates and a GPA of at least 3.2 for master’s students. All applicants must have U.S. work authorization.  
Contact:  
GE Corporate Recruiting  
3135 Easton Turnpike  
Fairfield, CT 06828  
Email: gerecruiting@corporate.ge.com  
www.ge.com/internship

**THE BUZZ**

“GE gives their interns all the tools they need to succeed”  
“An excellent learning environment”  
“GE is a great place to be!”
GEICO

THE BUZZ

- “Wonderful people who are willing to help you every step of the way”
- “GEICO’s internship is the best work experience I could have asked for”
- “Valuable opportunity for any aspiring professional”
- “Driving your career. Insuring your future.”

THE STATS

Industries: Consumer Products, Financial Services, Insurance  
Locations: Chevy Chase, MD (HQ); Tucson, AZ; Macon, GA; Honolulu, HI; Buffalo, NY; Fredericksburg, VA; Virginia Beach, VA  
Number of interns: Summer: about 40  
Pay: Paid, varies, $13 to $16 an hour; academic credit  
Length of internship: Eight to 10 weeks, varies  

ON THE JOB

GEICO interns participate in either the operations or corporate internship programs. During the internship, participants work with a team and take part in several individual and group projects and presentations. Operations interns are exposed to executive management and business operations, including sales, customer service, claims and the underwriting process. Interns in the corporate offices in the Washington, D.C., area work in communications, underwriting, human resources, product management and IT. All interns are paired with a mentor and take part in executive luncheons. About 50 percent of interns are offered full-time positions upon graduation.

$ GETTING HIRED

Apply by: Apply online at www.geico.jobs by completing an application and uploading a resume, cover letter and transcripts.  
Qualifications: Applicants must be pursuing a bachelor’s degree and possess junior or senior status. Preference is given to business majors for operations and corporate internships, and computer science-related majors for IT internships. A current overall undergraduate GPA of at least 3.2 is required. Applicants must have a strong understanding of Word, Excel and PowerPoint. Very good analytical and problem-solving skills, as well as effective written and verbal communication abilities, are required.  
Contact: For more information on the internship program, visit www.geico.jobs/internships. Please select “Internet” and then “VAULT.com” as your referral source when applying online. Become a fan of “GEICO Careers” on Facebook: www.youtube.com/JobsAtGEICO.

THE BUZZ

- “Wonderful people who are willing to help you every step of the way”
- “GEICO’s internship is the best work experience I could have asked for”
- “Valuable opportunity for any aspiring professional”
- “Driving your career. Insuring your future.”

THE SCOOP

GEICO’s full name, Government Employees Insurance Company, goes back to its first customers in 1936—government employees and military personnel. Founder Leo Goodwin went into business determined that he could deliver automobile insurance at reduced prices by selecting prime customer groups and marketing directly to them. By doing so, Goodwin succeeded in driving down operating costs and passed the savings to GEICO’s customers. Today, GEICO is one of the largest and fastest-growing auto insurance companies in the United States, insuring over nine million policyholders. GEICO, a subsidiary of Berkshire Hathaway, has over 24,000 employees working in 12 major offices across the United States.
GENENTECH

THE BUZZ

- “Learn from the granddaddy of gene splicers”
- “On the cutting edge of biotechnology”

THE STATS

Industries: Biotechnology/Pharmaceuticals, Research, Science
Locations: San Francisco, CA (HQ); Vacaville, CA; Oceanside, CA
Number of interns: Summer: 250
Pay: Paid; Undergraduates: $700 to $800 a week; Grad students: $900 to $1,600 a week
Length of internship: Summer: 10 to 12 weeks
Intern functions: Finance, Manufacturing, Marketing, Research, Product Development

THE SCOOP

Genentech was founded by Herbert Boyer and Robert Swanson in 1976 and was one of the first biotechnology companies in existence. In fact, Boyer was one of the co-inventors of recombinant DNA technology, a method of altering the genetic content of cells. Genentech works to develop novel treatments and diagnostics for a number of diseases, including asthma, diabetes, arthritis and cancers of all kinds. Genentech has been recognized as a great place to work by numerous publications, including Science magazine, Working Mother, Barron’s, Wired, BusinessWeek, San Francisco Business Times, Fortune and Forbes.

ONTHE JOB

Genentech places interns in nearly all of its departments, including immunology, bioinformatics, protein engineering and many others. The program allows students to conduct high-level scientific research and observe how scientific findings are translated into real-world products. At the end of the summer, many interns conduct a poster presentation of their findings and present their research to the Genentech CEO or other members of the senior management team.

GETTING HIRED

Qualifications: Open to college sophomores, juniors and seniors, as well as MBA students and recent graduates with a GPA of at least 3.0. Most intern positions are reserved for students with a background in biology, chemistry, engineering and other relevant fields; however, there are some internships available for non-science students. See the company’s website for more details.

Contact:
South San Francisco, CA 94080
Phone: (650) 225-1000
Fax: (650) 225-6000
www.gene.com
GENERAL MILLS

THE STATS

Industries: Consumer Products, Agriculture and Food  
Locations: Minneapolis, MN (HQ); Albuquerque, NM; Allentown, PA; Boston, MA; Buffalo, NY; Cedar Rapids, IA; Cincinnati, OH; Great Falls, MT; Joplin, MO; Kansas City, MO; Los Angeles, CA; Milwaukee, WI; Poplar, WI; Tempe, AZ; and more locations across the country  
Number of interns: Approximately 75  
Pay: Undergraduates: about $700 a week; Grad students: about $900 a week  
Length of internship: Usually three months  
Intern functions: Engineering, Human Resources, Manufacturing, Marketing, Sales, Technology, Transportation and Logistics

THE BUZZ

- “Great experience for anyone interested in working in consumer products”  
- The Internship of Champions

THE SCOOP

Fruit Roll-Ups. Wheaties. Cheerios. All of these and more are produced by food conglomerate General Mills, which started out as a single flour mill perched on the banks of the upper Mississippi River in 1866. Charles Pillsbury—the man behind the omnipresent doughboy—purchased the mill in 1869. The company introduced Wheaties (1921), Bisquick (1931) and Cheerios (1945), and purchased Chex in 1997. General Mills also produces Betty Crocker dessert mixes, Progresso soups, Green Giant vegetables and Pop Secret popcorn. Today, General Mills continues to grow—it reported net sales of $13.7 billion for 2008, up 10 percent from 2007.

ON THE JOB

Interns are treated like full-time employees. Departments that host interns include promotions, sales, human resources, research and development, finance, IT, marketing and purchasing (at General Mills headquarters). At food processing plants, interns work in manufacturing, engineering and logistics.

GETTING HIRED

Apply by: February 1st. Interested students should check online for the campus events schedule.  
Qualifications: Open to college students majoring in an area related to the internship for which they are applying. Market research positions are only open to MBA candidates.  
Contact:  
Internship Recruiting Program  
General Mills  
P.O. Box 9452  
Minneapolis, MN 55440  
Phone: (763) 764-3393 or (800) 248-7310  
Fax: (763) 764-8330  
Email: marilyn.callaway@genmills.com  
www.generalmills.com  
GENSLER

THE BUZZ

- “Redefining what’s possible through the power of design”
- “Better living through architecture”
- “Beautifying the built environment”

THE STATS

Industries: Architecture, Consulting, Graphic Arts and Design
Locations: Atlanta, GA; Austin, TX; Baltimore, MD; Boston, MA; Charlotte, VA; Chicago, IL; Dallas, TX; Denver, CO; Detroit, MI; Houston, TX; La Crosse, WI; Las Vegas, NV; Los Angeles, CA; Minneapolis, MN; Morristown, PA; New York, NY; Newport Beach, CA; Phoenix, AZ; San Diego, CA; San Francisco, CA; San Jose, CA; San Ramon, CA; Seattle, WA; Tampa, FL; Washington, DC; Abu Dhabi; Beijing; Costa Rica; Dubai; London; Shanghai; Tokyo
Number of interns: Annual: up to 200
Pay: Paid, determined by individual office
Length of internship: Two months to one year
Intern functions: Architecture, Arts and Design

THE SCOOP

Gensler is a leading global architecture, design planning and strategic consulting firm with offices in 32 cities. The company offers a full range of services including architecture and interior, urban and graphic design to corporate and government clients. Recent Gensler design projects have included Toys “R” Us in Times Square; North Harris Community College's Cypress Fairbanks campus in Houston, Texas; Moscone West in San Francisco; and the all steel headquarters in Muscatine, Iowa. Fast Company magazine has called Gensler “one of America’s most influential design firms.” For two years in a row, Gensler was named “most admired firm” in a Contract Magazine survey of 4,500 professional architects and interior designers.

ON THE JOB

Though internships can be arranged in any Gensler department, most students work in interior design, architecture or graphics. Interns are assigned to a market sector and join the staff on regular projects. Specific duties will vary according to the abilities and interests of the intern.

GETTING HIRED

Apply by: The availability of internship placements depends upon the company's needs at each particular office. Please visit www.gensler.com/internships to learn how to apply.
Qualifications: Open to students at accredited design schools who have completed their third year of undergraduate education or the first year of a master’s program.
Contact: www.gensler.com/internships
GEORGETOWN UNIVERSITY LAW CENTER CRIMINAL JUSTICE CLINIC

THE BUZZ

- “Help defend the poor and fight crime in our nation’s capital”
- “Great prep for DAs”

THE STATS

Industries: Government, Law, Nonprofit
Location: Washington, DC
Number of interns: Spring/summer/fall: eight each
Pay: Unpaid, academic credit; travel reimbursement
Length of internship: Spring/fall: 15 weeks minimum; Summer: 12 weeks minimum
Intern functions: Law, Nonprofit

THE SCOOP

The Criminal Justice Clinic at the Georgetown University Law Center was founded in 1960 with the mission to provide legal services to poor defendants. Pre-trial defense investigations play a crucial role in presenting a strong legal defense and determining the strengths and weaknesses of the state’s case. Interns are responsible for all aspects of the case.

ON THE JOB

Interns will take on significant responsibilities as members of the investigative staff at the clinic. They locate and interview witnesses, conduct criminal background checks, photograph crime scenes, and produce maps and diagrams. Interns must document all of their investigative work so that it is allowed in a court. The Criminal Justice Clinic is a small program and, as such, participants have the opportunity to work closely with the seasoned professionals on staff.

GETTING HIRED

Apply by: Fall: March 15th for early decision, July 15th for regular; Spring: December 1st; Summer: April 1st. The required application form is available online.

Qualifications: Open to all undergraduates, recent grads and graduate students with an interest in law or criminal justice.

Contact:
Lindsay Dressler
Investigations Supervisor
Criminal Justice Clinic
Georgetown University Law Center
111 F Street NW
Washington, DC 20001
Phone: (202) 662-9589
Fax: (202) 662-9681
Email: led35@law.georgetown.edu
www.law.georgetown.edu/clinics/cjc/iip.html

THE BUZZ

- “Help defend the poor and fight crime in our nation’s capital”
- “Great prep for DAs”
GEORGIA GOVERNOR'S INTERNSHIP PROGRAM

THE BUZZ

• "An insider’s view of state government"
• "A tradition of public service dating back to Jimmy Carter"

THE STATS

Industry: Government
Locations: Atlanta, GA; multiple cities in GA
Number of interns: Varies by semester and agency involvement
Pay: Paid; Undergraduate: $7.25 an hour; Graduate: $8 an hour; Law: $9 an hour; academic credit available
Length of internship: Fall/spring: 18 weeks each; Summer: 13 weeks
Intern function: Law

THE SCOOP

Jimmy Carter started the Georgia Governor's Internship Program in 1971. The program is intended to provide practical experience to promising young students with an interest in government or public policy.

ON THE JOB

The Governor's Internship Program attempts to place applicants in a state agency corresponding to their interests. Participants gain hands-on experience working alongside full-time staff. Interns are encouraged to seek academic credit for the program.

GETTING HIRED

Apply by: Spring: October 26th; Summer: March 21st; Fall: July 15th; Law (summer only): March 21st. Students must submit the online application form. A writing sample and two references with contact information are required.

Qualifications: Open to college juniors and seniors, grad students and law students. Students must be a Ga. resident or attending a Ga. college, university or law school. Law students are eligible for legal internships, and grad students are considered for fellowships. Students must have a GPA of 2.8 or higher.

Contact:
Intern Coordinator
Governor's Internship Program
111 State Capitol
Atlanta, GA 30334
Phone: (404) 656-3804
Fax: (404) 656-5947
Email: lwright@gov.state.ga.us
intern.gov.georgia.gov
GETTY FOUNDATION

THE STATS

Industries: Education, Fine and Performing Arts
Location: Los Angeles, CA
Number of interns: Graduate: 20; Undergraduate: 15 to 20
Pay: Paid, Graduate: $17,400 or $26,000; Undergraduate: $3,500 a summer
Length of internship: Graduate: eight to 12 months; Undergraduate: 10 weeks (summer)
Intern functions: Administrative, Arts and Design, Editorial, Education, Print Media

THE SCOOP

The Getty Foundation is the philanthropic arm of the J. Paul Getty Trust, an international philanthropic institution devoted to the visual arts, which encompasses the Getty Conservation Institute, Getty Foundation, J. Paul Getty Museum and the Getty Research Institute. The J. Paul Getty Trust and programs work from two locations: the Getty Center in Los Angeles and the Getty Villa in Malibu. At his death in 1976, the trust's founder, J. Paul Getty, was the richest man in the world. The museum's collection includes antiquities, drawings, manuscripts, paintings, photographs and sculptures.

ON THE JOB

The Getty Foundation sponsors three different internship programs. Graduate students studying visual arts can intern in programs across the Getty, where they work in the curatorial arts, education, conservation, research, grantwriting, public programs and information management. Through the multicultural undergraduate summer internships, minority college students take on various administrative roles at Getty Trust—conservation, collections, library, research, publications, education. Finally, the Getty Foundation sponsors the multicultural undergraduate internship at Los Angeles Museums and Visual Arts Organizations, which is similar to the other undergraduate program but allows interns to work at various arts institutions in Los Angeles.

GETTING HIRED

Apply by: Graduate: December 15th; Multicultural undergraduate summer internship: March 1st; Multicultural undergraduate internship to L.A. museums and visual arts organizations: April to June. Along with the online application, students must send academic transcripts and two letters of recommendation to the address below. Check the website for specific program requirements.

Qualifications: Getty graduate internship program: students must either be currently enrolled in a graduate program leading to an advanced degree in a field relevant to the internship(s) for which they are applying or have completed a relevant graduate degree in 2006 or later. Multicultural undergraduate summer internships: must be enrolled undergraduates who have completed at least one semester, members of groups currently underrepresented in museum professions and fields related to the visual arts, and either reside or attend college in Los Angeles County.

Contact:
Attn: Getty Graduate Internship Program or Multicultural Undergraduate Summer Internships or Multicultural Undergraduate Internships to Los Angeles Museums and Visual Arts Organizations
The Getty Foundation
1200 Getty Center Drive, Suite 800
Los Angeles, CA 90049-1685
Phone: (310) 440-7320
Fax: (310) 440-7703
Email: gradinterns@getty.edu or summerinterns@getty.edu
www.getty.edu/about/opportunities/intern_opps.html

THE BUZZ

• “Gorgeous views. Gorgeous art. Can you beat it?”
GLEN HELEN OUTDOOR EDUCATION CENTER

THE BUZZ
- “Eco-education”
- “Spread good eco-citizenship”

THE STATS
Industries: Education, Environment, Nonprofit
Location: Yellow Springs, OH
Number of interns: Spring/fall: 10 each
Pay: Academic credit, full room and board, $260 a month stipend, $300 completion bonus
Length of internship: Spring: five months; Fall: four months
Intern functions: Administrative, Education, Environment, Nonprofit

THE SCOOP
The 1,000-acre Glen Helen Nature Preserve sits next to the campus of Antioch University in southwestern Ohio. Part of the Glen Helen Ecology Institute, the Outdoor Education Center provides overnight, camp-style environmental education programs for elementary and middle school students. The Raptor Center, a facility that teaches the public about birds of prey and provides rehabilitative care for the birds, is also on the grounds.

ON THE JOB
Called “naturalist interns,” participants educate visiting students with the organization’s environmental education curriculum. Naturalists lead different activities in areas such as geology, forest community, birds, critters, living history and environmental problem solving. Interns also serve as educators at the Raptor Center. Additionally, naturalist interns can apply for a second term as a naturalist or one of the organization’s three administrative internship roles, including program coordination, extension naturalists or Raptor Center assistant.

GETTING HIRED
Apply by: Rolling. Application and reference forms are available online. Students may also call for application materials or for more information.
Qualifications: Open to college students who have completed at least one year, college graduates and grad students. International applicants are welcome. Candidates should have the desire to work with elementary-age children in an outdoor setting. There are no strict GPA requirements, although college transcripts will be required.
Contact:
Attn: Rebecca Jaramillo
Glen Helen Outdoor Education Center
1075 SR 343
Yellow Springs, OH 45387
Phone: (937) 767-7648
Fax: (937) 767-6655
www.glenhelen.org
GLOBAL EXCHANGE

THE BUZZ

• “Ride a bike, take a trip, eat fresh produce all in the name of social justice”

THE STATS

Industries: Education, Environment, Government, Law, Nonprofit
Location: San Francisco, CA
Number of interns: Varies
Pay: Unpaid, academic credit
Length of internship: Summer: three months, 20 hours a week minimum; Fall/spring: two months, 15 hours a week minimum
Intern functions: Administrative, Education, Marketing, Nonprofit, Project Management, Public Relations, Transportation and Logistics

THE SCOOP

An international human rights organization dedicated to promoting environmental, political and social justice, Global Exchange works primarily on economic issues, such as promoting fair pay for overseas factory workers and ending human rights violations (in Cuba, Palestine, Israel, Brazil, Iraq, the United States, etc.). The organization was founded in 1988 and is based in San Francisco. Its programs include Reality Tours (socially responsible travel programs), Fair Trade Centers (physical and online stores that allow artisans from around the world to directly sell their goods), and Bike-Aid (bike rides in which participants raise money for Global Exchange causes).

ON THE JOB

Interns work closely with Global Exchange staff on pressing country-specific campaigns that support local nongovernmental organizations, as well as on programming activities, such as the Fair Trade Cocoa Campaign, Bike-Aid and Reality Tours. Positions are available in development, communications, technology, marketing, fundraising, the speakers’ bureau and public education.

GETTING HIRED

Apply by: Summer: April 1st; Fall/spring: rolling. Applicants should submit a resume, three position preferences, two letters of recommendation or contact information for three references along with the online application (available at the second website listed below).

Qualifications: Open to college students and recent graduates. Non-U.S. citizens are eligible.

Contact:
Paula Jenkins, Internship Coordinator
Email: interns@globalexchange.org
www.globalexchange.org/getinvolved/volunteer.html
www.globalexchange.org/getinvolved/internapp.html

GLOBAL VOLENTEERS

THE BUZZ

• “Travel that feeds the soul”

THE STATS

Industries: Education, Environment, Health Care, Nonprofit
Locations: U.S. locations in MN, MT, WV; international locations in Brazil, China, Cook Islands, Costa Rica, Ecuador, Ghana, Greece, Hungary, India, Ireland, Italy, Jamaica, Mexico, Peru, Poland, Portugal, Romania, South Africa, Tanzania, Vietnam
Number of interns: Annual: more than 2,000
Pay: Unpaid; program fees range from $795 to $2,795, which includes all food, accommodation and ground transportation
Length of internship: One to three weeks; extended stay opportunities available in China and Poland
Intern functions: Education, Environment, Health Care

THE SCOOP

Founded in 1984, Global Volunteers pioneered the concept of “volunteer vacations.” The organization offers short-term placements in ongoing development projects in more than 100 host communities in 19 different countries. Participants receive a unique cultural experience while providing assistance to an underserved rural community. Financial assistance to the host community is included as part of each volunteer’s service program fee.

ON THE JOB

Possible projects include teaching conversational English, child care, health care and environmentalism, and involve repairing homes, schools, clinics and other community buildings. Individuals with a particular interest in health care, education or the environment may also choose to participate in conservation projects, care for orphans and disabled children or provide medical services at small rural clinics.

GETTING HIRED

Apply by: Rolling. Complete an online application or download the application from the website and mail or fax it to the address below.

Qualifications: Open to people of all ages and backgrounds. Minors may not travel unaccompanied.

Contact:
Global Volunteers
375 East Little Canada Road
St. Paul, MN 55117-1628
Phone: (800) 487-1074 or (651) 407-6100
Fax: (651) 482-0915
Email: email@globalvolunteers.org
www.globalvolunteers.org
GOLDMAN, SACHS & CO.

**THE BUZZ**
- “The No. 1 bank on Wall Street”
- “Having Goldman Sachs in your resume is always a show stopper”
- “Intern with the Masters of the Universe”

**THE STATS**

**Industries:** Financial Services, Investment Banking, Investment Management, Private Equity

**Locations:** New York, NY; Atlanta, GA; Boston, MA; Chicago, IL; Dallas, TX; Houston, TX; Jersey City, NJ; Los Angeles, CA; Miami, FL; Philadelphia, PA; Princeton, NJ; Salt Lake City, UT; San Francisco, CA; Seattle, WA; Tampa, FL; Washington, DC; West Palm Beach, FL; Auckland; Bangalore; Bangkok; Beijing; Buenos Aires; Calgary; Cayman Islands; Doha; Dublin; Frankfurt; Geneva; Hong Kong; Johannesburg; London; Madrid; Melbourne; Mexico City; Milan; Monaco; Moscow; Mumbai; Paris; Sao Paulo; Seoul; Shanghai; Singapore; Stockholm; Sydney; Taipei; Tel Aviv; Tokyo; Toronto; Zurich

**Number of interns:** Annual: about 1,500 globally

**Pay:** Paid, competitive salary; access to gym, day off to volunteer with nonprofit organizations

**Length of internship:** Summer: about 10 to 12 weeks; Various programs: year-round

**Intern functions:** Accounting, Finance, Human Resources, Law, Technology

**THE SCOOP**

Founded in 1869, Goldman, Sachs & Co. is a bank holding company and global investment banking, securities and investment management firm. The company provides a variety of services to a diversified client base that includes corporations, institutional investors, governments, nonprofit organizations and individuals. Goldman Sachs employs approximately 25,000 people in 20 countries, including offices in New York, London, Frankfurt, Tokyo and Hong Kong. In the midst of the escalating financial crisis in 2008, Goldman Sachs transitioned from an investment bank to a bank holding company. Days after the switch, Berkshire Hathaway, Warren Buffet’s conglomerate holding company, invested $5 billion, and the firm was then able to raise another $5 billion through a stock offering. Goldman Sachs has been named one of *Fortune* magazine’s “100 Best Companies to Work For” every year since 1984. In 2009, Goldman Sachs continues to fare better than its competitors during the recession, ranking No. 1 in mergers and acquisitions for the first six months in 2009, and posting $13.76 billion in net revenue for the second quarter.

**ON THE JOB**

Goldman, Sachs & Co. interns do much of the same work as entry-level employees, from investment banking to investment management, sales and trading to research and financial analysis. The firm also provides scholarships and MBA fellowships to students from traditionally underrepresented groups in Europe and the Americas. Goldman Sachs aims to convert a large portion of interns to full-time employees after graduation.

**GETTING HIRED**

**Apply by:** Goldman, Sachs & Co. recruits on campus at select universities, so check with your school's career center. If Goldman Sachs does not visit your campus, apply online by January. Online applications will only be accepted if the firm does not recruit at your school. The company interviews potential interns in the late winter/early spring. Visit the Goldman Sachs career website for application deadlines for different locations. Students must submit their resume, education history, exam results, work experience and other related information, as well as a personal statement about motivations for applying to Goldman Sachs.

**Qualifications:** Open to college juniors and first-year MBA students. Select regions offer internships to college sophomores. All majors are encouraged to apply, but students should show a keen interest in financial services, as well as maintain a strong GPA. Throughout the interviewing process, Goldman, Sachs & Co. looks for individuals who can balance competition and teamwork, intensity and integrity, intellectual curiosity and leadership potential.

**Contact:**
www.gs.com/careers
GOOD MORNING AMERICA

THE BUZZ

• “Be sure to bring your sunny personality to this TV internship”

THE STATS

Industries: Broadcast and Cable, Publishing/Journalism
Location: New York, NY
Number of interns: Annual: 25
Pay: Unpaid, academic credit available
Length of internship: Eight to 12 weeks, offered in five sessions year-round
Intern functions: Administrative, Editorial, Operations

THE SCOOP

Good Morning America is ABC News’ long-running morning talk show, showcasing lifestyle features and current news. Based in New York, the program is broadcast every weekday from 7 a.m. to 9 a.m. Currently, Good Morning America is hosted by Diane Sawyer, Sam Champion, Robin Roberts and Chris Cuomo.

ON THE JOB

Internships at Good Morning America offer a broad introduction to broadcast journalism. Interns play a vital role in the day-to-day operations of Good Morning America by managing the flow of information and handling administrative duties in the office. Interns are needed for both day and evening shifts.

$ GETTING HIRED

Apply by: Spring I (mid January to mid April): November 15th; Spring II (early April to early June): February 1st; Summer (early June to mid/late August): April 1st; Fall (early September to mid/late December): July 1st; Winter (early/mid December to mid January): October 1st. Apply by mail. Send a resume, cover letter, transcript, two recommendations and a notice of academic credit approval from your school.

Qualifications: Open to undergraduate juniors and seniors enrolled in an accredited college or university.

Contact:
New York Internship
ABC, Inc.
Attn: Internship Program
77 West 66th Street, 13th Floor
New York, NY 10023

Los Angeles Internship
ABC, Inc.
Attn: Internship Program
500 South Buena Vista Street
Burbank, CA 91521-4391
Email: abc.media.interns@abc.com
www.abcnews.go.com/gma

THE BUZZ

• “Be sure to bring your sunny personality to this TV internship”
GOODMAN THEATRE

THE BUZZ

- “This experience was extremely educational and valuable”
- “I could not have received the same caliber of training and individual attention and training elsewhere”
- “A truly outstanding program”

THE STATS

Industries: Fine and Performing Arts, Nonprofit
Location: Chicago, IL
Number of interns: Summer/fall/spring: 11 to 13 each session
Pay: Paid, $619 to $1,000 stipend; academic credit available, complimentary tickets to Goodman shows and other Chicago theaters
Length of internship: Summer: 13 weeks; Fall/spring: 21 weeks; Stage management: six to eight weeks
Intern functions: Arts and Design, Education, Marketing, Nonprofit, Production, Stage Management, Performing Arts, Public Relations

THE SCOOP

Founded in 1925 in memory of playwright Kenneth Sawyer Goodman, Goodman Theatre is Chicago’s oldest and largest nonprofit theater. In 1992, the Goodman received a Tony Award for best regional theater. Seventeen years later, the theater continues to excel, and in 2009, it was awarded the Spirit Recognition Award for diversity in casting by the Actors Equity Association. Under the direction of Artistic Director Robert Falls and Executive Director Roche Schulfer, the Goodman produces both classic and contemporary works as well as provides educational and community programs for Chicago students and adults.

ON THE JOB

The Goodman provides internships in casting, costumes, development, education and community programs, scenery/props, literary management and dramaturgy, marketing/PR/press, production management, sound and stage management. Detailed descriptions of the program for each department are available on the Goodman website. All interns work under the guidance of a mentor and have the opportunity to interact with resident and guest artists at weekly intern forums.

GETTING HIRED

Apply by: Fall: June 1st; Spring: October 1st; Summer: February 1st. Candidates must submit an application form (available online), resume, 500-word personal statement and two letters of recommendation.

Qualifications: Open to college students, graduate students and recent grads pursuing a career in theater. Applicants must be at least 18 years of age. International students are welcome to apply.

Contact:
Internship Program
Goodman Theatre
170 North Dearborn Street
Chicago, IL 60601
Phone: (312) 443-5581
Fax: (312) 443-3821
Email: education@goodmantheatre.org
www.goodmantheatre.org
GOOGLE INC.

THE BUZZ
- “You won’t be evil”
- “Enter the Googleplex”

THE STATS

Industries: Internet and New Media, Technology
Locations: Mountain View, CA (HQ); Ann Arbor, MI; Atlanta, GA; Boston, MA; Boulder, CO; Chicago, IL; Irvine, CA; Kirkland, WA; New York, NY; Phoenix, AZ; Pittsburgh, PA; San Bruno, CA; Santa Monica, CA; Seattle, WA; additional locations worldwide
Number of Interns: Varies
Pay: Paid, competitive salary; free gourmet food, on-site educational opportunities, on-site amenities (massage therapy, gym, fitness classes, bike repair, dry cleaning, hair stylist, oil change and car wash), relocation assistance when applicable
Length of Internship: Three months, full time, flexible start and end dates
Intern Functions: Editorial, Engineering, Finance, Human Resources, Internet, Law, Marketing, Sales, Science and Math, Technology

THE SCOOP

Ever since Google, the brainchild of Larry Page and Sergey Brin, first entered the scene in 1996, the search engine has remade the technological landscape. Incorporated in 1998, the whiz kid of Silicon Valley now has worldwide web property. Known for its search prowess and targeted marketing, Google is constantly expanding its technological reach, covering everything from email and blogs to online books and videos.

ON THE JOB

At a place where employees see their work have a worldwide impact very quickly, internships are fast-paced and exciting. Google interns from computer engineering backgrounds work on everything from creating logos to conducting research, and the company puts their coding to use. Internships aren’t just for budding software engineers—Google also offers positions to undergrads, grad students and MBA candidates in areas like sales, marketing, advertising, product management, finance and business operations. While interns may not get to be the Google doodler (Dennis Hwang has that gig), they do learn the workings of the world’s largest search engine firsthand. Plus, they get all the Google perks—TechTalks (weekly company lectures), a mentor (or “host”), intern events (such as a night at the theater, rock-climbing, bowling or a cruise) and continuous training during their stay at the Googleplex.

GETTING HIRED

Apply by: Varies. Interested students should check the job website (www.google.com/jobs/students) for open positions and the application.
Qualifications: Google is always looking for interns with the right mix of talent and enthusiasm. Open to university students at all levels who are able to problem solve, code and design. Non-engineering positions are open to talented undergrads and MBA students interested in advertising, business development, sales, finance, marketing, product management and other areas.
Contact: www.google.com/jobs/students
GOULD FARM

THE STATS

Industry: Health Care  
Locations: Boston and Monterey areas of Massachusetts  
Number of interns: Annual: one to two  
Pay: Paid, $100 to $250 a month depending on financial need; health insurance, room and board  
Length of internship: 12 to 24 months, available year-round, 40 hours a week  
Intern functions: Administrative, Agriculture, Cooking, Crisis Management, Education

THE SCOOP

Gould Farm is a therapeutic treatment program for people with mental illnesses. Located in the Berkshire Mountains of western Massachusetts, the program is designed to create a supportive and communal environment where clients can develop practical skills and gain a sense of independence. Staff and clients live and work together on the 650-acre working farm. Gould Farm also provides outpatient treatment in the Boston area for clients preparing for independent living.

ON THE JOB

Internships are available in the residential support, grounds maintenance, gardening, food service and administrative departments. Interns in residential support perform crisis management, teach living skills and assist with counseling and treatment planning. Other interns contribute to the operation of the farm in a range of areas, including planting crops, caring for the farm animals, cooking and administrative work. Placements are also available in residential and nonresidential programs in the Boston area.

GETTING HIRED

Apply by: Rolling. Fax, email or send a letter of interest and resume to George Moran.

Qualifications: Open to current college students and recent college graduates.

Contact:  
George Moran  
Human Resources Director  
Gould Farm  
P.O. Box 157  
Monterey, MA 01245  
Phone: (413) 528-1804, ext. 17  
Fax: (413) 528-5051  
Email: hr@gouldfarm.org  
www.gouldfarm.org/employment.htm
THE STATS

Industries: Education, Government, Nonprofit
Location: Washington, DC
Number of interns: Spring/summer/fall: one or two each
Pay: Paid, modest stipend
Length of internship: One semester
Intern functions: Editorial, Education, Nonprofit

THE SCOOP

The Government Affairs Institute is an educational nonprofit corporation in the Public Policy Institute at Georgetown University. The institute offers courses and simulations to federal employees on the operations of Congress. The courses are conducted on Capitol Hill and feature members of Congress, congressional staff, journalists, lobbyists and academics.

ON THE JOB

Interns at the Government Affairs Institute research and write issue briefs and help conduct simulations. The briefs usually cover issues in Congress that are of relevance to particular agencies, departments or service branches of the military. Interns also have the opportunity to spend time on Capitol Hill during some of the courses.

GETTING HIRED

Apply by: Rolling. Send a cover letter, resume, college transcript and writing sample to the address below.

Qualifications: Open to all college students, though sophomores, juniors and seniors are preferred. An academic background in U.S. government is required.

Contact:
John Haskell
The Government Affairs Institute at Georgetown University
3333 K Street NW, Suite 112
Washington, DC 20007
Phone: (202) 333-4838
Fax: (202) 333-8165
Email: gai@georgetown.edu
gai.georgetown.edu

THE BUZZ

"Go behind the scenes on the Hill"
GRADUATE PUBLIC SERVICE INTERNSHIP
AT THE UNIVERSITY OF ILLINOIS SPRINGFIELD

THE BUZZ

- “One of Illinois’ premier governmental internship programs”
- “Begin your professional career in Illinois government while simultaneously earning a master’s degree”

THE STATS

Industries: Education, Government
Location: Springfield, IL
Number of interns: Annual: about 100
Pay: Paid, $950 a month during academic terms; $1,900 a month during the summer term; 40 credit-hour graduate tuition waiver; $300 a year professional development budget; $250 partial fee waiver for the fall and spring semesters
Length of internship: 21 months (beginning August 16th) while earning a master’s degree from the University of Illinois Springfield

THE SCOOP

The Graduate Public Service Internship (GPSI) program is a competitive 21-month internship with Illinois state government and municipal agencies. Interns work part time during the academic year and full time during the summer between their first and second years of graduate school. Interns earn a master’s degree from the University of Illinois Springfield (UIS) and gain almost two years of professional work experience through their GPSI placement.

ON THE JOB

GPSI placements are designed for interns from all academic programs. Duties vary depending on the placement agency and the intern’s academic program. Examples of job responsibilities are general accounting and auditing functions, policy development and implementation, preparation of statistical reports, design and development of computer programs, maintenance and design of database systems, staffing legislative hearings, development and dissemination of marketing/promotional resources, design, implementation and statistical reports for public health surveys, web application design, conducting environmental laboratory and field studies, data collection and data analysis, development of digital outreach materials, design and implementation of epidemiology studies, management of the prisoner review board crime victim’s toll-free reporting line, administrative/executive office assistance for agency directors, and fiscal and procurement support.

GETTING HIRED

Apply by: Annual: March 15th. There is a late applicant pool in early summer after the annual March deadline. Please contact the GPSI office to determine specific late application deadlines. Required application materials include a UIS graduate admission application (Section I), GPSI application (Section II), official transcripts from each college attended, current resume, three letters of recommendation and a personal goal statement. GPSI applicants must be admitted to a graduate studies program at the University of Illinois Springfield to be eligible. Applicants can complete the UIS graduate admission application (Section I and Section II) online at the second website listed below.

Qualifications: Open to college graduates from all academic backgrounds. The GPSI internship program requires a minimum cumulative undergraduate GPA of 2.5, although preference is given to those with a GPA of 3.0 or higher. GPSI applicants must be pursuing a master’s degree at UIS and be fully or conditionally admitted to a graduate program prior to the GPSI deadline.

Contact:
Shawn Craig Shures
Assistant Director/Graduate Intern Recruiter
Office of Graduate Intern Programs
One University Plaza, MS BRK 475
University of Illinois Springfield
Springfield, IL 62703-5407
Phone: (217) 206-6153
Fax: (217) 206-7508
Email: shures.shawn@uis.edu
gpsi.uis.edu
www.uis.edu/admissions/apply.html
GREAT PROJECTS FILM COMPANY

THE BUZZ

• “Be part of a great film project”

THE STATS

Industry: Film/Entertainment
Location: New York, NY
Number of interns: Annual: one, depending on production schedule and needs
Pay: Paid, $225 a week; attendance at parties and luncheons
Length of internship: 15 to 20 weeks
Intern functions: Administrative, Film, Television and Radio

THE SCOOP

Great Projects is an independent film company whose documentaries have aired on PBS, A&E and Discovery Networks. Some of its most recent films have examined the clean-up effort at the World Trade Center site, Boston’s Big Dig construction project and Jewish partisans during World War II. Great Projects won an Emmy Award for Outstanding Historical Programming for George Marshall and the American Century (1993) and was nominated for an Academy Award for Best Short Documentary for An Essay on Matisse (1996).

ON THE JOB

Interns are involved in all areas of the company and perform administrative duties, such as answering phones, logging tapes and bookkeeping. They also have the opportunity to write proposals and assist with film editing. About half of all Great Projects interns are invited to join the staff full time after completing the program.

GETTING HIRED

Apply by: Rolling. Applicants must include a five- to 10-page writing sample with their resume and cover letter. The writing sample should ideally be an English, history or other research paper—not a paper about film.

Qualifications: Open to recent college grads and graduate students.

Contact:
Great Projects Film Company
594 9th Avenue
New York, NY 10036
Phone: (212) 581-1700 or (866) 909-3456
Fax: (212) 581-3157
Email: internship@greatprojects.com
www.greatprojects.com/internship.html
GUGGENHEIM MUSEUM

THE BUZZ

- “Modern art fans need look no further”
- “Spend an aesthetically pleasing summer on Museum Mile!”

THE STATS

Industry: Fine and Performing Arts
Location: New York, NY
Number of interns: Annual: about 170
Pay: Mostly unpaid, stipends are available to some candidates; academic credit, free admission to NYC museums
Length of internship: Academic year/fall/spring/summer: three months minimum
Intern functions: Accounting, Administrative, Arts and Design, Education, Human Resources, Internet, Law, Management, Marketing, Nonprofit, Print Media, Project Management, Public Relations, Research, Retail, Technology

THE SCOOP

The Solomon R. Guggenheim Museum, originally called the Museum of Non-Objective Painting, opened its doors in 1939 in midtown Manhattan. Its mission was to promote the understanding and appreciation of contemporary art and architecture. In 1959, the Guggenheim moved to its current home on the Upper East Side—a classic spiral building designed by Frank Lloyd Wright that is as much a work of art as the exhibits it contains. The Guggenheim showcases high modern and post-modern art through rotating exhibitions and its permanent collection. Recent exhibitions include work by Karl Nierendorf and the building’s own architect, Frank Lloyd Wright.

ON THE JOB

The museum offers numerous internships in a variety of museum departments, such as art services and preparations, business development, conservation, curatorial arts, development, the director’s office, education, exhibition design and management, facilities and office services, graphic design, finance, information technology, human resources, legal, library and archives, photography, marketing, media and public relations/press office, publications, registrar, retail, special events and visitor services.

GETTING HIRED

Apply by: Summer: January 10th; Academic year/fall: May 1st; Spring: November 1st. Send an application to the address below. Applications must include a cover letter, resume, two letters of recommendation, writing sample (three to five pages), list of relevant course work and the Guggenheim internship application form found on the website below.

Qualifications: Open to undergraduate students with at least junior class standing, graduate students and postgraduate students in all relevant disciplines. Recent grads and those seeking a career change are welcome to apply. Non-U.S. citizens are also eligible.

Contact:
Internship Coordinator
Solomon R. Guggenheim Museum
1071 5th Avenue
New York, NY 10128
Phone: (212) 360-4287
Email: internships@guggenheim.org
www.guggenheim.org/internships
INTERNSHIP PROFILES
‘H’
Vault Guide to Top Internships, 2010 Edition
H.O.M.E.

THE STATS

Industry: Nonprofit
Location: Orland, ME
Number of interns: Annual: two to six
Pay: Unpaid; housing and some meals provided
Length of internship: One to 12 months
Intern functions: Education, Construction, Nonprofit

THE SCOOP

Homeworkers Organized for More Employment (H.O.M.E.) was established in 1970 as a craft cooperative where local residents could sell their handmade goods. Over the years, it has grown into a full-fledged community development organization that offers a range of services, including a homeless shelter, food bank and learning center. H.O.M.E. also runs the Covenant Community Land Trust and a home construction program in which low-income families and volunteers assist in building new homes.

ON THE JOB

Many volunteers assist in housing construction projects during their stay, but opportunities are available to help out in other ways, as well. Volunteers may teach, work in the pottery or weaving shops, tend to the organic garden, write grant proposals or help with fundraising. All participants in the program live together in the Saint Francis Community located about five miles from the H.O.M.E. headquarters.

$ GETTING HIRED

Apply by: Rolling. Call with or email a letter of interest and we will provide you with an information package.

Qualifications: Open to all current college students, college graduates, grad students and volunteers of all backgrounds.

Contact:
Jackie Burpee
Volunteer Coordinator
H.O.M.E. Inc.
P.O. Box 10
Orland, ME 04472
Phone: (207) 469-7961
Email: volunteer@homecoop.net
www.homecoop.net/volunteers/oneyear.html

THE BUZZ

• “Help build homes and communities in rural Maine”
• “Empowering the rural poor”
HABITAT FOR HUMANITY INTERNATIONAL

THE BUZZ
- “Hands-on experience—literally!”
- “Help house the poor around the world”

THE STATS
Industries: Construction, Nonprofit
Locations: Americus, GA (operational HQ); Atlanta, GA (administrative HQ); possibility of placement in other locations
Number of interns: Varies
Pay: Paid and unpaid, varies
Length of internship: One month to one year

THE SCOOP
Habitat for Humanity International is a nonprofit Christian organization that has built more than 300,000 houses worldwide since its founding in 1976. It has provided simple, decent and affordable shelter for more than 1.5 million people in more than 3,000 communities. Today, Habitat employees, volunteers and partner families build a house every 21 minutes. The houses are then sold to low-income families at no profit. Habitat affiliates are located in all 50 states and in 93 countries around the world.

ON THE JOB
Habitat volunteers work under supervision to help build a house. There are several ways for students to get involved—found or join a high school or college club, teen summer team (ages 16 to 18) or a school break team, or volunteer for Habitat’s international program. Interns work in finance, communications, human resources, construction, information systems, legal services, graphic arts, photography and language translation.

GETTING HIRED
Apply by: Rolling. Send a brief email with a description of your professional areas of interest as well as an attached copy of your most recent resume. If you are selected, the internship coordinator will contact you to schedule an interview. All applicants are contacted regarding the status of their application after the intern class has been chosen.

Qualifications: Open to high school students at least 18 years of age, current college students, college graduates and grad students. Candidates must major in a field of study related to the internship for which they are applying.

Contact:
Habitat for Humanity International
Attn: Internship Coordinator
270 Peachtree Street NW, Suite 1300
Atlanta, GA 30303
Phone: (229) 924-6935, ext. 7593 or (800) 422-4828
Email: internship@habitat.org
www.habitat.org
HALLMARK CARDS

THE BUZZ

- “When you care enough to intern at the very best”
- “Hallmark is a hidden gem”
- “Get real hands-on work experience”
- “The people at Hallmark are amazing and helpful”
- “Tell the world now, Hallmark is a wonderful place to intern!”

THE STATS

Industries: Consumer Products, Manufacturing, Retail
Locations: Kansas City, MO; Enfield, CT
Number of interns: Summer: 52
Pay: Paid; discount on Hallmark products, two paid summer holidays
Length of internship: Summer: 12 weeks (May to August)
Intern functions: Accounting, Arts and Design, Communications, Customer Development, Editorial, Engineering, Finance, IT, Management, Marketing, Operations, Retail, Supply Chain and Logistics

THE SCOOP

Hallmark Cards began when 18-year-old Joyce C. Hall started selling postcards in 1910, and has evolved into a household name. Hallmark is the largest producer of greeting cards in America, employing almost 15,500 people worldwide and distributing to 41,500 retail outlets in the United States alone. Besides their familiar cards, Hallmark’s subsidiaries include Crayola, Dayspring, William Arthur, Sunrise Greetings, and businesses such as the Hallmark Channel, Party Express from Hallmark and Hallmark Business Expressions.

ON THE JOB

Ever think you could make a Hallmark card? Now’s your chance. Hallmark creative interns work with full-time creative teams to produce actual products, as well as new digital and multimedia concepts. If you are more business savvy, internships are also available on the corporate side of Hallmark in the areas of marketing, finance, accounting, manufacturing, retail, IT, customer development and engineering. Hallmark looks to its intern pool for future employees, typically offering full-time jobs to 79 percent of interns.

$ GETTING HIRED

Apply by: Early to mid October for corporate internships; early spring for creative internships. Visit www.hallmark.com/careers and click on “Search Jobs;” select either the headquarters or creative option. Create a profile, attach your resume and apply for the appropriate job. Creative internships require a portfolio.

Qualifications: Open to college sophomores or juniors with a 3.0 GPA pursuing degrees in accounting, finance, marketing, business, engineering, computer science, design or writing. Students must exhibit leadership skills and strong academic performance. Permanent authorization to work in the United States without company sponsorship before and after graduation is also required.

Contact:
College Relations CR/VAULT
Hallmark Cards, Inc.
P.O. Box 419580 #112
Kansas City, MO 64141
www.hallmark.com/careers

THE BUZZ

• “When you care enough to intern at the very best”
• “Hallmark is a hidden gem”
• “Get real hands-on work experience”
• “The people at Hallmark are amazing and helpful”
• “Tell the world now, Hallmark is a wonderful place to intern!”
HALT—AN ORGANIZATION OF AMERICANS FOR LEGAL REFORM

THE BUZZ

- “Demystifying the legal process”

THE STATS

Industries: Government, Law, Nonprofit
Location: Washington, DC
Number of interns: Fall/spring: two to three each; Summer: four
Pay: Paid; Full-time: $300 a week; academic credit
Length of internship: Fall/spring/summer: 10 to 12 weeks each, part- and full-time positions available
Intern functions: Editorial, Government, Law, Nonprofit

THE SCOOP

HALT is a public interest nonprofit organization dedicated to improving access to and accountability within the civil legal system. Among its goals are expanding self-help resources and alternatives to traditional legal channels so that more Americans can handle their own legal affairs, as well as holding legal professionals accountable for their actions. In addition, HALT publishes books and pamphlets to help educate citizens on the legal process.

ON THE JOB

The HALT internship program strives to expose students to the difficulties and rewards of engaging in public interest work. Each intern is involved in research and writing on issues related to civil justice reform and improving legal access, and completes one major research project by the end of the program. Students also have the opportunity to write one or more articles for the HALT newsletter and become involved in lobbying and public education campaigns.

GETTING HIRED

Apply by: Rolling. Send resume, cover letter and writing sample (three to 10 pages) to the address below.

Qualifications: Open to undergraduates and graduate students with an interest in public service and legal reform.

Contact:
Suzanne Blonder
Senior Counsel
HALT
1612 K Street NW, Suite 510
Washington, DC 20006
Phone: (202) 887-8255
Fax: (202) 887-9699
Email: internship@halt.org
www.halt.org/internship_program
HANSARD SCHOLARS PROGRAMME

THE BUZZ

- “Access to London power brokers”
- “A primer on Parliament”

THE STATS

Industries: Education, Government, Law
Location: London; Edinburgh
Number of interns: Annual: 90
Pay: Unpaid, academic credit
Length of internship: Spring/fall: 12 weeks; Summer: 11 weeks
Intern functions: Editorial, Education, Government, Law

THE SCOOP

The Hansard Society was formed to promote democratic ideals over 50 years ago, at a time when they seemed threatened by fascist and communist dictatorship. Some of the first subscribers were Winston Churchill and Clement Richard Attlee, then the prime minister and deputy prime minister of the United Kingdom. Today, the Hansard Society is the largest and most active campaign organization in Europe, aimed to strengthen parliamentary democracy, public engagement and political education through its work with decision-makers, policy experts and the media. The society’s work brings together key stakeholders from the public, private and voluntary sectors in Britain, Europe and the world to tackle fundamental questions about how people are governed and prospects for democratic reform.

ON THE JOB

Participants in the Hansard Scholars Programme spend one day a week attending classes at the London School of Economics and three days per week at their internships. In addition to pursuing an individual research dissertation, undergraduate Hansard Scholars take two lecture courses, while research scholars take one more focused course. All scholars attend regular lectures with politicians and other senior figures from a variety of public policy organizations and intern at one of the many political organizations in the United Kingdom. As part of the program, scholars participate in political study visits to Edinburgh and Oxford, where they listen to lectures given by prominent figures from the British political establishment. The program charges a fee of £7,450 a semester (£6,850 for the summer), which includes tuition at LSE, housing, a public transportation pass, social and cultural activities and political study visits.

GETTING HIRED

Apply by: Spring: October 1st; Summer: February 1st; Fall: May 1st.
Mail the online application form, along with a resume, writing sample (about 2,000 words), two letters of recommendation and a personal statement to the address below. Applicants from non-English-speaking countries should also submit TOEFL scores.

Qualifications: The undergraduate Hansard Scholars Programme assumes no previous knowledge of British politics or any experience with political internships. Applicants should have a GPA of 3.0 or above (if from the United States).

Contact:
Hansard Scholars Programme
Hansard Society
40-43 Chancery Lane
London WC2A 1JA
United Kingdom
Phone: +44 20 74 38 12 23
Fax: +44 20 74 38 12 29
Email: study@hansard.lse.ac.uk
www.hansardsociety.org.uk

THE BUZZ

• “Access to London power brokers”
• “A primer on Parliament”
HARPERCOLLINS

THE BUZZ

- “Become a player in the book biz”
- “All your reading needs, from highbrow literature to Emeril’s latest cookbook”

THE STATS

Industry: Publishing/Journalism  
Location: New York, NY  
Number of interns: Summer: eight  
Pay: Unpaid  
Length of internship: Summer: 10 weeks  
Intern functions: Arts and Design, Advertising, Editorial, Public Relations, Sales

THE SCOOP

HarperCollins—a division of the News Corp. media company—is one of the world’s leading English-language publishers with over $1 billion in annual revenue. The Ecco, Avon, Fourth Estate, Perennial and Amistad presses are among the company’s many imprints. HarperCollins bestsellers include Eric Schlosser’s stomach-churning Fast Food Nation, Michael Moore’s broadside Stupid White Men and Other Sorry Excuses for the State of the Nation and Ann Patchett’s magical Bel Canto.

ON THE JOB

The HarperCollins internship program offers an ideal introduction to book publishing. Students participate in a rotational program that gives them experience in various departments, such as publicity, production, advertising, sales and editorial. Interns make valuable contacts in the industry and may even have the chance to pitch their own book ideas to HarperCollins executives.

GETTING HIRED

Apply by: Summer: March. Interested students should email their resume and cover letter to the contact provided or apply online.  
Qualifications: Open to college juniors, seniors and recent grads. Prior related experience with a school newspaper or another publishing internship is preferred.  
Contact: Internship Coordinator  
HarperCollins Publishers  
10 East 53rd Street  
New York, NY 10022  
Phone: (212) 207-7000  
Email: jobs@harpercollins.com  
www.harpercollins.com  
www.harpercollinscareers.com
HARPER’S MAGAZINE

THE BUZZ

• “This is the cream of the literary crop”

THE STATS

Industry: Publishing/Journalism
Location: New York, NY
Number of interns: Spring/summer/fall: four each
Pay: Unpaid
Length of internship: Spring: January to May; Summer: June to August; Fall: September to December
Intern functions: Arts and Design, Editorial, Print Media

THE SCOOP

First published in 1850, Harper’s is the oldest monthly magazine in the United States. It’s also one of the most prestigious, having received numerous honors including 12 National Magazine Awards. Harper’s often features journalism, essays and short fiction works by authors including Joyce Carol Oates, Richard Russo and Michael Chabon.

ON THE JOB

Notoriously competitive, internships are available in the magazine’s art and editorial departments. Art interns perform page layout, color separation and photo research, as well as correspond with freelancers. On the editorial side, interns research items for the Harper’s index section, perform fact-checking duties and screen unsolicited manuscripts.

GETTING HIRED

Apply by: Spring: October 15th; Summer: Editorial: February 15th; Art: March 15th; Fall: June 15th. Download the appropriate application and accompanying assignment, or request materials by phone. Mail these, a personal statement (500 words or less), resume and contact information for at least two references, to the appropriate contact listed below.

Qualifications: Open to all current college students, recent graduates and grad students.

Contact:
Harper’s Magazine
666 Broadway, 11th Floor
New York, NY 10012
Phone: (212) 420-5720
Fax: (212) 228-5889
www.harpers.org/harpers/internships

Editorial Internship
Attn: Claire Gutierrez
Email: claire@harpers.org

Art Department Internship
Attn: Stacey D. Clarkson
Phone: (212) 420-5749
Email: stacey@harpers.org
THE HARTFORD FINANCIAL SERVICES GROUP

THE BUZZ

- “Go stag”
- “Practice finance at one of the nation’s oldest firms”

THE STATS

Industry: Financial Services
Locations: Hartford, CT (HQ); Farmington, CT; Simsbury, CT; Southington, CT
Number of interns: 100
Pay: Paid
Length of internship: 12 weeks
Intern functions: Accounting, Finance, Insurance, Technology

THE SCOOP

The Hartford Financial Services Group, Inc. (also known as “The Hartford”) was founded in 1810. Recognized by its stag logo, it is one of the nation’s largest investment and insurance companies. The Hartford is a global leader in insurance, asset management and financial services.

ON THE JOB

Interns work in Hartford’s three business organizations: corporate, life and property and casualty. Internships are available in many areas, including marketing and communications, finance and accounting, IT, internal audit, actuarial, risk management and insurance, investment management, loss control and underwriting. In addition, Hartford interns are assigned mentors, participate in social activities and on-site training, and may be offered continuing employment with the company.

GETTING HIRED

Apply by: Fall for the following summer. Students should contact their school’s career center, as most intern opportunities are posted electronically through those offices. Applicants can also email a resume to college.relations@thehartford.com.

Qualifications: Open to undergraduates who anticipate graduating within 12 to 24 months. A minimum 3.0 GPA is required. The student’s major should align to the business requirements of the position. MBA candidates should be between their first and second years of graduate school and have four to six years of work experience.

Contact:
The Hartford Financial Services Group, Inc.
One Hartford Plaza
Hartford, CT 06155
Phone: (860) 547-5000
Email: college.relations@thehartford.com
www.thehartford.com

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THE HASTINGS CENTER

THE BUZZ

- Addressing the ethical dilemmas posed by technology

THE STATS

Industries: Health Care, Nonprofit, Publishing/Journalism, Research
Location: Garrison, NY
Number of interns: Summer: four to five; Fall: one; Winter/spring: one each
Pay: Unpaid
Length of internship: Summer: eight weeks (May to August); Fall/winter/spring: shorter
Intern functions: Arts and Design, Editorial, Law, Marketing, Health Care, Nonprofit, Public Relations, Science and Math

THE SCOOP

Founded in 1969, the Hastings Center is a nonprofit institute conducting independent bioethics research. The work is carried out by center researchers and interdisciplinary teams who examine a range of issues that inform professional practice, public conversation and social policy. The center also publishes the Hastings Center Report and IRB: Ethics & Human Research, two leading peer-reviewed bioethics journals, as well as the website, Bioethics Forum. These publications and research projects address ethical questions in medicine, biotechnology and health policy.

ON THE JOB

Interns work on a particular research project or in a particular Hastings Center program or department, such as library, editorial, public affairs and communication or development. All interns are paired with one or more mentors, who outline, in advance, the specific goals of the internship and oversee the intern's work.

$ GETTING HIRED

Apply by: Rolling. Summer: March 1st. At all other times, prospective interns must apply at least four weeks before the internship would begin. Email a letter describing your reasons for applying, along with a resume, transcript, writing sample and the names of two references to the address below. Check the website for more specific instructions.

Qualifications: Most interns are currently studying at the undergraduate or graduate level and have a high GPA. Strong writing and research skills are required. An interest in and some familiarity with bioethics generally or with particular issues in bioethics is an advantage.

Contact:
Intern Program
The Hastings Center
21 Malcolm Gordon Road
Garrison, NY 10524-4125
Phone: (845) 424-4040
Fax: (845) 424-4545
Email: visitors@thehastingscenter.org
www.thehastingscenter.org
www.thehastingscenter.org/about/default.aspx?id=1142
HAWK MOUNTAIN SANCTUARY

THE BUZZ

- “Protect birds of prey”
- “Very well equipped and organized”
- “The organizers are very helpful and encouraging”

THE STATS

Industries: Education, Conservation Science, Research
Location: Kempton, PA
Number of interns: Annual: 12 to 14
Pay: Paid, $600 a month; free housing, travel assistance available
Length of internship: Intensive: approx. four months (March to July or August to December); Field experience: two months (May to July)
Intern functions: Education, Environment, Research

THE SCOOP

Located in central Pennsylvania, the Hawk Mountain Sanctuary has promoted the conservation of raptors through education programs and field research since 1934. Raptors are migratory birds of prey and include hawks, falcons and eagles. They are at the top of the food chain and considered important indicators of the overall health of an ecosystem. The Hawk Mountain Sanctuary provides a haven for these birds and allows over 60,000 visitors a year to learn about them through educational programs and wildlife watching.

ON THE JOB

Hawk Mountain interns develop and conduct research, and work closely with a sanctuary scientist in a mentor-student relationship. All interns, regardless of focus, help present public education programs, learn basic research and monitoring techniques, analyze data and work on both group and individual projects. Interns have many opportunities to meet visiting scientists and network with professionals in the business.

GETTING HIRED

Apply by: Rolling. Download an application and send it, along with a personal statement and the names of three references, to the address below. Check the website for details.

Qualifications: Open to college juniors and seniors, recent graduates and grad students. Applicants must speak fluent English, have a strong passion for birds of prey and a serious interest in a career in conservation. International applicants are welcome.

Contact:
Keith Bildstein
Acopian Center for Conservation Learning
Hawk Mountain Sanctuary
410 Summer Valley Road
Orwigsburg, PA 17961
Phone: (570) 943-2284
Fax: (610) 781-7358
Email: bildstein@hawkmtn.org
www.hawkmountain.org
HAWTHORNE VALLEY FARM

THE STATS

Industries: Agriculture and Food, Education, Environment, Nonprofit
Location: Ghent, NY
Number of interns: Summer: 20; Fall: two or three; Spring: three or four
Pay: Paid; Academic year: $400 a month; Summer counselors: $1,600 a summer; Field camp (for ages 12 to 15): $1,800; room and board (all vegetarian organic meals)
Length of internship: Summer: eight weeks; Fall: three months (end of August to end of November); Spring: four months (end of January to beginning of June); full academic year internships are also available
Intern functions: Agriculture, Education, Environment

THE SCOOP

Hawthorne Valley Farm is a 400-acre biodynamic farm in Upstate New York devoted to organic and sustainable methods of farming, such as composting, crop rotation and homeopathic treatments. Hawthorne Valley Farm is one of several arms of the Hawthorne Valley Association, a nonprofit dedicated to agriculture, education and the arts. The farm offers school-age children the opportunity to live on a farm for a week with their teacher and classmates, experiencing farm chores such as feeding animals, baking bread, barn cleaning and exploring.

ON THE JOB

Interns/counselors supervise and educate visiting students as they participate in the daily tasks of running a farm. During the school year, students spend one week on the farm. In the summer, the camps are age-specific and the length of stay varies depending on the age of the child.

GETTING HIRED

Apply by: Interns: rolling; Summer camp: interviewing begins in January. The employment application is posted online. Submit the application along with a resume, cover letter and contact information for three references, preferably employers who have seen you working with kids.

Qualifications: Open to college seniors, graduates, grad students and anyone 21 or older. Individuals under 21 will be considered if they have prior experience working with young children.

Contact:
Helen Enright
Hawthorne Valley Farm, Main House
Visiting Students Program
327 Route 21C
Ghent, NY 12075
Phone: (518) 672-4790
Fax: (518) 672-7608
Email: vsp@taconic.net
www.vspcamp.com

THE BUZZ

- Spread the word about organic farming
HDNET FILMS

THE BUZZ
• “High definition, indie view”

THE STATS
Industry: Film/Entertainment
Location: New York, NY
Number of interns: Annual: 15
Pay: Unpaid
Length of internship: One college semester; January to April, May to August, September to December
Intern functions: Administrative, Editorial, Film, Television and Radio, Finance, Marketing, Law, Sales

THE SCOOP
HDNet Films, the sister company to Open City Films, is a rapidly growing independent film production company based in New York City and specializing in high definition projects. Recent releases include Enron: The Smartest Guys in the Room, Steven Soderbergh’s Bubble and The Architect.

ON THE JOB
Selected interns do all manner of work around the company. Duties include providing coverage on new scripts; administrative tasks such as answering phones, making copies and sending out faxes; going on runs to post-production houses, sets and other production companies; researching and working on projects with HDNet’s various departments, including production, post-production, business and legal affairs, international sales and development; assisting with festival applications; and maybe even working on set when in production.

GETTING HIRED
Apply by: Rolling. Interested students should email the contact listed below.
Qualifications: Open to current college students. Recent college graduates may also be considered.
Contact:
Internship Coordinator
HDNet Films
122 Hudson Street, 5th Floor
New York, NY 10013
Phone: (212) 255-0626
Fax: (212) 255-0602
Email: operations@hdnetfilms.com
www.hdnetfilms.org

HDR, INC.

THE BUZZ
• It all began with one Montana cowboy

THE STATS
Industries: Architecture, Consulting, Engineering
Locations: Omaha, NE (HQ); 185 additional locations nationwide
Number of interns: Annual: 300; Summer: 167
Pay: Paid, $11 to $20 an hour
Length of internship: Typically offered in the summer (may carry over into the school year)
Intern functions: Accounting, Administrative, Arts and Design, Engineering, Marketing, Science and Math, Technology, Transportation and Logistics

THE SCOOP
Founded in 1917 by H.H. Henningson, HDR is an employee-owned architectural, engineering and consulting firm that specializes in assisting clients with large-scale projects. HDR has successfully completed projects in all 50 states and 60 countries worldwide and currently employs more than 8,000 professionals.

ON THE JOB
HDR hires interns to work in several departments, where they are given the opportunity to work on real projects alongside full-time staffers. Interns are involved in all stages of production, from attending conceptual meetings to visiting construction job sites.

GETTING HIRED
Apply by: Rolling. Applicants must apply online at www.hdrinc.com/careers.
Qualifications: Open to currently enrolled college students and grad students. High school students are eligible for internships at select locations.
Contact:
Kelly Moran
College Relations
8404 Indian Hills Drive
Omaha, NE 68114
Phone: (800) 366-2701
Fax: (402) 399-1214
Email: kmoran@hdrinc.com
www.hdrinc.com
HERBERT SCOVILLE PEACE FELLOWSHIP

THE STATS

Industries: Education, Nonprofit  
Location: Washington, DC
Number of interns: Fall/spring: two to four each  
Pay: Paid, $2,300 a month; health insurance, travel reimbursement for interview and moving costs to DC to begin fellowship  
Length of internship: Fall/spring: six to nine months  
Intern functions: Editorial, Education, International Relations, Nonprofit, Political Science

THE SCOOP

In 1987, the Scoville Peace Fellowship program was established to teach promising young scholars perspective on peace and security issues. Fellows choose one of 24 nongovernmental organizations in Washington, D.C., working on a range of issues related to international security. Participating groups include the Arms Control Association, Union of Concerned Scientists, the National Resource Defense Council, Physicians for Social Responsibility and many others.

ON THE JOB

Fellows join the member NGO that best matches his/her interests. Typical activities include research, writing and advocacy. Fellows often write articles and fact sheets, attend congressional hearings and give interviews to members of the media. The sponsoring organization provides support, supervision and guidance for the fellow's project.

GETTING HIRED

Apply by: Spring: early October; Fall: early February. Applicants must submit a cover sheet, signed letter, resume, personal essay, a policy/opinion essay (fewer than 1,000 words), transcripts and two signed letters of recommendation. Apply by email. See the website for full instructions.

Qualifications: Applicants must have a bachelor's degree by the start of the fellowship. Those with graduate degrees are also welcome to apply. Prior experience in public interest activism is preferred.

Contact:
Paul Revsine, Program Director  
Herbert Scoville Jr. Peace Fellowship  
322 4th Street NE  
Washington, DC 20002  
Phone: (202) 543-4100, ext. 2110  
Email: scoville@clw.org  
www.scoville.org
THE HERITAGE FOUNDATION

THE BUZZ

• “Promote personal liberties and traditional values”
• “Calling all deep-thinking young conservatives”

THE STATS

Industry: Nonprofit
Location: Washington, DC
Number of interns: Summer: 70; Spring/fall: 50 each
Pay: Paid, $7.25 an hour
Length of internship: Spring: January to May, 24 hours a week minimum; Summer: June to August, full time; Fall: September to December, 24 hours a week minimum
Intern functions: Administrative, Business, Communications, Finance, Fundraising, Nonprofit, Outreach, Research

THE SCOOP

Created in 1972, the Heritage Foundation is a prominent conservative think tank committed to the principals of free enterprise, limited government, strong national defense, personal liberties and traditional American values. The Heritage Foundation conducts research, produces articles and position papers and runs various information resources to promote conservative public policy.

ON THE JOB

The Heritage Foundation seeks interns to work on policy issues in the areas of energy, the environment, the rule of law, homeland security and health care. Additional positions are also available in communications and marketing, development, coalition building, outreach and government relations. Specific duties vary by department, but all comprise a mix of research and administrative work. Interns are encouraged to attend lectures, hearings and other events during their stay in D.C.

GETTING HIRED

Apply by: Spring: November 1st; Summer: February 1st; Fall: July 1st. Complete the online application found at the website below. Send the application, along with two letters of recommendation and an official transcript to the address below.

Qualifications: Open to college juniors and seniors, recent college graduates and grad students. Applicants should have strong research and writing skills.

Contact:
Doug Ernst, Program Coordinator
The Heritage Foundation
214 Massachusetts Avenue NE
Washington, DC 20002-4999
Phone: (202) 546-4400
Fax: (202) 546-8328
Email: internships@heritage.org
www.heritage.org/internships
**HEWITT ASSOCIATES**

**THE BUZZ**
- “Don't apply to HR, be HR”
- “Get hands-on training from one of the biggies in the employee benefits industry”

**THE STATS**
- **Industries:** Human Resources, Consulting
- **Locations:** Lincolnshire, IL (HQ); Atlanta, GA; Bridgewater, NJ; Newport Beach, CA; Norwalk, CT; Toronto; Vancouver
- **Number of interns:** Varies
- **Pay:** Paid
- **Length of internship:** Summer: May to August
- **Intern functions:** Finance, Human Resources, Insurance, Technology

**THE SCOOP**
Hewitt Associates is an international human resources consulting and outsourcing firm. Not only does Hewitt provide human capital management services to nearly two-thirds of Fortune 500 companies, but it also administers benefits for one in every 20 Americans. The firm handles about 117 million HR-related customer interactions a year, spanning a worldwide network. Hewitt has 23,000 employees in more than 30 countries and an annual global revenue of $3.2 billion.

**ON THE JOB**
Interns work on real projects as part of a Hewitt team. The firm offers three types of internships: business analyst, programmer analyst and actuarial consultant. Business analyst interns work on teams that manage pension, 401(k), or health and welfare benefits issues. Programmer analyst interns work with the technology that administers benefit plans. Actuarial consultant interns help clients address various employee benefit issues, such as mergers, pensions and financial analyses of health care benefits.

**GETTING HIRED**
**Apply by:** The majority of recruiting starts the February prior to the internship summer. Hewitt accepts resumes any time during an applicant’s junior year and will review it before visiting his/her campus. Applications are available online.

**Qualifications:** Open to rising college seniors with a minimum GPA of 3.0. Traditional majors of Hewitt interns include accounting, computer science, economics, information systems/science, finance, math and statistics.

**Contact:**
Kathy Hancock
Hewitt Associates
100 Half Day Road
Lincolnshire, IL 60069
Phone: (847) 295-5000
Fax: (847) 295-7634
HEWLETT-PACKARD

THE BUZZ

• “Mother of all garages of innovation”
• Not just printers and PCs

THE STATS

Industries: Engineering, Technology
Locations: Multiple locations worldwide
Number of interns: Annual: about 450 to 700
Pay: Paid; health benefits, paid relocation (if greater than 50 miles), service credit, holiday pay
Length of internship: Summer internships: 10 to 12 weeks minimum; Co-op: typically one or two semesters; year-round positions are also available
Intern functions: Engineering, Finance, Human Resources, Law, Marketing, Sales, Technology

THE SCOOP

One of the symbolic founders of Silicon Valley and the world’s largest technology company, Hewlett-Packard is a technology solutions provider to consumers, businesses and institutions around the globe. HP simplifies the technology experience with offerings that include personal computing, printing, IT infrastructure, software and global services.

ON THE JOB

All interns benefit from the advice and support of HP staff members and have the opportunity to work on projects relevant to their field of study. There are a number of different types of projects available to interns. For example, engineering interns design and develop computer software and hardware, while finance interns analyze and interpret financial results and forecasts (variance analysis, P&L impact). IT interns conduct systems analysis and programming, and operations interns coordinate physical and informational flows.

GETTING HIRED

Apply by: Rolling. Students should apply online at the website below. Complete a profile and apply directly to any intern position that interests you and for which you qualify.

Qualifications: Open to full-time students actively pursuing a degree at an accredited university. Applicants should demonstrate high academic achievement in a technical or business field, such as electrical, computer, mechanical or industrial engineering, computer science, information technology, finance or business administration. High school internships are also available. Qualifications vary for individual positions. Consult the job postings on the website for details.

Contact:
www.hp.com/go/jobs
HILL | HOLLIDAY

THE BUZZ

• “A top Boston communications firm”
• “Coffee and donuts for breakfast”

THE STATS

Industries: Advertising/Marketing, Public Relations
Locations: Boston, MA (HQ); New York, NY; Greenville, SC
Number of interns: Fall/spring: 10 to 20 each; Summer: 20 to 30
Pay: Paid and unpaid; Fall/spring: unpaid, academic credit; Summer: paid, $7.50 an hour
Length of internship: Fall/spring: 10 to 12 weeks, 16 to 24 hours a week (September to November, January to April, respectively); Summer: eight weeks, 40 hours a week (June to August)
Intern functions: Accounting, Arts and Design, Management, Finance, Human Resources, Marketing, Public Relations, Technology

THE SCOOP

Hill | Holliday, is one of the top communications agencies in the United States. Headquartered in Boston, the agency has a roster of well-known clients including Anheuser-Busch, Cognos, CVS/pharmacy, Dell, Dunkin’ Donuts, EMC, Harvard Pilgrim Healthcare, John Hancock, Putnam Investments and Tyco. In addition, Hill | Holliday is recognized by the American Association of Advertising agencies as one of the most “giving” agencies in the country. It has a long-standing and extensive commitment to community service; each year, it undertakes more than 60 pro bono marketing assignments and donates over $1 million to local nonprofits.

ON THE JOB

Hill | Holliday’s internship program offers college students a “real life” learning experience in advertising. Interns work closely with a mentor in one of the following areas: strategy and research, relationship marketing, print or broadcast creative services, new business, MIS, media, interactive, human resources/recruiting, design, account management and accounting/finance. Interns attend a weekly seminar series that exposes them to areas outside of their assigned department. Summer interns also complete an intensive team project assignment for one of the firm’s current clients.

GETTING HIRED

Apply by: Fall: July 1st; Spring: November 1st; Summer: March 1st.
Apply online by submitting a resume and cover letter.
Qualifications: All current college students are invited to apply, although preference is given to seniors. Graduate students are typically not eligible.
Contact:
Internship Coordinator
53 State Street
Boston, MA 02109
www.hhcc.com

THE BUZZ

• “A top Boston communications firm”
• “Coffee and donuts for breakfast”
HILL & KNOWLTON

THE BUZZ

• “Learn PR from the masters”

THE STATS

Industry: Public Relations
Locations: New York, NY (HQ); Chicago, IL; Houston, TX; Dallas, TX; Los Angeles, CA; Irvine, CA; Portland, OR; San Francisco, CA; Seattle, WA; Spokane, WA; Tampa, FL; Washington, DC
Number of interns: Annual: usually around 10 to 20 across U.S. offices
Pay: Paid; $10 to $15 an hour
Length of internship: Summer: 10 weeks
Intern functions: Editorial, Marketing, Public Relations

THE SCOOP

Hill & Knowlton was founded by John Hill in 1927, making it one of the oldest public relations consultancies in the world. In 1987, it became a part of the WPP Group, a set of marketing, advertising, communications and public relations companies that includes Burson-Marsteller, Cohn & Wolfe and Ogilvy Public Relations Worldwide. Today, H&K is a global public relations firm with 81 offices in 43 countries. The firm’s long list of clients includes adidas, Yahoo!, Deloitte, Mazda, Merck and the Nuclear Energy Institute.

ON THE JOB

Hill & Knowlton is divided into “core services” that include marketing communications, public affairs, technology, health care and digital communications. Interns are placed in the service or practice that offers the best fit with their experience and interests. They participate in a structured orientation program that offers training in project management, news writing, media relations and news monitoring as well as basic writing, account management, time management, presenting and budget management. All interns are given a project that includes a formal presentation, which must be completed by the end of the internship.

GETTING HIRED

Apply by: Rolling. Application requirements are posted on the website by March. Applicants are usually asked to submit a writing sample with their resume, expected date of graduation, GPA and preferred office location(s).
Qualifications: Open to rising college juniors and seniors, recent college graduates and grad students. A background in journalism, communications or other PR-related field is preferred.
Contact:
David E. Miller
Hill & Knowlton
825 Third Avenue
New York, NY 10022
Phone: (212) 885-0300
Email: david.miller@hillandknowlton.com
www.hillandknowlton.com
Hillel

THE BUZZ

- “Enriching Jewish life on campus”

THE STATS

- Industries: Education, Nonprofit
- Location: Washington, DC
- Number of interns: Five
- Pay: Paid, $28,000; health and dental insurance, 30 days vacation and sick leave, training and travel provided
- Length of internship: 11 to 12 months
- Intern functions: Child Care, Education, Government, Human Resources, Nonprofit

THE SCOOP

The largest Jewish campus organization in the world, Hillel is located on more than 500 colleges and universities. Hillel: The Foundation for Jewish Campus Life provides opportunities for Jewish students to explore and celebrate their Jewish identity through its global network of regional centers, campus foundations and Hillel student organizations. Its mission is to “enrich the lives of Jewish undergraduate and graduate students so that they may enrich the Jewish people and the world.”

ON THE JOB

Each Schusterman International Center Fellowship is designed to align with one of the organization’s high priority areas of focus. Specific departments vary from year to year. Each fellow is mentored by a senior professional in the department in which he/she is placed. They have significant opportunities to interact with the campuses Hillel serves. Fellows also attend regular meetings with Schusterman International Center senior professionals.

GETTING HIRED

Apply by: Applications are due at the beginning of March each year. Please check www.hilleljobs.org for specific deadlines and instructions. Submit an online application, two essays and two letters of recommendation. Applications must be submitted online.

Qualifications: Open to graduating college seniors and recent college graduates no more than two years out of school. Applicants must be Jewish and should have campus leadership experience. No strong Jewish background or previous involvement in the Jewish community is required.

Contact:
Schusterman International Center Fellowships
800 Eighth Street NW
Washington, DC 20001
Phone: (202) 449-6500
Email: jschiffman@hillel.org
www.hillel.org
HISPANIC ASSOCIATION OF COLLEGES AND UNIVERSITIES

THE BUZZ

• “One of the best opportunities to work in our nation's capital”
• “The value of this internship went beyond the educational”

THE STATS

Industries: Corporate, Government, Nonprofit
Locations: Washington, DC; field sites throughout the United States
Number of interns: Summer: over 400; Fall/spring: around 75 each
Pay: Paid; Sophomore/junior: $450 a week; Senior: $480 a week; Grad: $550 a week; round-trip travel; housing coordination; academic credit available
Length of internship: Spring: January 14th to May 1st; Summer: June 4th to August 14th; Fall: August 26th to December 11th

THE SCOOP

Established in 1986, the Hispanic Association of Colleges and Universities (HACU) is a consortium of over 450 institutions in the United States. The HACU National Internship Program (HNIP) recruits college students for paid summer- and semester-long internships at federal agencies and private corporations.

ON THE JOB

HACU staff matches intern academic backgrounds to the host organizations. Representatives from the host organizations and HACU staff work to ensure that each student’s skills and goals are considered in placement. Past placements have included public affairs, accounting, human resources and information technology, as well as laboratories, hospitals and national forests.

GETTING HIRED

Apply by: Spring: November 6th; Summer: February 26th (early deadline: October 1st); Fall: June 18th. Submit an application form, resume and a 250- to 500-word essay online. Official college transcripts and certification of enrollment and class level must be mailed to the address below.

Qualifications: Open to college sophomores, juniors and seniors and grad students with a GPA of 3.0 or above. Applicants must be authorized or eligible to work in the United States. Most assignments require U.S. citizenship.

Contact:
HACU National Internship Program
One Dupont Circle NW, Suite 605
Washington, DC 20036
Phone: (202) 467-0893
TTY users: (800) 855-2880
Email: hnip@hacu.net
www.hnip.net
HISTORIC DEERFIELD, INC.

THE BUZZ

- “Gain an appreciation for New England’s heritage”
- “Curate a colonial village”

THE STATS

Industries: Fine and Performing Arts, Education
Location: Deerfield, MA
Number of interns: Summer: six to 10
Pay: $7,500 fellowship award covers tuition, room, board and all expenses; up to $2,000 financial aid; travel expenses
Length of internship: Summer: nine weeks
Intern functions: Arts and Design, Editorial, Education, Research

THE SCOOP

Historic Deerfield is a preserved colonial-era village in rural Massachusetts. On the grounds are 14 historic buildings dating from the 18th and 19th centuries, as well as the Flynt Center of Early New England Life. The center houses thousands of artifacts dating back as far as 1650.

ON THE JOB

Deerfield fellows study early New England history and culture through a series of seminars and tours led by the Deerfield staff and lecturers from nearby colleges. Fellows then have the opportunity to put their knowledge to work by leading village tours for visitors. Each student also completes a research paper over the course of the internship that analyzes an aspect of the region’s history and material culture. Interns visit other museums in New England, the mid-Atlantic and Virginia.

GETTING HIRED

Apply by: Summer: March 1st. An application form, transcript, two letters of recommendation, an essay and a $15 application fee are required. See www.historic-deerfield.org for details.

Qualifications: Applicants must have completed at least two years of studies, but still have undergraduate status as of January 1st of the year they wish to apply. Recent college graduates may also apply.

Contact:
Office of Academic Programs
Historic Deerfield, Inc.
P.O. Box 321
Deerfield, MA 01342
Phone: (413) 775-7209
Fax: (413) 775-7224
Email: lane@historic-deerfield.org
www.historic-deerfield.org

HISTORIC FILMS

THE BUZZ

- “Get lost among the reels—a film buff’s dream”
- “A slice of Hollywood history”

THE STATS

Industry: Film/Entertainment
Location: Greenport, NY
Number of interns: Annual: one to three
Pay: Unpaid
Length of internship: Full time: six weeks; Part time: 13 weeks; available year-round
Intern functions: Film, Television and Radio, Research

THE SCOOP

Historic Films maintains an extensive archive of vintage television shows, commercials, newsreels, feature films and more. The company owns or controls over 45,000 hours of footage spanning more than a century. Historic Films licenses its clips to film and television producers, advertising agencies and news organizations.

ON THE JOB

For the most part, interns work in the research department. They conduct searches for footage in the computer database, locate and compile clips for screening cassettes and manage the delivery of tapes to Historic Films’ clients.

GETTING HIRED

Apply by: Rolling.

Qualifications: Open to current college students, recent college graduates and grad students. Interns must have excellent English language skills. U.S. citizens are preferred.

Contact:
Kevin Rice
Internship Coordinator
Historic Films
211 Third Street
Greenport, NY 11944
Phone: (631) 477-9700
Fax: (631) 477-9800
Email: kevin@historicfilms.com
www.historicfilms.com
HISTORY FACTORY

THE BUZZ
• “Understanding yesterday's history is good for tomorrow's business”
• “A blend of academia and consulting”

THE STATS
Industries: Fine and Performing Arts, Consulting
Location: Chantilly, VA
Number of interns: Summer: two to four
Pay: Paid
Length of internship: Summer: eight to 12 weeks
Intern functions: Consulting, Finance, Research

THE SCOOP
Essentially, the History Factory is a business consulting company that uses history to inform the present and, hopefully, improve the future. Since 1979, the company has hired historians, archivists, writers and researchers to explore companies' backgrounds and show them how to use their history to improve their businesses. They often help companies with special events, like anniversaries and mergers.

ON THE JOB
The Archival Internship Program allows graduate students the opportunity to conduct records surveys, identify historically important documents and artifacts, and appraise monetary values of historic pieces. Undergrads can intern as part of the Interpretive Internship Program, which invites "creative and intelligent" students to research the historical backgrounds of several American organizations and interpret those details for contemporary businesses.

GETTING HIRED
Apply by: Rolling. Interested students should email the contact below.

Qualifications: Archival internship program: open to graduate students only. Interpretive internship program: open to college freshmen, sophomores, juniors and seniors attending a liberal arts school.

Contact:
Internship Coordinator
The History Factory
14140 Parke Long Court
Chantilly, VA 20151-0500
Phone: (703) 631-0500
Fax: (703) 631-1132
Email: careers@historyfactory.com
www.historyfactory.com

HOME BOX OFFICE (HBO)

THE BUZZ
• “Tony Soprano would kill for this job. Really.”
• “Learn all about the cable biz from one of the oldest and most successful companies in the industry”

THE STATS
Industries: Broadcast and Cable, Film/Entertainment
Locations: New York, NY (HQ); Los Angeles, CA; Atlanta, GA
Number of interns: Annual: 140
Pay: Unpaid, academic credit only
Length of internship: Varies; 20 full days minimum, year-round
Intern functions: Administrative, Film, Television and Radio, Finance, Human Resources, Law, Marketing, Public Relations

THE SCOOP
America's most successful premium television network, Home Box Office delivers two 24-hour premium television services—HBO and Cinemax—to over 40 million U.S. subscribers. International joint ventures bring services to more than 50 countries around the world, and HBO's programming is sold into over 150 countries worldwide. Popular HBO programming includes such shows as Big Love, Entourage, True Blood and In Treatment.

ON THE JOB
Interns get hands-on experience working at a major cable network and develop valuable contacts in the industry. Internships are available in HBO's Los Angeles location in several departments, including development and production, legal, casting, participations and residuals, media relations and finance.

GETTING HIRED
Apply by: Summer: mid March; Spring/fall: varies. Applicants should submit a resume and cover letter, and must indicate in which department they would like to work.

Qualifications: Students who have completed their sophomore year in college but are not yet graduating are eligible to apply.

Contact:
Home Box Office
Human Resources
1100 Sixth Avenue
New York, NY 10036
Phone: (212) 512-1000
Email: hr.ny@hbo.com
www.timewarner.com/corp/careers
HONEYWELL INTERNATIONAL

THE BUZZ

• “Get an edge in aerospace”
• “Develop defense (industry) mechanisms”

THE STATS

Industries: Consumer Products, Technology, Transportation and Logistics
Locations: Morristown, NJ (HQ); Minneapolis, MN; Phoenix, AZ; Torrance, CA
Number of interns: Annual: 350 to 400
Pay: Paid, bi-weekly compensation
Length of internship: Summer: 10 to 12 weeks
Intern functions: Engineering, Finance, Human Resources, Marketing, Technology, Transportation and Logistics

THE SCOOP

Honeywell International is a Fortune 500 company with more than 128,000 employees in 100 countries, and holdings in several major industries. The multinational firm has four main business units: aerospace, automation and control solutions, specialty materials and transportation systems. It produces everything from body armor and autopilot mechanisms, to pharmaceutical packaging and advanced fibers for telecommunications systems. In 2008, the company pulled in over $36 billion in sales.

ON THE JOB

All of Honeywell’s four major business units and corporate headquarters hire interns. Positions are available in engineering, supply chain, operations, IT, human resources, communications, finance, and marketing and business development. In addition, some engineering, science and technology students may be selected for Honeywell’s Innovators Scholarship.

GETTING HIRED

Apply by: Innovators Scholarship: November 30th; Summer: previous fall. Honeywell does the bulk of its recruiting during the fall semester, though there are some openings through March 15th. Check with your school’s career center to see if Honeywell recruits on your campus. Applications are available online.

Qualifications: Open to undergraduate, master’s and MBA students with at least one semester remaining. All students should be legally authorized to work in the United States. The Innovators Scholarship is open to a select number of summer interns in the engineering, science and technology fields.

Contact:
Honeywell International, Inc.
101 Columbia Road
Morristown, NJ 07962
Phone: (973) 455-2000
Fax: (973) 455-4807
www.honeywell.com/careers
HOUGHTON MIFFLIN HARCOURT PUBLISHING COMPANY

**THE BUZZ**
- “Textbook-perfect opportunity for aspiring educators”

**THE STATS**
- **Industries:** Education, Publishing/Journalism
- **Location:** Boston, MA
- **Number of interns:** Summer: 12
- **Pay:** Paid, $9 an hour
- **Length of internship:** Summer: three months
- **Intern functions:** Administrative, Arts and Design, Editorial, Marketing, Production

**THE SCOOP**
Boston-based Houghton Mifflin Harcourt Publishing Company is a global education company with approximately $2.5 billion in combined revenue. The company publishes products for children from grades pre-K through 12, ranging from research-based textbook programs to instructional technology, to standards-based assessments for students and teachers. Houghton Mifflin also publishes a long line of reference works and award-winning literature for adults and young readers.

**ON THE JOB**
Houghton Mifflin Harcourt’s summer internship program offers positions in the editorial, marketing, art and design, production, rights and permissions and custom publishing departments. Intern duties may include communicating with authors and reviewers, handling billing and budget/sales reviews, and administrative and clerical support.

**GETTING HIRED**
- **Apply by:** Summer: March 30th (no earlier than January 1st). Submit a resume and cover letter to the address below.
- **Qualifications:** Open to college sophomores and juniors, and graduate students. Applicants must have excellent written and verbal skills, be able to multitask and be proficient in the use of Microsoft Office, Lotus Notes and the internet.
- **Contact:**
  Houghton Mifflin Company
  Human Resources, Internship Coordinator
  222 Berkeley Street
  Boston, MA 02116
  Phone: (617) 351-5000
  Email: summerinternship@hmco.com
  www.hmco.com

HOULIHAN LOKEY

**THE BUZZ**
- “Jumpstart a business career”

**THE STATS**
- **Industries:** Financial Services, Investment Banking
- **Locations:** Los Angeles, CA; New York, NY; Chicago, IL; San Francisco, CA; Dallas, TX; Atlanta, GA; Washington, DC; London
- **Number of interns:** Summer: 31
- **Pay:** Summer analysts: $5,000 a month; Summer associates: $8,000 a month
- **Length of internship:** Summer: 10 weeks
- **Intern functions:** Finance, Investment Banking

**THE SCOOP**
Houlihan Lokey is an international investment bank with over 800 employees spread across its 14 global locations. The firm specializes in mergers and acquisitions, financing, financial restructuring and valuation. Houlihan Lokey services over 1,000 clients each year and has advised on some of the largest bankruptcy and restructuring transactions since 1998, together valued at more than $1.25 trillion.

**ON THE JOB**
An internship at Houlihan Lokey prepares students for a full-fledged career in investment banking, not only though an intensive and rigorous work atmosphere, but also with a summer speaker series and training programs designed to impart a real-world understanding of the finance sector. Intern responsibilities are on par with their high salary, working as a team with full-time staff. Approximately 90 percent of interns are offered full-time positions at the company upon graduation.

**GETTING HIRED**
- **Apply by:** Varies by school, but deadlines are usually in December for MBAs and January for undergrads. Applicants should apply via their school's career center or online at www.hl.com/us/careers.aspx. A cover letter and resume are required.
- **Qualifications:** Summer analysts: open to rising college seniors with a business concentration, though students with non-finance backgrounds may also be considered. Summer associates: open to first-year MBA students who are focused on finance. Previous experience in investment banking is not required. Non-U.S. citizens are eligible.
- **Contact:**
HOUSTON INTERNATIONAL PROTOCOL ALLIANCE

THE STATS

Industries: Government, Public Relations
Location: Houston, TX
Number of interns: Annual: six (two per semester)
Pay: Unpaid; parking and work-related expenses are reimbursed
Length of internship: Spring/summer/fall: three months minimum each
Intern functions: Government, Public Relations, Research

THE BUZZ

• “Ride the Texas welcome wagon and learn about other cultures”

THE SCOOP

The Houston International Protocol Alliance serves as the mayor’s office of protocol. It is the international relations arm of the City of Houston, and mediates between city officials and the 90-member consular corps. The protocol office is a department of the Greater Houston Convention and Visitors Bureau, acting as a resource for the City of Houston for information on protocol, etiquette and cross-cultural issues. The alliance, which administers 17 sister city relationships, aims to promote Houston’s overseas reputation and strengthen its international ties.

ON THE JOB

The Houston International Protocol Alliance internship program provides the opportunity to observe international diplomacy and city administration in action. All interns are given a long-term project to work on independently during the program, often involving research, surveys, event planning or writing about countries dealing with the alliance.

GETTING HIRED

Apply by: Rolling. Send a resume, cover letter and two writing samples (on any subject, preferably three to five pages in length) by email or regular mail to the address below.

Qualifications: Open to rising college juniors and seniors and grad students interested in international affairs and/or foreign languages. Students must have full-time status. Knowledge of a foreign language and some experience living abroad are preferred, as are strong writing and computer skills.

Contact:
Tamara Hardikar, Internship Coordinator
Houston International Protocol Alliance
901 Bagby, Suite 100
Houston, TX 77002
Phone: (713) 227-3395
Fax: (713) 227-3399
Email: protocol@ghcvb.org
www.houstonprotocol.com

THE BUZZ

• “Ride the Texas welcome wagon and learn about other cultures”
HOWARD HUGHES MEDICAL INSTITUTE

THE BUZZ
- “Curious med students discovering cures for disease”
- “Discover the next biomedical breakthrough”

THE STATS

Industries: Health Care, Science, Research
Locations: Bethesda, MD; various academic and nonprofit institutions
Number of interns: Research training fellowships: 60; Cloister program: 42
Pay: Paid; Research training fellowships: $27,000 a year plus research and fellow's allowance; Cloister program: $27,000 a year
Length of internship: One year
Intern function: Research

THE SCOOP

The Howard Hughes Medical Institute (HHMI) is a leading biomedical research organization. Its $17.5 billion endowment allows the institute to employ over 350 scientists in labs across the country, as well as fund promising research at other facilities through its grants program. HHMI concentrates its research efforts on fields such as cell biology, computational biology, genetics, immunology, neuroscience and structural biology.

ON THE JOB

Research scholars in the Cloister Program spend a year living and working on the National Institutes of Health (NIH) campus in Bethesda, Md. Each scholar selects a laboratory to join after arrival at the NIH and works under the mentorship of a senior NIH scientist. All research scholars are housed together in the Cloister building on campus, creating a unique community and sense of camaraderie among the students. The HHMI Research Training Fellowships for Medical Students provides support for biomedical research for one year under the guidance of a mentor at an academic or nonprofit research institution in the United States or abroad (with the one exception of the NIH). Applicants for the fellowship choose their own mentor and submit a research plan. Proposals for research should concentrate on basic biological processes or disease mechanisms.

$ GETTING HIRED

Apply by: Research training fellowships: January 11th; Cloister program: January 10th. All application materials must be submitted online. The full list of application requirements for each program is available on the appropriate website below.

Qualifications: Open to current U.S. medical, dental or veterinary school students. MD/PhD or DDS/PhD students, or those who have a PhD in a laboratory-based science are not eligible.

Contact:
HHMI Research Training Fellowships for Medical Students
Howard Hughes Medical Institute
Office of Grants and Special Programs
4000 Jones Bridge Road
Chevy Chase, MD 20815
Phone: (301) 215-8500 or (800) 424-9924
Fax: (301) 215-8888
Email: medfellows@hhmi.org
www.hhmi.org/medfellowships

HHMI-NIH Research Scholars Program (Cloister Program)
1 Cloister Court, Building 60, Room 253
Bethesda, MD 20814-1460
Phone: (301) 951-6710 or (800) 424-9924
Fax: (301) 951-6776
Email: research_scholars@hhmi.org
www.hhmi.org/cloister

THE BUZZ

• "Curious med students discovering cures for disease"
• "Discover the next biomedical breakthrough"
THE HOWARD STERN SHOW

THE BUZZ

- “Add a little shock to your mornings”
- “Do more in radio production by 8 a.m. than most do all day”

THE STATS

Industry: Broadcast and Cable
Location: New York, NY
Number of interns: Spring/summer/fall: 15 each
Pay: Unpaid, academic credit; free books, CDs, movies, etc.
Length of internship: Spring/summer/fall: usually 16 weeks
Intern functions: Editorial, Film, Television and Radio

THE SCOOP

You know Howard Stern, don’t you? How about Artie Lang? You know Robin and Gary, too, right? Of course you do, that’s why you’re reading this. Howard Stern is the “shock jock” of Sirius Satellite Radio. Stern also branched out to On Demand Television, where he’s making an honest living doing everything “from [interviewing] Playmates and farting contests to top celeb interviews.”

ON THE JOB

Interns must put in the time, and if the website is any guide, this is a pretty no-nonsense crew. Interns can participate in the show’s production and be there every step of the way, from the writing to the editorial, to Howard’s on-air performance. Interns must work at least three days a week, for at least one shift from 6 a.m. to noon and two shifts from noon to 5:30 p.m.

GETTING HIRED

Apply by: Rolling. Applicants must submit a cover letter and resume to tracey@howardstern.com.

Qualifications: Open to college juniors and seniors. Candidates must be at least 18 years old.

Contact:
Tracey Millman
Fax: (646) 313-2103
Email: tracey@howardstern.com
www.howardstern.com

HSI PRODUCTIONS

THE BUZZ

- “Make memorable commercials”
- “Work behind the scenes on a film or music video”

THE STATS

Industries: Advertising/Marketing, Music, Broadcast and Cable, Film/Entertainment
Locations: Los Angeles, CA; New York, NY; London
Number of interns: Annual: 12 to 15 (four or five per semester)
Pay: Unpaid
Length of internship: Spring/summer/fall: two to three months each
Intern functions: Film, Television and Radio

THE SCOOP

HSI Productions is one of the largest music video and television commercial production companies in the world. The company has been recognized with numerous awards, including Grammys, MTV Video Music Awards, Clio and the Cannes Festival’s Golden Lion. Lenny Kravitz, Eminem, Outkast and Christina Aguilera have all put out HSI-produced videos, and the firm’s advertising clients include Mercedes-Benz, Coca-Cola, adidas and Gap. HSI also produces full-length feature films; recent productions include Rize, with director David LaChapelle.

ON THE JOB

HSI interns gain hands-on experience in a fast-paced film production company. Depending on shooting and production schedules, students may have the opportunity to work on the set of an HSI project in progress.

GETTING HIRED

Apply by: Rolling. Apply by email to the contact below.

Qualifications: Open to college freshmen, sophomores, juniors and seniors. Recent college graduates who completed their studies within the past semester are also eligible.

Contact:
Todd Stringer
Internship Coordinator
Email: intern@hsiproductions.com
www.hsiproductions.com
HUDSON INSTITUTE

THE BUZZ

- “Help formulate ideas and solutions for prominent issues in public policy”
- “Welcome to the exciting world of talking heads”

THE STATS

Industry: Nonprofit
Location: Washington, DC
Number of interns: Annual: 35 to 50
Pay: Unpaid, academic credit
Length of internship: Flexible, usually 12 weeks minimum, minimum of 15 hours a week; available summer, fall, winter and spring
Intern functions: Administrative, Editorial, Marketing, Research

THE SCOOP

The Hudson Institute is a nonpartisan policy think tank founded in 1961 by Herman Kahn. The institute conducts applied research on major issues in domestic and international affairs. One of the oldest think tanks, the Hudson Institute distinguishes itself from other public policy research organizations in its focus on hands-on research and the practical implementation of its ideas. In recent years, the institute has been active in recommending a course of economic reform for the former Soviet states, proposing ideas for resolving ethnic conflict in the Balkans and conducting a U.N.-sponsored study of Kazakhstan and the Central Asian region.

ON THE JOB

Interns work with Hudson research fellows on projects at the institute’s various policy centers. They analyze policy issues, edit and write papers, and conduct research in areas such as campaign reform, economic and employment policy, Middle Eastern studies, philanthropy and civic renewal, national and international security studies, and science in public policy. Administrative interns assist with communications, marketing and other management tasks. All interns participate in monthly staff luncheons, speed-debating and movie nights.

GETTING HIRED

Apply by: Rolling. Submit a resume and cover letter to the director of your center of interest. See the internship section of the website (under “About Hudson”) for a list of open internships and center contacts.

Qualifications: Open to college sophomores, juniors and seniors, college graduates and grad students.

Contact:
Internship Coordinator
Hudson Institute
1015 15th Street NW, 6th Floor
Washington, DC 20005
Phone: (202) 974-2400
Fax: (202) 974-2410
Email: interncoordinator@hudson.org
www.hudson.org
HUMANA INC.

THE BUZZ
- Intern at a benefits provider that gives back to the community

THE STATS
Industries: Health Care, Insurance
Locations: Louisville, KY (HQ); Atlanta, GA; Chicago, IL; Cincinnati, OH; Green Bay, WI; Houston, TX; Miami, FL; Minneapolis, MN; San Antonio, TX; Tampa, FL; and more
Number of interns: Summer: 45
Pay: Paid; housing
Length of internship: Summer: 10 weeks (June to August)
Intern functions: Consulting, Engineering, Finance, Health Care, Human Resources, Insurance, Law, Marketing, Project Management, Sales, Technology

THE SCOOP
Based in Louisville, Ky., Humana Inc. is a U.S. health insurance company. It provides benefits to employers and individuals through its six business units, which include Humana Military and Humana Dental. One of the largest U.S. benefits companies, Humana employs 29,000 associates and earns an annual revenue of more than $25 billion.

ON THE JOB
The Infusion Program is an accelerated internship for MBA students, which places participants to a variety of departments, such as finance, marketing, clinical guidance, consulting, sales and product development. Interns work alongside full-time staff on real projects throughout the program. In addition, all interns are assigned a mentor, attend a speaker series and bond on volunteering trips and projects. Humana also sponsors an Actuarial Internship Program for students interested in that field.

GETTING HIRED
Apply by: Rolling, September to April. Apply online at www.humana.com/careers and complete a brief online assessment.
Qualifications: Open to current undergraduate or graduate students with a minimum GPA of 3.2. Applicants must have relevant work experience; amount depends on the student’s degree.
Contact:
Infusion Program
500 W Main Street
Louisville, KY 40202
Email: infusion@humana.com
www.humana.com/infusion

HUNTER HOUSE

THE BUZZ
- “Books for healthy living and stronger communities”
- “Providing balanced information on underreported topics”

THE STATS
Industries: Health Care, Publishing/Journalism
Location: Alameda, CA
Number of interns: Annual: three to five
Pay: Unpaid
Length of internship: Three months minimum, available year-round
Intern functions: Administrative, Arts and Design, Editorial, Marketing

THE SCOOP
Hunter House is a small independent publisher specializing in books on physical, mental and emotional health. Several of the company's titles have been featured in The New York Times and have gone on to become bestsellers. Topics of particular interest to Hunter House include women's health, sexuality and relationships, domestic abuse and trauma recovery.

ON THE JOB
Interns may work in the editorial, acquisitions, production, marketing or operations departments. The Hunter House staff is small, so interns can expect a substantive experience with real responsibilities working closely with full-time staff.

GETTING HIRED
Apply by: Rolling. Interested students should send a resume and cover letter to the contact below. Students applying for an editorial internship must include writing samples.
Qualifications: Open to college juniors and seniors, recent college graduates and grad students. A background in English, health, women’s issues, psychology, graphic design, database programming or other relevant area is preferred.
Contact:
Alexandra Mummery
Hunter House Publishers
1515 1/2 Park Street
Alameda, CA 94501
Phone: (510) 865-5282
Email: editorial@hunterhouse.com
www.hunterhouse.com
HURON CONSULTING GROUP

THE BUZZ

- “Meaningful exposure to the world of consulting”
- “I have learned what it takes to be a consultant”
- “Great structured program”

THE STATS

Industries: Accounting, Consulting, Financial Services
Locations: Chicago, IL (HQ); Atlanta, GA; Boston, MA; Dallas, TX; Detroit, MI; Houston, TX; New York, NY; Los Angeles, CA; San Francisco, CA; Portland, OR; Washington, DC; Amman; Dubai; London; Riyadh; Singapore; Tokyo
Number of interns: Annual: 25 to 50
Pay: Paid; academic credit
Length of internship: Summer: June to July
Intern functions: Accounting, Consulting, Finance

THE SCOOP

Since March 2002, Huron Consulting Group has consulted with clients on challenges that come up in litigation, disputes, investigations, regulatory compliance, procurement, financial distress and other sources of conflict or change. Huron provides services to a wide range of clients, including academic institutions, health care organizations, Fortune 500 companies and law firms. Today, the company consists of over 2,000 employees, offering clients methods for integrated strategic, operational and organizational change.

ON THE JOB

Interns gain basic consulting skills while working on projects in team environments. Interns work on projects in the areas of accounting and finance, law, higher education, health care and corporate finance. Responsibilities include defining problems, gathering data, performing analysis and developing solutions for clients. They learn to conduct research and perform qualitative analysis on findings to present to the team and/or client. Travel may be required. Huron looks to its interns first when hiring, and a majority of interns are offered full-time positions upon graduation.

GETTING HIRED

Apply by: Candidates should apply by the fall prior to the summer of the internship program. Check the website below for specific application requirements.
Qualifications: Undergraduate juniors or seniors staying for a fifth year to pursue a master’s degree are eligible. Business majors are preferred, but liberal arts majors are also welcome to apply. Candidates should have a minimum GPA of 3.3.
Contact:
Kelley Clark
National Manager of Campus Programs
Phone: (312) 880-3631
Email: kclark@huronconsultinggroup.com
www.huroncareers.com

THE BUZZ

- “Meaningful exposure to the world of consulting”
- “I have learned what it takes to be a consultant”
- “Great structured program”

Vault Guide to Top Internships, 2010 Edition
Internship Profiles: H
INTERNSHIP PROFILES

Vault Guide to Top Internships, 2010 Edition
IAESTE

THE BUZZ

- “Globetrotting technical students”
- “Technology—the international language”

THE STATS

Industries: Education, Nonprofit
Locations: Columbia, MD; 30 U.S. universities from coast to coast and over 80 countries worldwide
Number of interns: Annual: U.S.: 100 to 200, Worldwide: over 6,000
Pay: Paid; varies depending upon the company and country
Length of internship: Summer: eight to 12 weeks; longer placements of up to one year are also available
Intern functions: Engineering, Science and Math, Technology

THE SCOOP

The International Association for the Exchange of Students for Technical Experience (IAESTE) was founded in 1948 in the United Kingdom to promote an appreciation and understanding of different cultures through technical exchanges. IAESTE United States is a student and professional membership organization that offers a reciprocal technical internship exchange program and a variety of membership services and programs for international technical students and professionals. Local IAESTE chapters are run by students and can be found at more than 25 American technical universities.

ON THE JOB

IAESTE United States matches students in the United States with paid positions in industry, research institutes, universities, consulting firms and laboratories abroad. The IAESTE selection panel reviews the candidates and nominates one applicant for each available position. Over 95 percent of all nominated candidates are accepted by the international host organizations. IAESTE will also provide advice and assistance with work permits, visas and other required documents. IAESTE arranges housing for over 98 percent of the interns in the host country.

GETTING HIRED

Apply by: January 1st. Students should apply online at the website listed below between September 1st and January 1st. A $50 registration fee and $25 membership fee are required.

Qualifications: Open to college sophomores, juniors and seniors and grad students pursuing a degree in science, engineering, mathematics, architecture, computer science or other technical fields. Applicants must be between 19 and 30 years of age.

Contact:
IAESTE United States
10400 Little Patuxent Parkway, Suite 250
Columbia, MD 21044-3510
Phone: (410) 997-3069
Fax: (410) 997-5186
Email: iaeste@aipt.org
www.iaesteunitedstates.org
IBM

THE BUZZ

- “A challenging, yet fun internship”
- “An amazing opportunity that should not be passed up”
- “Valuable insight into technical aspects and big corporations”

THE STATS

Industries: Consulting, Technology, Manufacturing
Locations: Armonk, NY (HQ); Austin, TX; Raleigh, NC; San Jose, CA; Boston Metro area; Southbury, CT; Rochester, MN; Mid Hudson Valley, NY; among others
Number of interns: Spring: 20 percent; Summer: 70 percent; Fall: 10 percent
Pay: Paid; relocation and housing assistance program
Length of internship: Spring/summer: 11 to 12 weeks each; six- to nine-month positions are also available
Intern functions: Consulting, Engineering, Finance, Human Resources, Marketing, Programming, Research, Sales

THE SCOOP

IBM dates back to the very beginning of personal computer technology—1896—when it began as the Tabulating Machine Company, developing on technology to streamline the U.S. census project. From these humble beginnings, IBM has blossomed into the world’s largest information technology company and one of the most recognizable brands. IBM holds more patents than any other U.S.-based technology company and has engineers and consultants in over 170 countries—from India and China to the Philippines and Costa Rica.

ON THE JOB

Most positions are within the IBM Software Group or Systems and Technology Group. Almost all areas of the business hire interns or co-op students at various times. During the Extreme Blue™ program, interns work in one of three labs in the United States. Interns work in a team to conceive and deliver the technology, business plan and go-to-market strategy for an emerging business opportunity.

GETTING HIRED

Apply by: Technical applications: year-round
Qualifications: Open to all college and graduate students enrolled full time at an accredited four- or five-year college or university. Non-U.S. citizens are eligible, as are recent college grads interested in interning in the fall. Applicants must have a minimum GPA of 3.0/4.0 or 3.75/5.0.
Contact:
www.ibm.com/careers/us
IDAHO NATIONAL LABORATORY

THE BUZZ

- “The birthplace of atomic energy”
- “This is an amazing program with great benefits”
- “A good experience and resume builder”
- “It is a prestigious national laboratory and my work was very interesting and cutting edge”

THE STATS

Location: Idaho Falls, ID
Number of interns: Summer: 200; Fall/spring: about 25 each
Pay: Paid, varies; Freshman: $10 an hour; Sophomore: $11.25 an hour; Junior: $12.50 an hour; Senior: $13.75 an hour; academic credit available; housing allowance; holiday pay
Length of internship: Summer: 10 to 16 weeks; Fall/spring: academic semester

THE SCOOP

The Idaho National Laboratory (INL) is known, among other things, as the first site to harness atomic power for energy use after the Second World War. The laboratory employs about 4,000 scientists, researchers and support staff, who work with institutional partners (including national and international governments and prestigious universities) to develop new strategies, uses and technologies for nuclear and renewable energy, such as national security and environmental initiatives.

ON THE JOB

The majority of internships focus on science, technology, engineering and mathematics (STEM). However a laboratory isn’t just made up of scientists, and interns can work in different support areas of Idaho National Laboratory. Regardless of field of study, all interns are eligible to participate in a summer speaker series, site tours and a career fair poster session. About 10 percent of interns are hired as full-time employees upon graduation.

GETTING HIRED

Apply by: Rolling, but summer internship applicants should submit their material by February 27th for maximum consideration.
Qualifications: Full-time college students, high school students and foreign nationals who attend U.S. universities with appropriate work authorization are considered. Recent graduates are eligible to intern the summer immediately following graduation.
Contact: Internship Coordinator
Idaho National Laboratory
2525 North Fremont Avenue
Idaho Falls, ID 83415-3790
Phone: (208) 526-3263
Fax: (208) 526-1880
Email: academic@inl.gov
www.inl.gov/education/internships

THE BUZZ

- “The birthplace of atomic energy”
- “This is an amazing program with great benefits”
- “A good experience and resume builder”
- “It is a prestigious national laboratory and my work was very interesting and cutting edge”
ILLINOIS GENERAL ASSEMBLY

THE BUZZ

• “Legislation in the Land of Lincoln”
• “Gain further understanding about Illinois politics that otherwise could not be taught in a classroom setting”

THE STATS

Industry: Government
Location: Springfield, IL
Number of interns: Annual: 24 (20 legislative analysts with partisan leadership staff, three research positions with the Legislative Research Unit (LRU), one science writing position with the LRU)
Pay: Paid, $2,026 a month
Length of internship: 10.5 months
Intern functions: Editorial, Government, Politics, Public Relations, Research

THE SCOOP

The Illinois Legislative Staff Intern Program (ILSIP) is a collaborative effort funded by the Illinois General Assembly and administered through the University of Illinois Springfield. Interns are recruited for positions as legislative analysts with the four partisan leadership staffs (House and Senate Democrats, House and Senate Republicans), as well as research positions with the LRU.

ON THE JOB

Legislative interns analyze bills and budget requests, conduct research on policy issues, and handle press and constituent relations. Research interns at the LRU respond to requests from members of the General Assembly for information on particular policy issues. The science writing internship offers an opportunity for individuals with a natural science background to gain experience writing on technical topics.

GETTING HIRED

Apply by: March 1st. Application materials can be obtained by submitting a request to the contact below.
Qualifications: Open to college graduates from all academic backgrounds who have completed their undergraduate degree by the start of the internship (August 16, 2010).
Contact:
Barbara Van Dyke-Brown
Illinois Legislative Staff Intern Program
University of Illinois Springfield
1 University Plaza, MS PAC 451
Springfield, IL 62703-5407
Phone: (217) 206-6579
Fax: (217) 206-7397
Email: bvand1@uis.edu
http://ilsip.uis.edu
IMG

THE BUZZ

• “Work with top athletes and entertainers”
• “Learn how to manage a talent agency”

THE STATS

Industries:
Accounting, Advertising/Marketing, Broadcast and Cable, Consulting, Fashion, Film/Entertainment, Graphic Arts and Design, Hospitality and Tourism, Human Resources, Internet and New Media, Law, Public Relations, Publishing/Journalism, Sports, Technology, Telecom

Locations: New York, NY (HQ); Cleveland, OH (HQ); Los Angeles, CA; San Francisco, CA; Charlotte, NC; Chicago, IL; Miami, FL

Number of interns: Annual: about 70 to 75

Pay: Unpaid, academic credit

Length of internship:
Summer: June 8th to July 31st (full time); Spring: January to May (part time); Fall: September to December (part time)

Intern functions:
Accounting, Arts and Design, Consulting, Editorial, Film, Television and Radio, Finance, Human Resources, Law, Management, Marketing, Print Media, Public Relations, Sales, Technology

GETTING HIRED

Apply by:
Summer: January 31st; Spring/fall: rolling. Applicants should apply online through the Team Work Online job board and must be able to provide proof that their college will give academic credit for the internship.

Qualifications:
Open to current college juniors and seniors and grad students. If applying for a law position, applicants must be in at least their second year of law school. Non-U.S. citizens are eligible.

Contact:
www.imgworld.com
www.imgworld.com/careers/internship.sps

THE SCOOP

IMG is the world’s largest sports marketing and management agency, representing athletes, broadcasters, models, writers and performing artists. With 3,000 employees in 30 countries, IMG manages an extensive list of clients including Tiger Woods, Peyton Manning, Serena Williams and Heidi Klum. The company also owns and operates sports academies, training more than 12,000 athletes each year. In addition, IMG provides consulting services, arranges licensing deals, designs golf courses and promotes sporting events.

ON THE JOB

Internships are available in various IMG departments, including art and commerce, business development, action sports, tennis, golf, human resources, consulting, talent management, fashion, marketing, media, legal and TWI productions. Most positions tend to be in the field of accounting or finance. Interns assist with the daily operations of their assigned department and may also have the opportunity to help organize IMG events.
THE INDIANAPOLIS STAR

THE BUZZ

• “Get your foot in the journalism door”

THE STATS

Industry: Publishing/Journalism
Locations: Indianapolis, IN; Phoenix, AZ
Number of interns: Summer: 25
Pay: Paid, $650 a week
Length of internship: Summer: 10 weeks (June to August)
Intern functions: Editorial, Arts and Design, Print Media

THE SCOOP

Since 1974, The Indianapolis Star has been accepting interns into its editorial offices. Now owned by Gannett Co. Inc., the internship program still exists as the Pulliam Journalism Fellowship. The newspaper covers features and issues that affect those living in and around Indianapolis, Ind. The Star has recently tackled issues including the uproar over the U.S.-led war on Iraq and Indianapolis’ local crime rate.

ON THE JOB

The paper hires fellows to work in the editorial offices of both The Star and Arizona Republic in Phoenix, Ariz. Responsibilities vary according to company needs and student qualifications, but may involve writing short features and news items, as well as copy editing and proofreading. The paper hires photography interns as well, and occasionally dips into its intern pool for full-time hires.

$ GETTING HIRED

Apply by: November 1st. Send an application (available for download at www.indystar.com/pjf), clips, a college transcript, recent photo and three reference letters to the address below.

Qualifications: Open to college juniors and seniors, as well as recent college graduates and graduate students.

Contact:
Russell Pulliam
Pulliam Fellowship Director
The Indianapolis Star
P.O. Box 145
Indianapolis, IN 46206-0145
Phone: (317) 444-6001
Email: russell.pulliam@indystar.com
www.indystar.com/pjf

THE BUZZ

• “Get your foot in the journalism door”

© 2009 Vault.com Inc.
INDIANAPOLIS ZOOLOGICAL SOCIETY

THE BUZZ
• “Go on safari in downtown Indy”

THE STATS
Industries: Education, Environment, Science, Research
Location: Indianapolis, IN
Number of interns: Annual: 40
Pay: Unpaid; free parking, discounts on food, drink and gift shop
Length of internship: Spring: January to April; Summer: May to August; Fall: September to December; 12 weeks minimum
Intern functions: Animal Care, Education, Horticulture, Human Resources, Marketing, Public Relations

THE SCOOP
The Indianapolis Zoo is home to over 350 species of animals, including 14 endangered and three threatened species. Conservation is an important part of the zoo’s mission; and it is in the top 1 percent of all conservation organizations in the United States. The Indianapolis Zoo manages a successful captive breeding program in the AZA Species Survival Plan.

ON THE JOB
Interns work directly with the staff in a number of departments, including animal care and nutrition, communications, conservation education, creative services, occupational safety and health, special events, horticulture, human relations and in the veterinary hospital. Interns not only perform day-to-day duties, but may also complete projects depending on the department.

$ GETTING HIRED
Apply by: Summer: March 10th; Fall: July 10th; Spring: November 10th. Download the application from www.indianapoliszoo.com and send it, along with a resume, cover letter, two letters of recommendation and a current transcript, to the address below.

Qualifications: Open to students studying at the undergraduate or graduate level. Some positions are reserved for students enrolled in veterinary science programs.

Contact:
Office of Volunteer Services
Indianapolis Zoo
1200 West Washington Street
Indianapolis, IN 46222
Phone: (317) 630-2041
Fax: (317) 630-5114
Email: volunteer@indyzoo.com
www.indianapoliszoo.com
www.indianapoliszoo.com/content.aspx?cid=272
INROADS, INC.

THE STATS

Industries: All Industries
Locations: Multiple cities throughout the United States; Mexico City; Saskatchewan; Toronto
Number of interns: Annual: 3,000
Pay: Paid, $10 to $30 per hour and higher; academic credit and housing may be available
Length of internship: 10 to 12 weeks
Intern functions: Accounting, Engineering, Finance, Health Care, Human Resources, Insurance, Management, Manufacturing, Marketing, Nonprofit, Project Management, Retail, Sales, Science and Math, Technology

THE SCOOP

INROADS is a nonprofit organization that trains thousands of minority college students each year to think, plan and execute strategically. INROADS arranges multi-year internships with leading companies in various industries. Among the many Fortune 500s that regularly host INROADS interns are Deloitte, Target, MetLife, PricewaterhouseCoopers, United Technologies Corporation, Boeing, Ernst & Young, Kaiser Permanente, Travelers, KPMG and Liberty Mutual.

ON THE JOB

Upon acceptance to the INROADS program, students have access to the organization’s extensive career development resources including an alumni network of 20,000. INROADS offers workshops and training sessions in leadership development, career guidance, and business and management skills as well as access to scholarships and free tutoring. Internships are arranged in the summer and continue each year until graduation. While on the job, interns receive year-round coaching from corporate mentors and an INROADS adviser. About 60 percent of interns are offered full-time positions upon graduation.

GETTING HIRED

Apply by: March 31st, but most summer positions tend to be filled by late December. Students must submit a resume and transcript. Visit www.INROADS.org for details.

Qualifications: Minority applicants must have a minimum GPA of 2.8 and at least two summers remaining before college graduation.

Contact:
INROADS, Inc.
10 South Broadway, Suite 300
St. Louis, MO 63102
Phone: (800) 651-6411
Fax: (314) 241-9325
Email: info@inroads.org
www.INROADS.org

THE BUZZ

• “Planting the seeds of diversity at top companies”
• “I wouldn’t trade my time in INROADS for anything”
• “They do an awesome job of preparing and developing their interns”
INSIDE EDITION

THE BUZZ

- “Start a tabloid TV career”

THE STATS

Industries: Broadcast and Cable, Internet and New Media, Publishing/Journalism
Location: New York, NY
Number of interns: Varies, usually six to eight
Pay: Unpaid, academic credit required
Length of internship: Varies, usually one semester (eight to 10 weeks)
Intern functions: Editorial, Engineering, Marketing, Technology

THE SCOOP

Inside Edition began its 22nd season in 2009, making it television’s longest-running syndicated newsmagazine program. Deborah Norville anchors Inside Edition, and a slew of dedicated news correspondents are actively involved in all areas of broadcast including “investigations, exclusive newsmaker interviews and incisive human-interest stories.” Reports have included reality TV scams, campus pornography, sanitary conditions on cruise ships and male anorexia.

ON THE JOB

Interns are accepted into several departments, including news, web, graphics and public relations. They may also assist producers, correspondents and the investigative unit.

GETTING HIRED

Apply by: Summer: April 15th; Fall: July 15th; Spring: November 15th. Submit a resume and cover letter to the email address below.

Qualifications: Open to current college sophomores, juniors or seniors with a major or minor in journalism, communications or other liberal arts-related field. Students must be able to receive academic credit for the internship.

Contact:
Katie Harris
555 West 57th Street, 13th Floor
New York, NY 10019
Phone: (212) 817-5481
Email: kharris2@cbs.com
www.insideedition.com
INSTITUTE FOR INTERNATIONAL COOPERATION AND DEVELOPMENT

THE BUZZ
- "Standing shoulder-to-shoulder with the world's poor"
- "Alleviate third-world poverty"

THE STATS

Industry: Nonprofit
Locations: Williamstown, MA (HQ); programs are also offered in Angola, Brazil, Mozambique, Zambia, Malawi and South Africa
Number of interns: Approximately 15 per program
Pay: Unpaid; program fees range from $3,900 to $4,400; partial scholarships and full scholarships are available
Length of internship: Nine to 20 months, available year-round
Intern functions: Advertising, Education, Human Resources, Marketing, Nonprofit, Public Relations

THE SCOOP

The Institute for International Cooperation and Development is a nonprofit organization that has trained over 1,200 volunteers for development and community work with projects in Africa, Central America and Brazil. The organization works toward securing human rights across the globe.

ON THE JOB

All IICD programs include an intensive pre-departure training program in Williamstown, Mass., followed by an international period spent working on a development project and a follow-up session devoted to public education. Volunteers work on a variety of projects, such as promoting AIDS prevention and awareness in Southern Africa, training teachers and tutoring students in Mozambique, and building homes and community facilities in Brazil.

GETTING HIRED

Apply by: Rolling. See the website below for upcoming program trips. To apply, call or email for the application form.

Qualifications: Applicants should have an interest in international development and the desire to work closely with people from other cultures.

Contact:
Institute for International Cooperation and Development
1117 Hancock Road
Williamstown, MA 01267
Phone: (413) 441-5126
Fax: (413) 458-3323
Email: info@iicd-volunteer.org
www.iicd-volunteer.org

THE BUZZ
- "Standing shoulder-to-shoulder with the world's poor"
- "Alleviate third-world poverty"
INSTITUTE FOR THE INTERNATIONAL EDUCATION OF STUDENTS

THE BUZZ
- “Selling students on study abroad”

THE STATS
Industries: Education, Nonprofit
Location: Chicago, IL
Number of interns: Summer: four; Fall/spring: one each
Pay: Paid, $2,500 stipend; academic credit
Length of internship: Summer: 10 weeks, Fall/spring: 10 hours a week minimum during the semester
Intern functions: Arts and Design, Internet, Marketing, Nonprofit

THE SCOOP
The Institute for the International Education of Students (IES) is a nonprofit educational organization that has been running study abroad programs for almost 60 years. IES is a consortium of over 175 top U.S. colleges and universities, who together offer more than 90 programs in 32 cities worldwide. IES programs provide a high-quality academic experience while also encouraging cross-cultural interaction and understanding.

ON THE JOB
The internship program changes annually, but past positions have included working in the IES marketing department. Recent intern projects have included interviewing students and writing articles, editing film, designing print publications, and working on the website. See the organization’s website for current opportunities.

$ GETTING HIRED
Apply by: Summer: March 1st; Fall: July 1st; Spring: November 1st. Applicants must submit a resume and cover letter.

Qualifications: Open to current college students and recent grads with demonstrated interest in study abroad and marketing or marketing-related experience. Design interns should be familiar with InDesign, Photoshop and Illustrator; website interns should be familiar with DreamWeaver and basic HTML; film interns should be familiar with Final Cut Express or a related program.

Contact:
Regina Keating
IES Abroad
33 North LaSalle Street, 15th Floor
Chicago, IL 60602-2602
www.iesabroad.org

INSTITUTE FOR LOCAL SELF-RELIANCE

THE BUZZ
- “Strategies for healthy communities and a sustainable future”
- “Work to encourage sustainable economic development”

THE STATS
Industries: Environment, Nonprofit
Location: Washington, DC
Number of interns: Annual: two to three
Pay: Mostly unpaid, some receive a modest stipend
Length of internship: Three months minimum
Intern functions: Research, Environmental Science, Internet

THE SCOOP
The Institute for Local Self-Reliance is a nonprofit research and education organization that works to promote sustainable economic development by coordinating with individual communities. The Washington, D.C. office offers internship opportunities in the departments focusing on recycling, waste reduction, zero waste planning and sustainable biomaterials.

ON THE JOB
Interns work on a variety of initiatives and campaigns. They assist with research, website content, outreach and communications, and collaborate with allied organizations and campaigns. Interns may work on programs like Waste to Wealth, which promotes recycling and community economic development, or the Sustainable Plastics Initiative, which explores how biobased products can substitute for fossil-fuel-based products.

$ GETTING HIRED
Apply by: Rolling. Mail or email a cover letter, resume and a brief writing sample to the address below.

Qualifications: Open to college seniors, recent college grads and grad students. Applicants must have excellent verbal, writing and computer skills. A passion for protecting the environment and/or homegrown economies is a plus.

Contact:
Internship Coordinator
Institute for Local Self-Reliance
2001 S Street NW, Suite 510
Washington, DC 20009-1125
Phone: (202) 898-1610
Email: bplatt@ilsr.org
www.ilsr.org
INSTITUTE FOR POLICY STUDIES

THE BUZZ

• “A wonderful learning experience”
• “The people’s think tank”
• “Upset the status quo”
• “Interact with various Illinois senators”

THE STATS

Industry: Nonprofit
Location: Washington, DC
Number of interns: Spring/fall: five to 10 each; Winter: five to seven; Summer: 20
Pay: Unpaid, academic credit, monthly travel stipend available; job training, free publications, sports activities
Length of internship: One to three months, flexible
Intern functions: Administrative, Editorial, Government, Grassroots Organizing, Law, Nonprofit, Public Relations, Research

THE SCOOP

The Institute for Policy Studies is one of the oldest progressive think tanks in the United States. Founded in 1963, IPS has been active in the Civil Rights, environmentalism, women’s rights, anti-apartheid and fair trade movements. The institute strengthens social movements with independent research, visionary thinking, and links to scholars and elected officials. They empower people to build healthy and democratic communities locally, in the United States and in the world.

ON THE JOB

Internships are available with IPS campaigns focusing on a diverse set of issues. A full list and detailed descriptions of each IPS program can be found on the website. Administrative assistant and communications internships are available for students who wish to gain a broad overview of the institute’s work.

GETTING HIRED

Apply by: Spring: February 5th; Summer: May 5th; Fall: August 5th; Winter: October 5th. Complete the online application form. Also submit a resume, cover letter, two letters of recommendation, a transcript and brief writing sample (maximum three pages).

Qualifications: Open to current college students, recent graduates, grad students and volunteers. Some positions require foreign language skills, overseas experience and/or organizing experience. Position descriptions can be found on the IPS website.

Contact:
Adwoa Masozi, Intern Coordinator
Institute for Policy Studies
1112 16th Street NW, Suite 600
Washington, DC 20036
Phone: (202) 234-9382
Fax: (202) 387-9382
Email: info@ips-dc.org
www.ips-dc.org/about/joinus

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INSTITUTE FOR UNPOPULAR CULTURE

THE STATS

Industries: Fine and Performing Arts, Museum, Music, Nonprofit
Locations: San Francisco, CA; Paris, France; Berlin, Germany
Number of interns: Annual: 10
Pay: Unpaid
Length of internship: 10 to 15 weeks, available year-round
Intern functions: Administrative, Advertising, Arts and Design, Marketing, Nonprofit

THE SCOOP

Since 1989, the Institute for Unpopular Culture (IFUC) has supported emerging artists and promoted artistic attempts to challenge the status quo. IFUC works to lessen the financial disparity between rebellious artists and those who cater to public taste and opinion to survive, and offers legal support to censored artists. Among its list of “unpopular” artists are Holly Hughes, Dan Das Mann and Julia “Butterfly” Hill, the environmental activist who famously lived in a tree to protest the desecration of Northern California forests. The institute also launched the Punk Rock Orchestra, a group that performs orchestral arrangements of punk songs.

ON THE JOB

Interns work closely with a small staff. Some participate in graphic arts and promotion/marketing work. Interns perform research to support casework, assist artists and participate in fundraising, promotion, graphic art, marketing and administration.

$ GETTING HIRED

Apply by: Rolling.
Qualifications: Open to college freshmen, sophomores, juniors and seniors, college graduates of any age and grad students.
Contact:
Internship Coordinator
The Institute for Unpopular Culture
1592 Union Street, #226
San Francisco, CA 94123-4309
Phone: (415) 786-5003
Fax: (815) 717-7790
Email: david@ifuc.org
www.ifuc.org

INSURANCE SERVICES OFFICE

THE BUZZ

• “Ensure yourself a fast start in the insurance business”
• “A proving ground for aspiring actuaries”

THE STATS

Industry: Insurance
Location: Jersey City, NJ
Number of interns: Annual: usually three to four
Pay: Paid, $650 to $750 a week
Length of internship: Summer: 12 weeks
Intern functions: Insurance, Finance

THE SCOOP

The Insurance Services Office is one of the oldest and most trusted providers of products and services that help measure, manage and reduce risk. ISO provides data, analytics and decision support solutions to professionals in many fields, including insurance, finance, health services, government and human resources. Professionals use ISO’s databases and services to classify and evaluate a variety of risks and detect potential fraud. In the United States and around the world, ISO’s services help customers protect people, property and financial assets.

ON THE JOB

ISO accepts interns in its New Jersey office. Interns can also take the CAS exam and, if they pass, get retroactive pay increases. Interns work in the commercial lines information division, actuarial and personal lines information division services or financial analysis.

$ GETTING HIRED

Apply by: Summer: February 1st. Applications are available online.
Qualifications: The program is open to undergraduate sophomores or juniors enrolled in math, statistics, actuarial science or any other major. Applicants must have 18 to 24 math credits. A minimum GPA of 3.2 and SAT score of 1300 or corresponding ACT score are required.
Contact:
Garvin Whitfield II, PHR
Human Resources Representative
Insurance Services Office, Inc
545 Washington Boulevard
Jersey City, NJ 07310
Phone: (201) 469-2000 or (800) 888-4476
Fax: (201) 748-1472
Email: gwhitfield@iso.com
www.iso.com
INTEGRYS ENERGY GROUP

THE BUZZ
- “An electrifying experience”

THE STATS

Industry: Energy
Locations: Green Bay, WI; Chicago, IL; Wausau, WI; Madison, WI; DePere, WI; Fisher, IL; Rochester, MN
Number of interns: Annual: 65; Summer: 61
Pay: Paid, $14.09 to $23.05 an hour; academic credit available
Length of internship: Three to 12 months

THE SCOOP

Integrys Energy Group provides energy to millions of homes in the Midwest and Canada. The company has been recognized by both Forbes and Fortune as a leader in its field and currently employs over 5,000 people through its subsidiaries.

ON THE JOB

Internships are concentrated in the accounting, engineering and IT fields, preparing students for associate-level positions. A relocation lump sum with housing assistance is provided and interns have the opportunity to attend numerous education and social events. About 25 percent of interns are offered full-time positions at the company upon graduation.

$ GETTING HIRED

Apply by: Fall: October 15th; Spring: March 15th. Students must complete the online application and submit an unofficial transcript.
Qualifications: Open to students who have completed their sophomore year of college and are enrolled in an undergraduate major related to their internship program of interest. A minimum GPA of 2.8 is required. Non-U.S. citizens are eligible for some positions.
Contact:
Bobbie Vlies
Corporate Recruiter
700 N Adams Street
Green Bay WI 54307
Email: bjvlies@integrysgroup.com
www.integrysgroup.com

INTEL CORPORATION

THE BUZZ
- “King of the chips”
- “You are in control of how far you go”
- “Executive-level perks for tech-savvy interns”

THE STATS

Industry: Technology
Locations: Austin, TX; Chandler, AZ; Folsom, CA; Hudson, MA; Portland, OR; Rio Rancho, NM; Santa Clara, CA
Number of interns: Spring: 150; Summer: 900; Fall: 150
Pay: Paid; vacation and holiday time, credit toward sabbatical, relocation assistance, benefits, semi-annual bonuses
Length of internship: Summer: 10 to 12 weeks; Co-op: three to nine months; available year-round
Intern functions: Engineering, Finance, HR, Research, Technology

THE SCOOP

Intel Corporation is the largest producer of semiconductors in the world and the inventor of the microprocessor. An engineering-based company with 86,000 employees worldwide, Intel holds about 80 percent of the PC market share, with approximately $40 billion in annual revenue. Its products range from servers and laptops to mobile internet devices, consumer electronics and PC tablets for nurses.

ON THE JOB

Intel offers both traditional summer internships and longer-term co-op positions during the academic year. Placements are available in each of Intel’s departments, including integrated circuit engineering, hardware engineering, materials, finance and others. Doctoral candidates are eligible both for regular internships at Intel’s main locations and programs at one of the firm’s three research and development laboratories. More than 60 percent of Intel’s interns accept a full-time position after graduation.

$ GETTING HIRED

Apply by: Summer: between October and March, though applications are accepted year-round; Co-op: rolling. Apply online.
Qualifications: Open to current college and grad students who are eligible to work in the U.S. For technical positions students should be majoring in computer science, engineering, materials science, physics or a related discipline. Intel also hires some undergraduate and MBA interns from business-related majors including (but not limited to) finance, accounting and HR. Research interns at Intel Labs are usually PhD students, though occasionally MS or undergrad students are accepted. A GPA of 3.0 or above is required.
Contact:
www.intel.com/jobs/usa/students
INTERNATIONAL BROADCASTING BUREAU

THE BUZZ

- “Help bring America’s voice to the world”
- “Engineers and journalists both welcome in this D.C. agency”

THE STATS

Industries: Broadcast and Cable, Government, Internet and New Media, Publishing/Journalism
Location: Washington, DC
Number of interns: Varies
Pay: Paid and unpaid; academic credit, transportation stipend
Length of internship: Flexible
Intern functions: Engineering, Film, Television and Radio, Finance, Editorial, Public Relations

THE SCOOP

The International Broadcasting Bureau (IBB) operates a network that includes radio (Voice of America), TV (WORLDNET) and internet (voanews.com), as well as news and features delivered in 60 languages to a worldwide weekly audience of around 175 million. Voice of America began broadcasting in 1942 as a propaganda tool during World War II. Today, it is no longer used for those purposes, but instead as a means of providing American news and culture to an international audience. IBB also runs the Radio Free network.

ON THE JOB

IBB offers internships in seven divisions. Voice of America hosts language broadcast internships in which students help produce live and taped broadcasts and prepare stories with professional journalists. The Special English Internship Program teaches students how to write news and features pieces using the limited vocabulary needed to broadcast to parts of the world where English is not the listeners’ native language. In addition, Voice of America offers positions in its TV to Africa and information services divisions. IBB also hires interns to work in its public affairs office and TV technical studio operations. Finally, the engineering internship concentrates on the technical aspects of radio, television and internet broadcasting.

GETTING HIRED

Apply by: Rolling. Applicants should apply six to 12 weeks prior to their desired start date. Send a resume, cover letter and writing sample(s) to the appropriate contact below via email (see the website for more details on specific requirements).

Qualifications: Open to all currently enrolled college students and grad students. High school students may also apply.

Contact:
International Broadcasting Bureau
Office of Public Affairs
330 Independence Avenue SW
Washington, DC 20237
Phone: (202) 382-7500
Fax: (202) 382-7541
www.ibb.gov
www.voanews.com
www.voanews.com/english/about/2006-08-09-interns.cfm

Language Broadcast Internship
Janice Albritton
Email: jalbritt@bbg.gov

Special English
Rochelle Gollust
Email: rgollust@voanews.com

TV to Africa
Robyn Hymes
Email: rah@voanews.com

Voice of America Information Services Division
Pam Commerford
Email: plenz@voanews.com

Public Affairs Internship
Joan Mower
Email: jmower@bbg.gov

TV Technical Studio Operations
Neil Milofsky
Email: milofsky@ibb.gov

Engineering Internship
Terry Balazs
Email: tbalazs@ibb.gov
INTERNATIONAL CENTER

THE STATS

Industry: Nonprofit
Location: Washington, DC
Number of interns: Spring: one; Summer: two; Fall: two
Pay: Varies
Length of internship: Spring/fall: 10 weeks or more; Summer: two months minimum
Intern functions: Administrative, Editorial, Environment, Nonprofit, Research

THE BUZZ

- Help foster international good will among former foes

THE SCOOP

Founded in 1977, the International Center is a nonprofit organization dedicated to informing the press, Congress, U.S. government officials, NGOs and the public on the impact of American foreign policy. The center fulfills its mission through research programs, hosting foreign delegations and publishing briefing books. The International Center has also sent more than 50 delegations of prominent Americans to over 20 countries.

ON THE JOB

The New Forests Project at the International Center offers internships to students interested in international environmental and public health issues, such as forestry and agro-forestry, water and sanitation, community support and empowerment. New Forests Project interns also provide administrative support to the world seed program coordinator and the clean water initiative coordinator. Interns also provide assistance with research on climate change, agro-forestry technology and other topics.

GETTING HIRED

Apply by: Spring: January 31st; Summer: May 31st; Fall: September 30th. Applications should contain a cover letter, current resume and a short writing sample. In the cover letter, students should indicate the dates they will be available and the project/program that interests them most. Applications can be sent either by email or mail to the address below.

Qualifications: Ideal candidates are proficient in Spanish or French, have some computer knowledge, and are studying development, environmental studies, biology, anthropology, forestry or a related field.

Contact:
Erick R. Toledo
Director, New Forests Project
1025 Vermont Avenue NW, Suite 700
Washington, DC 20005
Phone: (202) 263-5645
Fax: (202) 637-2007
Email: etoledo@newforests.org
www.newforestsproject.org
INTERNATIONAL CREATIVE MANAGEMENT

THE BUZZ

• “Fetch coffee, run errands...and become an agent to A-list stars”
• “High-energy, people-persons wanted”

THE STATS

Industries: Broadcast and Cable, Film/Entertainment, Music
Locations: Los Angeles, CA; New York, NY; London
Number of interns: Annual: 10 to 20
Pay: Unpaid, academic credit
Length of internship: Varies, determined by school
Intern functions: Administrative, Film, Television and Radio, Finance, Personal Services

THE SCOOP

So you want to be the next Ari Gold? International Creative Management can help get you there. Formed in 1975 through a merger of the International Famous Agency and the Creative Management Association, ICM represents professionals in show business, including producers, directors, actors, promoters and publishers. The company has offices in Los Angeles, New York City and London.

ON THE JOB

Interns handle administrative duties and projects for agents and staff. They work in several different ICM divisions, including motion pictures, television, publishing, music, theater, global branded entertainment, news/broadcasting and business affairs.

GETTING HIRED

Apply by: Year-round: rolling; Summer: March 1st. Interested students should contact the location where they wish to work.

Qualifications: Open to current college students. No specific majors are preferred, but extroverted personalities are a plus.

Contact:
International Creative Management
10250 Constellation Boulevard
Los Angeles, CA 90067
Phone: (310) 550-4000
Email: careers@icmtalent.com
www.icmtalent.com

New York Office
825 8th Avenue
New York, NY 10019
Phone: (212) 556-5600

London Office
61 Frith Street
London W1D 3JL
United Kingdom
Phone: +44 20 78 51 48 53
INTERNATIONAL FOUNDATION FOR EDUCATION & SELF-HELP

THE STATS

Industry: Nonprofit
Locations: Benin, Ethiopia, Ghana, Guinea, Kenya, Malawi, Nigeria, Liberia, Senegal
Number of interns: Fellowship: one to 10
Pay: Paid, $850 a month; health insurance
Length of internship: One year
Intern function: Varies

THE BUZZ

• “Empowering African communities”

GETTING HIRED

Apply by: February 28th. Submit the completed application form (available at www.ifesh.org), a cover letter, resume, transcript, three letters of recommendation and an essay (one to two pages).

Qualifications: Open to recent college graduates and graduate students. Applicants must be U.S. citizens. Professionals interested in the International Educators for Africa program must have at least three years of experience in the areas of primary education, teacher training, ESL/TOEFL, policy development, gender equity, curriculum development or information technology.

Contact:
Chair, Selection Committee
International Foundation for Education and Self-Help
5040 East Shea Boulevard, Suite 260
Scottsdale, AZ 85254-4687
Phone: (480) 443-1800 or (800) 835-3530
Fax: (480) 443-1824
Email: bjewing@ifesh.org
www.ifesh.org

THE SCOOP

The International Foundation for Education & Self-Help (IFESH) is a nonprofit, charitable organization that works to improve living conditions in Sub-Saharan Africa. The International Fellows Program was established in 1987 to give college graduates and graduate students the chance to work with an international development organization in Sub-Saharan Africa. The program is funded by grants from the United States Agency for International Development, The World Cocoa Foundation and other donors. IFESH organizes programs aimed at reducing hunger and poverty, increasing literacy, providing health care and fostering increased cultural and economic relations between Africans and Americans.

ON THE JOB

Fellows are placed with an international non-governmental organization such as Save the Children, Africare, UNICEF or CARE and take part in community-based development activities. All IFESH fellows participate in a one-week training and orientation session in Phoenix, Ariz., prior to departure. Teachers, professors and administrators may also participate in the International Educators for Africa program where they spend one academic year improving the quality of education in African countries. Assignments may include conducting teacher training workshops, developing learning modules, policy development, administrative management, adult literacy programs, HIV/AIDS and health education awareness, early childhood development and ESL training, among others.
INTERNATIONAL INTERNSHIP & VOLUNTEER NETWORK

THE STATS
Industry: Hospitality and Tourism
Locations: Argentina, Australia, China, Costa Rica, Ecuador, England, France, Greece, India, Indonesia, Ireland, Italy, Japan, Kenya, Nepal, New Zealand, Peru, South Africa, Spain, Thailand, Vietnam and more
Number of interns: Annual: about 50
Pay: Paid and unpaid, academic credit; program fee
Length of internship: One week to 12 months
Intern functions: Arts and Design, Editorial, Education, Finance, Health Care, Nonprofit, Print Media, Research

THE BUZZ
- Find the ideal international gig

THE SCOOP
The International Internship & Volunteer Network organizes supervised international internships and volunteer experience relevant to the education and interest of its participants. IIVN prides itself on being able to work with each participant personally to find the placement to meet his or her individual needs.

ON THE JOB
IIVN offers a variety of professional internship placements in over 25 countries worldwide. Past internships include animal rescue/research, art, architecture, community development, international business, government, human rights, design, education, journalism, law, media, medicine, social work, sports, tourism, wine-making and more.

GETTING HIRED
Apply by: Rolling. Applicants must submit an application (found at www.iivnetwork.com/programapplication.html), resume, statement of purpose, two references, a photo and copy of the information page of your passport. Check the website for more details. A phone interview is also required.

Qualifications: Applicants for each program must be at least 18 years old by the start date. Candidates must be current college or graduate students or recent graduates. All participants must speak fluent English and, in some cases, have an intermediate to conversation level of the language of the host country they desire to visit.

Contact:
Michelle L. Anderson, President
International Internship & Volunteer Network
P.O. Box 574
Largo, FL 33779
Phone: (727) 252-8480
Fax: (727) 399-9592
Email: michelleanderson@iivnusa.com
www.iivnetwork.com
# INTERNATIONAL PAPER COMPANY

## THE BUZZ
- What if we could recycle in a responsible way?

## THE STATS
- **Industry:** Manufacturing
- **Locations:** Memphis, TN (HQ); Loveland, OH
- **Number of interns:** Annual: 26; 13 per semester
- **Pay:** Paid, $2,800 a month, $1,200 signing bonus
- **Length of internship:** Six months
- **Intern functions:** Finance, Human Resources, Transportation and Logistics

## THE SCOOP
International Paper Company is a global paper and packaging company with an extensive North American merchant distribution system, with primary markets and manufacturing operations in North America, Europe, Latin America, Russia, Asia and North Africa. As of 2008, the company had approximately 51,500 employees, 33,100 of whom were located in the United States. International Paper reported 2008 annual sales of $24.8 billion. In August 2008, the company bought the containerboard packaging and recycling unit of Weyerhaeuser, becoming the largest maker of corrugated boxes in North America.

## ON THE JOB
Interns and co-ops are placed in several different areas, including communications, computer science, engineering (chemical, electrical, environmental, mechanical and paper), finance, pulp and paper technology, forestry, human resources and marketing. The internship and co-op programs prepare participants for a career in supply chain and logistics.

## $ GETTING HIRED
- **Apply by:** Positions are posted on college career services websites. Applicants should check with their school’s career center to see if International Paper recruits on campus.
- **Qualifications:** Typically, the company recruits rising college sophomores, juniors and seniors, as well as first-year graduate students. Applicants should have a minimum GPA of 3.0. Degrees in logistics, supply chain and business management are preferred.

## Contact:
- **Larry Simmons**
- **International Paper**
- **6400 Poplar Avenue**
- **Memphis, TN 38197**
- **Phone:** (901) 419-9000
- **Email:** larry.simmons@ipaper.com
- **www.ipaper.com**

# INTERNATIONAL PLANNED PARENTHOOD ASSOCIATION

## THE BUZZ
- “Help educate the public on some of today’s most urgent health issues”
- “Promote safe sex worldwide”

## THE STATS
- **Industries:** Education, Health Care, Public Relations
- **Locations:** Chicago, IL; New York, NY; San Francisco, CA; Washington, DC
- **Number of interns:** Annual: usually 10
- **Pay:** Unpaid, academic credit available
- **Length of internship:** One semester, usually only in the summer
- **Intern functions:** Administrative, Internet, Public Relations

## THE SCOOP
International Planned Parenthood is concerned with women’s health and teaching safe sex. The organization also spends a good deal of time fighting for AIDS research. International Planned Parenthood was founded in 1952 in Mumbai, India, as a joint effort between India, Germany, Hong Kong, The Netherlands, Singapore, Sweden, the United Kingdom and the United States.

## ON THE JOB
Interns work on all aspects of the organization’s public relations efforts, such as press releases and its websites (plannedparenthood.org is the master site, and is constantly updated). Positions in international locations may be available, as International Planned Parenthood continues to extend its reach.

## $ GETTING HIRED
- **Apply by:** Rolling. Interested students should apply online or email the contact provided.
- **Qualifications:** Open to current college students, recent graduates and grad students. Applicants with a major and strong background in politics and/or humanities (especially English literature, philosophy, political science or a related field) have an edge. Administrative or other office experience is helpful but not required. Writing ability is essential.

## Contact:
- **Internship Coordinator**
- **International Planned Parenthood Federation**
- **434 West 33rd Street**
- **New York, NY 10001**
- **Phone:** (212) 541-7800
- **Fax:** (212) 245-1845
- **Email:** communications@ppfa.org
- **www.plannedparenthood.org**
INTERNATIONAL RADIO AND TELEVISION SOCIETY FOUNDATION

THE BUZZ
- “Meet media executives and people you only ever read and hear about”
- “A one-of-a-kind internship program”

THE STATS
Industries: Advertising/Marketing, Broadcast and Cable, Internet and New Media, Publishing/Journalism
Location: New York, NY
Number of interns: Summer: 25 to 35
Pay: Weekly allowance, housing and travel covered
Length of internship: Summer: nine weeks
Intern functions: Advertising, Editorial, Film, Television and Radio, Law, Marketing, Nonprofit, Sales

THE SCOPe
The International Radio and Television Society (IRTS) Foundation provides a common forum for all segments of the communication industry and the organization believes education is a lifelong process that is best achieved through first-hand knowledge. The foundation offers New York City-based educational luncheons, seminars and workshops that cater to a range of media interests and demographics. The ultimate goal of the IRTS Foundation is to bring together the wisdom of yesterday’s founders, the power of today’s leaders and the promise of tomorrow’s young professionals.

ON THE JOB
Internship opportunities are available in a variety of different roles, including news, production, standards and practices, sales and marketing, entertainment public relations, research, media planning/buying, programming and others. All IRTS fellows participate in a one-week orientation program prior to the start of the internship.

$ GETTING HIRED
Apply by: Summer: late November. Applications can be downloaded from the website and typically become available in September.
Qualifications: The fellowship is open to college juniors, seniors and grad students. Applicants should have demonstrated interest in the field through extracurricular activities or prior experience.
Contact:
International Radio & Television Society Foundation, Inc.
420 Lexington Avenue, Suite 1601
New York, NY 10170
Email: submit@irts.org
www.irts.org

INTERNATIONAL SCULPTURE CENTER

THE BUZZ
- “Help bring sculpted beauty to the world”
- Intern your way into a prestigious art program

THE STATS
Industries: Fine and Performing Arts, Museum, Nonprofit
Locations: Hamilton, NJ; Washington, DC
Number of interns: Annual: usually six to 10
Pay: Varies; subscription to Sculpture magazine
Length of internship: One semester
Intern functions: Administrative, Advertising, Arts and Design, Editorial, Nonprofit

THE SCOOP
A nonprofit dedicated to sculpture and sculptors, the International Sculpture Center (ISC) was founded in 1960. The center is made up of sculptors, collectors, patrons, developers, curators and others with an avid interest in the art form. The ISC seeks to expand knowledge and appreciation of sculpture.

ON THE JOB
Interns work on press releases, client contact, donor contact and fundraising, and all integral parts of the organization. Interns also act as web and portfolio assistants, administrative assistants and assistants to the student awards program, which gives awards annually. Participants also assist at ISC conferences and events, and with development and research. In the process, interns get a chance to show their abilities and have a shot at the artist intern program, where they can hone their skills under the guidance of successful sculptors.

$ GETTING HIRED
Apply by: Rolling.
Qualifications: Open to current college students, college graduates and grad students.
Contact:
Johanna Hutchison
Executive Director, International Sculpture Center
Publisher, Sculpture Magazine
19 Fairgrounds Road, Suite B
Hamilton, NJ 08619
Phone: (609) 689-1051, ext. 304
Fax: (609) 689-1061
Email: isc@sculpture.org
www.sculpture.org
INTERNSHIPS IN FRANCOPHONE EUROPE

THE BUZZ

- “See French culture from the inside”
- “IFE gave me the amazing opportunity to acquire substantive work experience abroad”
- “It was truly the best thing to ever happen to me”

THE STATS

Industry: Nonprofit
Locations: Paris, France (HQ); Strasbourg, France
Number of interns: Annual: 20 per semester
Pay: Unpaid; Program cost: $6,500; Housing cost: $2,200; academic credit; partial need-based scholarships available; transportation, meals and a small stipend may be issued depending on placement
Length of internship: 18-week semester; may be extended
Intern functions: Varies

THE SCOOP

Founded in 1987, Internships in Francophone Europe (IFE) is a nonprofit organization whose goal is to enable American college students to experience work in France through participation in its Paris Field Study and Internship Program. Participants are either undergraduates earning college credit for the IFE semester, or postgrads acquiring international experience before applying to graduate school or entering the job market.

ON THE JOB

Program participants arrive with competent language skills (speaking and oral comprehension), and after intensive cultural training in contemporary French society are placed in professional settings corresponding to their career goals, major or previous experience. Participants are placed in government, private firms, cultural institutions, media organizations, NGOs, research laboratories and more.

GETTING HIRED

Apply by: Rolling. Fall: May 1st; Spring: November 1st. Most of the application material is intended for use in the placement process for admittees. Please submit a CV in French and English, an essay explaining your motivation for IFE and for a particular field, and an academic transcript. Visit the website below for specific application instructions.

Qualifications: College students, recent grads and non-U.S. citizens are eligible. Competent French language skills are a must.

Contact:
Timothy Carlson
Internships in Francophone Europe
5 rue Saint-Nicolas
75012 Paris
France
Phone: +33 1 43 21 78 07
Fax: +33 1 42 79 94 13
Email: ife@ifeparis.org
www.ifeparis.org

THE BUZZ

- “See French culture from the inside”
- “IFE gave me the amazing opportunity to acquire substantive work experience abroad”
- “It was truly the best thing to ever happen to me”
**J. WALTER THOMPSON**

**THE BUZZ**
- “Anthropologists first, advertising people second”
- “Influence the world to think more creatively”

**THE STATS**

- **Industry:** Advertising/Marketing
- **Locations:** Atlanta, GA; Chicago, IL; Detroit, MI; Houston, TX; Los Angeles, CA; New York, NY; San Francisco, CA
- **Number of interns:** Varies
- **Pay:** Paid, varies with position
- **Length of internship:** Varies
- **Intern functions:** Advertising, Editorial, Marketing

**THE SCOOP**

“If built ford tough,” “The Few, the Proud, the Marines,” “My bologna has a first name…” “That’s Brisk, Baby.” If these well-known taglines are a part of your culture, thank the folks at J. Walter Thompson (JWT) who have been brand-building advertising specialists since 1864. These days, JWT is an international communications firm, with almost 10,000 employees in more than 200 offices in over 90 different countries.

**ON THE JOB**

JWT interns gain hands-on insight into the advertising industry and day-to-day business. They’re mentored by and learn from seasoned professionals, and will have the opportunity to get involved in “real” work.

**$ GETTING HIRED**

- **Apply by:** Rolling. Each office recruits individually. Search for open positions and submit your resume online at www.jwt.com.
- **Qualifications:** Most internships are open to college seniors and graduate students.
- **Contact:** www.jwt.com
J.P. MORGAN’S INVESTMENT BANK

THE BUZZ

• “When all is said and done, the people make J.P. Morgan second to none.”
• “The new No. 1—a powerful brand”
• “Lots of talent, great management—Dimon is fantastic”

THE STATS

Industry: Investment Banking
Locations: New York, NY (HQ); more than 60 countries worldwide
Number of interns: Summer: approx. 350 (undergrad, MBA and PhD)
Pay: Paid, competitive salary and incentive bonus; corporate discounts,
  discounts on gym memberships and cultural institutions, overtime
  meals, car service, BlackBerrys for the summer, housing stipend, round-
  trip travel to internship location
Length of internship: Summer: nine to 10 weeks
Intern functions: Investment Banking, Research, IB Risk, Sales and
  Trading

THE SCOOP

J.P. Morgan is one of the world’s leading investment banks. Founded
in 1799, J.P. Morgan offers its clients a range of financial services,
including strategic advice, capital raising, restructuring, risk
management and research. In 2008, the firm acquired Bear Stearns &
Co. for $236 million and acted as lead left bookrunner on Visa’s $19.7
billion IPO, making it the largest IPO ever completed in the United
States and the second-largest worldwide. In 2009, J.P. Morgan advised
on several of the largest M&A deals in the world and reported a net
income of $1.9 billion in the third quarter alone.

ON THE JOB

Interns go through three to five days of orientation and formal training.
During the program, they receive on-the-job training and gain
experience by working on similar projects as full-time analysts and
associates. Interns are assigned both a junior and senior mentor to
guide them throughout the internship. The program also provides
networking opportunities with senior management through social events
and other functions. A majority of interns are hired as full-time analysts
and associates. J.P. Morgan also offers scholarships and hosts special
events, such as the Launching Leaders Scholarship and the Winning
Women and Proud to Be events.

GETTING HIRED

Apply by: Deadlines vary by school. Visit your school’s career center to
see if J.P. Morgan recruits on your campus. If the firm does not visit
your school, apply online from December 15th to January 15th. An
interview is required.

Qualifications: Candidates from all majors are welcome to apply. Rising
college sophomores, juniors and seniors are hired for the summer
analyst program. First-year MBAs and PhDs are hired for the summer
associate program.

Contact: jpmorgan.com/careers

THE BUZZ

• “When all is said and done, the people make J.P. Morgan second to none.”
• “The new No. 1—a powerful brand”
• “Lots of talent, great management—Dimon is fantastic”
**JACOB’S PILLOW DANCE FESTIVAL**

### THE BUZZ
- Dance and artistic expression in rural Massachusetts
- Transition from intern to full-time staff

### THE STATS
**Industries:** Dance, Performing Arts  
**Location:** Becket, MA  
**Number of interns:** Summer: 31; Fall/winter/spring: varies  
**Pay:** Summer: $500 stipend, $150 travel allowance, academic credit, room and board; Fall/winter/spring: Unpaid  
**Length of internship:** Summer: 15 weeks; Fall/winter/spring: flexible  
**Intern functions:** Administration, Advertising, Dance/Performing Arts, Editorial, Engineering, Finance, Marketing, Nonprofit, Public Relations, Sales

### THE SCOOP
Jacob's Pillow, the longest-running American dance festival and one of the most acclaimed arts organizations in the world, celebrated its 77th anniversary in 2009. It draws about 83,000 visitors annually to its performances, lectures, work-in-progress showings, exhibitions, dance classes and other events.

### ON THE JOB
Thirty-one summer positions are available in business, education, archives/preservation, development, graphic and web design, editorial/press, operations, photojournalism, special events, production, ticket services (house management, development and managerial) and video documentation. Non-festival internships are also available during the off season in archives/preservation, operations, business, development, education, public relations, marketing and graphic design.

### GETTING HIRED
**Apply by:** Summer: March 2nd; by February 6th for priority consideration. Fall/winter/spring: rolling. Mail the intern application form, a cover letter, resume, two letters of recommendation and contact information for two work-related references. Marketing, development, editorial/press, education and general management applicants must submit two writing samples. Graphic and web design and photojournalism applicants must submit portfolios. If applying for more than one area, please list in order of preference.

**Qualifications:** Open to high school graduates, current college students, recent college graduates and grad students.

**Contact:**  
The Intern Program at Jacob's Pillow  
Attn: Internship Coordinator  
358 George Carter Road  
Becket, MA 01223  
Phone: (413) 243-9919  
Fax: (413) 243-4744  
Email: info@jacobspillow.org  
www.jacobspillow.org  
www.jacobspillow.org/education/internships

### THE BUZZ
- Dance and artistic expression in rural Massachusetts  
- Transition from intern to full-time staff

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*Vault Guide to Top Internships, 2010 Edition*  
*Internship Profiles: J*
JAPAN-AMERICA SOCIETY OF WASHINGTON, D.C., INC.

THE BUZZ

- “Bridge the gap between Japan and America”

THE STATS

- **Industries:** Education, Nonprofit
- **Location:** Washington, DC
- **Number of interns:** Fall/spring/summer: two to three each
- **Pay:** Unpaid, academic credit may be available
- **Length of internship:** Fall/spring/summer: eight weeks minimum, three days a week
- **Intern functions:** Administrative, Editorial, Education, Marketing, Public Relations

THE SCOOP

Founded in 1957, the Japan-America Society of Washington, D.C. is an educational and cultural organization that serves individuals and institutions with an interest in Japan and U.S.-Japan relations. It promotes awareness of American and Japanese relations through cultural and public affairs, as well as through educational programs. In 1993, the society began Japan Bowl, a competition for high school students studying the Japanese language and modern culture.

ON THE JOB

Interns perform basic clerical duties, compile data, aid research, proofread publications and assist with corporate and public affairs programs, annual fundraising events and educational outreach efforts. Administrative tasks include entering data of events’ attendees, answering questions about events via email or telephone, assisting with permits needed for large events, developing and designing signage for events, and helping to organize and assist participants during events.

GETTING HIRED

Apply by: Spring: November 15th; Summer: March 15th; Fall: July 15th. Complete the application at www.us-japan.org/dc/workwithus.php and send a resume and cover letter to the address below.

- **Qualifications:** Open to current college and grad students. Japanese language skills are desired, but not essential.

Contact:
JASW Internship Program
The Japan-America Society of Washington, D.C.
1819 L Street, NW, 1B Level
Washington, DC 20036
Phone: (202) 833-2210
Fax: (202) 833-2456
Email: jaswdc@us-japan.org
www.us-japan.org/dc
JCPENNEY COMPANY INC.

THE BUZZ

- “Every day matters” at this internship
- Great business experience at an iconic American retailer

THE STATS

Industries: Fashion, Retail
Locations: Plano, TX (HQ); additional store management opportunities in locations nationwide
Number of interns: Summer: 85
Pay: Paid, varies by position; academic credit available, associate discount
Length of internship: Summer: 10 weeks
Intern functions: Arts and Design, Finance, Human Resources, Information Technology, Law, Management, Marketing, Merchandising, Retail

THE SCOOP

JCPenney began when James Cash Penney went into the dry goods business, opening the Golden Rule Store in 1902. Over 100 years later, JCPenney employs more than 150,000 associates in more than 1,000 stores across the country. With the largest apparel and home furnishing sites on the internet and the largest general merchandise catalog business in the United States, JCPenney has become an American department store institution.

ON THE JOB

Interns can work in various departments—such as information technology, merchandising, store management, marketing and procurement. The internship program is designed to provide hands-on experience and allow students to make valuable contributions to their department while gaining a firm understanding of the business. JCPenney offers about 70 percent of interns full-time positions with the company.

GETTING HIRED

Apply by: Positions are filled quickly, so apply early at jcpenneycareers.com. Additional questions can be emailed to campusrecruiting@jcpenney.com.

Qualifications: Most students are between their junior and senior years and are business, marketing or merchandise majors. A cumulative GPA of 3.0 is preferred. Retail experience is a definite plus.

Contact:
Email: campusrecruiting@jcpenney.com
www.jcpenneycareers.com
JEA

THE STATISTICS

Industries: Energy, Utility
Location: Jacksonville, FL
Number of Interns: Varies
Pay: Paid, $10.50 to $15 an hour
Length of Internship: 12 to 15 weeks

THE SCOOP

For more than 100 years, JEA has been providing electric, water and sewage systems to the residents and businesses of Jacksonville, Fla., and three surrounding counties. JEA's electric system serves more than 410,000 accounts in the area. With a generating capacity of 3,445 megawatts, JEA is the largest municipal utility in the state and the eighth largest in the United States.

ON THE JOB

JEA's internship/co-op program provides students with real work experience and a valuable learning environment. Positions are available in engineering (chemical, civil, electrical, environmental, industrial and mechanical), chemistry, the natural sciences, finance, accounting, corporate planning, audit, risk management, project management, information technology and general business, among others. JEA accepts interns/co-ops through the INROADS program.

GETTING HIRED

Apply by: Rolling. Visit www.jea.com/careers to view open positions and to apply online. Check with your school's career services office to see if JEA recruits on your campus.

Qualifications: Open to current college students and grad students majoring in a field of study related to the internship for which they are applying.

Contact:
www.jea.com/careers

THE BUZZ

• Be a part of a community-owned community

© 2009 Vault.com Inc.
JESSE M. UNRUH ASSEMBLY FELLOWSHIP PROGRAM

THE BUZZ

• Jumpstart a political career in sunny California

THE STATS

Industries: Government, Public Policy
Location: Sacramento, CA
Number of interns: Annual: 18
Pay: Paid, $1,972 a month; academic credit; health, dental and vision benefits
Length of internship: 11 months (October to September)
Intern functions: Administrative, Government, Politics, Public Policy

THE SCOOP

Jesse Marvin Unruh, also known as “Big Daddy” Unruh, was a former California State treasurer and a national political figure. Founded by the State Assembly and renamed in Unruh’s honor, the Jesse M. Unruh Assembly Fellowship Program is one of the nation’s oldest and most prominent legislative fellowships. A yearlong submersion into Golden State politics puts fellows behind the scenes of the legislative process. The Jesse M. Unruh Fellowship Program is part of the Capital Fellows Programs.

ON THE JOB

Fellows work as full-time staffers in one of the California Assembly members’ capitol offices. They may draft legislation, write speeches, track bills and research policy issues. The program includes a graduate-level government seminar.

GETTING HIRED

Apply by: End of February each year. Applicants must submit an application (available online), college transcripts, three letters of recommendation, a policy statement on a topic outlined in the application and a personal statement. A personal interview is required.

Qualifications: Open to college graduates (anyone with a BA or higher, from recent grads to mid-career professionals). Applicants must be at least 20 years of age at the start of the fellowship. A high GPA, community activism and interest in politics and public policy are preferred.

Contact:
Consuelo Hernandez, Program Director
The Jesse M. Unruh Assembly Fellowship Program
The Center for California Studies
California State University, Sacramento
6000 J Street
Sacramento, CA 95819-6081
Phone: (916) 278-6906
Fax: (916) 278-5199
Email: calstudies@csus.edu or chernand@csus.edu
www.csus.edu/calst/assembly
JIM HENSON COMPANY

THE BUZZ
- “Work with Kermit, Big Bird and Elmo”

THE STATS
- Industries: Broadcast and Cable, Education, Film/Entertainment
- Locations: Los Angeles, CA (HQ); New York, NY; London
- Number of interns: Annual: 25
- Pay: Unpaid, academic credit
- Length of internship: Summer: 10 to 16 weeks; Fall: 12 to 16 weeks; Spring: 12 to 16 weeks
- Intern functions: Administrative, Arts and Design, Editorial, Film, Television and Radio, Finance, Law, Internet, Marketing

THE SCOOP
The Jim Henson Company redefines family entertainment, making it creatively educational and interesting for all members of the family. Henson, the late puppeteer most famous for creating the Muppets, founded the company over 50 years ago. Today it's a multimedia production company headquartered in L.A.'s Charlie Chaplin Studios, with offices in New York and London.

ON THE JOB
Internships are available in several departments, including business and legal affairs, archives, public relations and marketing, creative affairs, print and web design, media library and publishing. Interns work closely with full-time staff members, learning about the day-to-day world of film and TV. Interns read scripts and books, write materials and complete research for various projects. They also compile artwork and pitch materials. Interns do some office support work and assist executives.

$ GETTING HIRED
Apply by: Summer: May 1st; Fall: August 1st; Spring: December 1st. Interested students should submit a resume and cover letter. Check the website below for individual internship program contacts.

Qualifications: Open to currently enrolled college sophomores, juniors and seniors, and grad students. Interns must receive academic credit for the internship.

Contact:
Intern Program
The Jim Henson Company
1416 North La Brea Avenue
Hollywood, CA 90028
Phone: (323) 802-1500
Fax: (323) 802-1825
www.henson.com
www.henson.com/employment.php

JO-ANN FABRIC AND CRAFT STORES

THE BUZZ
- “Not just about arts and crafts”

THE STATS
- Industry: Retail
- Location: Hudson, OH
- Number of interns: Summer: eight
- Pay: Paid, $12 an hour; academic credit available
- Length of internship: Summer: 12 weeks (early June to late August)
- Intern functions: Accounting, Arts and Design, Finance, Human Resources, Internet, Marketing, Public Relations, Store Operations, Technology, Transportation and Logistics

THE SCOOP
Jo-Ann Stores, Inc. can trace its roots back to a tiny cheese shop in Cleveland when it was founded by a German immigrant family in 1943. In just 25 years time, the business could count 169 stores in 28 states, and it soon became a publicly traded company on the NYSE. Jo-Ann continues to inspire people all over the country to create arts and crafts, providing them with the tools that fuel this traditional pastime.

ON THE JOB
Interns work on a unique project and propose a “deliverable,” which is reviewed and approved by human resources. At the end of the program, interns deliver a 15-minute presentation about their specific project in front of the Jo-Ann Stores executive committee and CEO. Some of these presentations have been implemented within the company and are still being used. Jo-Ann Stores offers employment to 25 to 50 percent of its interns depending on the company’s hiring needs.

$ GETTING HIRED
Apply by: Summer: October to November.

Qualifications: Open to current college students who plan to graduate within one year of completing the internship. A minimum major GPA of 3.0 is required. The program is open to non-U.S. citizens provided they have the proper working documents.

Contact:
Roger Steel
Manager, Recruiting
5555 Darrow Road
Hudson, OH 44236
Phone: (330) 463-6787
Email: roger.steel@joann.com or recruiter@joann.com
www.joann.com
JOHN WILEY & SONS

THE BUZZ

- Eureka! The source of CliffsNotes®
- “Be part of the process of publishing and help people spread their ideas and knowledge to others”
- “Real-world application of my studies in the humanities”
- “Great opportunity to see inside the corporate world”

THE STATS

Industry: Publishing/Journalism
Locations: Hoboken, NJ (HQ); Indianapolis, IN; Malden, MA; San Francisco, CA; Somerset, NJ
Number of interns: Annual: 30
Pay: Paid, $350 a week stipend
Length of internship: Summer: 10 weeks
Intern functions: Marketing, Editorial, Technology, Internet, Print Media, Public Relations

THE SCOOP

Founded in Manhattan in 1807, John Wiley & Sons is one of the oldest independent publishing companies in the world. The company publishes books, journals, encyclopedia and educational materials. Its holdings include CliffsNotes, the Dummies series, Frommer’s travel guides, and Betty Crocker and WeightWatchers cookbooks.

ON THE JOB

Interns can work in the marketing, editing, IT, new media, customer service and publicity departments. There are five internship locations to choose from: the company’s headquarters in Hoboken, N.J., the distribution center in Somerset, N.J., the imprints in San Francisco, Calif. (Jossey-Bass, Pfeiffer and Sybex) and Indianapolis, Ind. (Dummies, CliffsNotes, Frommer’s), and the scientific journals in Malden, Mass. All locations offer seminars and group luncheons so that interns can learn more about the publishing field.

GETTING HIRED

Apply by: Summer: April 1st.
Qualifications: Open to college juniors going into their senior year.
Contact:
John Wiley & Sons, Inc.
U.S. Distribution Center
Human Resources Department
1 Wiley Drive
Somerset, NJ 08875
Fax: (732) 302-2386
Attn: Internship Program

Jossey-Bass, Pfeiffer & Sybex
Internship Program
Human Resources Department
989 Market Street
San Francisco, CA 94103
Fax: (415) 433-5015
Attn: Internship Program

Wiley Publishing, Inc.
Internship Program
Human Resources Department
10475 Crosspoint Boulevard
Indianapolis, IN 46256
Fax: (317) 572-4001
Attn: Internship Program

Wiley-Blackwell
Internship Program
Human Resources Department
350 Main Street
Malden, MA 02148
Fax: (781) 338-8594
Attn: Internship Program

To view more information and apply for an internship opportunity at any of the five locations, please visit the careers page on www.wiley.com.
JOHNSON & JOHNSON

THE BUZZ

• “Get small-business attention with this global health product leader”

THE STATS

Industries: Consumer Products, Pharmaceuticals
Locations: New Brunswick, NJ (HQ); Africa, Asia-Pacific, Europe, Latin America, the Middle East and North America (including CA, FL, NJ, NY and PA)
Number of interns: Annual: 75 to 80
Pay: Paid, local currency; academic credit
Length of internship: Summer: two to three months (May to September); Co-op: typically six months, full time (January to June/August and June to December); students generally take a full semester off from school
Intern functions: Accounting, Engineering, Finance, Human Resources, Information Management, Logistics, Marketing, Operations, Research, Sales

THE SCOOP

Johnson & Johnson manufactures health care products for consumer, pharmaceutical, medical and diagnostic markets. The company specifically generates products for skin care, mental health, women’s health, diagnostics, urology, cardiology, orthopedics, circulatory disease and anti-infectives. Johnson & Johnson employs 117,000 people in 57 countries and generated over $63.7 billion in worldwide sales in 2008. Although sales are down slightly after the second quarter of 2009, the company’s outlook remains strong despite the economic downturn.

ON THE JOB

Internships are available in engineering, finance/accounting, human resources, marketing, operations, quality assurance, research and development, sales, logistics and information management. Interns adhere to a structured program that utilizes an individual internship work plan, developed during the first two weeks of the internship. The work plan includes monthly reports that highlight the key objectives and status of the intern’s activities, performance reviews conducted by local managers at the conclusion of the assignment, an exit interview conducted before the intern departs and a final presentation of the business results/findings of the internship position.

GETTING HIRED

Apply by: Check with your school’s career center to see if Johnson & Johnson recruits on your campus. Prospective candidates may also submit a resume and create a career profile online.
Qualifications: Candidates should have received, or will receive within one year of hire, a bachelor’s, master’s or doctoral degree (requirements vary by company and position). Interns must be authorized to work permanently in the geographic area that they select and must speak the language.
Contact:
Johnson & Johnson Corporate Office
1 Johnson & Johnson Plaza
New Brunswick, NJ 08933
Phone: (732) 524-0400
Fax: (732) 524-3300
www.jnj.com/careers
JUDICIAL ADMINISTRATION FELLOWSHIP PROGRAM

THE BUZZ

- “Offers a great deal of insight into the California judicial branch”
- “Fast track a career in the California judicial branch”
- “An excellent place to work and thrive professionally”

THE STATS

Industries: Government, Law, Public Policy
Locations: Throughout California
Number of interns: Annual: 10
Pay: Paid, $1,972 a month; academic credit; health, dental and vision benefits
Length of internship: 10 to 11 months (October to September)
Intern functions: Administrative, Government, Law, Public Policy

THE SCOOP

The Judicial Administration Fellowship was created in 1997 in partnership with California’s Judicial Council. Part of the Capital Fellows Programs, the Judicial Administration Fellowship gives students the chance to learn about the judicial system in California. Interns are assigned to different courts and judicial offices throughout the state.

ON THE JOB

Fellows are placed in the superior and appellate courts, as well as in the Judicial Council’s Administrative Office of the Courts. Day-to-day responsibilities vary by placement and individual skill level. Fellows learn about aspects of the role of court administrator. The program also includes a graduate-level public policy seminar.

GETTING HIRED

Apply by: The end of February each year. Applicants must submit an application (available online), college transcripts, three letters of recommendation, a policy statement on a topic outlined in the application and a personal statement. A personal interview is required.

Qualifications: Open to college graduates (anyone with a BA or higher, from recent grads to mid-career professionals). Applicants must be at least 20 years of age at the start of the fellowship. A high GPA, community activism and interest in politics and public policy are preferred.

Contact:
Donna Hoenig Couch, Program Director
Judicial Administration Fellowship Program
Center for California Studies
California State University, Sacramento
6000 J Street
Sacramento, CA 95819-6081
Phone: (916) 278-6906
Fax: (916) 278-5199
Email: calstudies@csus.edu or hoenigco@csus.edu
www.csus.edu/calst/judicial

THE BUZZ

• “Offers a great deal of insight into the California judicial branch”
• “Fast track a career in the California judicial branch”
• “An excellent place to work and thrive professionally”

THE STATS

Industries: Government, Law, Public Policy
Locations: Throughout California
Number of interns: Annual: 10
Pay: Paid, $1,972 a month; academic credit; health, dental and vision benefits
Length of internship: 10 to 11 months (October to September)
Intern functions: Administrative, Government, Law, Public Policy

THE SCOOP

The Judicial Administration Fellowship was created in 1997 in partnership with California’s Judicial Council. Part of the Capital Fellows Programs, the Judicial Administration Fellowship gives students the chance to learn about the judicial system in California. Interns are assigned to different courts and judicial offices throughout the state.

ON THE JOB

Fellows are placed in the superior and appellate courts, as well as in the Judicial Council’s Administrative Office of the Courts. Day-to-day responsibilities vary by placement and individual skill level. Fellows learn about aspects of the role of court administrator. The program also includes a graduate-level public policy seminar.

GETTING HIRED

Apply by: The end of February each year. Applicants must submit an application (available online), college transcripts, three letters of recommendation, a policy statement on a topic outlined in the application and a personal statement. A personal interview is required.

Qualifications: Open to college graduates (anyone with a BA or higher, from recent grads to mid-career professionals). Applicants must be at least 20 years of age at the start of the fellowship. A high GPA, community activism and interest in politics and public policy are preferred.

Contact:
Donna Hoenig Couch, Program Director
Judicial Administration Fellowship Program
Center for California Studies
California State University, Sacramento
6000 J Street
Sacramento, CA 95819-6081
Phone: (916) 278-6906
Fax: (916) 278-5199
Email: calstudies@csus.edu or hoenigco@csus.edu
www.csus.edu/calst/judicial
THE JUILLIARD SCHOOL

THE BUZZ
- A peerless background for the musically inclined
- Dance lovers should take a close look at this school

THE STATS
Industries: Education, Music, Dance, Drama, Performing Arts
Location: New York, NY
Number of interns: Annual: 21
Pay: Paid, $295 a week; academic credit
Length of internship: Nine months (September to May)
Intern functions: Education, Music, Dance, Drama, Performing Arts, Theater Production

THE SCOOP
The Juilliard School is known as the preeminent performing arts school and institution in the United States. The school was founded in 1905 as a music academy that would rival the European conservatories. Its campus is located in New York City’s scenic Lincoln Center.

ON THE JOB
For its professional intern program, Juilliard offers positions in technical theater and arts administration. Twenty technical interns work in costumes, electrics, wigs/make up, production management, props, scene painting and stage management. One administrative internship is offered in the drama division.

GETTING HIRED
Apply by: May 1st. Applicants should submit the completed application form, personal statement (at least 250 words), resume, three letters of recommendation, photo and a $15 application fee (made payable to The Juilliard School).

Qualifications: Open to current college students, college graduates, grad students and individuals changing careers.

Contact:
Helen Taynton, Program Director
The Juilliard School
60 Lincoln Center Plaza
New York, NY 10023
Phone: (212) 799-5000, ext. 7102
Email: htainton@juilliard.edu
www.juilliard.edu/about/profintern.html
INTERNSHIP PROFILES
‘K’
Vault Guide to Top Internships, 2010 Edition
THE KENNEDY CENTER

THE BUZZ

- “The absolute best opportunity in the country to learn about arts management”
- “Opened a lot of doors both personally and professionally”

THE STATS

Industries: Education, Nonprofit, Fine and Performing Arts
Location: Washington, DC
Number of interns: Spring/fall: about 20 each
Pay: Paid, $225 a week; academic credit, free attendance at performances, workshops and classes
Length of internship: Spring: January to May; Fall: September to December
Intern functions: Advertising, Development, Education, Theater Production, Technology

THE SCOOP

The Kennedy Center, founded in 1971, is America’s living memorial to President John F. Kennedy. It is also the nation’s busiest arts facility. Each year, the center produces over 2,000 performances in an effort to fulfill President Kennedy’s vision. The center offers hundreds of free performances each year through its Performing Arts for Everyone outreach program, featuring both national and local artists.

ON THE JOB

Interns gain hands-on experience by assisting a center staff member, who acts as a mentor in various fields that include advertising, development, education, the National Symphony Orchestra, press relations, production, programming, finance, technology and volunteer management. During the program, interns develop a working portfolio and participate in mid-semester and final evaluations.

GETTING HIRED

Apply by: Winter/spring: October 25th; Fall: June 15th. Send the completed application form (available online), a resume, cover letter (detailing career goals, computer skills and three areas of interest), transcript, two letters of recommendation and a writing sample of no more than three pages to the address below. Applicants from non-English speaking countries must provide proof of English speaking and writing competence with a minimum TOEFL score of 600. International applications with a bachelor’s degree may request an exemption from this requirement. All international applicants must provide proof of valid visa.

Qualifications: Open to college juniors and seniors, recent college graduates and grad students interested in arts management careers.

Contact:
Internships
The Kennedy Center
P.O. Box 101510
Arlington, VA 22210
Phone: (202) 416-8821
www.kennedy-center.org/internships
KEYBANK

THE BUZZ

• Community is Key

THE STATS

Industries: Commercial Banking, Financial Services, Investment Banking, Investment Management
Locations: Cleveland, OH (HQ); community banking in 14 states; national offices across the United States
Number of interns: Varies
Pay: Paid
Length of internship: Approximately 10 weeks
Intern functions: Accounting, Finance, Investment Banking

THE SCOOP

Cleveland-based KeyCorp. is the nation’s 12th largest bank-based financial services company with assets of $98 billion. Since 1849, Key companies have been providing investment management, retail and commercial banking, consumer finance and investment banking products and services to individuals and companies throughout the United States and to businesses located around the world.

ON THE JOB

KeyBank’s summer internship programs provide undergraduate students with an opportunity to get hands-on experience, network and gain insight into their chosen field. Interns are given significant responsibilities and will be exposed to Key’s culture through executive speakers and professional development workshops.

GETTING HIRED

Apply by: Fall semester. Check with your school’s career services office to see if KeyBank recruits on your campus. See the website below for details.

Qualifications: Students with a strong academic experience who are team-oriented and demonstrate outstanding initiative and leadership abilities are encouraged to apply.

Contact:
Karen King
Vice President, Recruiting Operations
127 Public Square
Cleveland, OH 44114
Phone: (216) 689-4612
Fax: (216) 689-3011
www.key.com/careers
KGO-TV

THE BUZZ
- "A TV internship in a large local news market"
- "Enjoy The View from the Bay"

THE STATS
Industries: Broadcast and Cable, Publishing/Journalism
Location: San Francisco, CA
Number of interns: Annual: 30 to 45
Pay: Unpaid, academic credit
Length of internship: Summer: eight to 12 weeks, up to 40 hours a week; Fall/spring: 12 to 16 weeks each, 10 to 19 hours a week
Intern functions: Editorial, Engineering, Marketing, Public Relations, Sales, Film, Television and Radio

THE SCOOP
KGO-TV is ABC-owned station serving San Francisco, San Jose, Oakland and Northern California. The station's signal reaches from as far north as Geyserville to as far south as Watsonville, a 75-mile radius. KGO-TV employs approximately 250 people and is known for its local news offerings.

ON THE JOB
Specific internship opportunities and availabilities vary by semester; however, interns usually work at the news assignment desk, on sports segments and with the Seven on Your Side consumer unit. The station also hires interns in public affairs, programming and station marketing, news research, engineering and IT, internet, graphics, market research and sales. Interns may also work on The View from the Bay. Interns gain hands-on experience at a broadcasting station in a major television market, working on various assignments under the direction of professional staff.

GETTING HIRED
Apply by: Rolling. Candidates should send the completed application form (available online), a cover letter, resume, official transcript and two letters of recommendation to the address listed below.

Qualifications: Open to currently enrolled college juniors and seniors, as well as grad students.

Contact:
KGO-TV/ABC 7
Human Resources Department
900 Front Street
San Francisco, CA 94111
Phone: (415) 954-7774 or (415) 954-7745
Email: kgo-tv.hr@abc.com
abclocal.go.com/kgo
abclocal.go.com/kgo/story?section=jobs&id=3576708
**THE KITCHEN**

**THE BUZZ**
- “Starving artists come and get your fill in this kitchen”
- Feed your appetite for theater

**THE STATS**

*Industries:* Fine and Performing Arts, Nonprofit  
*Location:* New York, NY  
*Number of interns:* Three to six per semester  
*Pay:* Internship: Unpaid, academic credit, free access to all performances; Curatorial Fellowship: $2,500 stipend  
*Length of internship:* Internship: Varies, generally requires a two- to three-month commitment, available year-round; Curatorial Fellowship: nine months (September to May)  
*Intern functions:* Administrative, Marketing, Production, Performing Arts

**THE SCOOP**

The Kitchen is a nonprofit, interdisciplinary organization that was founded as an artists’ collective in 1971 by video artists Woody and Steina Vasulka. The Kitchen began as a space where media artists, composers and performers could share their ideas with one another. Today, the Kitchen is an internationally acclaimed arts institution widely known for its commitment to experimental work as it continues to provide support for the early and mid-career development of the current generation of artists.

**ON THE JOB**

Interns work with prominent arts professionals and focus on learning about all levels of the organization. Available positions include marketing and development, media and technology, and curating. Interns generally perform the day-to-day activities of administrative production for a nonprofit organization, such as developing press kits, researching special projects, sending out mailings, coordinating special events or operating lights and sound as a member of the production crew.

**GETTING HIRED**

*Apply by:* Internship: rolling; Curatorial Fellowship: April 17th. Submit a resume and letter of interest that includes intended area of focus, what you would like to learn from the internship, your availability to start and how many hours per week you can commit. Check the website for specific program contacts (follow “Resources” to “Internships”).

*Qualifications:* Open to current college students. Theater, dance, music, arts administration or production majors are preferred, but all students are welcome to apply. Students interested in the Curatorial Fellowship should be current students or recent graduates of a master’s program, with experience in arts administration.

*Contact:*  
Jess Dang  
The Kitchen  
512 West 19th Street  
New York, NY 10011  
Phone: (212) 255-5793  
Fax: (212) 645-4258  
Email: jess@thekitchen.org  
www.thekitchen.org
KPIX/KBCW TV

THE BUZZ
• “An intense video production internship and truly unique opportunity”
• “Very supportive and mentoring”
• “Not many students can say they’ve produced stuff for actual air-time!”

THE STATS
Industries: Broadcast and Cable, Publishing/Journalism
Location: San Francisco, CA
Number of interns: Annual: around 50; varies with station need
Pay: Unpaid, academic credit
Length of internship: Spring/fall: six months each
Intern functions: Editorial, Marketing, Production, Public Relations, Research, Sales, Internet, Film, Television and Radio

THE SCOOP
Serving the San Francisco community, KPIX and KBCW are a duopoly owned by the CBS Corporation. KPIX-5 was the 49th station in the country, the fourth in California and the first in Northern California. With a wide variety of locally produced entertainment, KPIX is best known for its investigative reporting and has won dozens of area Emmy awards. KBCW is the Bay Area CW Network affiliate, created in 1995. It airs all of the CW’s well-known, teen-oriented shows, including Gossip Girl and America’s Next Top Model.

ON THE JOB
Interns can work at either KPIX or KBCW, where they have the opportunity to work in sports, public affairs and community relations, TV news assignment desk, TV news production, marketing/creative services, Eye on the Bay, the news special assignment unit, public relations/communications, Bay Sunday, design, sales research, sales marketing, business, both station websites and political research/elections. All interns are evaluated at the end of their programs. Available positions and their responsibilities may vary.

GETTING HIRED
Apply by: Rolling. Email jobs@kpix.com or the appropriate departmental contact about interest and openings (found at www.cbs5.com/jobs).
Qualifications: Open to local college sophomores, juniors and seniors. A GPA of 2.5 or higher is required. Candidates must be able to receive academic credit.
Contact: Internship Coordinator KPIX Human Resources 855 Battery Street San Francisco, CA 94111 Phone: (415) 765-8609 Email: jobs@kpix.com www.cbs5.com/jobs
KPMG

THE BUZZ
- “Get real accounting experience—and go global with their Global Internship Program!”
- “Check them out on YouTube at www.youtube.com/kpmggo”
- “Strong brand name and opportunities to excel both domestically and internationally”
- “The ideal internship”
- “I wish I could do it all over again”

THE STATS
Industries: Accounting, Financial Services
Locations: New York, NY (HQ); offices throughout the United States
Number of interns: Varies; Summer: over 1,000; Winter: over 450
Pay: Paid, varies
Length of internship: Eight to 10 weeks
Intern functions: Accounting, Audit, Tax, Advisory

THE SCOOP
One of accounting’s Big Four firms, KPMG employs more than 137,000 people in its global network of member firms, and has more than 7,600 partners in 144 countries. KPMG is the result of a series of mergers that culminated in the union of Thomson McLintock/KMG and Peat Marwick—adding the “P” to “KMG.” Today, the company serves as an auditor to many corporations—everyone from BMW and General Electric, to Pepsi. KPMG was ranked as one of Fortune’s 100 Best Companies to Work For in 2009.

ON THE JOB
Training is the foundation of the KPMG internship. Participants begin their term with a week of technical and soft skills training as well as networking with their peers. Once they return to their respective offices, interns participate in various structured programs that allow them to taste what a full-time KPMG employee does. Interns can also apply to the global internship program, in which they would spend four weeks on assignment at an international member firm, with lodgings and airfare paid for by the company. And if you like the work, there’s a good chance you’ll be asked to stay on: almost 80 percent of full-time hires at KPMG come from the internship program. When they’re not crunching numbers, interns also participate in KPMG’s Interns for Literacy Program, which donates books to underprivileged children.

GETTING HIRED
Apply by: Contact your local recruitment office, which you can find at kpmgcampus.com/whereweare/index.shtml.
Qualifications: KPMG recruits from college campuses throughout the year. For information on recruitment opportunities on your campus, contact your career services office. Applicants should have good technical skills, problem-solving abilities and commercial focus. For global internships, there may be some language proficiency requirements.
Contact: www.kpmgcampus.com
Follow them on Twitter @KPMGCampusUS.

THE BUZZ
- “Get real accounting experience—and go global with their Global Internship Program!”
- “Check them out on YouTube at www.youtube.com/kpmggo”
- “Strong brand name and opportunities to excel both domestically and internationally”
- “The ideal internship”
- “I wish I could do it all over again”

GETTING HIRED
Apply by: Contact your local recruitment office, which you can find at kpmgcampus.com/whereweare/index.shtml.
Qualifications: KPMG recruits from college campuses throughout the year. For information on recruitment opportunities on your campus, contact your career services office. Applicants should have good technical skills, problem-solving abilities and commercial focus. For global internships, there may be some language proficiency requirements.
Contact: www.kpmgcampus.com
Follow them on Twitter @KPMGCampusUS.
KQED-FM

**THE BUZZ**
- “Work for the people’s network in San Francisco”

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**THE STATS**

- **Industries:** Broadcast and Cable, Publishing/Journalism, Nonprofit
- **Location:** San Francisco, CA
- **Number of interns:** Spring/summer/fall: five to 20 each
- **Pay:** Unpaid, academic credit
- **Length of internship:** Fall: September to January; Spring: January to May; Summer: June to September; 15 to 25 hours a week
- **Intern functions:** Editorial, Education, Internet, Communications, Marketing, Technology, Film, Television and Radio

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**THE SCOOP**

One of America’s flagship public broadcasting networks, KQED is Northern California’s public television, radio and online network. Becoming known as a controversial broadcaster, KQED ran the Teller-Pauling nuclear fallout debate in the 1970s. It was also the first to use membership drives and fundraisers to pay for its programming. Striving to meet the needs of the Bay Area, KQED now boasts three public TV stations, a number of digital TV stations, two public radio stations, an education network and a website.

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**ON THE JOB**

KQED interns work in most offices of all three of the network’s divisions (web, TV and radio). TV interns participate with production teams on specific shows. There are interactive web journalism internships available, as well as positions in the education network. Several departments, including information technology, marketing and communications also hire interns. Finally, KQED Radio offers radio web and climate change internships, as well as practical training internships in radio news and public affairs for those looking to break into the public radio field.

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**$ GETTING HIRED**

- **Apply by:** Spring: October 15th; Summer: March 1st; Fall: June 15th.
- **Applicants should submit a resume and cover letter. Check the website below for specific program requirements and contacts.**

**Qualifications:**
- **Public Radio Practical Training internship:** open to college students, graduates or mid-career changers. All others: open to college sophomores, juniors, seniors and grad students. A GPA of 2.5 or higher is required and candidates must be eligible for academic credit.

**Contact:**
- KQED, Inc.
  2601 Mariposa Street
  San Francisco, CA 94110
  Phone: (415) 864-2000
  Email: internships@kqed.org
- **Radio internships:**
  Attn: Radio Internship Program
  Email: radiointernship@kqed.org
  www.kqed.org/about/internships
KRAFT FOODS, INC.

THE BUZZ
- The Cheesiest
- Good 'til the last drop
- Yum—you won’t go hungry

THE STATS
Industries: Consumer Products, Food and Beverage
Location: Northfield, IL
Number of interns: Annual: 250 to 275
Pay: Paid, housing provided
Length of internship: Varies; up to 12 weeks, generally in the summer
Intern functions: Management, Manufacturing, Sales

THE SCOOP
J.L. Kraft started selling cheese slices from a wagon in 1903—since then, Kraft Foods has come a long way. You can find its products in 99 percent of American households. The company owns several well-known brands that are household names in American kitchens—JELL-O, Oreo, DiGiorno, Tang, Maxwell House, Nabisco, Oscar Mayer, Planters, Kool Aid and Philadelphia Cream Cheese—in addition to its signatures, Kraft Singles and Kraft Macaroni and Cheese. Kraft has also acquired international brands such as Jacobs, Toblerone and Milka.

ON THE JOB
Interns work with assigned supervisors who guide them through the program. They attend management meetings and work on significant projects with senior-level management. Though interns are usually placed in management, they can also explore the sales, manufacturing and other business offices. All interns receive on-site training and attend an orientation. At the conclusion of the internship, the interns prepare a final presentation for members of senior-level management.

GETTING HIRED
Apply by: Rolling. Kraft generally recruits interns through specific schools’ career placement offices (check with yours); however, it is possible to contact the company directly if you’re interested in applying and Kraft does not work with your school. See the website below for application details and procedures. An interview is required.
Qualifications: Open to college juniors and seniors, grad students and recent college graduates.
Contact: www.kraftfoodscompany.com

THE KROGER COMPANY

THE BUZZ
- “Let the supermarket giant teach you the ropes”

THE STATS
Industries: Consumer Products, Pharmaceuticals, Retail
Locations: Atlanta, GA; Bellevue, WA; Cincinnati, OH; Compton, CA; Crestview, CA; Denver, CO; Fremont, CA; Grand Junction, CO; Houston, TX; Hutchinson, KS; Indianapolis, IN; Lancaster, PA; Louisville, KY; Memphis, TN; Phoenix, AZ; Portland, OR; Pueblo, CO; Roanoke, VA; Salt Lake City, UT; Westerville, OH
Number of interns: Annual: 120
Pay: Paid, varies
Length of internship: Varies
Intern functions: Accounting, Engineering, Finance, Human Resources, Management, Manufacturing, Pharmacy, Retail, Technology

THE SCOOP
A Fortune 500 company, the Kroger Co. is one of the largest supermarket and consumer products chains in the United States. The firm operates 2,486 supermarkets and department stores in 31 states under two dozen local names (including Kroger, Ralphs, City Market, Dillons, Smith’s, Fry’s, QFC, Bakers, Owen’s, Hilander, Gerbes and Scott’s). In addition to these, Kroger’s holdings include 394 fine jewelry stores, 696 supermarket fuel centers, 42 manufacturing plants and 782 convenience stores. The company reported fiscal sales of $70.2 billion for 2007.

ON THE JOB
Kroger has various summer internship and academic year co-op programs, including the store management training program, manufacturing career training program, information systems and services, engineering, auditing, human resources, accounting and pharmacy. In addition to the corporate intern training programs, Kroger offers many regional and special internships, including the Fred Meyer Internship Program (in Ore.), Cincinnati/Dayton Division Garners Ward Internship Program (in Ohio), Fry’s Internship Program (in Ariz.), Great Lakes Division Internship Program (for students at an Ohio college or university), Multicultural Business Scholars Program (for students at the University of Kansas) and a partnership with INROADS.

GETTING HIRED
Apply by: Varies; check the website for application deadlines. Kroger recruits from over 180 colleges and universities.
Qualifications: Open to current college students. Requirements vary by position.
Contact: www.kroger.com/careers.htm
L.E.K. CONSULTING

THE BUZZ
- Get a jumpstart on your consulting career
- Work with the Fortune 500

THE STATS

Industry: Consulting
Locations: London (HQ); Boston, MA; Chicago, IL; Los Angeles, CA; New York, NY; San Francisco, CA; Auckland; Bangkok; Beijing; Melbourne; Milan; Munich; Paris; Shanghai; Singapore; Sydney; Tokyo
Number of interns: Varies
Pay: Paid, varies
Length of internship: Summer: eight to 10 weeks
Intern function: Consulting

THE SCOOP

Based in the United Kingdom, L.E.K. is one of the top strategy consulting firms in the world and employs over 900 professional staff members in 20 offices. Consultants advise executives on how to conduct better business. Besides strategy consulting, the company works on merger and acquisition cases, advisory services and value management. L.E.K. has over 250,000 clients in many major industries.

ON THE JOB

Many of L.E.K.’s regional offices hire interns as summer associates and summer consultants. The program begins with an orientation, which prepares interns to work on specific client cases as members of teams. Training and supervision, however, remain constant throughout the summer. To learn about strategy consulting and the distinctions between associate and consultant responsibilities, interns work on real cases. Summer interns are eligible for full-time offers based upon performance.

GETTING HIRED

Apply by: January 31st. A completed application includes a resume, cover letter and transcript. Candidates should submit their application online at www.lek.com/careers.

Qualifications: Open to all college juniors.

Contact:
West Coast Offices
L.E.K. Consulting LLC
Karina Gutierrez
1100 Glendon Avenue
Los Angeles, CA 90024
Phone: (310) 209-9823
Fax: (310) 209-9125
Email: k.gutierrez@lek.com
www.lek.com

Midwest Offices
L.E.K. Consulting LLC
Latonya Boone
One North Wacker Drive, 39th Floor
Chicago, IL 60606
Phone: (312) 913-6400
Fax: (312) 782-4583
Email: l.boone@lek.com

East Coast Offices
L.E.K. Consulting LLC
Lisa Prestes (advance degrees)
Heather Fish (undergraduates)
28 State Street, 16th Floor
Boston, MA 02109
Phone: (617) 951-9500
Fax: (617) 951-9392
Email: l.prestes@lek.com or h.fish@lek.com
**L-3 COMMUNICATIONS**

**THE BUZZ**
- “Get a leg up in aviation engineering”
- “See the inside of the defense industry”

**THE STATS**
- **Industry:** Technology
- **Location:** Greenville, TX
- **Number of interns:** Annual: 70; Summer: 55
- **Pay:** Paid, varies depending on year in school; academic credit, benefits (medical, dental, vision), access to fitness facility, paid time off, holiday pay, relocation signing bonus (if applicable)
- **Length of internship:** Six to eight months; Part-time/parallel co-ops: at least 20 hours a week; Alternating/full-time co-ops: 40 hours a week
- **Intern functions:** Accounting, Engineering, Finance, Management, Manufacturing, Marketing, Science and Math, Technology

**THE SCOOP**
L-3 Communications is one of the leading firms in aircraft modification and special mission system integration. In fact, the company has been producing structural modifications for military and commercial aircraft—more than 15,000 and 125 types of aircraft—for over 50 years.

**ON THE JOB**
The L-3 co-op program offers positions in engineering, IT, industrial security, program management, accounting (contract closeout) and supply chain management. Responsibilities are similar to those of entry-level positions. About 87 percent of interns are offered full-time positions upon graduation.

**GETTING HIRED**
- **Apply by:** Rolling. Visit the website to view current openings and apply online.
- **Qualifications:** Open to college sophomores, juniors and seniors as well as master’s students with a minimum 3.0 cumulative GPA. Candidates must be willing to relocate and able to obtain and maintain a Department of Defense security clearance. Engineering students seeking a co-op position must be willing to work full time for at least one full semester.
- **Contact:**
  www.l-3com.com/careers

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**LAMONT DOHERTY EARTH OBSERVATORY OF COLUMBIA UNIVERSITY**

**THE BUZZ**
- If you loved earth science class in eighth grade, this is the internship for you

**THE STATS**
- **Industries:** Education, Energy, Environment, Government, Health Care, Nonprofit, Technology
- **Location:** Palisades, NY
- **Number of interns:** Summer: 34
- **Pay:** $4,000 stipend, free housing at Columbia University
- **Length of internship:** Summer: 10 weeks (June to August)
- **Intern functions:** Education, Engineering, Health Care, Research, Science and Math

**THE SCOOP**
Simply put, the Lamont Doherty Earth Observatory of Columbia University is one of the leading scientific research centers in the world, focusing primarily on climate research. Its studies cover the entire breadth of earth sciences, from global climate change and thermodynamics, to oceanography and toxic waste treatment.

**ON THE JOB**
Lamont has over 100 PhDs on staff, and at least as many graduate students researching alongside them, creating a rich learning environment for interns. Students work one-on-one with a researcher, assisting with his or her current project. These projects can range from planetary science and impact craters to plate tectonics.

**GETTING HIRED**
- **Apply by:** Summer: March 1st. Fill out the online application and upload a resume and statement of interest.
- **Qualifications:** Open to undergraduate students with a strong academic record, excellent quantitative and writing skills, creativity and an interest in scientific research.
- **Contact:**
  Dr. Dallas Abbott
  Summer Internship Program
  Email: dallas@ldeo.columbia.edu
  www.ldeo.columbia.edu/education/programs/summer-internship/lamont-summer-intern-program
LAND BETWEEN THE LAKES

**THE BUZZ**
- “Help manage a bison habitat in Kentucky”
- “Immerse yourself in a natural education”

**THE STATS**
- **Industries:** Education, Engineering, Environment, Hospitality and Tourism, Science, Research
- **Location:** Golden Pond, KY
- **Number of interns: Annual:** 10
- **Pay:** Interns: $150 a week; Apprentices: $200 a week; free housing
- **Length of internship:** Interns: 12 to 16 weeks; Apprentices: up to one year
- **Intern functions:** Administrative, Education, Engineering, Forestry, Arts and Design, Public Relations, Recreation, Wildlife

**THE SCOOP**
Applying the mantra “explore and learn,” Land Between the Lakes (LBL) is an environmental education center that hosts groups of all sizes and ages, mostly for overnight stays. Located in rural Kentucky, the center features a 700-acre bison and elk prairie, and numerous hiking trails and programs at woodlands stations. LBL also boasts a planetarium and a historical farm, as well as several outdoor activities.

**ON THE JOB**
LBL interns and apprentices work in the following departments: recreation, environmental education, forestry, wildlife, history, graphic design, photography, public relations, environmental engineering, and health and safety. While most interns work in the organization’s administrative offices, some work on site at campgrounds, nature centers and resident group camps. Others work on a “living history” farm that dates back to 1850. All interns and apprentices work to make sure visitors enjoy their stays.

**$ GETTING HIRED**
- **Apply by:** Rolling. Interested students should contact the intern/apprentice coordinator for an application.
- **Qualifications:** Internship program: open to all college juniors and seniors. Apprentice program: open to all recent college graduates who are not currently enrolled in school.
- **Contact:**
  - Greg Barnes
  - Intern/Apprentice Coordinator
  - Land Between the Lakes
  - 100 Van Morgan Drive
  - Golden Pond, KY 42211
  - Phone: (270) 924-2089
  - Email: roby@fs.fed.us
  - www.lbl.org/internships.html

THE LATE SHOW WITH DAVID LETTERMAN

**THE BUZZ**
- Top 10 reasons you should do this internship...

**THE STATS**
- **Industries:** Broadcast and Cable, Film/Entertainment
- **Location:** New York, NY
- **Number of interns: Summer/fall/spring:** 12 each
- **Pay:** Unpaid, academic credit
- **Length of internship:** Spring: January to May; Summer: May to August; Fall: August to December; full time, five days a week, 10 a.m. to 7 p.m.
- **Intern functions:** Editorial, Music, Production, Film, Television and Radio

**THE SCOOP**
Now in its 16th year, The Late Show with David Letterman has garnered nine Emmys and mass audience appreciation. David Letterman’s show is known for its celebrity appearances, wry, topical humor and stupid pet tricks, among other things.

**ON THE JOB**
The Late Show accepts full-time interns in the research, talent, production, writing and music departments. (There is also one part-time production finance internship, open to finance or accounting majors only.) While all interns fulfill administrative duties, their tasks vary greatly between departments. Interns in “writers,” for example, work directly with the writers of the show, while interns in “talent” work with the department that handles the show’s guests. No day’s tasks are the same in the fast-paced environment that surrounds a daily show. Occasionally, Dave himself chooses an intern to taunt on the show.

**$ GETTING HIRED**
- **Apply by:** Spring: October 1st; Summer: March 1st; Fall: June 1st.
- **Qualifications:** Open to current college students. All interns must be eligible to receive academic credit.
- **Contact:**
  - Janice Penino
  - Vice President, Human Resources
  - The Late Show with David Letterman
  - Phone: (212) 975-5806
  - Fax: (212) 975-4734
  - Email: lateshowinternships@cbs.com
  - www.cbs.com/latenight/lateshow
LAZARD

THE BUZZ
- Intellectual international finance

THE STATS
Industries: Financial Services, Investment Banking
Locations: New York, NY; Boston, MA; Washington, DC; Chicago, IL; Houston, TX; Los Angeles, CA; San Francisco, CA
Number of intern: Summer: 30 to 35
Pay: Paid, $1,500 a week; relocation stipend
Length of internship: Summer analysts: eight to 10 weeks; Summer associates: 10 to 12 weeks
Intern function: Finance

THE SCOOP
Founded in New Orleans in 1848, Lazard now operates with principal offices in New York, Paris and London and 39 branches in North America, Europe, Asia, Australia, Central America and South America. The firm provides financial services to corporations, partnerships, institutions, governments and high-net-worth individuals around the world. The firm focuses principally on two business segments: financial advisory (which includes its mergers and acquisitions and financial restructuring practices) and asset management.

ON THE JOB
Summer analysts participate in an ongoing training program comprised of classes taught by senior Lazard bankers. Day-to-day activities for summer associates vary according to each associate's prior experience and skills, but are equivalent to those of a full-time associate. In addition to client-related assignments, summer associates are encouraged to explore the firm and become acquainted with their colleagues via both formal and informal mentoring. The firm considers its summer analysts and associates the primary source for full-time candidates, typically offering positions to about 80 percent of the class.

GETTING HIRED
Qualifications: Summer analyst: open to rising college seniors with an interest in finance; Summer associate: open to current MBA students, though applicants entering their final years of a JD or JD/MBA degree are also considered. Applicants must have strong quantitative experience and solid oral and written communication skills. Though not required, previous investment banking experience is a benefit. Non-U.S. citizens are eligible.
Contact:
Anna Woodward
Lazard Ltd
30 Rockefeller Plaza
New York, NY 10020
Email: analystrecruiting@lazard.com or associaterecruiting@lazard.com

Vault Guide to Top Internships, 2010 Edition
Internship Profiles: L

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LEAGUE OF AMERICAN ORCHESTRAS

THE BUZZ
- Learn about careers in the world of symphonic music
- Develop your business skills here

THE STATS
- **Industries:** Fine and Performing Arts, Music, Nonprofit
- **Locations:** New York, NY; Washington, DC
- **Number of interns:** Annual: five
- **Pay:** Varies
- **Length of internship:** Varies
- **Intern functions:** Administrative, Advertising, Arts and Design, Editorial, Finance, Marketing, Nonprofit

THE SCOOP
As a service and advocacy organization, the League of American Orchestras assists nearly 1,000 symphony, chamber and youth orchestras financially, administratively and organizationally. Founded in 1942 and chartered by Congress in 1962, the league provides training programs, technical assistance, communications and transfer of best practices for its constituents. League membership is open to orchestras of all types and levels, as well as the students, individuals, volunteer organizations, libraries, career centers and businesses that serve orchestras.

ON THE JOB
Interns are accepted on an as-needed basis in various departments, including development, artistic services, marketing, orchestra leadership academy and publications. Tasks vary by department placement. All interns work very closely with the organization’s full-time professionals.

GETTING HIRED
- **Apply by:** Rolling. Send a cover letter indicating areas of interest and resume to the address below.
- **Qualifications:** Open to college juniors and seniors, recent college graduates and grad students.
- **Contact:**
  - Human Resources
  - League of American Orchestras
  - 33 West 60th Street, 5th Floor
  - New York, NY 10023
  - Phone: (212) 262-5161
  - Fax: (212) 262-5198
  - Email: jobs@americanorchestras.org
  - www.americanorchestras.org
LEGACY INTERNATIONAL

THE BUZZ

• It’s a small world after all
• Learn about the world while living in Virginia

THE STATS

Industries: Education, Nonprofit
Location: Bedford, VA
Number of interns: Summer: one to five
Pay: Unpaid, academic credit, housing and meals provided
Length of internship: Summer: five to seven weeks
Intern functions: Administrative, Education, Child Care, Human Resources, Marketing, Nonprofit

THE SCOOP

The Global Youth Village (GYV)—a project of Legacy International—is an international summer program for teens. Past highlights include teen delegations from Indonesia and Iraq. Workshops address issues concerning all youth, including regional conflicts, distribution of world resources, prejudice, and the effects of media and other social pressures. Cultural programming and cooperative living foster an environment in which participants learn to respect differences and discover similarities that transcend cultural, religious and political barriers.

ON THE JOB

Summer staff members work with the year-round staff in four capacities: program (workshops, events, etc.), counseling, support services (cooking, health care, facility setup, etc.) and administration. All applicants must choose one area in which to specialize. Internships are available in logistics and support, general program support, youth services and public relations/social media, health care and as program assistants. With a staff-to-camper ratio of almost one to two, each staff member has a chance to make a real difference in the campers’ lives.

GETTING HIRED

Apply by: Rolling. Interviews start in March and most positions are filled by late April or early May. Visit the website to download an application. Two recommendations are also required (form also available online).

Qualifications: Open to all college students, grad students and recent college graduates. Most positions require applicants to be at least 21 years of age, although some positions are open to 20 year olds. Check the website listed below for specific position requirements.

Contact:
Leila Baz, Staff Coordinator
Legacy International
1020 Legacy Drive
Bedford, VA 24523
Phone: (540) 297-5982
Fax: (540) 297-1860
Email: staff@legacyintl.org
www.legacyintl.org
www.globalyouthvillage.org
LEGAL MOMENTUM

THE BUZZ

• Join the legal fight for equal rights for all

THE STATS

Industries: Human Rights, Law, Nonprofit
Locations: New York, NY; Washington, DC
Number of interns: Summer: 15; Fall/winter/spring: three each
Pay: Paid; Graduates: $490 a week; Undergraduates: paid and unpaid, academic credit
Length of internship: Summer: 10 to 12 weeks, at least 35 hours a week; Fall/spring: 10 to 12 weeks, at least 15 hours a week
Intern functions: Editorial, Nonprofit, Law, Marketing

THE SCOOP

Since its founding in 1970, Legal Momentum has been advancing the rights of women and girls by using the law and creating innovative public policy. It strives for equal rights for women in the home, school and workplace, relying on education and litigation to achieve this aim. Considered an authority on gender equity issues, it is a resource for Congress and grassroots organizations. Legal Momentum was formerly known as the NOW Legal Defense and Education Fund.

ON THE JOB

Legal interns conduct legal research, draft legal memoranda and develop public education materials. Graduate and undergraduate internships involve public policy/advocacy, accounting, development, legal research, communications/marketing and other nonprofit management areas. Tasks vary according to the specific departments.

GETTING HIRED

Apply by: Undergraduate: Summer: March 15th (N.Y.) and February 28th (D.C.); Fall: September 5th (D.C.); Spring: November 30th (D.C.); Summer legal intern in New York: January 1st for 2Ls, February 1st for 1Ls. Deadlines are rolling; visit the website for more details. Candidates must apply for a specific program (indicated in the cover letter), but can apply separately for more than one program. Applicants should complete the online application and upload a resume, cover letter, writing samples of no more than three pages and the names of references.

Qualifications: Open to current college, graduate and law students. Applicants must have a commitment to women’s rights issues. Please visit the website for details.

Contact:
To apply for postgraduate and undergraduate internships, visit www.legalmomentum.org/about/internships or contact:

NY Applicants
Brigitte Watson
Legal Momentum
395 Hudson Street, 5th Floor
New York, NY 10014
Phone: (212) 925-6635
Fax: (212) 226-1066
Email: bwatson@legalmomentum.org

D.C. Applicants
Pari Farmani
Legal Momentum
1101 14th Street NW, Suite 300
Washington, DC 20005
Phone: (202) 326-0048
Fax: (202) 589-0511
Email: pfarmani@legalmomentum.org

To apply for legal internships, contact:

NY Applicants
Timothy Casey, Esq.
Senior Staff Attorney
Legal Momentum
395 Hudson Street, 5th Floor
New York, NY 10014
Email: legalinternhiring@legalmomentum.org

D.C. Applicants
Legal Internship
Internship Coordinator
Legal Momentum
1101 14th Street NW, Suite 300
Washington, DC 20005
Email: policy@legalmomentum.org

To apply for the Equality Works New York internship, contact:

Equality Works New York Internship
Françoise Jacobsohn
Legal Momentum
395 Hudson Street, 5th Floor
New York, NY 10014

THE BUZZ

• Join the legal fight for equal rights for all

THE STATS

Industries: Human Rights, Law, Nonprofit
Locations: New York, NY; Washington, DC
Number of interns: Summer: 15; Fall/winter/spring: three each
Pay: Paid; Graduates: $490 a week; Undergraduates: paid and unpaid, academic credit
Length of internship: Summer: 10 to 12 weeks, at least 35 hours a week; Fall/spring: 10 to 12 weeks, at least 15 hours a week
Intern functions: Editorial, Nonprofit, Law, Marketing

THE SCOOP

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ON THE JOB

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GETTING HIRED

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Qualifications: Open to current college, graduate and law students. Applicants must have a commitment to women’s rights issues. Please visit the website for details.

Contact:
To apply for postgraduate and undergraduate internships, visit www.legalmomentum.org/about/internships or contact:

NY Applicants
Brigitte Watson
Legal Momentum
395 Hudson Street, 5th Floor
New York, NY 10014
Phone: (212) 925-6635
Fax: (212) 226-1066
Email: bwatson@legalmomentum.org

D.C. Applicants
Pari Farmani
Legal Momentum
1101 14th Street NW, Suite 300
Washington, DC 20005
Phone: (202) 326-0048
Fax: (202) 589-0511
Email: pfarmani@legalmomentum.org

To apply for legal internships, contact:

NY Applicants
Timothy Casey, Esq.
Senior Staff Attorney
Legal Momentum
395 Hudson Street, 5th Floor
New York, NY 10014
Email: legalinternhiring@legalmomentum.org

D.C. Applicants
Legal Internship
Internship Coordinator
Legal Momentum
1101 14th Street NW, Suite 300
Washington, DC 20005
Email: policy@legalmomentum.org

To apply for the Equality Works New York internship, contact:

Equality Works New York Internship
Françoise Jacobsohn
Legal Momentum
395 Hudson Street, 5th Floor
New York, NY 10014
LIBERTY MUTUAL GROUP

THE BUZZ
- Helping people live safer, more secure lives

THE STATS
Industry: Insurance
Locations: Boston, MA; 300 offices across the United States
Number of interns: Annual: 400
Pay: Paid, competitive hourly wage based on academic year; one and a half days of vacation time per month, two paid company holidays, scholarship opportunities
Length of internship: 10 to 12 weeks
Intern functions: Accounting, Administrative, Editorial, Finance, Human Resources, Insurance, Law, Marketing, Sales, Technology

THE SCOOP
Founded in 1912, Boston-based Liberty Mutual Group is a multiline group of insurance companies. Liberty Mutual ranks No. 86 on the Fortune 500 list of the largest U.S. corporations, and is the fifth-largest property and casualty insurer in the United States. Liberty Mutual Group employs over 45,000 people in more than 900 offices throughout the world. Liberty Mutual Group operates through four strategic business units: personal markets, agency markets, commercial markets and Liberty International.

ON THE JOB
Internships are offered in a variety of departments and programs, including actuarial science, finance and accounting, sales, claims, underwriting, systems, human resources and loss prevention.

GETTING HIRED
Apply by: All internship opportunities are listed on Liberty Mutual's college website, www.libertymutualgroup.com/lookinside. The organization is also one of the top-10 national INROADS student employers, so intern candidates are encouraged to apply through that organization as well.
Qualifications: Open to undergraduates in four-year degree programs and current MBA students. All majors are accepted.
Contact: www.libertymutualgroup.com/lookinside

LIBRARY OF CONGRESS

THE BUZZ
- Become the ultimate primary source
- Work on your thesis during lunch

THE STATS
Industries: Education, Government
Location: Washington, DC
Number of interns: Summer: six to 10
Pay: Paid and unpaid
Length of internship: Summer: eight to 12 weeks
Intern functions: Education, Internet, Technology

THE SCOOP
Mandated in 1800, the Library of Congress is the oldest cultural institution in the country. Today, it continues to serve the congressional arm of the U.S. government. As the largest library in the world, it houses and protects rare primary sources, ranging from Benjamin Franklin’s papers to the Mongolian Buddhist Sutra. The vast collection boasts 142 million items in 470 languages on 650 miles of shelves.

ON THE JOB
Library of Congress interns work in the conservation, acquisitions, geography and map, information services, web design and information technology divisions. Most interns work in the book, paper, photograph and preventive conservation departments, all of which are open to grad students only. The Library of Congress also acts as an umbrella organization, overseeing several internship programs, including the American Folklife Center Internship Program, John Carroll Internship Program, Mary Washington College Internship Program and the Paul Peck Humanities Institute Internship Program.

GETTING HIRED
Apply by: Deadlines and application procedures vary, so check the website for details
Qualifications: Eligibility depends on the specific program. Visit www.loc.gov/hr/employment, and follow the “Internship, Fellowship, and Volunteer Programs” link for more details.
Contact:
Leon Turner
Library of Congress
101 Independence Avenue SE
Washington, DC 20540
Phone: (202) 707-2087
Fax: (202) 707-6269
Email: letu@loc.gov
www.loc.gov/hr/employment
LINCOLN CENTER FOR THE PERFORMING ARTS

THE BUZZ

- Want a career in arts administration? Learn how to bring the performing arts to NYC

THE STATS

Industries: Fine and Performing Arts, Nonprofit
Location: New York, NY
Number of interns: Summer: approximately 35
Pay: Unpaid, academic credit; free tickets to performances
Length of internship: Varies
Intern functions: Education, Marketing, Public Relations, Arts and Design

THE SCOOP

Located on 16.3 acres in New York City, the Lincoln Center complex is comprised of 12 resident organizations—the Lincoln Center for the Performing Arts, Inc. (LCPA) is one of them. Its programs offer more than 400 performances of music, opera, theater, dance and multimedia events each year. LCPA is an international leader in arts and education and community relations, and sponsors a wide range of activities beyond its concert halls through its educational arm, the Lincoln Center Institute. LCPA is also the manager of the Lincoln Center campus, providing support and services for the Lincoln Center complex and its resident organizations.

ON THE JOB

Interns at Lincoln Center are placed in a variety of departments throughout the organization, including marketing, public relations and development. In addition, internship opportunities are offered at the Lincoln Center Institute and summer programming events such as Lincoln Center Out-of-Doors, Midsummer Night Swing and Mostly Mozart. The Lincoln Center Festival also hires interns to assist in projects associated with presenting internationally acclaimed artists and productions.

GETTING HIRED

Apply by: Applicants should complete the online application or email a resume and cover letter to the appropriate contact. Check the website below for specific program requirements and contacts.

Qualifications: Open to all college students, as well as recent college graduates and grad students. Non-U.S. citizens are eligible.

Contact:
Human Resources
Lincoln Center for the Performing Arts, Inc.
70 Lincoln Center Plaza
New York, NY 10023
Phone: (212) 875-5300
Fax: (212) 875-5185
Email: humanresources@lincolncenter.org
www.lincolncenter.org
LIZ CLAIBORNE

THE BUZZ

- “Work for a trailblazing label”

THE STATS

Industries: Consumer Products, Fashion, Manufacturing, Retail
Locations: New York, NY; North Bergen, NJ; Los Angeles, CA
Number of interns: Fall/spring: varies; Summer: 50
Pay: Unpaid, academic credit
Length of internship: Fall: September to November; Spring: January to May; Summer: June to August
Intern functions: Accounting, Arts and Design, Finance, Human Resources, Law, Merchandising, Production, Public Relations, Supply Chain, Technology

THE SCOOP

Four partners (including Liz herself) founded the design company Liz Claiborne in 1976. The apparel and accessories (men’s and women’s) corporation now represents several brands. Its holdings include Kenneth Cole, Ellen Tracy, Donna Karan New York, Lucky’s and Juicy Couture, among many others. The company also sponsors the Liz Claiborne Foundation, a nonprofit that addresses needs (particularly women with HIV/AIDS) in communities where the company has its main distribution and manufacturing centers.

ON THE JOB

Liz interns are hired to work in the finance, IT/IS, design, merchandising, accounting, production, supply chain, PR, HR, legal and business planning departments. All interns, regardless of department, work on an individual project for six to eight weeks. The projects are designed to give interns hands-on experience in the various areas of the company. The program also sponsors weekly activities, such as lunch seminars and field trips to give interns exposure to other departments, as well as a chance to socialize and learn from each other.

GETTING HIRED

Apply by: Open internships are listed on the company’s website. Candidates should apply online.

Qualifications: Most positions are open to current college sophomores, juniors and seniors with a minimum GPA of 2.8. Recent college graduates are also eligible for some positions. Applicants to the design program must be design majors, finance interns must be finance/accounting majors, and IT interns must be computer science or MIS majors. All other applicants may be studying any major. Retail and fashion experience is preferred, but not mandatory.

Contact:
Summer Internship Program
Liz Claiborne
1441 Broadway, 2nd Floor
New York, NY 10018
LOCKHEED MARTIN CORPORATION

THE BUZZ

• Engineer with the best

THE STATS

Industry: Technology
Locations: Bethesda, MD (HQ); primary locations for interns are Sunnyvale, CA; Palmdale, CA; Denver, CO; Dallas/Ft. Worth, TX; Houston, TX; Eagan, MN; Orlando, FL; Marietta, GA; Washington, DC; Philadelphia, PA; Owego, NY; Syracuse, NY
Number of interns: Annual: over 1,600
Pay: Paid, competitive; work-life benefits: flex time, tuition reimbursement, discounted gym memberships
Length of internship: Summer: 12 weeks; available in fall and spring
Intern functions: Accounting, Communications, Technology, Engineering, Finance, Human Resources

GETTING HIRED

Apply by: Rolling deadlines, with an emphasis in the fall and early spring semesters for the next summer's cohort. The first step is to provide a resume either online or at a career fair.
Qualifications: Students of all academic levels are welcome to apply. Lockheed Martin seeks candidates who not only have a strong academic background, but who also value diversity and teamwork. The company looks at each applicant holistically, in terms of performance, skills, experience, activities, leadership, etc.
Contact:
www.lockheedmartin.com/careers

THE SCOOP

Lockheed Martin is a multinational aerospace engineering company, employing 146,000 engineers and scientists worldwide. It is principally engaged in the research, design, development, manufacture, integration and sustainment of advanced technology systems, products and services. Lockheed Martin is the world's largest systems integrator by revenue, and has major programs in the areas of national defense, information technology, homeland security and space systems.

ON THE JOB

Interns are hired into engineering, IT and business organizations across all lines of business, and work on current and future technical programs. The company makes sure its internship program is rewarding for participants, by offering substantive work assignments. Lockheed Martin looks to provide opportunities for interns to apply what they have learned in their academic environment. About 56 percent of the intern class accepts full-time positions in the corporation.
LONGWOOD GARDENS

THE BUZZ

- Cultivate a career in horticulture in Pennsylvania

THE STATS

Industries: Environment, Nonprofit, Science, Research  
Location: Kennett Square, PA  
Number of interns: Annual: up to 40  
Pay: Paid, $8.50 an hour; free housing, discounts in the Gardens Shop and restaurant, discounted educational opportunities  
Length of internship: Three to 12 months, beginning in January, March, June or September  
Intern functions: Marketing, Education, Nonprofit, Science and Math, Public Relations

GETTING HIRED

Apply by: Fall: May 1st; Spring: November 1st; Summer: February 1st. Candidates must submit official transcripts, two letters of recommendation, the application form, statement of professional objectives (about 200 words) and a resume. The application is available at www.gardeninternships.org.  
Qualifications: Open to college students, grad students and recent college grads. Separate internship programs are also available for international applicants and high school students.  
Contact:  
Mark Richardson, Student Programs Coordinator  
Longwood Gardens  
P.O. Box 501  
Kennett Square, PA 19348  
Phone: (610) 388-1000, ext. 508  
Fax: (610) 388-2908  
Email: mrichardson@longwoodgardens.org  
www.longwoodlearning.org

THE SCOOP

With 11,000 different plants in 40 outdoor and indoor gardens on 1,050 acres of land, Longwood Gardens is one of the premiere horticultural centers in the world. It attracts roughly 900,000 visitors annually. Though many generations worked to make the garden what it is today (beginning with Quakers who bought the land from William Penn and began planting trees on it), philanthropist Pierre S. DuPont brought it to full bloom.

ON THE JOB

Internships are available in arboriculture, curating, display design, education, greenhouse production, groundskeeping, horticulture research, indoor display, integrated pest management, library and archives, marketing and public relations, nursery management, outdoor display and visitor programs. Positions vary depending on the garden’s needs and staffing demands. A rotational summer internship in public horticulture is also available, in which interns rotate through five or six horticulture work areas.
LOS ANGELES MAGAZINE

THE BUZZ

• “Learn about reporting all that is Los Angeles”

THE STATS

Industry: Publishing/Journalism
Location: Los Angeles, CA
Number of interns: Annual: 20 to 25
Pay: Unpaid
Length of internship: Summer/fall/winter/spring: 13 weeks each
Intern function: Editorial

THE SCOOP

Established in 1960, Los Angeles Magazine is a comprehensive lifestyle guide covering contemporary life in Los Angeles. Published by Emmis Communications Inc., the magazine reaches over 150,000 readers and provides articles, essays and columns on a wide range of topics.

ON THE JOB

Interns assist in the editorial department and are assigned projects that change from day to day. Duties may include research, fact-checking, submitting story ideas, transcribing and occasionally answering phones. Interns also have the opportunity to write for the website.

$ GETTING HIRED

Apply by: Summer: April 30th; Fall: July 30th; Winter: October 30th; Spring: December 30th

Qualifications: Open to college juniors and seniors and graduate students majoring in English, communications or journalism.

Contact:
Eric Mercado
Research Editor
Los Angeles Magazine
5900 Wilshire Boulevard, 10th Floor
Los Angeles, CA 90036
Phone: (323) 801-0062
Email: emercado@lamag.com
www.lamag.com

THE LOS ANGELES TIMES

THE BUZZ

• “Incredible reputation! A huge professional challenge and opportunity for growth”
• “It was a great experience and opened my eyes”
• “A very real-life, real-time internship”

THE STATS

Industry: Publishing/Journalism
Location: Los Angeles, CA
Number of interns: Summer: 10 to 12
Pay: Paid, industry competitive
Length of internship: Summer: 10 weeks
Intern function: Editorial

THE SCOOP

Since its founding in 1881, The Los Angeles Times has grown into one of the biggest urban dailies in the United States. It consists of foreign, national, state, business, arts and features, and sports news, all of which have contributed to more than 35 Pulitzer Prizes since 1942. The L.A. Times is published at both the Los Angeles-based Olympic plant and an Orange County plant in Costa Mesa. In 2000, The L.A. Times became part of the Tribune Co.

ON THE JOB

Interns work mostly in Southern California as business, news, sports and features reporters. There are also positions available in visual journalism and copy editing. The paper is large and can be intimidating to newcomers, which is why successful candidates usually have had a few internships elsewhere before The L.A. Times.

$ GETTING HIRED

Apply by: Official deadline is January 1st, but early submission (October 15th) is encouraged. Send a resume, cover letter, personal essay and clips to the address below.

Qualifications: Open to all current college students, as well as graduate students. Recent graduates are eligible, but they must still be enrolled when they submit an application.

Contact:
The Los Angeles Times
Randy Hagihara
Editorial Internship Director
202 West 1st Street
Los Angeles, CA 90012
Phone: (213) 237-7992
Email: randy.hagihara@latimes.com
www.latimes.com
THE LOWELL WHITEMAN SCHOOL

THE STATS

Industries: Education, Nonprofit  
Location: Steamboat Springs, CO  
Number of interns: Annual: 3  
Pay: Paid, $13,500 a year; health benefits, season ski pass, room and board  
Length of internship: Nine months  
Intern function: Education

THE SCOOP

Located in “Ski-Town U.S.A.,” the Lowell Whiteman School—a co-ed, college prep boarding and day school—is nestled in the Rocky Mountains. At the school, rigorous academics are paired with an experiential program that focuses on outdoor activity, taking full advantage of all that Northwestern Colorado has to offer. Each student commits to a track of foreign travel or competitive skiing or riding. The school doesn’t just educate minds; it educates “body and spirit.” Lowell Whiteman, who died in 2001, launched the concept as a youth camp in 1946, expanding it to a school in 1957.

ON THE JOB

Resident interns live and work in the school’s student dorms (one in each of the two boys’ dorms and one or two in the girls’ dorm). They assist the dorm parents in supervising the students in their residential lives, including kitchen work and weekend dorm duty. Interns also supervise afternoon activities such as backpacking, mountain biking, rock climbing, skiing, snowboarding, horseback riding, kayaking and canoeing. Interns teach two academic classes. About 10 percent of interns are offered full-time positions upon graduation.

GETTING HIRED

Apply by: Rolling, but appointments are often made by April 1st for the following year. Email a resume and cover letter to the contact provided.

Qualifications: Open to all recent college graduates who have worked with high school students in the past. A strong background in the academic discipline in question is required. Non-U.S. citizens are eligible.

Contact:  
Walter H. Daub  
Head of School  
Lowell Whiteman School  
42605 County Road #36  
Steamboat Springs, CO 80487  
Email: daubw@lws.edu  
www.lws.edu

THE BUZZ

- Teach bright youngsters and ski all winter  
- “It has made me so excited to teach”  
- “A great opportunity for me to get my feet wet in teaching”
LOWE’S COMPANIES, INC.

THE BUZZ

- Join a dominant force in DIY
- "More than just getting coffee"
- "Lowe’s treats their interns very kindly and with respect"

THE STATS

Industries: Consumer Products, Retail  
Locations: Mooresville, NC; Wilkesboro, NC; stores and distribution centers nationwide  
Number of interns: Varies  
Pay: Paid, competitive market rates; academic credit, 10 percent employee discount, possible housing  
Length of internship: Summer: 10 weeks (June to August)  
Intern functions: Accounting, Engineering, Finance, Human Resources, Management, Marketing, Public Relations, Retail, Sales, Technology, Transportation and Logistics

THE SCOOP

With sales of $48.2 billion in the 2008, Lowe’s Companies, Inc. is a Fortune 500 company that serves approximately 14 million customers a week at more than 1,650 home improvement stores in the United States and Canada. Founded in 1946 and based in Mooresville, N.C., Lowe’s is the second-largest home improvement retailer in the world, with over 200,000 employees.

ON THE JOB

Lowe’s offers internships in various departments, including human resources, retail management and loss prevention. In addition, some management and supervisory internships are available in the company’s distribution centers. Interns interact with employees in different departments throughout their time at the company, and about 30 percent of interns go on to become full-time employees.

GETTING HIRED

Apply by: Summer: January 1st to March 15th. Final decisions are made around April 15th.

Qualifications: Lowe’s prefers rising college juniors or seniors. Non-U.S. citizens may be eligible for some positions. Check the website below for specific qualifications, as degree and GPA requirements vary.

Contact:
Sarah Cook  
College Recruiter/Internship Program Manager  
1000 Lowe’s Boulevard, 2WHR  
Mooresville, NC 28117  
Fax: (704) 758-3057  
Email: sarah.cook@lowes.com  
www.lowes.com/college
LUCASFILM

THE BUZZ
- “The film force must be with you if you nab this top slot”
- “Looking for a few good Padawans!”

THE STATS

Industries: Broadcast and Cable, Film/Entertainment, Internet and New Media, Technology
Locations: Nicasio, CA; San Francisco, CA
Number of interns: Annual: eight to 10
Pay: Paid, $9 an hour
Length of internship: Summer: May to September, 12 to 16 weeks, 40 hours a week
Intern functions: Finance, Hospitality, Human Resources, Internet, Law, Marketing, Research

THE SCOOP

Founded in 1975 by Star Wars legend George Lucas, Industrial Light & Magic (ILM) is one of the film industry’s leading production and entertainment companies. ILM and Skywalker Sound have developed technical and creative innovations, which led to motion control cameras, optical compositing and other advances in effects technology. ILM currently employs a core group of over 1,200 staff members.

ON THE JOB

The Jedi Academy Program accepts interns at ILM, LucasArts, Lucasfilm Animation, Lucas Online, Skywalker Sound and Lucas Licensing. Interns are given the opportunity to learn the business aspect of the entertainment industry. Assignments may be available in game programming and engineering, game art, software engineering, IT, web development, marketing, licensing and production.

GETTING HIRED

Apply by: Summer: February 28th. Interested students should apply online. A cover letter, resume, transcripts and two letters of recommendation are required. Some positions require additional materials, so check the job posting for details. Consult your school’s career services office to see if Lucasfilm recruits on your campus.

Qualifications: Open to college juniors and graduate students who will return to school following the internship.

Contact:
Lucasfilm University Relations
Jedi Academy Internships
P.O. Box 29919
San Francisco, CA 94129-0919
Phone: (415) 258-2000
jobs.lucasfilm.com

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LUNAR AND PLANETARY INSTITUTE

THE BUZZ

• Keep your eyes on the skies—research the solar system

THE STATS

Industries: Science, Research, Technology
Location: Houston, TX
Number of interns: Summer: 32
Pay: Paid, $3,500 stipend; housing, $1,000 travel reimbursement
Length of internship: Summer: 10 weeks, June 2nd to August 8th
Intern functions: Astronomy, Research, Science and Math

THE SCOOP

Founded in 1968, the Lunar and Planetary Institute (LPI) researches the evolution, formation and current state of the solar system. The institute is housed in the Universities Space Research Association’s Center for Advanced Space Studies, which includes a computing center, extensive collections of lunar and planetary data, an image-processing facility and an extensive library. LPI also has educational and public outreach programs assisting local and national press on planetary issues.

ON THE JOB

Summer interns work one-on-one with scientists at the institute or the Johnson Space Center. They do real hands-on research, completing a project of current interest in planetary science. Such projects may include the origins of meteorites, lunar resource utilization or any of a number of exciting topics.

GETTING HIRED

Apply by: January 20th. Paper applications are not accepted. Submit references online; college transcripts must be submitted by mail. Notification of selection will be made by February 22nd. Successful applicants should be prepared to make a decision regarding the offer within two days of notification. Check the website for updates.

Qualifications: Open to current college students with at least 50 semester hours of academic credit, who are interested in pursuing a career in the physical sciences. December 2008 graduates and spring 2009 semester graduates are also eligible.

Contact:
LPI Summer Intern Program
Attn: Jodi J. Jordan
3600 Bay Area Boulevard
Houston, TX 77058
Phone: (281) 486-2180
Fax: (281) 486-2127
Email: jordan@lpi.usra.edu
www.lpi.usra.edu/lpiintern

THE BUZZ

• Keep your eyes on the skies—research the solar system

THE STATS

Industries: Science, Research, Technology
Location: Houston, TX
Number of interns: Summer: 32
Pay: Paid, $3,500 stipend; housing, $1,000 travel reimbursement
Length of internship: Summer: 10 weeks, June 2nd to August 8th
Intern functions: Astronomy, Research, Science and Math

THE SCOOP

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Contact:
LPI Summer Intern Program
Attn: Jodi J. Jordan
3600 Bay Area Boulevard
Houston, TX 77058
Phone: (281) 486-2180
Fax: (281) 486-2127
Email: jordan@lpi.usra.edu
www.lpi.usra.edu/lpiintern
LUTHERAN VOLUNTEER CORPS

THE BUZZ
- A year of service. A lifetime of commitment.

THE STATS
Industry: Nonprofit
Locations: Washington, DC (HQ); Atlanta, GA; Baltimore, MD; Berkeley, CA; Chicago, IL; Detroit, MI; Milwaukee, WI; Minneapolis, MN; Oakland, CA; Omaha, NE; Port Huron, MI; San Francisco, CA; Seattle, WA; St. Paul, MN; Tacoma, WA; Wilmington, DE
Number of interns: **Annual**: 125 to 160
Pay: Paid, $105 a month; medical insurance, housing, utilities, food, transportation, $5,350 AmeriCorps education stipend for most positions
Length of internship: One year beginning in mid August
Intern functions: Administrative, Editorial, Education, Environment, Health Care, Law, Marketing, Nonprofit, Personal Services, Project Management

THE SCOOP
Lutheran Volunteer Corps (LVC) is a national volunteer service program that partners with full-time volunteers and over 120 social justice organizations in 16 cities across the United States. Volunteers provide direct service to the marginalized in society and work on the root causes of poverty and oppression. Volunteers live together in intentional household communities of four to seven people, to deepen their spirituality and encourage simple, sustainable living.

ON THE JOB
Volunteer placements include schools, environmental organizations, shelters, medical and legal clinics, refugee services, public policy organizations, community organizing organizations, senior service providers and programs for women and youth. Many programs offer the opportunity for hands-on, direct service with people in need. Others ask volunteers to help coordinate, develop and manage projects by fundraising, recruiting volunteers or working with the legal system.

GETTING HIRED
Apply by: LVC has a rolling application process with three deadlines: January 15th, March 15th and April 30th. All volunteers (regardless of application date) have the same start date (late August). A downloadable application is available at the second URL below. Three references are required (the reference form is also online).
Qualifications: Applicants must be at least 21 years of age. Most positions do not require previous experience, although a few prefer volunteers who are fluent in Spanish.
Contact:
Lutheran Volunteer Corps
1226 Vermont Avenue NW
Washington, DC 20005
Phone: (202) 387-3222
Email: recruitment@lutheranvolunteercorps.org
www.lutheranvolunteercorps.org
www.lutheranvolunteercorps.org/volunteers.htm
LYONDELLBASELL INDUSTRIES

THE STATS

Industry: Manufacturing
Locations: The Netherlands (HQ); Houston, TX; Brunswick, GA; Channelview, TX; Chocolate Bayou, TX; Cincinnati, OH; Clinton, IA; Corpus Christi, TX; Fairport Harbor, OH; Jackson, TN; Jacksonville, FL; Lake Charles, LA; La Porte, TX; Matagorda, TX; Morris, IL; Newtown Square, PA; Pasadena, TX; Tuscola, IL; The Woodlands, TX; Argentina; Australia; Brazil; China; France; Germany; Italy; Japan; Mexico; Saudi Arabia; Spain; United Kingdom
Number of interns: Spring/fall: 10 each; Summer: 50
Pay: Paid, varies
Length of internship: Spring/fall: 16 to 20 weeks; Summer: 12 weeks
Intern functions: Accounting, Engineering, Finance, Manufacturing, Supply Chain, Technology

THE BUZZ

- “Responsibility from day one”
- “Safety is a value here, not a priority. Priorities change.”
- “Endless opportunities”

THE SCOOP

Based in the Netherlands, LyondellBasell Industries is the world’s largest polymers, petrochemicals and fuels company. With over 15,000 employees in 19 countries, LyondellBasell has an annual revenue of $50 billion. Its products—which include ultra low-sulfur diesel, ethylene, styrene, propylene and gasoline—are used in countless household products and auto parts (like detergents, cosmetics, and construction and home-building materials).

ON THE JOB

LyondellBasell hires interns for its manufacturing, supply chain, technology, and accounting and finance departments. Manufacturing interns work as chemical, mechanical and electrical engineers in maintenance, reliability, process, project, production, electrical, health and safety and environmental engineering. Accounting and finance interns work in accounting, risk assessment and control, internal audit, internal controls, treasury, business performance analysis and reporting and tax.

GETTING HIRED

Apply by: Spring/summer/fall: September and October. View descriptions and apply online at the website below.
Qualifications: The majority of LyondellBasell internships are open to students who are at least 18 years old. Interns should be working toward one of the following degrees: chemical, mechanical, electrical or environmental engineering; accounting; industrial hygiene; supply chain; or industrial distribution.
Contact: www.lyondellbasell.com
MAD MAGAZINE

THE BUZZ
- “What? You intern? Yes, if you like publishing and satire”

THE STATS
- Industry: Publishing/Journalism
- Location: New York, NY
- Number of interns: Summer: four (two editorial, two art)
- Pay: Unpaid, academic credit only
- Length of internship: Summer: six weeks (June to July and July to August)
- Intern functions: Administrative, Arts and Design, Editorial, Print Media

THE SCOOP
Everyone knows the face of MAD magazine, Alfred E. Neuman, as well as longtime features like Spy vs. Spy and the Fold-in. After over 50 years and almost 500 issues, MAD is one of the best known magazines in America. The comic entertainment magazine uses humorous writing and comic illustrations to comment satirically on current events and the entertainment industry.

ON THE JOB
Previous editorial interns have been hired at MAD as full-time employees, and many have sold story ideas to the magazine. Art interns work on the layout of the magazine. Along with helping the art staff produce the publication, art interns should be prepared to fulfill some clerical roles.

GETTING HIRED
Apply by: March 27th. Editorial applicants: send one original premise for an article that should be in MAD and three examples of how to develop it, along with personal information. Art applicants: send a resume and six samples of your work.

Qualifications: Open to college students who are eligible to receive academic credit. Art interns must have some experience in graphic design and typography, as well as QuarkXPress, Adobe Photoshop and Illustrator skills.

Contact:
MAD Magazine Internship Program
c/o Dave Croatto
1700 Broadway
New York, NY 10019
Email: dave.croatto@madmagazine.com

MAD Magazine Design Internship Program
c/o Ryan Flanders
1700 Broadway
New York, NY 10019
Email: ryan.flanders@madmagazine.com
www.dccomics.com/mad/?action=jobs

MADISON SQUARE GARDEN

THE BUZZ
- “Shoot lay-ups during lunch break”
- “How cool is it to say you work at the Garden?”

THE STATS
- Industries: Broadcast and Cable, Sports
- Location: New York, NY
- Number of interns: Annual: 405
- Pay: Paid, $30 a day stipend; academic credit
- Length of internship: Spring: five months; Summer: three months; Fall: four months
- Intern functions: Advertising, Internet, Marketing, Public Relations, Sales, Technology

THE SCOOP
Madison Square Garden was built in 1879 in Madison Square, but has moved four times since then—all around midtown Manhattan—before settling in its current location at Seventh Avenue between 31st and 33rd Streets, above the “new” Penn Station. The Garden has always been a major sports and events center, and today is home to the Knicks and the Rangers. In addition to sporting events, the Garden is host to concerts and performances throughout the year. Ringling Bros. performs its world-famous circus there when in town and Ol’ Blue Eyes himself (Frank Sinatra) made it a frequent venue, as well. Jimi Hendrix played the Garden in 1969, Tina Turner in 1987 and Jerry Garcia in 1994.

ON THE JOB
Though intern positions vary depending on management needs, most are related to the Garden’s business activities. Applicants should clearly express their career interests, which will be accommodated if possible. Some departments in which past interns have worked include public relations, advertising, sales and marketing, operations, information technology and new media. In all departments, interns work closely with full-time professionals.

GETTING HIRED
Apply by: Spring: December 1st; Summer: April 1st; Fall: August 1st. Interested students should apply online or send a resume and cover letter to the contact provided.

Qualifications: Open to all college sophomores, juniors and seniors, and grad students. Interests related to the Garden’s business activities. Applicants should clearly express their career interests, which will be accommodated if possible.

Contact:
Attn: Internship Manager
Madison Square Garden
2 Pennsylvania Plaza, 15th Floor
New York, NY 10121
www.thegarden.com/corporate/index.html
MAINE STATE MUSIC THEATRE

THE BUZZ

• “Explore a top musical internship in gorgeous Maine”

THE STATS

Industries: Education, Fine and Performing Arts, Nonprofit
Location: Brunswick, ME
Number of interns: Annual: 22
Pay: Paid, $175 a week; free housing, academic credit available
Length of internship: Summer: 13 weeks (May to August)
Intern functions: Arts and Design, Management, Marketing, Production, Technology

THE SCOOP

Maine State Music Theatre (MSMT) is a nonprofit theater production company offering musical theater, live professional performances and outreach programs that entertain and educate. MSMT’s productions, including all set designs, costumes and musical arrangements, are original. MSMT seeks to preserve the American theatrical experience, holding high-quality productions at affordable ticket prices.

ON THE JOB

Interns work in carpentry, electrics, paints, stage operations, costumes, wardrobe, sound, props, stage management, company management, marketing and performance. MSMT requires all interns to work in areas other than their expertise so that they develop an awareness of and appreciation for all areas of a production. Interns put together their own production at the end of the summer.

GETTING HIRED

Apply by: Summer: March 30th. Send a resume, cover letter and three references to the address below. Performance interns must additionally submit a headshot.

Qualifications: Open to all students over 18 years of age, high school graduates, current college students, grad students and recent college graduates.

Contact:
Kathi Kacinski
Company Manager
Maine State Music Theatre
22 Elm Street
Brunswick, ME 04011
Phone: (207) 725-8760, ext. 11
Fax: (207) 725-1199
Email: jobs@msmt.org
www.msmt.org
www.msmt.org/emp_internships.html
MAKOVSKY + COMPANY

THE BUZZ
- Get a broad grounding in PR in the world’s capital, New York

THE STATS
Industry: Public Relations
Location: New York, NY
Number of interns: Varies
Pay: Paid, $10 an hour; academic credit
Length of internship: Fall/spring/summer: 13 weeks
Intern functions: Administrative, Public Relations, Research

THE SCOOP
Founded in 1979, Makovsky + Company is an independent, full-service public relations and investor relations firm with practice areas in health, technology, financial and professional services and investor relations. With 50 employees, Makovsky + Company has business-to-business marketing expertise and an integrated branding and visual communications division. The firm was voted one of the best agencies to work for by Holmes Report in 2007.

ON THE JOB
Interns generally work on a variety of PR projects and activities, including media relations, research, updating media lists, compiling press kit materials and participating in internal account team and brainstorming meetings. Interns learn the PR business step by step as they are assigned their own projects to create and present to executives and staff. Interns are also encouraged to attend luncheons and professional development seminars sponsored by organizations such as the Public Relations Society of America or PR Newswire. The staff also organizes “field trips,” most recently to the New York Stock Exchange, Bloomberg Business News and NBC studios, providing a broader perspective into the PR world. About one third of interns are offered full-time positions upon graduation.

GETTING HIRED
Apply by: Spring: December 15th; Summer: April 15th; Fall: August 15th. Contact the internship coordinator by mail or email, and include a cover letter, resume and writing samples. In-person interviews are required for finalists.

Qualifications: Open to all college juniors and seniors. Recent grads and non-U.S. citizens are also eligible. Must be available to work for a minimum of 20 hours a week for the fall/spring and 40 hours a week for the summer.

Contact:
Internship Coordinator
Makovsky + Company
575 Lexington Avenue, 15th Floor
New York, NY 10022
Phone (212) 508-9600
Fax (212) 751-9710
Email: internship@makovsky.com
MANHATTAN THEATRE CLUB

THE STATS

Industries: Education, Fine and Performing Arts, Nonprofit
Location: New York, NY
Number of interns: Spring/summer/fall: 10 each
Pay: Paid and unpaid; free performances at MTC, free and discounted ticket offers to other companies’ Broadway and Off-Broadway performances
Length of internship: Spring: January to May; Summer: June to August; Fall: September to December
Intern functions: Administrative, Arts and Design, Education, Finance, Management, Marketing, Production

THE BUZZ

• “An intense and involved New York theater internship”

THE SCOOP

For more than three decades, the Manhattan Theatre Club has been the creative and artistic home for some of America’s most gifted theatrical artists, and produces works by both established and emerging American and international playwrights. Significant recent productions include Lynn Nottage’s Pulitzer Prize-winning Ruined, David Lindsey-Abaire’s Pulitzer Prize-winning Rabbit Hole and John Patrick Shanley’s Tony and Pulitzer Prize-winning Doubt.

ON THE JOB

The Paul A. Kaplan Theatre Management Program at the Manhattan Theatre Club has part-time and full-time internships. Some positions come with a stipend and others are volunteer only. Various positions are available in business, casting, development, education, literary, marketing, company management, production management and theater management. Interns are assigned specific projects within the office as well as general administrative duties.

GETTING HIRED

Apply by: Spring: second Friday in November; Summer: second Friday in March; Fall: second Friday in July. Applicants must submit an application (available at www.mtc-nyc.org), resume, cover letter and two reference letters.

Qualifications: Applicants must be at least rising sophomores in college. Recent grads and non-U.S. citizens are eligible. Some previous administrative experience is strongly preferred.

Contact:
Manhattan Theatre Club
Intern Coordinator
311 West 43rd Street, 8th Floor
New York, NY 10036
Fax: (212) 399-4329
Email: interns@mtc-nyc.org
www.mtc-nyc.org

THE BUZZ

• “An intense and involved New York theater internship”

© 2009 Vault.com Inc.
MANICE EDUCATION CENTER

THE BUZZ
• Help city kids learn about nature

THE STATS
Industries: Education, Environment, Nonprofit
Locations: Florida, MA; New York, NY
Number of interns: Annual: 10
Pay: Field teachers: $350 a week; Field teacher interns: $200 a week; room and board; academic credit
Length of internship: Varies, usually three to six months
Intern functions: Education, Environment, Nonprofit

THE SCOOP
Founded in 1897, Christodora’s Manice Education Center is a nonprofit organization located near Williamstown, Mass. The center operates environmental education, wilderness camping/canoeing and leadership programs for New York City inner-city students.

ON THE JOB
After on-site training during the month of June, interns co-lead educational activities related to ecology, wilderness, leadership skills and group initiatives with Manice’s field teachers. Summer wilderness education interns host and guide wilderness expeditions (e.g., canoeing and backpacking) around the Northeast. A yearlong internship for college grads is also available, including six months co-teaching environmental education classes to low income middle school students in partner schools in NYC, and six months as a field teacher at the Manice Center.

GETTING HIRED
Apply by: Spring: March 1st; Summer: March 15th; Fall: July 1st. Send a cover letter, resume and three references to manice@christodora.org, or mail them to the address below.

Qualifications: Open to students with at least one year of college-level work in a related subject. College graduates of any age and grad students may also apply. Lifeguard, first aid and CPR certifications are preferred.

Contact:
Matthew Scholl
Manice Education Center
68 Savoy Road
Florida, MA 01247
Phone/Fax: (413) 663-8463
Email: manice@christodora.org

Christodora-Manice Education Center
Attn: Katrina Cary
One East 53rd Street
New York, NY 10022
Phone: (212) 371-5225
Fax: (212) 371-2111
Email: info@christodora.org
www.christodora.org
MANUS & ASSOCIATES LITERARY AGENCY

THE BUZZ
- Bury your head in this spellbinding internship!
- “See the life of a literary agent”

THE STATS
Industry: Publishing/Journalism  
Locations: New York, NY; Palo Alto, CA  
Number of interns: Annual: eight to 10  
Pay: Unpaid, academic credit available; free books  
Length of internship: Spring/summer/fall: 12 weeks to one year, at least 10 hours a week  
Intern functions: Administrative, Editorial

THE SCOOP
With an office on each coast, Manus & Associates Literary Agency, Inc., has represented independent authors in New York and the San Francisco Bay area for the past 20 years. Manus represents authors of commercial literary fiction, suspense and thrillers, multicultural fiction, young adult fiction, biographies, parenting titles, travel, pop culture and self-help books.

ON THE JOB
Manus intern duties range from screening incoming queries to managing client and editorial correspondence. Interns learn all facets of the literary agency market. The firm helps its interns develop a “literary eye.”

GETTING HIRED
Apply by: Rolling. Contact the internship coordinator in your area. Applicants must read and evaluate in writing (about one page each) five 100-page manuscript excerpts in about one week. Their coverage is read by the agency and applicants are contacted by phone.

Qualifications: Open to students who have completed at least one year of undergraduate work. Applicants who demonstrate critical reading or who have publishing, writing or editorial experience are preferred.

Contact:
New York  
Manus & Associates Literary Agency, Inc.  
Internship Coordinator  
444 Madison Avenue, 39th Floor  
New York, NY 10022  
Phone: (212) 644-8020  
Fax: (212) 644-3374

Palo Alto  
Manus & Associates Literary Agency, Inc.  
Dena Fischer, Internship Coordinator  
425 Sherman Avenue, Suite 200  
Palo Alto, CA 94306  
Phone: (650) 470-5151  
Fax: (650) 470-5159  
Email: dena@manuslit.com  
www.manuslit.com
MARRIOTT INTERNATIONAL, INC.

THE BUZZ

- See what it takes to be the hostess with the most-est

THE STATS

Industry: Hospitality and Tourism
Locations: Nationwide
Number of interns: Summer: about 150 to 175; Fall/Spring: about 200 to 300
Pay: Paid, varies; academic credit, discounted hotel rooms
Length of internship: Eight to 12 weeks or six months to one year, year-round, with the majority in the summer
Intern functions: Accounting, Finance, Human Resources, Personal Services, Retail, Sales

THE SCOOP

Based in Washington, D.C., Marriott International, Inc. is one of the leading hotel companies in the country. The progeny of the original Hot Shoppes (established in 1927), today’s Marriott focuses exclusively on the lodging business, offering everything from short-stay hotels to extended-stay business housing. With over 3,000 properties in the United States, as well as 67 other countries and territories, the company was ranked by Fortune magazine as one of the 2009 best places to work. In 2008, Marriott International reported revenue of almost $13 billion.

ON THE JOB

Marriott offers internships in its hotels and corporate offices in the front office, housekeeping, culinary and pastry arts, restaurants, banquets, event services, finance and accounting, human resources, sales and recreation. The global hotelier invites one third of its intern pool to continue as full-time employees.

GETTING HIRED

Apply by: Rolling. All applicants must apply online at www.marriott.com/careers/collegeinternships.mi.

Qualifications: While the majority of interns are college students, high school students and recent grads may also apply. College juniors and seniors are preferred for some positions, but students completing business or related hospitality curricula can also be considered for internships with Marriott.

Contact:
Kelly Finn
Marriott Internship Coordinator
Marriott Drive, Department 52.931.91
Washington, DC 20058
Phone: (301) 380-2053
Fax: (301) 380-4202
Email: kelly.finn@marriott.com
www.marriott.com
www.marriott.com/careers/CollegeInternships.mi
MARS & CO.

**THE BUZZ**
- Go to Mars for a real-world consulting experience

**THE STATS**
- **Industry:** Consulting
- **Location:** Greenwich, CT
- **Number of interns:** Summer: two to four
- **Pay:** Paid, competitive salary; housing provided
- **Length of internship:** Summer: eight to 10 weeks
- **Intern function:** Consulting

**THE SCOOP**
Mars & Co. is a consulting company that has been providing strategic assistance to Fortune 100 companies for over 30 years. The company counts approximately 250 employees in six locations around the world: Greenwich, San Francisco, Paris, London, Tokyo and Shanghai.

**ON THE JOB**
Summer consultants get hands-on experience as full-fledged members of project teams working for the firm’s clients. Duties are the same as new MBA-level consultants, including field research, data acquisition and analysis, creation of presentation materials, model building and solution generation. Summer consultants are given senior-level mentors and are required to present highlights of their work to the Mars & Co. executive team at the end of the internship.

**GETTING HIRED**
- **Apply by:** Varies. Applicants should email a resume and cover letter to the address below.
- **Qualifications:** Open to MBA students between their first and second years of study at top tier universities. Candidates should have demonstrated high achievement in their careers prior to enrolling in business school and have an undergraduate degree in engineering, math or a physical science. Applicants must be able to work without restriction in the United States for an unlimited amount of time, as interns may be offered full-time positions upon graduation.
- **Contact:**
  - Email: recruitingusg@marsandco.com
  - www.marsandco.com

THE MARTIN AGENCY

**THE BUZZ**
- A crash course in advertising
- Get used to the fast-paced ad world

**THE STATS**
- **Industry:** Advertising/Marketing
- **Location:** Richmond, VA
- **Number of interns:** Summer/winter: 15 each
- **Pay:** Unpaid
- **Length of internship:** Summer/winter: 10 days each in January and June
- **Intern function:** Advertising

**THE SCOOP**
The Martin Agency is a comprehensive advertising agency. It has used its skills to win over many clients, including Discover Card, BF Goodrich, Walmart, ESPN’s X-Games, NASCAR, Hanes, SEIKO and PING. The agency has created some of the most infectious marketing campaigns, such as GEICO’s Gecko and Cavemen campaigns and the state of Virginia’s “Virginia is for Lovers.”

**ON THE JOB**
In Martin’s Student Workshop program, teams of five students work with one of the agency’s professionals to create an ad concept for a client, as well as a strategy for implementing the concept, including an integrated marketing plan. At the end of the session, interns present their plan to agency execs and client representatives. The workshops are held twice a year at the company’s Virginia offices during college breaks.

**GETTING HIRED**
- **Apply by:** Summer: March 15th; Winter: October 15th. Applicants must submit an application, resume, cover letter and writing sample. Contact the company for an application.
- **Qualifications:** Open to all college students and recent college graduates.
- **Contact:**
  - Allison Mays
  - VP/Workshop Coordinator
  - The Martin Agency
  - One Shockoe Plaza
  - Richmond, VA 23219
  - Phone: (804) 698-8219
  - Fax: (804) 698-8201
  - Email: allison.mays@martinagency.com
  - www.martinagency.com
MARVEL ENTERTAINMENT

THE BUZZ

- “I’ve been a reader of Marvel Comics since I was [eight]. I’ve always wanted to work here.”
- “Very exhilarating to any comic fan”

THE STATS

Industries: Animation, Broadcast and Cable, Consumer Products, Film/Entertainment, Internet and New Media, Licensing, Marketing, Publishing/Journalism

Locations: Manhattan Beach, CA; New York, NY

Number of interns: Spring/summer/fall: 25 to 30 each

Pay: Unpaid, must receive academic credit

Length of internship: Spring/summer/fall: three to four months each, two to five days a week

Intern functions: Accounting, Arts and Design, Editorial, Human Resources, Internet, Law, Marketing, Print Media, Sales, Technology

THE SCOOP

It’s no wonder Marvel boasts that 75 percent of American children have read its comic books—they created Spider-Man, X-Men and the Incredible Hulk, plus over 5,000 other characters! Encompassing comic book publishing, entertainment, licensing, toys and internet/new media, Marvel stands at the forefront of the comic book industry. In August 2009, Disney announced that it was buying Marvel to the tune of $4 billion.

ON THE JOB

Each intern is assigned to one department within the company. Departments include art returns, editorial operations, editorial, production, web/online, digital comics, creative services, brand assurance, inventory, business development and merchandising, sales, communications, legal, accounting, licensing/consumer products, information technology, IT desktop, human resources, print production and Marvel Studios.

GETTING HIRED

Apply by: East Coast: apply online by completing the application and uploading a resume and cover letter. West Coast: apply by fax or email.

Qualifications: Internships are unpaid and offered to students who are eligible to receive academic credit. International applicants are welcome.

Contact:

East Coast Internships
Marvel Entertainment, Inc.
417 5th Avenue
New York, NY 10016
www.marvel.com
www.marvel.com/company/index.htm?sub=careers_current.htm

West Coast Internships
Marvel Studios
1600 Rosecrans Avenue, Building 7, Suite 110
Manhattan Beach, CA 90266
Fax: (310) 536-0415
Email: marvelstudiosinternship@marvel.com
(No phone calls, please!)
THE MARYLAND ZOO IN BALTIMORE

THE BUZZ

- An important name in zoo internships
- “Work with animals and learn proper procedures for the animals”
- “The work is hard but very rewarding”

THE STATS

Industries: Education, Environment, Hospitality and Tourism  
Location: Baltimore, MD  
Number of interns: Annual: 20  
Pay: Unpaid, academic credit; discounts on gift shop, food and beverage, free parking  
Length of internship: Spring/summer/fall: 10 to 15 weeks  
Intern functions: Administrative, Arts and Design, Education, Environment, Management, Marketing, Public Relations, Sales

THE SCOOP

The Maryland Zoo was established over 130 years ago, making it the third-oldest zoo in the United States. Today, the zoo’s animal collection includes more than 1,500 birds, mammals, amphibians and reptiles, representing nearly 200 species. Its mission is to inspire and educate people to join with it in the active support and conservation of wildlife and wild places. Covering nearly 140 acres, the zoo focuses on conservation programs including Project Golden Frog and African Black-Footed Penguin research.

ON THE JOB

The zoo matches interns with a position based on their educational background, experience and career goals. Possible departments are animal care, aviculture, education, graphic design, group sales, herpetology, horticulture, mammals, management and administration, marketing, public relations, special events, visitor services and volunteer management.

$ GETTING HIRED

Apply by: Rolling. Summer: March 1st; Fall: August 1st; Spring: November 1st. Candidates should submit a volunteer application, school transcript, resume and brief essays explaining: (1) your goals and how this internship will help you to achieve them; (2) skills, activities, experience and/or classes that are relevant to this internship; and (3) your school’s requirements for internship credit and start and end dates of your availability.

Qualifications: Vary by department.

Contact:
The Maryland Zoo in Baltimore  
c/o Volunteer Department  
1876 Mansion House Drive  
Baltimore, MD 21217  
Phone: (443) 552-5266  
Email: volunteers@marylandzoo.org  
www.marylandzoo.org
MASS MEDIA SCIENCE & ENGINEERING FELLOWS PROGRAM

**THE BUZZ**

- Combine your science and writing skills in one internship

**THE STATS**

- **Industries:** Engineering, Publishing/Journalism
- **Locations:** Past sites have included: Chicago, IL; Columbus, OH; Dallas, TX; Greeley, CO; Los Angeles, CA; Milwaukee, WI; New York, NY; Portland, OR; Raleigh, NC; Richmond, VA; Sacramento, CA; Seattle, WA; St. Louis, MO
- **Number of interns:** Summer: 15 to 20
- **Pay:** Paid, $450 a week; travel expenses
- **Length of internship:** Summer: 10 weeks
- **Intern functions:** Editorial, Engineering, Print Media, Research, Science and Math

**THE SCOOP**

Sponsored by the American Association for the Advancement of Science, as well as other nonprofit organizations, the Mass Media Science & Engineering Fellowship was founded in 1975. The program’s goal is to engage scientists in the communications field and facilitate public understanding and appreciation of the sciences.

**ON THE JOB**

Fellows work with media professionals in mass media organizations nationwide as reporters, researchers and production assistants. They participate in the news-making process and learn to communicate their scientific knowledge to the public.

**GETTING HIRED**

**Apply by:** January 15th. Send the application, current resume, brief writing sample(s) as directed, transcripts of undergraduate and graduate work to date, and three letters of recommendation to the address below.

**Qualifications:** Open to exemplary college seniors and graduate students in the fields of natural, health, physical, engineering or social sciences.

**Contact:**
AAAS Mass Media Science & Engineering Fellows Program
1200 New York Avenue NW
Washington, DC 20005
Phone: (202) 326-6441
Fax: (202) 371-9849
www.aaas.org/programs/education/MassMedia

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MATTEL TOYS

**THE BUZZ**

- “Get a great grounding in the world of toys”
- “Not just for Malibu Barbie fans”

**THE STATS**

- **Industries:** Consumer Products, Manufacturing
- **Locations:** El Segundo, CA; Mount Laurel, NJ
- **Number of interns:** Summer: 24 (20 MBAs, four undergrads)
- **Pay:** Paid, Undergraduates: $450 to $600 a week; Grad students: $900 to $1,100 a week
- **Length of internship:** 12 weeks
- **Intern functions:** Arts and Design, Editorial, Engineering, Finance, Human Resources, Marketing, Law, Technology

**THE SCOOP**

If you’ve ever played with toys, you’re likely to be familiar with Mattel products. Mattel is one of the largest toy sellers in the world. Makers of Barbie, American Girl, Hot Wheels and Fisher Price, it trumps the toy competition. Founded in a garage in 1948 by Elliot and Ruth Handler and Harold Matson, Mattel now manufactures and sells its products around the globe.

**ON THE JOB**

Interns do project-based work. Mattel challenges them to use “teamwork, ingenuity and creativity” while handling the responsibilities of a full-time employee. MBA internships are generally available in marketing or finance. Undergraduate internships are available in design development and design engineering. Other departmental opportunities vary, but may include IT, legal, HR and corporate communications. Mattel also participates in INROADS.

**GETTING HIRED**

**Apply by:** February 28th. See the careers website below for details. Email a resume and cover letter to the appropriate address below.

**Qualifications:** Open to college students and first-year MBA students. Unpaid internships during the fall semester are also available to high school seniors with a minimum GPA of 2.0.

**Contact:**
Mattel, Inc.
Corporate Staffing-Internships
333 Continental Boulevard, MI-0210
El Segundo, CA 90245
Phone: (310) 252-2000
Fax: (310) 252-4423
MBA email: mbaintern@mattel.com
Undergrad email: undergradInterns@mattel.com

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THE BUZZ

- Combine your science and writing skills in one internship
McKesson

**THE BUZZ**

- "A robust internship program in health care"
- "Provides a great opportunity to learn about the industry, the company and its decentralized structure"

**THE STATS**

**Industries:** Health Care, Technology, Transportation and Logistics  
**Locations:** Alpharetta, GA; Pittsburgh, PA; Louisville, CO; San Francisco, CA (MBA only)  
**Number of interns:** Annual: 40 to 50  
**Pay:** Paid  
**Length of internship:** 10 weeks  
**Intern functions:** Editorial, Engineering, Finance, Health Care, Human Resources, Law, Marketing, Sales

**THE SCOOP**

A Fortune 15 Global Company, McKesson is the largest health care company in the world and the 15th largest company in the United States. Founded in 1853 as Olcott & McKesson, the company began as a wholesaler of botanical drugs and grew to create the first national drug distribution system. Today, McKesson distributes pharmaceuticals, develops health care IT systems and provides physician support software for its customers all over the world. McKesson is dedicated to “helping health care providers deliver better, safer care while reducing unnecessary costs.”

**ON THE JOB**

Internships are available in an array of departments, including sales, legal, marketing, services, support and development and human resources. Most interns work on project-based key business initiatives, exposing them to many aspects of the business and requiring them to use a variety of skills.

**$ GETTING HIRED**

**Apply by:** Apply online and complete an employment application. Top applicants will have a behavioral interview.  
**Qualifications:** Open to rising college juniors and seniors, and master’s students. All interns must be enrolled in a four-year university and have a declared major. Students majoring in computer science, information technology, industrial engineering, health information management, finance and accounting, marketing, business management, mechanical engineering or a related field are encouraged to apply. A GPA of 3.5 and previous related internship experience are preferred.  
**Contact:**  
www.mckesson.com/careers
MEDCO HEALTH SOLUTIONS, INC.

THE BUZZ
- A prescription for an insider's view
- "Reach across numerous aspects of the health care industry"
- "A top-notch program at a Fortune 50 company"

THE STATS
Industries: Biotechnology/Pharmaceuticals, Health Care
Locations: Franklin Lakes, NJ (HQ); Cincinnati, OH; Columbus, OH; Dallas, TX; Fort Worth, TX; Las Vegas, NV; Memphis, TN; Nashville, TN; Pittsburgh, PA; Spokane, WA; Tampa, FL; Willingboro, NJ
Number of interns: Varies
Pay: Paid, varies
Length of internship: Typically eight to 12 weeks; Co-op: varies
Intern functions: Administrative, Editorial, Engineering, Finance, Health Care, Law, Marketing, Sales, Science and Math, Technology

THE SCOOP
Medco Health Solutions, Inc. is a leading pharmacy benefit manager with the nation's largest mail order-pharmacy operations. Formed in 2003 as a spin-off from Merck, Inc., Medco assists its customers to moderate the cost and enhance the quality of prescription drug benefits provided to members nationwide. Its customers include private and public sector employers and health care organizations.

ON THE JOB
The technology operations and architecture co-op program is intended for interns to gain experience developing mainframe and client/middleware-based applications. Summer accounting, marketing and account management interns work at Medco's corporate headquarters on actual projects with real deliverables. Juniors who complete the account management internship are eligible for the account management/installation management rotational program. MBA students in the summer associate program are considered for the management leadership development program, developed to fast-track high-performing MBAs through a two-year rotation on high exposure projects with one-on-one mentoring from Medco's senior leadership.

GETTING HIRED
Apply by: Summer: January through early March. Students should apply through their campus career services office or online at www.medco.com/careers.
Qualifications: The technology and architecture co-ops are open to college students; summer accounting and account management internships are open to college juniors. Medco's MBA summer management leadership development program is open to first-year MBA candidates only. MBA summer associates should be finishing the first year of their MBA or MPH.
Contact:
Chris Lambrix
Campus Recruiting Coordinator
Email: chris_lambrix@medco.com
www.medco.com/careers
MERCK & CO., INC.

THE BUZZ

- “This internship has given me the tools I will need as a future process engineer”
- "An amazing opportunity to aspiring scientists to get their feet wet”
- “Experience conducting research in an industry setting”

THE STATS

Industries: Biotechnology/Pharmaceuticals
Locations: Whitehouse Station, NJ (HQ); Rahway, NJ; Cokesbury, NJ; West Point, PA; Upper Gwynedd, PA; Durham, NC; Charlotte, NC; Elkton, VA; San Francisco, CA; Boston, MA; Lebanon, NH
Number of interns: Annual: 300 to 350
Pay: Paid, varies, $625 to $1,553 a week; fully or partially subsidized housing
Length of internship: Summer: 10 to 12 weeks (June to August)
Intern functions: Accounting, Biotech and Pharmaceuticals, Engineering, Finance, Human Resources, Manufacturing, Marketing, Personal Services, Science and Math, Technology

THE SCOOP

Merck & Co., Inc. was established in 1891. Today, it is one of the world’s largest pharmaceutical companies focusing on research. The company conducts research throughout the United States, Europe and Japan, where it “discovers, develops, manufactures and markets” vaccines and other medicines. Merck is committed to helping its products and health care information reach those who need it most. It publishes straightforward health information available for free to the public. By partnering with far-reaching international programs, the company donates and delivers medicine to those in need around the world.

ON THE JOB

Interns work in many divisions, including research, manufacturing, marketing, human resources, finance, global support functions and IT. Interns are assigned to at least one project, such as drug research using genomics, market research of cardiovascular drugs, and helping to develop the company’s computer infrastructure. Some Merck internships include a final presentation or report, and all participants are given evaluations by their managers at the end of the program. About 42 percent of interns are offered full-time positions upon graduation.

GETTING HIRED

Apply by: Mid February. Applicants must apply online.
Qualifications: Varies. Open to students pursuing a BS, master’s degree, PhD, MBA, DVM and others. Visit the “University Opportunities” section of the website to learn about Merck’s functional areas and to see which one(s) fit you best. Non-U.S. citizens are eligible.
Contact:
Heather Sutcliffe
National Diversity Conference and FTP Coordinator
Merck & Co., Inc.
1 Merck Drive
P.O. Box 100
Whitehouse Station, NJ 08889-0100
Phone: (215) 652-8391
Email: heather_sutcliffe@merck.com
www.merck.com
www.merck.com/careers/university/index.html
METLIFE

THE STATS
Industries: Financial Services, Insurance
Locations: Nationwide
Number of interns: Annual: 50
Pay: Paid, varies
Length of internship: Spring/summer/fall: 12 to 15 weeks, 15 to 20 hours a week
Intern functions: Finance, Law, Sales

THE BUZZ
• “If it’s good enough for Snoopy, it’s good enough for you”
• Join “the Peanuts family”

THE SCOOP
MetLife is the leading insurance provider in the United States. With over 47,000 employees, $48.4 million in revenue and $6.3 million in net income, the company is ranked No. 37 in the Fortune 500. In fact, it is the preferred financial advisor and insurance provider in over 10 million households. The company has made the list of Working Mother magazine’s 100 Best Companies for Working Mothers for eight consecutive years. MetLife provides private and business insurance, retirement planning and small business services. In October 2008, MetLife made a bold move to ensure its independence during the economic crisis, raising $2 billion of accessible funds in a stock sale.

ON THE JOB
MetLife partners with INROADS to provide a valuable learning experience for minority college students. Interns are assigned individual mentors and can work in a variety of fields. Participants gain hands-on experience identifying and pursuing potential clients and accompanying their mentor on client calls and other everyday tasks. Fellowships and year-round training programs are also available.

GETTING HIRED
Apply by: Rolling.
Qualifications: College seniors and graduate students are eligible for most internships. There is also a separate summer internship program for high school seniors with a minimum GPA of 2.0. Check the website below for specific program requirements.

Contact:
MetLife
IB Recruiting Department
Sales Internship Program
Email: salesinterns@metlife.com
www.metlife.com
www.metlife.com/careers/special-programs/students/index.html

THE METROPOLITAN MUSEUM OF ART

THE BUZZ
• “I have been going to the museum since I was a child and the opportunity to [intern] here was a dream come true for me”

THE STATS
Industries: Fine and Performing Arts, Museum
Location: New York, NY
Number of interns: Annual: about 250
Pay: Unpaid and paid, varies
Length of internship: Varies depending on type of internship
Intern functions: Administrative, Arts and Design, Editorial, Education, Marketing

THE SCOOP
The Metropolitan Museum of Art is one of the world’s largest art museums, both in size and scope. Its impressive collection contains over two million works of art, ranging from Egyptian mummies and South American pottery, to American art and contemporary masterpieces. The Met opened in 1870 with 174 paintings and has been at its current Central Park East location since 1880. It has 17 curatorial departments with 1,800 full-time staff and 900 volunteers.

ON THE JOB
Interns assist in the curatorial, administrative, conservation, library and educational departments, which also include communications, development, merchandising and registration. In addition, undergraduate and graduate interns take turns staffing the information desks and giving gallery talks.

GETTING HIRED
Apply by: Paid internships (except the Cloisters Summer Internship): January 6th; Unpaid internships: rolling. Applicants should complete the online application form and follow the instructions as described on the website.
Qualifications: College students, recent college graduates and graduate students are eligible for most internships. There is also a separate summer internship program for high school seniors with a minimum GPA of 2.0. Check the website below for specific program requirements.
Contact:
Internship Programs
The Metropolitan Museum of Art
1000 Fifth Avenue
New York, NY 10028-0198
Phone: (212) 570-3710
Email: mmainterns@metmuseum.org
www.metmuseum.org/education/er_internship.asp
MICROSOFT

THE STATS

Industry: Technology
Locations: Redmond, WA (HQ); Mountain View, CA; Cambridge, MA; Beverly, MA; Waltham, MA; Fargo, ND; Raleigh, NC
Number of interns: Annual: about 1,100; Summer: about 1,000
Pay: Paid; academic credit, round-trip transportation, subsidized housing and transportation, software discounts
Length of internship: Summer/fall/spring: 12 weeks
Intern functions: Engineering, Finance, Human Resources, Marketing, Research, Sales, Technology

THE BUZZ

• It's Gates' world—this is your chance to live in it

$ GETTING HIRED

Apply by: Rolling. Applicants should submit a resume online. Check the website for specific application requirements.

Qualifications: Open to college freshmen, sophomores, juniors and seniors, and grad students. High school students are also welcome to apply for internships at the Redmond, Wash., location as long as they live and attend high school in the Puget Sound region. Non-U.S. citizens are welcome to apply.

Contact:
www.microsoft.com/college
www.research.microsoft.com

THE SCOOP

Founded in 1975 by Bill Gates, Microsoft is perhaps the most well-known name in technology in the world. In its short history, the company rose to dominate the PC operating system market with products such as Microsoft Office and Microsoft Windows. Microsoft also markets hardware such as the Xbox and Zune. The company employs over 90,000 people in 107 countries.

ON THE JOB

Microsoft hosts interns in a wide variety of business groups and positions each year. The company tries to match its interns with job content that interests them, and place them in groups with a dedicated manager and full-time caliber project. Interns work alongside full-time employees and are groomed for employment in the company after graduation. Microsoft also sponsors social and educational events for its intern class.
MIDDLE EAST INSTITUTE

THE BUZZ

- Educate Americans about the Middle East
- Great opportunity to brush up on your Arabic

THE STATS

Industries: Education, Nonprofit, Publishing/Journalism
Location: Washington, DC
Number of interns: Annual: 60 to 70
Pay: Unpaid, academic credit available; local transportation reimbursement, free language course, one-year membership
Length of internship: Spring/summer/fall: 10 to 16 weeks
Intern functions: Accounting, Administrative, Advertising, Arts and Design, Editorial, Marketing, Nonprofit, Print Media, Public Relations

THE SCOOP

Founded in 1946, the nonprofit, nonpartisan Middle East Institute (MEI) facilitates American understanding of the Middle East. It provides a forum for a free and unbiased exchange of ideas. MEI is concerned with both cultural and political understanding, which it promotes by offering performances, hosting conferences and presenting lecturers. MEI also publishes The Middle East Journal, offers language classes and houses a 25,000-volume library.

ON THE JOB

Interns work in development (researching prospective donors, handling correspondence, assisting with conference planning), publications (writing the chronology section of the Journal, writing annotations, compiling bibliographies, editing web publications), communications (editing press releases and op-eds, monitoring the Arab and European press, covering congressional hearings), programs (planning and administering lectures, exhibits, language courses and outreach materials), in the Sultan Qaboos Cultural Center (planning and administering Omani and Gulf-related lectures, events and outreach materials), and as research assistants for MEI’s scholars. All interns write event summaries and assist with the annual fall conference and other regional conferences.

GETTING HIRED

Apply by: Spring: November 15th; Summer: March 15th; Fall: July 10th. Applicants must send a cover letter, resume, college transcript, five-page writing sample and letter of recommendation in PDF to the email address listed below.

Qualifications: Open to undergraduates, recent graduates and graduate students. Applicants must have excellent writing skills and an interest in the Middle East.

Contact:
Internship Coordinator
Middle East Institute
1761 N Street NW
Washington, DC 20036
Email: mahmed@mei.edu
www.mei.edu
THE BUZZ

• “Inform others about the Middle East and learn magazine journalism to boot”

THE STATS

Industries: Nonprofit, Publishing/Journalism
Location: Washington, DC
Number of interns: Annual: six
Pay: Unpaid; travel reimbursement
Length of internship: Fall/spring: one semester each, 12 hours a week;
Summer: two to three months, 20 hours a week
Intern functions: Arts and Design, Editorial, Internet, Nonprofit, Print Media, Public Relations, Research

THE SCOOP

Established in 1971, the Middle East Research and Information Project (MERIP) publishes a quarterly magazine and hosts a vibrant website. As its name implies, MERIP is a cornerstone of English-language research and information on the Middle East. Respected and used by journalists and scholars in Europe and the United States, MERIP provides information that is not colored by political, religious or cultural bias. In addition to its journal, *Middle East Report*, MERIP serves as an authority on Middle East issues, sponsoring lectures and interviews.

ON THE JOB

Interns learn about magazine production, media relations and nonprofit services. Interns assist editors with a variety of projects according to their interests and abilities, including research, proofreading, preparing website content, producing the journal and finding photographs.

GETTING HIRED

Apply by: Spring: November 15th; Summer: March 15th; Fall: July 15th. In an email, paste a cover letter explaining your interest in MERIP and specifying your dates of availability, and attach a resume. No writing samples, please. See the website listed below for additional details.

Qualifications: Open to college students, recent college graduates and grad students.

Contact:
MERIP Internship
Attn: Chris Toensing
1500 Massachusetts Avenue NW, Suite 119
Washington, DC 20005
Phone: (202) 223-3677
Email: ctoensing@merip.org
www.merip.org/misc/internships.html
MILLERCOORS

THE BUZZ
- The champagne of brewery internships
- “MillerCoors gives interns a great foundation to start careers”
- “Working for MillerCoors has been the best professional experience I have ever had”

THE STATS
Industries: Agriculture and Food, Consumer Products
Location: Milwaukee, WI
Number of interns: Summer: 43
Pay: Varies depending on position; housing stipend, on-site health and fitness facility
Length of internship: Summer: 12 weeks, 40 hours a week
Intern functions: Finance, Engineering, Marketing, Sales, Technology

THE SCOOP
The Miller Brewing Company was founded in 1855 by Frederick J. Miller in Milwaukee, Wis. In 2008, SABMiller, Miller’s parent company, joined forces with Molson Coors Brewing Company to form MillerCoors. The company now produces many major beer brands in the United States, including Miller Genuine Draft, Coors, Coors Light, Miller Lite and Miller High Life.

ON THE JOB
Interns work in sales, corporate affairs, strategy, finance, information systems, marketing, procurement, national accounts and supply chain. Interns are treated like full-time employees; they are included in staff meetings and have access to high-level management. Interns also receive formal training to enhance their experience. One of the perks of interning at MillerCoors? Three cases of beer a month!

$ GETTING HIRED
Apply by: Rolling. MillerCoors recruits at universities around the country. If the company does not recruit at your school, apply through the careers page, www.millercoors.com.
Qualifications: Open to college juniors over the age of 21.
Contact: www.millercoors.com

MILWAUKEE JOURNAL SENTINEL

THE BUZZ
- Budding Wisconsin journalists start here

THE STATS
Industry: Publishing/Journalism
Location: Milwaukee, WI
Number of interns: Annual: 12 or more
Pay: Summer: paid, $450 a week; Fall/spring: unpaid, academic credit only
Length of internship: Summer: 12 weeks
Intern functions: Arts and Design, Editorial, Marketing, Print Media

THE SCOOP
The Milwaukee Journal Sentinel was formed in 1995 when the two largest Milwaukee newspapers merged. Today, it has the second-largest metro market reach in the country—four out of every five people in metropolitan Milwaukee read the Journal Sentinel. Its circulation figures are about 217,755 daily and 384,539 on Sunday.

ON THE JOB
Mentoring and information sessions ensure that interns get on the fast track to working the newsroom. Interns are thrown into the pond with other reporters, vying for front-page stories. They work in departments including entertainment, local news, sports reporting, copy editing, graphic, layout, marketing and special events, online and photography.

$ GETTING HIRED
Apply by: Summer: November 1st; Fall/spring: rolling. Send a resume, cover letter and clips/portfolio to the address below. Open internship positions are listed online, so check the website.
Qualifications: Open to junior and senior journalism undergraduates (though younger students have been accepted) and recent college graduates.
Contact:
Marilyn Krause
Senior Editor/Administration
Milwaukee Journal Sentinel
333 West State Street
P.O. Box 371
Milwaukee, WI 53201-0371
Phone: (414) 224-2185
Fax: (414) 224-2772
Email: mkrause@journalsentinel.com
www.jobsatjournalsentinel.com
www.jsonline.com

THE BUZZ
- The champagne of brewery internships
- “MillerCoors gives interns a great foundation to start careers”
- “Working for MillerCoors has been the best professional experience I have ever had”

THE STATS
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Qualifications: Open to college juniors over the age of 21.
Contact: www.millercoors.com

MILWAUKEE JOURNAL SENTINEL

THE BUZZ
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THE STATS
Industry: Publishing/Journalism
Location: Milwaukee, WI
Number of interns: Annual: 12 or more
Pay: Summer: paid, $450 a week; Fall/spring: unpaid, academic credit only
Length of internship: Summer: 12 weeks
Intern functions: Arts and Design, Editorial, Marketing, Print Media

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$ GETTING HIRED
Apply by: Summer: November 1st; Fall/spring: rolling. Send a resume, cover letter and clips/portfolio to the address below. Open internship positions are listed online, so check the website.
Qualifications: Open to junior and senior journalism undergraduates (though younger students have been accepted) and recent college graduates.
Contact:
Marilyn Krause
Senior Editor/Administration
Milwaukee Journal Sentinel
333 West State Street
P.O. Box 371
Milwaukee, WI 53201-0371
Phone: (414) 224-2185
Fax: (414) 224-2772
Email: mkrause@journalsentinel.com
www.jobsatjournalsentinel.com
www.jsonline.com
MIXED MEDIA

THE BUZZ
• “An intimate entry into the world of PR”

THE STATS
Industries: Music, Public Relations
Location: Cranston, RI
Number of interns: Annual: two
Pay: Unpaid
Length of internship: Summer/fall/spring: 15 weeks each
Intern function: Public Relations

THE SCOOP
Mixed Media is a small public relations firm located in owner Ginny Shea’s in-home office. The firm specializes in music industry consulting—most of its artists are jazz and folk musicians. For these clients, Mixed Media makes press kits, markets music to radio stations, and develops and organizes publicity strategies.

ON THE JOB
Interns interface with the press, making follow-up calls to newspapers, radio and television stations; assemble press kits; and promote CDs.

GETTING HIRED
Apply by: Summer: May 31st; Fall: August 31st; Spring: December 31st. For consideration, please email a cover letter and resume to mixedmediapromo@cox.net.

Qualifications: Open to current college freshmen, sophomores, juniors and seniors.

Contact:
Internship Coordinator
Mixed Media
20 Lockmere Road
Cranston, RI 02910
Phone: (401) 942-8025
Fax: (866) 232-9401
Email: mixedmediapromo@cox.net
www.mixedmediapromo.com

MOBILITY INTERNATIONAL

THE BUZZ
• Bring agency to the disabled

THE STATS
Industries: Education, Nonprofit
Location: Eugene, OR
Number of interns: Annual: eight
Pay: Paid, $125 a month for a full-time commitment of six months; academic credit
Length of internship: Three to six months
Intern functions: Administrative, Education, Nonprofit, Project Management, Transportation and Logistics

THE SCOOP
Founded in 1981, Mobility International (MIUSA) is a nonprofit organization that empowers people with disabilities through international exchange and development to achieve their human rights. MIUSA coordinates leadership exchange programs and seminars, serving those with cognitive, hearing, learning, psychiatric, physical, systemic, vision and other disabilities.

ON THE JOB
International exchange interns help coordinate and facilitate the exchange programs; they are also involved with development activities, such as camping, horseback riding and whitewater rafting. International development and disability interns assist in the administration of grants to make the field of international development more inclusive of people with disabilities. Interns assigned to the National Clearinghouse on Disability and Exchange work on the development and dissemination of resources on the topic of international exchange and disability. About 20 percent of interns are offered full-time positions upon graduation.

GETTING HIRED
Apply by: Rolling

Qualifications: Open to high school students, college freshmen, sophomores, juniors and seniors, recent college graduates and grad students. Interest and experience in disability and international issues is required.

Contact:
Internship Coordinator
Mobility International USA
132 East Broadway, Suite 343
Eugene, OR 97401
Phone: (541) 343-1284
Fax: (541) 343-6812
Email: clearinghouse@miusa.org
www.miusa.org
www.miusa.org/about/internjobs/internmiusa
MONITOR GROUP

THE STATS
Industry: Consulting
Locations: Cambridge, MA; Beijing; Dubai; Johannesburg; London; Moscow; Munich; Paris; Sao Paulo; Seoul; Shanghai; Tokyo; Toronto; Zurich
Number of interns: Annual: about 75 to 100
Pay: Varies
Length of internship: Eight to 10 weeks
Intern function: Consulting

THE SCOOP
The Monitor Group began at the Harvard Business School, where its founders taught and studied in the 1980s. Though focused primarily on strategy consulting, Monitor has developed client services in marketing and pricing, innovation, organizational effectiveness, people and national economic development, security and social impact. Monitor is organized into business groups that advise clients in two main areas: strategic advisory (enabling top management to resolve strategic problems and plan for and achieve long-term success) and capability building (identifying and developing critical capabilities to create a lasting impact). Monitor advises clients across a variety of industries, including biotech, media and advertising, tourism, consumer products, energy/utilities, financial services, government, health care, nonprofit, pharmaceuticals, retail and transportation.

ON THE JOB
Monitor offers several positions to both undergraduate and graduate students in Europe, Asia, Africa and North America. Summer consultants work in teams on projects for real clients and are exposed to specialized training and mentorship. Interns also engage in content presentations, social gatherings and networking functions with Monitor’s executive team.

GETTING HIRED
Apply by: Rolling. Check the website for more information. All applicants must submit an application and resume online.
Qualifications: Summer intern: open to rising college seniors; Summer consultant: open to MBA students entering their second year of business school. Non-U.S. citizens are eligible.
Contact:
Online application
www.monitor.com/tabid/175/default.aspx

MONTGOMERY COUNTY PRE-RELEASE CENTER

THE STATS
Industries: Education, Government, Health Care
Location: Rockville, MD
Number of interns: Spring/summer/fall: 15 each
Pay: Paid, $300 every two weeks; academic credit available
Length of internship: Four months minimum, at least 24 hours a week
Intern functions: Education, Health Care, Personal Services

THE SCOOP
The Montgomery County Pre-Release Center is a national model of community re-entry services. The center offers residential and home confinement services to sentenced offenders, as well as programs that address employment, substance abuse and recovery, education, family re-integration and mental health, all in a monitored and supervised environment.

ON THE JOB
Interns work in the pre-release center and in the community. Participants can expect to supervise residents, direct leisure and recreational programs, monitor alcohol and drug use, participate in group meetings and assist in inmate education.

GETTING HIRED
Apply by: Rolling. Interested applicants should apply for paid community corrections internships through the Montgomery County Maryland website at www.montgomerycountymd.gov. A limited unpaid academic internship can be requested.
Qualifications: Candidates interested in paid internships must be at least 21 years of age and have completed at least two years of college. For the unpaid academic internship, students must have competed at least one year in a criminal justice, behavioral sciences or human services related field.
Contact:
Tina Michaels
Montgomery County Pre-Release Center
11651 Nebel Street
Rockville, MD 20852
Phone: (240) 773-4254
Fax: (301) 468-4384
Email: tina.michaels@montgomerycountymd.gov
www.montgomerycountymd.gov
www.montgomerycountymd.gov/doctmpl.asp?url=/content/docr/prrs/internshipprrs.asp

THE BUZZ
• “Monitor consulting strategies around the world”

THE BUZZ
• “Motivate and encourage people who are facing obstacles in their lives”
MORGAN STANLEY

THE BUZZ

- “Lots of options in an industry giant”
- Get your foot in the door of the finance industry

THE STATS

Industry: Financial Services
Locations: New York, NY (HQ); over 600 offices worldwide
Number of interns: Varies
Pay: Paid, competitive salary
Length of internship: Summer: 10 weeks; Co-op program (IT): three or four months
Intern functions: Finance, Human Resources, Real Estate, Research, Technology

THE SCOOP

Since a merger in 1997, Morgan Stanley has combined the capital of two American financial firms: Dean Witter (the San Francisco firm founded in 1924) and Morgan Stanley (established in New York in 1935). The company provides numerous investment portfolio opportunities to individual clients, including stocks, bonds, mutual funds, annuities, insurance, managed futures, UITs, and credit and lending services. In response to the mounting financial crisis in 2008, Morgan Stanley changed its status from an investment bank to a bank holding company. Although the firm has been hit hard by the Recession, reporting its third consecutive quarterly loss in July 2009, it has already repaid $10 billion in TARP funds back to the government.

ON THE JOB

Morgan Stanley offers 10-week summer internships to both undergraduate and graduate students. Analyst and associate positions are available in a variety of fields, including finance, corporate treasury, financial control group, strategy and execution, global capital markets, human resources, investment banking, real estate, investment management, asset management, merchant banking, infrastructure, private equity, operations, risk management, sales and trading, technology and wealth management. The investment banking sector also offers the sophomore rotational program (SRP), which provides rising college juniors with a first-year analyst “buddy” to guide them as they rotate every two or three weeks to a different aspect of the investment banking business. SRP analysts who demonstrate the ability to succeed in I-banking will be offered a position as an analyst for after their junior year.

GETTING HIRED

Apply by: Summer: February 1st; Co-op program: rolling. Apply online. Check with your school's career center to see if Morgan Stanley recruits on your campus.

Qualifications: Summer analyst: open to rising college seniors; SRP program: open to rising college juniors; Summer associate: open to MBA students. Morgan Stanley looks for applicants from all majors who have a strong interest in business or finance. See the website for various requirements for specific departments.

Contact: www.morganstanley.com/about/careers/recruiting/apply.html

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MORRIS ARBORETUM

THE BUZZ

- “Intensive instruction in one of the area’s top public gardens”
- “Real-world, hands-on experience”
- Grow an environmental career

THE STATS

Industries: Education, Environment, Nonprofit  
Location: Philadelphia, PA  
Number of interns: Annual: nine  
Pay: Paid, $9.55 an hour; academic credit, health and dental insurance, tuition and vacation benefits  
Length of internship: One year, beginning mid June, 40 hours a week  
Intern functions: Administrative, Education, Environment

THE SCOOP

Sitting on 166 acres in suburban Philadelphia, the Morris Arboretum is part of the University of Pennsylvania. It was originally the estate of Quaker brother and sister John and Lydia Morris, avid nature lovers who transformed their garden into a haven for diverse plant life. They sowed the seeds for a horticulture and botany school and laboratory, which became a part of Penn in 1932. Today, the garden is open to visitors and contains a curated collection of trees and shrubs, as well as several display gardens. The Arboretum has over 5,000 members and about 60 employees.

ON THE JOB

The internship program was founded in 1979 to prepare interns for administrative horticulture positions, as well as for continued research, academia and service. One intern is chosen to work with a mentor in each of the following fields of interest: arboriculture, education, horticulture, natural lands, botany, plant propagation, plant protection, rose and flower garden and urban forestry. Interns take part in conferences, seminars, weekly educational programs and monthly field trips.

GETTING HIRED

Apply by: February 15th. Submit a resume, letter of interest specifying desired position, transcript and three letters of recommendation.

Qualifications: Most positions are open to college students, college graduates and grad students. Non-U.S. citizens are eligible. Further requirements for specific fields are detailed on the website.

Contact:
Jan McFarlan  
Education Coordinator  
Morris Arboretum  
100 East Northwestern Avenue  
Philadelphia, PA 19118  
Phone: (215) 247-5777, ext. 156  
Fax: (215) 247-7862  
Email: jlm@exchange.upenn.edu  
www.morrisarboretum.org
MOTe marine laboratory

THE BUZZ

- “Immerse yourself in a top Florida marine science program”

THE STATS

Industries: Education, Environment, Nonprofit
Location: Sarasota, FL
Number of interns: Annual: about 125
Pay: Unpaid
Length of internship: 10 to 14 weeks year-round
Intern functions: Editorial, Education, Research, Science and Math

THE SCOOP

The Mote Marine Laboratory was founded in 1955 as an independent, nonprofit organization committed to the advancement, education and research of the marine environment. Its researchers focus on southern Florida, although their work is recognized in national and international journals. Mote scientists have conducted award-winning research in over 50 countries.

ON THE JOB

College interns focus on a specific aspect of marine research in one of seven research center areas—aquaculture, marine mammal and sea turtle research, coral reefs, ecotoxicology, coastal ecology, fisheries and shark research. Research interns work in both the field and the lab. Intern projects may include acoustic monitoring, surveys, field collection, data processing and analysis, surveys, lab testing and maintenance. There are also intern positions in animal care, education programs, the public aquarium, communications and the Mote library. Mote also hosts the National Science Foundation’s Research Experiences for Undergraduates Program, a paid summer research internship.

$ GETTING HIRED

Apply by: Fall: June 15th; Winter: September 15th; Spring: December 15th; Summer: March 15th. Applicants must complete the online application form and submit a college transcript, statement of interest (one to two pages) and a letter of recommendation. A resume is optional.

Qualifications: Open to college students, recent college graduates and graduate students with a minimum GPA of 2.5.

Contact:
Dana O’Mara
College Intern Liaison
Mote Marine Laboratory
1600 Ken Thompson Parkway
Sarasota, FL 34236
Phone: (941) 388-4441
Fax: (941) 388-4312
Email: danaomara@mote.org or intern@mote.org
www.mote.org
**THE STATS**

**Industries:** Internet and New Media, Nonprofit, Publishing/Journalism  
**Locations:** San Francisco, CA; Washington, DC  
**Number of interns:** Three to six for each six-month internship  
**Pay:** Interns: $1,000 a month; Fellows: $1,400 a month  
**Length of internship:** Six months (internships begin the first Monday in June and the first Monday in December)  
**Intern functions:** Editorial, Print Media, Research, Marketing, Nonprofit

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**THE BUZZ**

- Raise hell, learn journalism  
- Independent thinkers wanted

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**THE SCOOP**

Award-winning Mother Jones magazine was founded by the Foundation for National Progress (FNP) to investigate and report on important social and political issues. The FNP launched Mother Jones magazine in 1976 and MotherJones.com in 1993 to bring uncompromising reporting to a broad national audience.

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**ON THE JOB**

Editorial interns fact-check articles, conduct research for upcoming issues, pitch, write original content for the website and magazine, contribute to blogs and attend editorial and web meetings. Exceptional interns may be asked to take part in an additional six-month fellowship program, in which they are given increased responsibilities. The communications intern implements marketing strategies through activities that include social media, promotion and outreach. About 10 percent of fellows are offered full-time positions.

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**GETTING HIRED**

**Apply by:** April 1st for internships beginning in June; October 1st for internships beginning in December. Applicants must send an application form (available at www.motherjones.com/about/ben-bagdikian-fellowship-program), cover letter, resume, two references and two writing samples to the address listed below.

**Qualifications:** Most applicants are college graduates with reporting, communications, activism and/or research experience. Individuals with online blogging and multimedia skills are desired.

**Contact:**

Celia Perry  
Research Editor  
Mother Jones Magazine  
222 Sutter Street, Suite 600  
San Francisco, CA 94110  
www.motherjones.com/internships
MOTOROLA

THE STATS

Industry: Telecom
Locations: Schaumburg, IL (HQ); additional locations nationwide
Number of interns: Summer: 250 to 300; Fall/winter: 20; Spring: 20
Pay: Paid, varies based on degree and year in school
Length of internship: Internships: 12 weeks; Co-ops (spring/fall): 16 weeks
Intern functions: Accounting, Engineering, Finance, Human Resources, Marketing, Supply Chain, Technology

THE BUZZ

• “UNLEASHYOURMOTO”

THE SCOOOP

Motorola has always been ahead of the wireless and broadband game. With its vision of “Seamless Mobility,” Motorola has debuted some of the most popular telecommunications products, including the Bluetooth device, RAZR and KRZR phones. The company offers everything from cell phones and wireless accessories to digital entertainment devices and data communications systems. A Fortune 100 company, Motorola reported net sales of $30.1 billion in 2008.

ON THE JOB

Motorola internships are offered in accounting, finance, IT, engineering, marketing, human resources and supply chain. Approximately 80 percent of interns work in engineering.

GETTING HIRED

Apply by: Summer: between October 1st and January 31st; Fall/winter: July to August; Spring: November to December. Submit your resume and contact information online at www.motorolacareers.com.

Qualifications: Open to undergraduate, graduate and PhD students who are studying engineering, finance, human resources, supply chain, accounting, IT, business administration or a related field. A GPA of at least 3.2 is required.

Contact:
Motorola, Inc.
1303 East Algonquin Road
Schaumburg, IL 60196
www.motorolacareers.com
MOUNTBATTEN INSTITUTE

THE BUZZ

- Leave your reservations stateside
- Discover your business potential abroad

THE STATS

Industry: Nonprofit
Locations: London; Bangkok
Number of interns: August: 120; March: 50
Pay: Paid, £615 a month; free housing
Length of internship: One year
Intern functions: Accounting, Administrative, Finance, Human Resources, Law, Marketing, Technology

THE SCOOP

Founded in 1984, the Mountbatten Institute is a nonprofit organization that promotes international education and business collaborations. The institute gives graduates and young professionals the opportunity to gain practical and theoretical business experience while developing social and cultural awareness and understanding.

ON THE JOB

The Mountbatten Institute offers young Americans the opportunity to pursue a 12-month business internship with a London-based organization. Mountbatten places interns in companies ranging from large multinational organizations to small businesses. Interns work in a variety of fields, but most gain experience in investment banking, financial services, HR, law, marketing and IT. All interns enroll in an MBA in international business practice or postgraduate certificate in international business practice programs.

GETTING HIRED

Apply by: March: October 15th; August: March 15th. Applicants should submit a resume, personal statement, recent passport photograph, registration fee, official transcript (signed and sealed by their university) and three reference letters (see the website for the form).

Qualifications: Open to U.S. citizens with a bachelor's degree or higher. Current college students may apply if they will graduate by the start of the internship. Interns must be between the ages of 21 and 29 at the start of their program.

Contact:
Michelle Kemp, Admissions Director
Erica Parfrey, Admissions Officer
Mountbatten Institute
North American Regional Office
50 East 42nd Street, Suite 2000
New York, NY 10017
Phone: (212) 557-5380
Fax: (212) 557-5383
Email: info@mountbatten.org
www.mountbatten.org

THE BUZZ

• Leave your reservations stateside
• Discover your business potential abroad
MS.

**THE BUZZ**
- Cover issues affecting women at the top feminist publication

**THE STATS**
- **Industries:** Nonprofit, Publishing/Journalism
- **Location:** Los Angeles, CA
- **Number of interns:** Summer/fall/winter/spring: five each
- **Pay:** Unpaid, academic credit
- **Length of internship:** Eight to 12 weeks (May to July, August to September, October to December, February to April)
- **Intern functions:** Editorial, Marketing, Nonprofit, Print Media, Public Relations

**THE SCOOP**
Ms. magazine has been shaping American feminism since 1972. Launched by leaders of the women’s movement, including Gloria Steinem, Ms. immediately blazed a path into the nation’s consciousness. Today, the magazine continues to present thorough coverage of international women’s issues. It has gone through several management changes in the past three decades and is currently owned by the Feminist Majority Foundation.

**ON THE JOB**
Interns work in the public relations and editorial departments. Public relations interns promote each issue of Ms. to organizations, colleges, and TV, radio, web and print media. Editorial interns do fact-checking, research and writing.

**GETTING HIRED**
- **Apply by:** Rolling. Submit a resume, cover letter, two writing samples (journalistic writing preferred) and the phone numbers of two references or two letters of reference.
- **Qualifications:** Open to undergraduate women and men, recent graduates and grad students. Non-U.S. citizens are eligible. For the editorial internship, experience in both journalism and women’s issues is strongly preferred.
- **Contact:**
  Ms. Magazine Editorial
  Jessica Stites
  Associate Editor
  Ms. Magazine
  433 South Beverly Drive
  Beverly Hills, CA 90212
  Phone: (310) 556-2515
  Fax: (310) 556-2509
  Email: jstites@msmagazine.com
  www.msmagazine.com/contact.asp

MTV NETWORKS

**THE BUZZ**
- The pop culture generator for America
- A stepping-stone to a career in the entertainment industry

**THE STATS**
- **Industries:** Broadcast and Cable, Film/Entertainment, Internet and New Media, Music
- **Locations:** New York, NY; Burbank, CA; Chicago, IL; Santa Monica, CA; Miami, FL; Nashville, TN; San Francisco, CA; Glendale, CA; Orlando, FL
- **Number of interns:** Varies by location
- **Pay:** Unpaid, academic credit required
- **Length of internship:** Spring/summer/fall: 10-week minimum for each term, at least two full days a week
- **Intern functions:** Advertising, Arts and Design, Editorial, Finance, Internet, Human Resources, Law, Marketing, Production, Programming, Sales, Talent, Technology

**THE SCOOP**
Since its premiere in 1981, MTV Networks has revolutionized the music industry and become a cornerstone of popular culture. As a unit of Viacom, MTV Networks includes 135 channels and 200 interactive properties worldwide; it owns and operates such television programming services as MTV, MTV2, VH1, mtvU, Nickelodeon, Comedy Central, Spike TV, Noggin and Logo. MTV Networks also has licensing agreements, joint ventures and syndication deals that allow its programming to be viewed worldwide.

**ON THE JOB**
MTV Networks offers internships in a broad range of departments, including finance, human resources, editorial, design and sales, among others. Interns are exposed to all levels of MTV Networks, which has proven to be an invaluable experience to individuals interested in pursuing a career in the entertainment industry.

**GETTING HIRED**
- **Apply by:** Fall/spring: rolling; Summer: April 1st (for the New York office). Applicants should send a resume and cover letter stating the semester they are applying for and their area(s) of interest. For internships outside of New York, please consult the website for addresses and contact information.
- **Qualifications:** Open to college juniors and seniors. Some departments also accept graduate students and law school students.
- **Contact:**
  MTV Networks Internship Program
  1515 Broadway
  New York, NY 10036
  www.mtvnetworkscareers.com/internships
**MUNICIPAL ART GALLERY AND HOLLYHOCK HOUSE**

**THE BUZZ**
- Los Angeles’ finest municipal art gallery
- See what artists in Los Angeles are doing

**THE STATS**

| Industry: Architecture, Education, Fine and Performing Arts |
| Location: Barnsdall Park, Los Angeles, CA |
| Number of interns: Summer/fall/spring: one each |
| Pay: Unpaid, academic credit |
| Length of internship: Summer: June to August; Fall: September to December; Spring: February to May |
| Intern functions: Arts and Design, Education |

**THE SCOOP**

Located in Barnsdall Art Park in L.A., the Municipal Gallery and Hollyhock House runs programs to educate the public and area school children about contemporary art and the work of the house’s famed designer, Frank Lloyd Wright. Interns working in the gallery learn to teach school-age children about contemporary art on exhibition, while those interested in the Hollyhock House learn to give tours of the house to the general public.

**ON THE JOB**

Interns work as gallery educators in the museum education and tours program. The intern program teaches skills in art analysis, criticism and teaching, verbal communication, educational techniques, and planning and writing art curriculum materials for elementary through high school grade levels. In addition, students interested in architecture can focus their internship on Hollyhock House, where they learn about historic architecture in general, the history of the house and its principals, and how to give interpretive tours of the house to the general public.

**GETTING HIRED**

Apply by: Spring: January 1st; Summer: May 1st; Fall: August 1st. Email the director of the program for information and an application.

Qualifications: Open to all current college students, recent graduates and grad students. Excellent English skills in speaking and writing are required. Prospective interns must have an interest and/or background in education, art and architecture, and must enjoy teaching and working with the public, both children and adults.

Contact:
Sara L. Cannon
Director, MET Program
The Los Angeles Municipal Art Gallery
4800 Hollywood Boulevard
Los Angeles, CA 90027
Phone: (323) 644-6269
Fax: (323) 644-6271
Email: met_scannon@sbcglobal.net
MUSEUM OF CONTEMPORARY ART, CHICAGO

THE BUZZ
• Sculpt a career path of your own
• Work in one of the city’s finest art institutions

THE STATS
Industries: Fine and Performing Arts, Museum, Nonprofit
Location: Chicago, IL
Number of interns: Annual: 80 to 90
Pay: Unpaid, academic credit; free admission to museums
Length of internship: Summer: May to August; Fall: September to December; Spring: January to May
Intern functions: Accounting, Administrative, Arts and Design, Editorial, Marketing, Public Relations, Retail

THE SCOOP
One of the nation’s largest facilities devoted to the art of our time, the Museum of Contemporary Art offers exhibitions of art created since 1945 (recent and upcoming shows include work by Jeff Koons, Olafur Eliasson and Buckminster Fuller). The museum documents contemporary visual culture through painting, sculpture, photography, video and film, and performance. In the heart of downtown Chicago, the Museum of Contemporary Arts boasts a 300-seat theater and a sculpture garden with a view of Lake Michigan.

ON THE JOB
Interns can participate in the development and expansion of the museum’s exhibitions and educational outreach programs. Internships are available in all 20 departments, including accounting, administration, curatorial, editorial, graphic design, marketing, special events and retail. Interns typically work on one or more main projects and help with daily departmental tasks.

GETTING HIRED
Apply by: Summer: March 15th; Fall: July 15th; Spring: November 15th
Qualifications: Open to college students, recent graduates and grad students.
Contact:
Internship Coordinator
Museum of Contemporary Art
220 East Chicago Avenue
Chicago, IL 60611
Phone: (312) 397-3822
Fax: (312) 397-4095
Email: eirich@mcachicago.org
www.mcachicago.org

MUSEUM OF FINE ARTS, BOSTON

THE BUZZ
• “Delve into the Boston art world”
• “A well-rounded view of how a museum functions”
• “Meet top professionals in the field and gain hands-on experience”

THE STATS
Industries: Education, Fine and Performing Arts
Location: Boston, MA
Number of interns: Summer: 55; Fall/spring: 35 each
Pay: Unpaid, academic credit; free admission to the museum, gift shop and restaurant discount
Length of internship: Spring/summer/fall: 10 to 12 weeks
Intern functions: Administrative, Arts and Design, Education, Human Resources, Marketing, Public Relations, Retail

THE SCOOP
The Museum of Fine Arts, Boston houses one of the top art collections in the United States. Founded in 1876, the museum features decorative arts, master works in painting and sculpture, as well as instruments and ceramics. The museum hosts extensive supplemental education programs with classes, lectures, films and gallery talks.

ON THE JOB
Interns are placed in several departments, including most of the curatorial departments, development, enterprise/retail operations, intellectual property, museum learning and public programs, public relations, publications and the registrar’s office. Interns gain insider privileges, including discounts on museum lectures, concerts and films, as well as contact with department heads and curators.

GETTING HIRED
Apply by: Rolling. Applicants should apply as early as possible by submitting a cover letter, resume and letter of recommendation.
Qualifications: Open to college sophomores, juniors and seniors, recent college graduates and grad students. Non-U.S. citizens are eligible.
Contact:
Herbert S. Jones
Volunteer and Intern Programs Coordinator
Museum of Fine Arts, Boston
465 Huntington Avenue
Boston, MA 02115
Phone: (617) 369-3040
Email: hjones@mfa.org
www.mfa.org
MUSEUM OF MODERN ART

THE BUZZ
• Enjoy Van Gogh and Miro during your New York arts internship

THE STATS

Industries: Fine and Performing Arts, Museum  
Location: New York, NY  
Number of interns: Summer: 27; Academic year: 70; 12-month: five to 10  
Pay: Fall/spring: unpaid, academic credit available; Summer: paid, varies; 12-month: $22,000, health benefits, two weeks paid vacation, travel  
Length of internship: Academic year: 12 weeks (minimum two days a week) or 12 months (full time); Summer: 10 or 12 weeks (full time)  
Intern functions: Administrative, Arts and Design, Editorial, Education, Marketing, Print Media, Public Relations, Research, Retail

THE SCOOP

The Museum of Modern Art (MoMA) has hosted and housed dynamic exhibits of modern and contemporary art since 1929. Its permanent collection contains 150,000 works of art, including architectural plans, drawings, paintings, photographs, prints and sculptures.

ON THE JOB

The internship program gives interns exposure to the workings of individual departments, practical and theoretical training in museum practices, and acquaints them with the role of museums in contemporary society. Summer internships include orientation training and field trips to other museums, galleries and art spaces. Yearlong program interns work closely with a staff member, gain knowledge of contemporary art through seminars and get help with job placement.

GETTING HIRED

Apply by: Fall: May 26th; Spring: November 2nd; Summer: January 15th; 12-month: May 26th. Applications should include the completed application form (available online), one letter of recommendation, three essays, a transcript and resume. Graphic design and retail applicants must submit five design samples on a CD. All materials must be collected in a single envelope and mailed to the internship coordinator; incomplete applications will not be reviewed. Visit the internships website for details and complete instructions.

Qualifications: Internships are open to current college juniors and seniors, recent graduates, grad students and beginning museum professionals. An art history major is not required, but a genuine interest in modern art and museum work is essential. MoMA also offers a separate high school internship program with its own eligibility requirements and application procedure.

Contact:
The Museum of Modern Art  
Attn: Internship Coordinator  
11 West 53rd Street  
New York, NY 10019  
Fax: (212) 333-1118  
Email: internships@moma.org  
www.moma.org  
www.moma.org/about/internships
MY SISTER’S PLACE

THE BUZZ

• Help women in trouble get back on their feet

THE STATS

Industry: Nonprofit
Location: Washington, DC
Number of interns: Annual: up to 40
Pay: Unpaid, stipend available
Length of internship: At least three months, 10 hours a week
Intern functions: Administrative, Arts and Design, Education, Marketing, Nonprofit, Personal Services

THE SCOOP

My Sister’s Place, Inc. is a nonprofit organization dedicated to eliminating domestic violence by providing safe shelter, counseling, education and advocacy for battered women and their children. The goal of My Sister’s Place is to empower women to take control of their own lives.

ON THE JOB

Interns receive intensive training on issues of domestic violence and effective crisis intervention. They support the administrative office, 24-hour crisis hotline, community education and the children’s rehabilitation program. Volunteers and interns also support My Sister’s Place by contributing to resource development, fundraising and translation.

GETTING HIRED

Apply by: Rolling. Submit a cover letter, resume, writing sample and references.

Qualifications: Open to current college and graduate students, as well as recent graduates. Applicants should have the will to become part of a team and work in a fast-paced environment, and be committed to providing sanctuary for families in crisis.

Contact:
Internship Coordinator
My Sister’s Place, Inc.
P.O. Box 29596
Washington, DC 20017
Phone: (202) 529-5261, ext. 302
Fax: (202) 529-5984
Email: atomasik@mysistersplacedc.org
www.mysistersplacedc.org

THE BUZZ

• Help women in trouble get back on their feet

THE STATS

Industry: Nonprofit
Location: Washington, DC
Number of interns: Annual: up to 40
Pay: Unpaid, stipend available
Length of internship: At least three months, 10 hours a week
Intern functions: Administrative, Arts and Design, Education, Marketing, Nonprofit, Personal Services

THE SCOOP

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GETTING HIRED

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Qualifications: Open to current college and graduate students, as well as recent graduates. Applicants should have the will to become part of a team and work in a fast-paced environment, and be committed to providing sanctuary for families in crisis.

Contact:
Internship Coordinator
My Sister’s Place, Inc.
P.O. Box 29596
Washington, DC 20017
Phone: (202) 529-5261, ext. 302
Fax: (202) 529-5984
Email: atomasik@mysistersplacedc.org
www.mysistersplacedc.org
INTERNSHIP PROFILES

‘N’

Vault Guide to Top Internships, 2010 Edition
NABISCO

THE STATS
Industries: Agriculture and Food, Consumer Products
Location: East Hanover, NJ
Number of interns: Annual: 70
Pay: Paid; Undergraduates: $400 to $600 a week; Grad students: $800 to $1,000 a week
Length of internship: Summer/co-op: 14 weeks
Intern functions: Accounting, Finance, Marketing, Technology, Transportation and Logistics

THE SCOOP
Animal Crackers, Oreo's, Fig Newtons, Wheat Thins. Chances are, if you’re an American, you have eaten Nabisco’s goods. Let’s add Grey Poupon, LifeSavers and Planters peanuts to that and you’ll see why Nabisco is one of the world’s largest food companies. Nabisco employs 49,000 people, grosses $8.3 billion in annual sales and manufactures over 300 products.

ON THE JOB
Undergraduate and graduate interns are hired to work in accounting/finance, information services, logistics and marketing. In addition to their everyday tasks within their departments, interns attend an orientation at the beginning of the program and lunch and learn sessions and bakery field trips throughout.

$ GETTING HIRED
Apply by: Summer/co-op: March 1st. Send a resume and cover letter to the address below.
Qualifications: Open to college sophomores, juniors and seniors, and MBA students.

Contact:
Internship Coordinator
University Relations
Nabisco
100 De Forest Avenue
East Hanover, NJ 07936
Phone: (201) 503-2000
www.nabiscoworld.com

NAPSLO: NATIONAL ASSOCIATION OF PROFESSIONAL SURPLUS LINES OFFICES

THE BUZZ
• “Experience a summer working in the specialty insurance industry”
• “Networking with prospective employers”

THE STATS
Industry: Insurance
Locations: 800 member offices across the United States
Number of interns: Annual: eight to 10
Pay: Paid, $500 a week plus an additional $500 stipend; housing and travel expenses provided
Length of internship: Summer: nine weeks
Intern function: Insurance

THE SCOOP
Founded in 1975, the National Association of Professional Surplus Lines Offices (NAPSLO) acts as the voice and publicist of the surplus lines insurance market. Surplus lines refer to specialty insurance that cannot be placed in traditional retail insurance markets.

ON THE JOB
NAPSLO places interns with two member firms. The program is designed so that participants experience all aspects of the insurance business. Interns spend five weeks working for a member insurance company and four weeks with a NAPSLO member wholesale broker firm, working in all departments of the member firm. Selected interns are asked to attend the NAPSLO annual convention the following fall, at which time two are chosen for a three-week, expenses paid internship in London or Bermuda for the following summer.

$ GETTING HIRED
Apply by: Summer: December 1st. Applicants can apply online or send an application, resume, two letters of recommendation and a college transcript to the address below.
Qualifications: Open to college juniors and seniors majoring in insurance, risk management or actuarial science only.

Contact:
Jennifer Hague
Internship Coordinator
NAPSLO Internship Committee
200 NE 54th Street, Suite 200
Kansas City, MO 64118
Phone: (816) 741-3910 and (888) 446-7414
Fax: (816) 741-5409
Email: internship@napslo.org
www.napslo.org/imispublic/am/template.cfm?section=internship

THE BUZZ
• “Calling all “tough cookies””

THE BUZZ
• “Experience a summer working in the specialty insurance industry”
• “Networking with prospective employers”
NASA

THE BUZZ

- “Everything under the sun—and how”
- “An out-of-this-world resume booster for engineers and scientists”

THE STATS

Industries: Engineering, Government, Technology
Locations: Washington, DC (HQ); Cleveland, OH; Edwards, CA; Hampton, VA; Houston, TX; Huntsville, AL; Greenbelt, MD; Kennedy Space Center, FL; Moffett Field, CA; Pasadena, CA; Stennis Space Center, MS
Number of interns: Spring/summer/fall: 1,000
Pay: Varies
Length of internship: Summer: eight to 12 weeks; Spring/fall: 15 to 17 weeks each
Intern functions: Engineering, Research, Science and Math, Technology

THE SCOOP

NASA has been a leader in scientific/technological research and space exploration since 1958. It is responsible for placing the first people on the moon, has launched scientific probes and conducts ongoing aerodynamics research.

ON THE JOB

Hundreds of internships/fellowships are available each year. Participants work directly with NASA scientists and engineers on research projects. Students gain hands-on experience designing spaceflight hardware and software, and may even support real-time mission activities. Current students may participate in NASA’s cooperative education program, undergraduate and graduate students research program or numerous other education programs. Graduates seeking entry-level jobs may choose from the federal career internship program, the presidential management internship and other employment options.

GETTING HIRED

Apply by: Varies by program. Applications are available online.
Qualifications: Internships/fellowships are available for current college students, recent graduates and grad students. U.S. citizenship is required for most positions.
Contact:
Internships/Fellowships
education.nasa.gov
Full-time Employment Opportunities
www.nasajobs.nasa.gov

NASCAR

THE BUZZ

- “Help promote America’s favorite car race”
- “Of the 20 most attended live sporting events in America 17 of them are NASCAR races”

THE STATS

Industry: Sports
Locations: New York, NY; Los Angeles, CA; Charlotte, NC; Chicago, IL; Atlanta, GA; Daytona Beach, FL and more
Number of interns: Summer: 15 to 25
Pay: Paid, varies
Length of internship: Summer: 10 weeks
Intern functions: Engineering, Film, Television and Radio, Finance, Marketing, Sports

THE SCOOP

NASCAR—which stands for the National Association for Stock Car Auto Racing—was founded by William H.G. France in 1948 to “organize and promote stock car racing.” Today, it is the No. 1 live spectator sport in America (No. 2 in television ratings). NASCAR sanctions almost 2,000 events annually, held at 110 tracks across the United States. Some of its events include the Daytona 500, the Coca-Cola 600 and the Sharpie 500.

ON THE JOB

While NASCAR offers some general intern positions, the company places most of its attention on its diversity internship program, which is open to minority students interested in a career in the motorsports industry. Interns work with NASCAR’s sanctioning body, NASCAR sponsors, NASCAR licensees, NASCAR teams and tracks, or other related organizations. Specific job offerings change annually, so check the company’s website for current offerings.

GETTING HIRED

Apply by: March 2nd. Applications are available online at www.nascardiversity.com. Send the completed form with a resume, cover letter, official transcript, references and personal statement to the address below. NASCAR interviews candidates before hiring.
Qualifications: Open to college sophomores, juniors and seniors, and graduate students of an underrepresented ethnicity.
Contact:
NASCAR Diversity Affairs Department
1801 West International Speedway Boulevard
Daytona Beach, FL 32114
Email: info@diversityinternships.com
www.nascardiversity.com
THE NATION

THE BUZZ
- “A not-to-be-missed opportunity for fans of politics and good writing”
- “Rub shoulders with movers and shakers”

THE STATS
Industry: Publishing/Journalism
Locations: New York, NY; Washington, DC
Number of interns: Spring/summer/fall: 10 each
Pay: Paid, $150 a week; academic credit
Length of internship: Spring: January to May; Summer: June to August; Fall: September to December
Intern functions: Advertising, Editorial, Marketing, Print Media, Research

THE SCOOP
Founded in 1865, The Nation is America’s oldest weekly magazine. A journal of politics and art, The Nation aims to maintain critical social and political discourse and shuns “exaggeration, violence and misrepresentation” apparent in other political writing.

ON THE JOB
The internship program is run through the nonprofit Nation Institute. Participants get editorial experience by fact checking, reading and evaluating manuscripts, researching and writing. On the publishing side, interns assist with advertising, circulation and promotion. New York interns attend weekly seminars with authors, journalists and politicians on various topics, as well as with Nation staff members on editing and writing.

GETTING HIRED
Apply by: Spring: November 9th; Summer: April 5th; Fall: July 6th. Applicants should send a resume, cover letter, two letters of recommendation and two writing samples to the address below. Applications will be accepted by mail only.

Qualifications: Open to college seniors, recent college graduates and grad students.

Contact:
Max Fraser
Internship Program Director
The Nation Institute
116 East 16th Street, 8th Floor
New York, NY 10003
Phone: (212) 209-5419
Email: max@nationinstitute.org
www.thenation.com
www.nationinstitute.org/p/internships

THE NATIONAL ACADEMIES

THE BUZZ
- “Engage in the analysis that informs the creation of science and technology policy”

THE STATS
Industries: Science, Health Care, Engineering, Law, Business, Public Administration
Location: Washington, DC
Number of interns: Varies
Pay: $8,240 stipend/grant
Length of internship: Fellowship: winter/fall: 12 weeks each
Intern functions: Social/Behavioral Science, Physical/Biological Science, Research, Engineering, Health Care, Law, Education, Public Policy

THE SCOOP
The National Academies brings together committees of experts in all areas of scientific and technological endeavors. These experts serve pro bono to address critical national issues and give advice to the federal government and the public. The fellowship is named for former fellow Christine Mirzayan who, after completing her PhD in cell biology and neurobiology, died during the last week of her fellowship.

ON THE JOB
The fellowship is a full-time, on-site and hands-on educational program that allows participants to learn the skills necessary to become involved in science and technology public policy at all levels. Each fellow is assigned a mentor from the senior staff. The first week includes an orientation to introduce fellows to the National Academies and other D.C. organizations. Following this, the bulk of fellows’ time is spent on a specific research project and fellowship program activities.

GETTING HIRED
Apply by: Winter: November 1st; Fall: May 1st. Complete the online application at www.nationalacademies.org/policyfellows and have a mentor/adviser complete the online reference form.

Qualifications: Open to current grad students and postdocs or scholars who have completed graduate studies or postdoctoral research within the past five years. Non-U.S. citizens who meet the eligibility criteria may apply.

Contact:
The National Academies
Christine Mirzayan Science & Technology Policy Graduate Fellowship Program
500 5th Street NW, Room 508
Washington, DC 20001
Phone: (202) 334-2455
Email: policyfellows@nas.edu
www.nationalacademies.org
www.nationalacademies.org/policyfellows
NATIONAL AQUARIUM IN BALTIMORE

THE BUZZ
- “Learn about tourism, museum science, oceanography—and moray eels”!

THE STATS
Industries: Education, Environment, Hospitality and Tourism
Location: Baltimore, MD
Number of interns: Annual: 60
Pay: Unpaid, academic credit available; discount on goods
Length of internship: Summer/fall/winter/spring: 120 hours
Intern functions: Advertising, Education, Environment, Marketing, Public Relations, Research, Sales, Science and Math

THE SCOOP
With 1.6 million paying visitors a year, the National Aquarium in Baltimore is Maryland’s leading tourist attraction and is dedicated to promoting local economic development. The more than 14,000 aquatic inhabitants are housed in the state-of-the-art, award-winning facility. The aquarium “strives to blend naturalistic exhibit elements with the most modern interpretive techniques.”

ON THE JOB
Applying classroom knowledge, interns gain valuable job experience and establish professional contacts. The aquarium makes every effort to match interns with work that compliments their studies, interests and skills.

$ GETTING HIRED
Apply by: Winter/spring: November 1st; Summer: March 1st; Fall: May 1st. Download the application from www.aqua.org and mail it, along with a resume and transcript, to the address listed on the application.

Qualifications: Open to all undergraduate and graduate students.

Contact:
Internship Coordinator
Education Department
National Aquarium in Baltimore
Pier 3, 501 East Pratt Street
Baltimore, MD 21202-3194
Phone: (410) 576-3888
Fax: (410) 659-0116
Email: intern@aqua.org
www.aqua.org

NATIONAL ASSOCIATION OF COLLEGE BROADCASTERS

THE BUZZ
- “A great way to break into broadcasting”
- “Programming for students, by students”

THE STATS
Industries: Broadcast and Cable, Nonprofit
Location: Providence, RI
Number of interns: Spring/summer/fall: five to seven each
Pay: Unpaid
Length of internship: Spring/summer/fall: six to 36 weeks
Intern functions: Advertising, Editorial, Film, Television and Radio, Print Media, Sales

THE SCOOP
The National Association for College Broadcasters (NACB) was founded as a nonprofit in 1988 to encourage students interested and involved in electronic media to exchange ideas and information. NACB sponsors the National College Radio Awards, its own national conference and a network for college student television called U Network.

ON THE JOB
Interns work in production, publications or advertising/sales. Responsibilities vary with each department but may include assisting the sales team with leads, copy editing and/or proofing content for the publications team, and various production work on U Network.

$ GETTING HIRED
Apply by: Rolling. Send a resume, cover letter and writing samples to the address below.

Qualifications: Open to high school juniors and seniors, current college students and graduates. International applicants are welcome.

Contact:
Internship Coordinator
National Association of College Broadcasters
7 George Street
Providence, RI 02912-1824
Phone: (401) 863-2225
Email: nacb@aol.com
NATIONAL BASKETBALL ASSOCIATION

**THE BUZZ**
- “Slam dunk a resume grabber!”
- “Calling all sports nuts!”

**THE STATS**
- Industries: Broadcast and Cable, Film/Entertainment, Sports
- Locations: New York, NY; Secaucus, NJ
- Number of interns: Varies with need
- Pay: Varies with position
- Length of internship: Summer: 10 weeks
- Intern functions: Administrative, Editorial, Film, Television and Radio, Human Resources, Internet, Marketing, Public Relations

**THE SCOOP**
Chances are, if you want to intern with the NBA you’re already a huge basketball fan. The National Basketball Association was founded in 1946 as the Basketball Association of America, with 11 member teams. Today, 30 basketball teams belong to the NBA, which grosses about $2 billion a year in related sales. The organization also features the WNBA, Basketball U (where those who crave to learn more about the game on a higher level can go), and NBA City, a popular theme restaurant in Orlando, Florida.

**ON THE JOB**
NBA interns work in several different departments, including communications, human resources, interactive services, international television, and marketing and media. Placement depends on company need and the applicant’s experience. Duties vary by department, though most will probably include some clerical responsibilities.

**$ GETTING HIRED**
- Apply by: Applications are accepted from November through February. Visit the internship section of the NBA careers website below to read program descriptions and to complete the online application.
- Qualifications: Open to college sophomores and juniors.
- Contact: Internship Coordinator National Basketball Association 645 Fifth Avenue New York, NY 10022 Phone: (212) 407-8087 www.nba.com/careers/internship_program.html

NATIONAL COLLEGIATE ATHLETIC ASSOCIATION

**THE BUZZ**
- “Get a start in college sports management”

**THE STATS**
- Industry: Sports
- Location: Indianapolis, IN
- Number of interns: Annual: 19
- Pay: Paid, $24,000; medical, dental and vision insurance
- Length of internship: 12 months
- Intern functions: Administrative, Editorial, Education, Finance, Internet, Management, Marketing, Public Relations

**THE SCOOP**
More than 1,200 universities and colleges belong to the National Collegiate Athletic Association, a voluntary association that organizes and regulates college athletics. The NCAA oversees a variety of sports, including basketball and football, ensuring that competition is in an equitable and sportsmanlike manner.

**ON THE JOB**
The NCAA offers on-the-job learning experience to college graduates interested in pursuing a career in the administration of intercollegiate athletics. Internships are available in a variety of departments, such as branding and communications, publishing/new media, championships, corporate and broadcast alliances, Division I Men’s and Women’s Basketball, diversity and inclusion, educational affairs, enforcement services, governance, academic and membership affairs/student-athlete reimbursement, and the NCAA Eligibility Center.

**$ GETTING HIRED**
- Apply by: December. Complete the online application process (available in the fall).
- Qualifications: Applicants must have their bachelor’s degree by May prior to being accepted to participate in the program. Master’s or law graduates are also eligible. Visit the website below for details.
- Contact: Kimberly Ford Associate Director Diversity and Inclusion National Collegiate Athletic Association P.O. Box 6222 Indianapolis, IN 46206-6222 Phone: (317) 917-6360 Email: kford@ncaa.org www.ncaa.org
NATIONAL ENDOWMENT FOR THE ARTS

THE BUZZ
- “Work with the government to recognize the arts”
- “Still funded for the time being”

THE STATS
Industries: Fine and Performing Arts, Government, Nonprofit
Location: Washington, DC
Number of interns: Annual: 15 to 20
Pay: Unpaid, academic credit available
Length of internship: Spring/summer/fall: 15 to 20 weeks
Intern functions: Administrative, Arts and Design, Editorial, Research

THE SCOOP
Created by Congress in 1965, the National Endowment for the Arts is an independent nonprofit agency of the federal government, whose mission is to provide national recognition and support for artistic projects. Since its founding, it has given out more than 120,000 grants to organizations and artists all over the United States. Some of the endowment’s grants have financed the Vietnam Veterans Memorial and provided support to legends like Dizzy Gillespie, Count Basie, Dr. Billy Taylor, Miles Davis and Sarah Vaughan.

ON THE JOB
Intern duties include clerical functions, the arts library and internet research, and independent projects are assigned as needed. Interns also have access to resources such as “an extensive arts library, meetings with the advisory panels and the National Council on the Arts.”

GETTING HIRED
Apply by: Rolling. Send materials at least four to six weeks prior to your intended start date. Submit a resume and cover letter detailing availability, interested areas of concentration, experience and typing ability. Letters of recommendation, references and college transcripts are suggested but not required.

Qualifications: Open to all college freshmen, sophomores, juniors and seniors, grad students and other volunteers.

Contact:
Mr. Courtney R. Coffer
Volunteer/Intern Coordinator
Office of Human Resources, Room 627
National Endowment for the Arts
The Nancy Hanks Center
1100 Pennsylvania Avenue NW
Washington, DC 20506
Phone: (202) 682-5475
www.nea.gov/about/jobs/internships.html
NATIONAL FOOTBALL LEAGUE

THE BUZZ

• “Kick off your sports career”
• “A resume touchdown!”
• “One of the premier experiences in the field”

THE STATS

Industries: Broadcast and Cable, Film/Entertainment, Sports
Locations: New York, NY; Mt. Laurel, NJ; Los Angeles, CA
Number of interns: Summer: 10 to 15
Pay: Paid, $500 a week
Length of internship: Summer: nine weeks
Intern functions: Accounting, Administrative, Advertising, Film, Television and Radio, Finance, Law, Marketing, Public Relations, Sales, Sports, Technology

THE SCOOP

The National Football League was formed by 11 teams in 1920 and since then has grown to be the largest American football organization in the world. It supports 32 member clubs on a variety of business, legal and operational matters. The NFL also oversees championship football games, such as the Super Bowl.

ON THE JOB

Though interns work within specific departments, they are able to explore all aspects of the business of professional football through speaker presentations, mentoring relationships and networking opportunities. Tasks include clerical duties, but interns learn about the business side of the sport and gain corporate experience.

GETTING HIRED

Apply by: Fall. Visit www.nfl.apply2jobs.com for details and application instructions.
Qualifications: Open to undergraduate juniors, as well as graduate and law students. To be eligible, applicants must be returning to school in the fall after the program.
Contact: www.nfl.apply2jobs.com
THE NATIONAL GEM CONSORTIUM

THE BUZZ

- “A sparkling internship for minority technical talent”

THE STATS

Industries: Education, Engineering, Nonprofit
Locations: more than 90 universities in the United States and Puerto Rico
Number of interns: 100 to 200
Pay: $500 to $750 a week; $10,000 to $14,000 annual stipend
Length of internship: Master’s fellows: two summers; PhD fellows: one summer
Intern functions: Engineering, Finance, Research, Science and Math

THE SCOOP

The National GEM Consortium was founded in 1976 as a vehicle for partnering universities and employers around the nation to provide fellowships for underrepresented minorities pursuing advanced degrees in science, technology, engineering and mathematics. Since then, more than 3,000 GEM fellows have graduated from top colleges and research institutions, thanks to GEM’s MS engineering, PhD engineering and PhD science fellowship programs.

ON THE JOB

Chosen fellows attend one of 95 participating universities and spend the summer interning at one of 50 Fortune 500 companies or government labs. Tasks vary by position and placement, but may include science research or business training. An MS science fellowship program is currently being developed.

GETTING HIRED

Apply by: November 15th; Early consideration deadline: October 1st.
Register and apply online at www.gemfellowship.org. Supporting materials (official transcripts, statement of purpose, three letters of recommendation and GRE scores, if available) should be sent by mail or fax to the address listed below.

Qualifications: Open to college juniors, seniors and graduate students. Recent graduates and degreed, experienced professionals are also eligible. Applicants for the MS engineering program must have a minimum cumulative GPA of 2.8; candidates for the PhD program must have a minimum cumulative GPA of 3.0. Applicants must be U.S. citizens or permanent residents and from one of the following underrepresented groups: American Indians, African-Americans or Hispanic-Americans.

Contact:
The National GEM Consortium
1430 Duke Street
Alexandria, VA 22314
Phone: (703) 562-3646
Fax: (202) 207-3518
Email: info@gemfellowship.org
www.gemfellowship.org
NATIONAL INSTITUTES OF HEALTH

THE STATS
Industries: Government, Health Care
Locations: Bethesda, MD; Baltimore, MD; Detroit, MI; Framingham, MA; Frederick, MD; Hamilton, MT; Phoenix, AZ; Research Triangle Park, NC
Number of interns: Summer: about 1,000
Pay: Paid, varies by education level
Length of internship: Summer: eight to 10 weeks
Intern functions: Engineering, Health Care, Science and Math

THE BUZZ
• “The world’s largest biomedical research center, bar none”
• “The work environment is very friendly”
• “Very challenging”

ON THE JOB
In the Summer Internship Program in Biomedical Research, students work with researchers and scientists in laboratories focusing on specific areas of research such as cancer, child health, drug abuse, the human genome and mental health. Students should contact researchers directly if interested in particular labs.

GETTING HIRED
Apply by: March 1st. Apply online at www.training.nih.gov.
Qualifications: Open to high school students over the age of 16, college students, graduate students and professional students who are U.S. citizens or permanent residents and are enrolled at least half-time in an accredited U.S. institution.
Contact:
NIH Office of Intramural Training & Research
2 Center Drive, Room 2W11A, MSC 0240
Bethesda, MD 20892
Phone: (301)-496-2427
Email: trainingwww@mail.nih.gov
www.training.nih.gov

NATIONAL JOURNAL GROUP

THE BUZZ
• “Political bloodhounds rejoice!”
• “Learn the fine art of political reporting”

THE STATS
Industry: Publishing/Journalism
Location: Washington, DC
Number of interns: Spring/summer/fall: three each
Pay: Unpaid, academic credit available
Length of internship: Three to five months
Intern functions: Administrative, Editorial, Print Media

THE SCOOP
Since 1969, the National Journal Group has produced nonpartisan coverage of the federal policy-making process through monthly, weekly and daily publications and media outlets. The group’s flagship publication, The National Journal, is a weekly political magazine covering national politics and federal policy, featuring articles on D.C.’s community of lobbyists, political consultants and journalists. It offers writing on politics, policy and government for readers with a professional interest in politics. It follows political trends, conducts public opinion polls and offers analysis of national developments.

ON THE JOB
The editorial internship program offers participants the opportunity to be involved in many aspects of the magazine’s editorial procedures, including writing articles for publication in the magazine.

GETTING HIRED
Apply by: Summer: March 15th; Fall: July 15th; Spring: October 15th. Candidates should visit the website below. Submit a resume and cover letter online for consideration.
Qualifications: Open to college juniors and seniors, recent college graduates and grad students. The ideal candidate will have an outstanding academic record; solid listening skills and the ability to discern newsworthy data from conventional wisdom; clear, concise, logical writing; some experience and confidence with quantitative research; and be comfortable with Excel software.
Contact:
Lyndsay Polloway, Recruiting Coordinator
The Atlantic Media Company
600 New Hampshire Avenue NW
Washington, DC 20037
Phone: (202) 266-7000
Fax: (202) 266-6001
Email: lpolloway@nationaljournal.com
www.atlanticmediacompany.com
NATIONAL JOURNALISM CENTER

THE BUZZ
• “A media junkie’s dream”

THE STATS
Industries: Broadcast and Cable, Publishing/Journalism
Location: Washington, DC
Number of interns: Fall/spring: 15 to 20 each; Summer: 35 to 45
Pay: Paid, $1,000 a month; academic credit available
Length of internship: Fall/spring/summer: 12 weeks
Intern functions: Editorial, Film, Television and Radio, Internet, Marketing, Print Media

THE SCOOP
The National Journalism Center is a nonpartisan, nonprofit program in Washington, D.C., that places applicants in media internships, focusing on government and policy reporting. Internships are available in newspaper, magazine, television, radio and online. In addition to real-world experience, interns are exposed to prominent D.C. journalists and public policy experts, provided journalism training and invited to participate in current event and public policy discussions. Recent placements have included The Washington Times, Washington Examiner, American Spectator, Fox News, BBC and Radio America.

ON THE JOB
Interns spend 30 to 35 hours a week on the job at a Washington media outlet, and attend a half-day training seminar once a week. During the fall and spring sessions, students often take classes alongside their internship. NJC encourages interns to take six classroom hours in addition to six credits (internship and independent study).

GETTING HIRED
Apply by: Fall: July 15th; Spring: November 1st; Summer: December 1st for early consideration, March 15th for regular. Check the website for updated information. Online or paper applications (both available on the website) are accepted. Submit a cover letter, resume, contact information for three references and two or three writing samples. A transcript may also be requested at a later date.

Qualifications: Open to rising college sophomores, juniors, seniors, recent graduates and grad students. Applicants are not required to be journalism majors, though some exposure/training to journalism and communications is preferred. Non-U.S. citizens are eligible.

Contact:
Lauren Smith, Program Officer
The National Journalism Center
529 14th Street NW, Suite 937
Washington, DC 20045
Phone: (202) 628-1490
Fax: (202) 628-1491
Email: lsmith@yaf.org
njc.yaf.org
NATIONAL ORGANIZATION FOR WOMEN

THE BUZZ
- “Work for equal rights”
- “Make your feminist voice heard!”

THE STATS
Industry: Nonprofit
Location: Washington, DC
Number of interns: 10 to 15
Pay: Unpaid
Length of internship: Year-round: full and part time, minimum of three days a week; Fall/Spring: 12 to 16 weeks; Summer: eight to 12 weeks
Intern functions: Editorial, Government, Marketing, Nonprofit, Public Relations

THE SCOOP
With over 500,000 members, the National Organization for Women (NOW) is currently the largest and best-known feminist organization in the United States. NOW was founded in 1966 to establish equality and further women’s rights through grassroots organizing, lobbying and mass activism.

ON THE JOB
Interns learn grassroots organizing skills working with the government relations, public policy, political action committees, direct marketing, communications, field organizing or racial diversity departments. NOW places a strong emphasis on building leadership skills by giving its interns responsibility and substantive work. Interns also attend workshops and discussion groups, and are encouraged to represent NOW at various meetings and actions in the Washington, D.C. area.

GETTING HIRED
Apply by: Spring: November 1st; Summer: March 15th; Fall: August 1st. Submit a cover letter, resume, application (available online at www.now.org/organization/intern.html), two letters of recommendation and a one- to three-page writing sample.

Qualifications: Open to all college, graduate or law students or recent graduates with a keen interest in women’s issues.

Contact:
NOW Intern/Volunteer Coordinator
1100 H Street NW, 3rd Floor
Washington, DC 20005
Phone: (202) 628-8669, ext. 115
Email: volunteer@now.org
www.now.org/organization/intern.html

NATIONAL PARK SERVICE

THE BUZZ
- “Work home on the range, where the buffalo, and now you, roam”
- “Get back in touch with nature”

THE STATS
Industries: Environment, Government, Hospitality and Tourism
Locations: Washington, DC; nationwide
Number of interns: 5,000
Pay: $250 to $350 a week
Length of internship: Summer/winter: 12 to 16 weeks
Intern functions: Architecture, Education, Environment, Management

THE SCOOP
Established in 1916 by the federal government, the National Park Service strives to preserve, protect and maintain the natural, historical and recreational resources of the United States. The idea for a national parks organization is credited to George Catlin who, in 1832, grew concerned with America’s expansion into the West. Today, the Park Service includes over 390 parks in the United States and its territories, including Yellowstone, Yosemite, the Grand Canyon and Gettysburg.

ON THE JOB
The National Park Service depends on seasonal employment to keep its sites functioning. The Park Service suggests that anyone interested in park internships contact the individual park directly to ask about available positions, as the programs are competitive, especially at the better known parks. In addition to park positions, cultural resource internships are offered, involving archaeology, curatorial and museums, history and historic architecture. The National Park Service Student Conservation Association also offers several volunteer programs.

GETTING HIRED
Apply by: Rolling; Summer: April. Interested students should express their interest in applying to the contact provided.

Qualifications: Open to college freshmen, sophomores, juniors and seniors (must be over age 18), college graduates and grad students.

Contact:
Seasonal Employment Unit, Room 2225
National Park Service
P.O. Box 37127
Washington, DC 20013-7127
Phone: (202) 208-5074
www.nps.gov/personnel/intern.htm
THE BUZZ

- “A great education/lobbyist organization”
- “Fight for equal rights and equal pay!”

THE STATS

Industry: Nonprofit
Location: Washington, DC
Number of interns: Annual: 24
Pay: Unpaid
Length of internship: Spring/summer/fall: 12 to 16 weeks
Intern functions: Education, Law, Nonprofit, Public Relations

THE SCOOP

The National Partnership for Women and Families (NPWF) is a nonprofit, nonpartisan advocacy organization that uses public education and advocacy to promote fairness in the workplace, quality health care and other policies that help women and men meet the dual demands of work and family. Founded in 1971 as the Women’s Legal Defense Fund, NPWF has been a powerful and effective advocate for women and families. It was instrumental in bringing about reforms like the Family and Medical Leave Act of 1993, Pregnancy Discrimination Act of 1978 and legal cases that ultimately prohibited sexual harassment in 1977.

ON THE JOB

Internships are available in several departments, such as communications, the annual luncheon, fundraising and membership. There are also positions available in NPWF’s program areas, including health, work and family and workplace fairness. In addition, the National Partnership for Women and Families offers law clerk internships in the health, work and family, and workplace fairness program areas.

GETTING HIRED

Apply by: Spring: November 15th; Summer: February 15th; Fall: July 15th. Submit a resume, cover letter, writing sample, transcript and three references.

Qualifications: Open to college freshmen, sophomores, juniors and seniors, grad students and law students.

Contact:
Volunteer Internship Coordinator
National Partnership for Women and Families
1875 Connecticut Avenue NW, Suite 650
Washington, DC 20009
Phone: (202) 986-2600
Fax: (202) 986-2539
Email: info@nationalpartnership.org
www.nationalpartnership.org
NATIONAL PUBLIC RADIO

THE BUZZ

• “This just in! Media internships at NPR are as good as they get”
• “Interns get to produce their own show—try to beat that!”

THE STATS

Industries: Broadcast and Cable, Publishing/Journalism
Locations: Washington, DC (HQ); Culver City, CA
Number of interns: 60 to 80
Pay: Academic credit available
Length of internship: Spring/summer/fall: eight to 10 weeks, 20 to 40 hours a week
Intern functions: Arts and Design, Editorial, Engineering, Film, Television and Radio, Finance, Human Resources, Law, Marketing, Public Relations, Research, Technology

THE SCOOP

National Public Radio produces and broadcasts award-winning journalistic, cultural, talk and music programs to nearly 30 million listeners through 600 public radio stations in the United States. Listeners can enjoy NPR on their radios or by streaming audio through a link on its website.

ON THE JOB

Ever wonder what Melissa Block looks like? Steve Inskeep? Terry Gross? Here’s your chance to find out. Interns often work on popular NPR programs, such as All Things Considered, Talk of the Nation and dozens more. Interns can also work in one of NPR’s other departments, including audience and corporate research, audio engineering, business development, creative design, communications and public relations, finance, human resources, IT and legal.

GETTING HIRED

Apply by: Spring: November 15th; Summer: February 15th; Fall: July 15th. Complete and submit the application form (available on the website), along with a resume and cover letter.

Qualifications: Although all college students are eligible, NPR prefers juniors and seniors. Grad students and applicants less than one year out of school are also welcome.

Contact:
National Public Radio
Human Resources Department
635 Massachusetts Avenue NW
Washington, DC 20001
Phone: (202) 414-2909
Fax: (202) 513-3047
Email: internships@npr.org
www.npr.org/about/jobs/intern/index.html
www.npr.org/nextgen

THE BUZZ

• “This just in! Media internships at NPR are as good as they get”
• “Interns get to produce their own show—try to beat that!”
NATIONAL RIFLE ASSOCIATION

THE BUZZ
- “Working to protect our Second Amendment freedom”

THE STATS
Industry: Nonprofit
Location: Fairfax, VA
Number of interns: Varies
Pay: Paid, varies; access to shooting range and fitness facility
Length of internship: Four to 24 weeks, available year-round
Intern functions: Administrative, Finance, Nonprofit, Public Relations, Sales

THE SCOOP
The National Rifle Association was established in 1871 when Colonel William C. Church and General George Wingate—Union veterans of the Civil War—became frustrated with their troops’ inability to shoot correctly. It has now grown into a national lobbying group, dedicated to preserving and upholding the Second Amendment, which gives U.S. citizens the right to bear arms. Millions of members support NRA in its causes to promote education, safety and marksmanship training.

ON THE JOB
Several departments hire interns, including administrative services, community services, field services, financial services, legislative action, membership, purchasing, recreational shooting and security. Some tasks include clerical and administrative duties, and may require interaction with members and the public.

GETTING HIRED
Apply by: Rolling. Send a resume and cover letter to the address below, indicating possible areas of interest.
Qualifications: Open to college sophomores, juniors and seniors, as well as college graduates and grad students.
Contact:
Human Resources
National Rifle Association of America
11250 Waples Mill Road
Fairfax, VA 22030
Phone: (703) 267-1260
Fax: (703) 267-3938
Email: careers@nrahq.org
www.nra.org
THE BUZZ

- “The country's premier code-makers and code-breakers”
- “Puzzle out a real resume boost”

THE STATS

Industries: Government, Technology
Location: Fort Meade, MD
Number of interns: Summer: 50
Pay: more than $500 a week
Length of internship: Summer: 12 weeks
Intern functions: Engineering, Research, Science and Math, Technology

THE SCOOP

The National Security Agency (NSA) is the code-deciphering organization of the U.S. government. It protects security-sensitive information systems and gathers foreign signals intelligence information. The NSA's mission is to stay on the cutting edge of communications and data processing while protecting government systems from hackers and others with malicious intent.

ON THE JOB

The NSA is seriously committed to training potential employees through its internships and has developed a range of opportunities. It offers 12 internship programs, including the Director's Summer Program (for college students majoring in math); the Computer Science Intern Program (for college juniors, seniors and graduate students majoring in computer science); the Cryptologic Access Summer Intern Program (for college freshmen, sophomores and juniors majoring in physics, computer science, engineering or telecommunications); the Installation and Logistics Intern Program (for college students majoring in a facilities or logistics related field); and the Summer Language Program (for students studying Arabic, Chinese, Russian, Urdu or Persian Farsi). There are also select opportunities for high school students.

GETTING HIRED

Apply by: October 31st. Deadlines vary according to program, but most summer deadlines are in mid fall of the preceding year. Send a resume, cover letter and transcripts to the appropriate address. See the website below for details and contact information.

Qualifications: Most programs are open to college juniors or seniors and grad students, with additional programs for high school students.

Contact:
National Security Agency
Office of Recruitment and Hiring
P.O. Box 1661
Attn: MB3 Summer, Suite 6779
Fort Meade, MD 20755-6779
Phone: (410) 854-4726 or (866) 672-4473
Email: ljmcwee@nsa.gov
www.nsa.gov/index.shtml
www.nsa.gov/careers/opportunities_4_u/students/index.shtml
NATIONAL SPACE SOCIETY

THE BUZZ

• “Help make Star Trek a reality”

THE STATS

Industries: Nonprofit, Technology
Location: Washington, DC
Number of interns: Annual: two to three
Pay: Unpaid, academic credit available
Length of internship: Summer/academic year: eight weeks minimum
Intern functions: Editorial, Education, Nonprofit, Print Media, Public Relations, Research

THE SCOOP

The National Space Society (NSS) is an independent nonprofit organization that pushes for a future of human space exploration and colonization. It works to educate the public and promotes economic, political, social and technological change. NSS welcomes recent efforts to restore moon research and initiate a mission to Mars. Currently, the society has over 20,000 members and 50 chapters worldwide.

ON THE JOB

The breadth of activities at NSS allows interns to become involved in projects geared to their area of interest, including journalism, public outreach/education and public policy. Journalism interns work on Ad Astra, the bimonthly space publication. Public outreach interns interface with people, answering questions and assisting with event planning. Public policy interns attend congressional briefings, track legislation and help distribute information to the rest of the NSS staff.

GETTING HIRED

Apply by: Academic year: rolling; Summer: March 15th. Applicants must submit an application form, resume, personal statement, transcript and one letter of recommendation. If receiving academic credit, candidates should also submit a letter from their school. Applications will be accepted by mail or fax only.

Qualifications: Open to college sophomores, juniors and seniors with a minimum GPA of 3.0.

Contact:
National Space Society
Attn: Internship Coordinator
600 Pennsylvania Avenue SE, Suite 201
Washington, DC 20003
Phone: (202) 429-1600
Fax: (202) 546-4189
Email: nssinternships@gmail.com
www.nss.org or www.nss.org/education/nssintern.html

NATIONAL STARCH AND CHEMICAL COMPANY

THE BUZZ

• “Northeastern chemical engineers, take note of this non-starchy opportunity”

THE STATS

Industries: Engineering, Manufacturing
Locations: Bridgewater, NJ (HQ); multiple cities in CA, IL, IN, MA, MI, MO, NC, SC
Number of interns: Varies
Pay: Varies
Length of internship: Varies
Intern functions: Administrative, Agriculture, Engineering, Manufacturing, Research, Science and Math, Technology

THE SCOOP

The National Starch and Chemical Company is a leading manufacturer of starches, adhesives, electronic and engineering materials, health care and industrial starches, specialty food, and synthetic polymers used in almost every product category. It’s staffed by almost 10,000 employees in 23 countries.

ON THE JOB

Internships are available in the administrative, manufacturing, process development, product development, research and technical service areas. Interns work with professionals in the field, such as engineers, scientists and systems analysts. During the internship, students complete and present a special project assigned by their supervisors. Graduate students majoring in marketing or finance with an undergraduate degree in chemistry or engineering may be eligible for separate internships. Check the website for details.

GETTING HIRED

Apply by: Rolling.

Qualifications: Open to college sophomores, juniors and seniors majoring in chemical engineering, chemistry, food science, paper science and materials/polymer science.

Contact:
www.nationalstarch.com
NATIONAL TRUST FOR HISTORIC PRESERVATION

THE BUZZ
- “Preserve the past”
- “Ideal for hands-on historians”

THE STATS
Industries: Education, Fine and Performing Arts, Nonprofit
Location: Washington, DC
Number of interns: Summer: 15 to 20
Pay: Unpaid, academic credit available
Length of internship: Summer: 10 weeks (full or part time)
Intern functions: Administrative, Editorial, Education, Internet, Marketing, Nonprofit, Research

THE SCOOP
Since 1949, the National Trust for Historic Preservation has worked to preserve and protect historic buildings for future generations. It operates 21 national trust sites around the country, supporting local historic preservation societies, creating programs and publications that foster awareness and education, and fighting to enact preservation laws. As stated in its motto, the organization “provides leadership, education and advocacy to save America’s diverse historic places and revitalize our communities.”

ON THE JOB
Interns work on individual projects in the main office and in historic Washington, D.C. sites, such as the Decatur House and Woodrow Wilson House. Projects include compiling case studies, creating resources for local and national partners, helping with communications and marketing, membership development and website maintenance. Interns also attend educational sessions on nonprofit management, preservation and National Trust programs.

GETTING HIRED
Apply by: March 31st. Send a resume and cover letter highlighting your interests and background and whether there’s a particular area in which you’d like to work. Check the website for open positions.
Qualifications: Open to college sophomores, juniors and seniors, college graduates and grad students.
Contact:
Internship Coordinator
National Trust for Historic Preservation
1785 Massachusetts Avenue NW
Washington, DC 20036
Phone: (202) 588-6000 or (800) 944-6847
Fax: (202) 588-6038
Email: jobs@nthp.org
www.preservationnation.org/resources/career-opportunities

NATIONAL WILDLIFE FEDERATION

THE BUZZ
- “Start an environmental career in conservation”
- “Environmentally conscious, supportive office”

THE STATS
Industries: Environment, Nonprofit
Locations: Reston, VA (HQ); Anchorage, AK; Ann Arbor, MI; Atlanta, GA; Austin, TX; Boulder, CO; Missoula, MT; Montpelier, VT; Seattle, WA; Washington, DC
Number of interns: Annual: 20
Pay: Paid, biweekly stipend; insurance benefits
Length of internship: 48 weeks, 12 weeks for legal interns

THE SCOOP
The National Wildlife Foundation was founded in 1936. With over four million members, it is the largest member-supported nonprofit conservation group in the United States. Its goal is to raise public awareness for wildlife conservation and to inspire people to work together to form a sustainable environment. The organization offers conservation education and leadership training, as well as networking contact opportunities.

ON THE JOB
Interns work in the communications, conservation, education, fundraising, publications and legal departments. They handle conservation projects on a community and national level, gaining experience in a nonprofit environment.

GETTING HIRED
Apply by: Rolling. Apply online at www.nwf.org/careergateway.
Qualifications: Open to college juniors and seniors, graduate students and recent college graduates.
Contact:
National Wildlife Federation
Internship Coordinator
1100 Wildlife Center Drive
Reston, VA 20190-5362
Phone: (800) 822-9919
Email: campus@nwf.org
www.nwf.org/careergateway
NATIONAL WOMEN’S HEALTH NETWORK

THE BUZZ
- “Wonderful experience, wonderful career step, wonderful work environment”
- “I learned the value of having stimulating work and responsibility”
- “Get on the frontlines of promoting women’s health”

THE STATS
Industries: Education, Health Care, Nonprofit
Location: Washington, DC
Number of interns: Spring/summer/fall: three to four each
Pay: Fall/spring: Paid, $160 a week; Summer: unpaid, academic credit is available if the student makes arrangements with his or her school
Length of internship: Spring/summer/fall: 10 weeks minimum, 32 hours a week
Intern functions: Research, Education, Health Care, Editorial, Nonprofit

THE SCOOP
The National Women’s Health Network (NWHN) is a nonprofit organization that advocates for national policies to protect women’s health. It supports, analyzes and transmits health research information, connecting activists nationwide and monitoring federal agencies. NWHN is independent of insurance agencies and pharmaceutical companies, enabling NWHN to provide women with unbiased health information.

ON THE JOB
NWHN uses the intern program to train new women’s health activists. Interns work in the health information department and conduct research on a variety of women’s health issues, developing skills and gaining experience in the areas of education, feminist organizing and public policy. Past interns have produced educational literature for women, attended policy hearings and written articles for the organization’s newsletter. Technical internship positions are also available.

GETTING HIRED
Apply by: Summer: March 15th; Fall/spring: rolling. Send a resume, cover letter and a writing sample (four pages maximum) to the address below.
Qualifications: Open to college students, as well as recent college graduates and grad students. Technical interns should be familiar with the Adobe Creative Suite on a Mac.
Contact:
Nekose Wills
Health Information Coordinator
National Women’s Health Network
1413 K Street NW, 4th Floor
Washington, DC 20005
Phone: (202) 682-2640
Fax: (202) 682-2648
Email: nwhn@nwhn.org
THE NATURE CONSERVANCY

THE BUZZ

• “Saving the last great places on Earth”

THE STATS

Industries: Environment, Nonprofit
Locations: Arlington, VA (HQ); regional offices in all 50 states
Number of interns: Annual: 130 to 150
Pay: Paid, $12 an hour; free housing on preserves
Length of internship: Summer/year-round: eight weeks to six months
Intern function: Environment

THE SCOOP

The Nature Conservancy lives by its motto: “To preserve the plants, animals and natural communities that represent the diversity of life on Earth by protecting the lands and waters they need to survive.” Since its founding in 1951, the Nature Conservancy has preserved over 117 million acres of land and gained approximately one million members. Some of the lands it protects include Cumberland Marsh and the Virginia Coast Reserve in southeast Virginia.

ON THE JOB

Many of the Nature Conservancy’s regional preserves and offices offer area-specific internships throughout the year. Interns working on the preserves help maintain them, monitor wildlife and handle related activities. Prospective interns can search for openings on the Nature Conservancy website.

GETTING HIRED

Apply by: Rolling. Search “internships” at www.nature.org/careers/work for information on open positions and application requirements.

Qualifications: Open to current college students, as well as recent college graduates and grad students.

Contact:
Internship Coordinator
The Nature Conservancy
Worldwide Office
4245 North Fairfax Drive, Suite 100
Arlington, VA 22203
www.nature.org

NBC UNIVERSAL

THE BUZZ

• “Must see TV internship program”
• “Experience the media industry while learning in a business environment”

THE STATS

Industries: Broadcast and Cable, Film/Entertainment, Internet and New Media
Locations: New York, NY (HQ); Burbank, CA; Englewood Cliffs, NJ; Universal City, CA; Stamford, CT
Number of interns: Annual: about 1,700
Pay: Unpaid, academic credit; travel reimbursement of up to $150 a month for New York interns
Length of internship: Spring/fall: 12 to 16 weeks each; Summer: 10 to 12 weeks
Intern functions: Accounting, Advertising, Arts and Design, Editorial, Film, Television and Radio, Finance, Human Resources, Internet, Law, Marketing, Public Relations, Sales, Technology

THE SCOOP

One of the world’s largest and most famous media and entertainment companies, NBC Universal formed in May 2004 when NBC combined with Vivendi Universal Entertainment. The company owns and operates a slew of noted news and entertainment networks, a motion picture company, significant television production operations, a leading television station group and several world-renowned theme parks.

ON THE JOB

The bulk of NBC’s interns are placed in New York City and California. Positions are open in production/development, digital/new media, archives/collections, news, casting, graphic arts, films and sports. Interns may also have the opportunity to work on the business side of things, learning marketing, human resources, finance, public relations, sales and advertising.

GETTING HIRED

Apply by: Rolling. Applications become available three months prior to the start of the semester. Students should apply online by submitting a cover letter and resume at www.nbcunicareers.com.

Qualifications: Open to all college sophomores, juniors and seniors and grad students who are of at least 18 years old. Applicants must be in good academic standing and able to receive academic credit for the internship. Non-U.S. citizens are eligible.

Contact:
Joy Oana, Campus Relations Specialist, East Coast
Dorothy Hammond, Campus Relations Specialist, West Coast
www.nbcunicareers.com
NETWORK

THE BUZZ

- “Catholic (or any religious) women activists, this is your internship”

THE STATS

Industry: Nonprofit
Location: Washington, DC
Number of interns: Annual: three
Pay: Paid, $1,164 a month
Length of internship: 11 months (September to July); inquire about the availability of shorter, unpaid internships
Intern functions: Nonprofit, Research

THE SCOOOP

NETWORK is a women-led nonprofit membership organization that uses Catholic social justice teachings about economic, racial and social equity to lobby the federal government for legislative changes. Its bimonthly magazine, NETWORK Connection, educates members on political issues and updates on legislation. NETWORK’s issues have included a living wage, health care benefits for all, fair treatment for immigrants, fair trade, global peace and sustainable development.

ON THE JOB

NETWORK calls its internship the associate program. The organization hopes to offer its associates a faith-based advocacy experience and accepts two lobby associates and one field associate each year. Interns work closely with full-time staff members, exploring justice issues in depth and learning how to organize for legislative advocacy. They attend press conferences, contact Congressional members and staff, and work with other advocacy, civil rights and labor groups.

GETTING HIRED

Apply by: February 2nd. Download the application from the website and mail it, along with a resume and two references, to the address below. See website for the application.

Qualifications: Open to college graduates from all faiths and backgrounds interested in political advocacy. Applicants must be at least 21 years of age.

Contact:
Joy Wigwe
NETWORK Associate Program Coordinator
25 E Street NW, Suite 200
Washington, DC 20001
Phone: (202) 347-9797, ext. 220
Fax: (202) 347-9864
Email: jwigwe@networklobby.org
www.networklobby.org
NEW CANAAN COUNTRY SCHOOL

THE BUZZ

• “The ideal teaching experience in bucolic Connecticut”

THE STATS

Industry: Education
Location: New Canaan, CT
Number of interns: Annual: 20
Pay: Paid, $23,000 per school year; discounted housing and insurance
Length of internship: 10 months
Intern function: Education

THE SCOOP

The New Canaan Country School (NCCS)—a private day school founded in 1916—works with families to help children attain their full academic potential. Seventy-three full-time teachers and 32 apprentices, assistants and part-time specialists work at NCCS, teaching 615 students in pre-K through ninth grade. Its resources include four art studios, three music classrooms, two gymnasiums, seven playing fields, a professional auditorium, a woodworking shop and a 40 acre nature preserve.

ON THE JOB

The Apprentice Teacher Program offers teaching experience to college graduates. Apprentices are assigned to a classroom in grades K through six and work alongside their mentor teachers. Apprentice responsibilities increase over the course of the year as they learn to plan and teach lessons, work with individual students and participate in parent-teacher conferences. Apprentices are also expected to supervise athletic and extracurricular activities.

GETTING HIRED

Apply by: April 1st. Submit a resume, cover letter, transcript and two letters of recommendation to the address below.

Qualifications: Open to college graduates and grad students. Non-U.S. citizens are eligible. Candidates should have an interest in teaching and coaching children.

Contact:
Dana Mallozzi
Apprentice Coordinator
New Canaan Country School
P.O. Box 997
New Canaan, CT 06840
Phone: (203) 972-0771
Fax: (203) 966-5924
Email: dmallozzi@countryschool.net
www.countryschool.net
NEW DRAMATISTS

THE BUZZ

- “Rumor is, interns run the show—literally”
- “Go behind the scenes in the theater world”

THE STATS

Industry: Fine and Performing Arts
Location: New York, NY
Number of interns: Fall/spring: six each; Summer: five
Pay: Paid, Full-time: $50 a week; Part-time: $25 a week; academic credit
Length of internship: Spring/summer/fall: 12 to 20 weeks
Intern functions: Administrative, Arts and Design, Editorial, Marketing, Nonprofit, Production, Public Relations

THE SCOOP

Founded in 1949, New Dramatists strives to give playwrights the time, space and tools to develop their craft so they can fulfill their potential. Fewer than 10 members are chosen to participate annually, and memberships last for seven years. Notable alumni include Maria Irene Fornes, Donald Marguiles, John Patrick Shanley, Paula Vogel, Suzan-Lori Parks, Nilo Cruz, John Guare, Lynn Nottage, David Lindsay-Abaire, Doug Wright and August Wilson.

ON THE JOB

Interns assist in all areas of administration in supporting a company of resident playwrights. Staff members act as mentors to the interns and help them to specialize in specific areas of expertise, such as literary services, fundraising and special events, casting and development. Duties may include stage management, correspondence, clerical tasks and front of house administration.

GETTING HIRED

Apply by: Summer: March 31st; Fall: July 15th; Spring: December 1st. Submit an application (downloadable on the website). Please include a cover letter, resume and two recommendations.

Qualifications: Open to college students, recent graduates, graduate students and starting professionals. Non-U.S. citizens are eligible. Fall and spring applicants tend to be college graduates or current MFA students, while summer applicants tend to be current college students. Knowledge of the artistic and business sides of contemporary theater is a plus.

Contact:
Internship Coordinator
New Dramatists
424 West 44th Street
New York, NY 10036
Phone: (212) 757-6960
Fax: (212) 265-4738
www.newdramatists.org

THE BUZZ

• “Rumor is, interns run the show—literally”
• “Go behind the scenes in the theater world”

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THE NEW REPUBLIC

THE BUZZ
• “One of the most prestigious American political magazines”
• “Intellectual rigor like nobody’s business”

THE STATS
Industry: Publishing/Journalism
Location: Washington, DC
Number of interns: Nine; Summer: three; Fall: three; Spring: three
Pay: Unpaid
Length of internship: Four months; Summer: May to August; Fall: September to December; Spring: January to April
Intern functions: Editorial, Internet, Print Media, Research

THE SCOOP
Founded in 1914, The New Republic is the premier journal of liberal politics and cultural opinion. Since its beginning, it has been publishing articles on the economy, the arts and politics. Staffers often make radio or television appearances to discuss their articles and political views.

ON THE JOB
Interns get real, hands-on experience at a national publication. Unlike most editorial internships, intern duties do not include clerical duties or proof reading. Instead, interns spend their time researching, writing and working on the TNR homepage. Nine interns are hired annually, and work for both TNR online and the print edition.

GETTING HIRED
Apply by: Rolling. Submissions suggested by March 1st (summer), July 15th (fall) and October 15th (spring). Email a resume and cover letter to job@tnr.com. The New Republic does not respond to any phone calls or snail mail.

Qualifications: Open to college sophomores, juniors and seniors, recent graduates and graduate students.

Contact:
The New Republic
1331 H Street NW, Suite 700
Washington, DC 20005
Phone: (202) 508-4444
Email: job@tnr.com
www.tnr.com

NEW STAGE THEATRE

THE BUZZ
• “Perfect transition for aspiring theater buffs”
• “Fabulous theater experience in the Hospitality State”

THE STATS
Industries: Education, Fine and Performing Arts
Location: Jackson, MS
Number of interns: Annual: five
Pay: Paid, $250 to $300 a week; health insurance
Length of internship: Nine months, August to May
Intern functions: Arts and Design, Education

THE SCOOP
New Stage Theatre is a nonprofit theater company that produces quality performances in Mississippi. The organization puts on five plays per year in its subscription series, which are performed for its 2,000 subscribers. New Stage has also developed a touring education program, bringing literary classics to life for students throughout the state. It hosts summer camps and offers student and teacher workshops, as well.

ON THE JOB
New Stage’s intern program (called the Professional Acting Intern Company) is part of its educational area and provides aspiring theater professionals with the opportunity to gain valuable experience while performing and touring with New Stage Theatre.

GETTING HIRED
Apply by: March 15th. Submit a resume, cover letter, recommendations and a videotape of two monologues or arrange an in-person audition.

Qualifications: Open to college graduates and grad students.

Contact:
Chris Roebuck
Education Director
New Stage Theatre
1100 Carlisle Street
Jackson, MS 39202
Phone: (601) 948-3533, ext. 232
Fax: (601) 948-3538
Email: education@newstagetheatre.com
www.newstagetheatre.com
NEW YORK ARTS PROGRAM

**THE BUZZ**
- “New Yorkers with artistic souls—and interests—apply here”
- “The best opportunity in theatre”
- “Reinforced my desire to work in the field”

**THE STATS**
- **Industries:** Broadcast and Cable, Film/Entertainment, Fine and Performing Arts
- **Location:** New York, NY
- **Number of interns:** Varies with artist/mentor availability
- **Pay:** Unpaid; **Cost:** $10,500 for a 15-week semester (16 credits) and $2,865 housing (optional); $7,825 for a 10-week semester (10 2/3 credits) and $2,230 housing optional; additional fees
- **Length of internship:** Spring: January to April; Fall: September to December, 15 weeks; Winter: January to March, 10 weeks
- **Intern functions:** Advertising, Arts and Design, Editorial, Film, Television and Radio

**THE SCOOP**
The New York Arts Program arranges student apprenticeships with artists in all disciplines, including communication arts, film, literary, publishing and visual arts. Over 3,000 participants have gone through the program since its inception in 1967. Resources offered to apprentices include a full-time support staff, facilities and housing.

**ON THE JOB**
Apprenticeships include acting and directing, advertising, arts administration, applied arts and design, creative writing, dance and choreography, design (theater), journalism, studio art and television. For details on participating universities, visit the New York Arts Program website.

**GETTING HIRED**
- **Apply by:** Fall: March 31st; Winter/spring: October 31st. Download the application and recommendation forms from the third URL below. Send the completed application materials to the address below.
- **Qualifications:** Open to college sophомores, juniors and seniors.
- **Contact:**
  - GLCA New York Arts Program
  - 305 West 29th Street
  - New York, NY 10001
  - Phone: (212) 563-0255
  - Fax: (212) 563-0256
  - Email: office@newyorkartsprogram.org
  - www.newyorkartsprogram.org
  - www.newyorkartsprogram.org/3.html
  - www.newyorkartsprogram.org/4.html
NEW YORK CITY DEPARTMENT OF PARKS AND RECREATION

THE BUZZ
• “One of the nation’s largest parks and rec departments”
• “Not just for the horticulturally inclined”

THE STATS
Industries: Environment, Government
Location: New York, NY
Number of interns: Annual: 80 to 100
Pay: Unpaid
Length of internship: 12 to 20 hours per week, length varies based on student availability
Intern functions: Administrative, Education, Environment, Internet, Marketing

THE SCOOP
The New York City Department of Parks and Recreation does more than just oversee the upkeep of its 29,000 acres of parkland—as if that weren’t a big enough job. Parks, as those in the department refer to it, also sponsors free events to get communities involved in their local parks, runs a workfare program, organizes nature walks and sports clinics, and maintains a substantial photo archive and a comprehensive website, among other programs. Parks covers so much ground that it takes about 3,500 employees to keep the agency running.

ON THE JOB
An internship at Parks can mean anything from acting as the park commissioner’s aide to designing the agency’s website. Interns can choose to work in the marketing division, promoting current ad campaigns for the park. They can also perform social work in its work experience program or study the parks’ wetlands from an ecological viewpoint. In fact, Parks offers over 20 different kinds of internships.

GETTING HIRED
Apply by: Rolling. Send resume and cover letter, preferably by email.
Qualifications: Most internships are open to high school seniors, current college students, recent college graduates and grad students. See the website for details on requirements.
Contact:
Internship Coordinator
830 Fifth Avenue
New York, NY 10065
Phone: (212) 360-8257
Fax: (212) 360-8263
Email: leslie.nusblatt@parks.nyc.gov
www.nycgovparks.org/sub_opportunities/internships.html
NEW YORK CITY URBAN FELLOWS PROGRAM

THE BUZZ

- “Learn about urban issues and government in a major metropolis”
- “The place to be both urban and scholarly”

THE STATS

Industry: Government
Location: New York, NY
Number of interns: Annual: 27
Pay: Paid, $30,000 stipend for nine months ($33,000 a year); health insurance
Length of internship: Nine months
Intern function: Government

THE SCOOP

Since 1969, the City of New York has sponsored the New York City Urban Fellows Program, a nationally recognized fellowship in municipal government. Recent college graduates who are interested in public service and public policy have the opportunity to work in city government while participating in an educational program designed to deepen their understanding of public policy.

ON THE JOB

Fellows spend their time learning about the structure and functions of the New York City government, as well as the issues it faces and work to find solutions. They sit in on meetings, look at budget requests and work side-by-side with senior city managers. Each fellow is assigned to a city agency.

GETTING HIRED


Qualifications: Recent college graduates from all majors are invited to apply.

Contact:
NYC Urban Fellows Program
NYC Department of Citywide Administrative Services
1 Centre Street, Room 2425
New York, NY 10007
Phone: (212) 669-3695
www.nyc.gov/fellowships

NEW YORK LIFE INSURANCE COMPANY

THE BUZZ

- “Invest some time in this nationwide insurer”
- Live a New York Life

THE STATS

Industry: Insurance
Locations: New York, NY (HQ); Westchester, NY; Clinton, NJ; Parsippany, NJ
Number of interns: Annual: 80 to 90
Pay: Paid
Length of internship: Summer: 12 weeks
Intern functions: Editorial, Finance, Human Resources, Insurance, Law, Marketing

THE SCOOP

New York Life Insurance Company, a Fortune 100 company founded in 1845, is the largest mutual life insurance company in the United States and one of the largest life insurers in the world. New York Life and its affiliates offer life insurance, retirement income, investments and long-term care insurance, as well as a variety of securities products and services, including institutional and retail mutual funds, asset management and retirement plan services. With the highest possible financial strength ratings from all of the major credit rating agencies, New York Life has remained strong through the economic crisis.

ON THE JOB

Interns may work in various departments, such as corporate finance, compliance, corporate information, HR, individual annuity, individual policy, IT, legal and marketing. Participants receive extensive training in classrooms and through action learning assignments. Interns prepare a business plan and a presentation for a senior management panel of judges, and receive a performance evaluation at the end of the summer. During the internship, each intern has a mentor and a dedicated program director to help support and guide him or her.

GETTING HIRED

Apply by: February. For more information and to search for open positions, visit newyorklife.com/campus.

Qualifications: Open to rising college seniors with a minimum GPA of 3.0 who are majoring in a business-related topic and have demonstrated leadership capabilities and an interest in working at New York Life after graduation.

Contact:
www.newyorklife.com/campus
NEW YORK-PRESBYTERIAN HOSPITAL WESTCHESTER DIVISION

THE BUZZ

- Get hands-on patient care experience
- Help treat the psychologically challenged

THE STATS

Industry: Health Care
Location: White Plains, NY
Number of interns: Annual: 60
Pay: Unpaid
Length of internship: Summer: nine weeks; Fall/spring/winter: 120 hours minimum
Intern functions: Administrative, Education, Health Care, Marketing, Research

THE SCOOP

New York-Presbyterian Hospital is affiliated with both Columbia and Cornell Universities. It is one of the most comprehensive university hospitals in the United States. The hospital's Westchester division specializes in psychiatry, providing a range of diagnosis and treatment services for patients who suffer from behavioral, emotional and other psychiatric ailments.

ON THE JOB

New York-Presbyterian Hospital's Westchester Division allows students to work in marketing, nursing, psychology, research, social services and therapeutic activities. Duties vary within the departments, but may include clerical tasks or assisting hospital staff members with patient care. Interns gain a working knowledge of how a hospital runs and develop necessary skills for working with a psychiatric population.

GETTING HIRED

Apply by: May 1st.
Qualifications: Open to college freshmen, sophomores, juniors and seniors, and grad students.
Contact:
The New York Presbyterian Hospital
Westchester Division
21 Bloomingdale Road
White Plains, NY 10605
Phone: (914) 997-5780
Fax: (914) 682-6909
www.nyp.org
NEW YORK STATE THEATRE INSTITUTE

THE BUZZ
- “Solid, thorough work experience in theater”
- “Teach kids through performance art”

THE STATS
Industries: Education, Fine and Performing Arts
Location: Troy, NY
Number of interns: Fall: 15; Spring: 10; Summer: five
Pay: Unpaid, academic credit; free theater tickets, guest artist master classes
Length of internship: Fall: September to January/February; Spring: February to June; Summer: May to August
Intern functions: Administrative, Advertising, Arts and Design, Education, Management, Marketing, Nonprofit, Public Relations, Technology

THE SCOOP
Established through state legislation in 1974, the New York State Theatre Institute motivates disengaged students to find interest in daily studies. The company uses its performances as a teaching tool and focuses on high-quality family theater productions, which are also used to support arts in education programs. Its strong commitment to education is reflected in its solid internship participation—over 1,000 students have gone through the program since its inception.

ON THE JOB
During the program, interns work in several departments, including administrative, education, technical and performance departments. Interns can also audition for and are sometimes cast in institute productions. In addition to the highly individualized and pragmatic training, interns benefit from a strong network of theater professionals.

GETTING HIRED
Apply by: Fall: July 1st; Spring: January 1st; Summer: rolling.
Applicants must submit an application (available online), essay, transcript and three recommendations.
Qualifications: Open to high school seniors, college freshmen, sophomores, juniors and seniors, grad students and educators-in-residence. Non-U.S. citizens are eligible. Prospective interns must be affiliated with an academic institution.
Contact:
Sara Melita
Intern Administrator
New York State Theatre Institute
37 First Street
Troy, NY 12180
Phone: (518) 274-3573
Fax: (518) 274-3815
Email: interndirector@nysti.org
www.nysti.org

THE BUZZ
- “Solid, thorough work experience in theater”
- “Teach kids through performance art”

THE STATS
Industries: Education, Fine and Performing Arts
Location: Troy, NY
Number of interns: Fall: 15; Spring: 10; Summer: five
Pay: Unpaid, academic credit; free theater tickets, guest artist master classes
Length of internship: Fall: September to January/February; Spring: February to June; Summer: May to August
Intern functions: Administrative, Advertising, Arts and Design, Education, Management, Marketing, Nonprofit, Public Relations, Technology

THE SCOOP
Established through state legislation in 1974, the New York State Theatre Institute motivates disengaged students to find interest in daily studies. The company uses its performances as a teaching tool and focuses on high-quality family theater productions, which are also used to support arts in education programs. Its strong commitment to education is reflected in its solid internship participation—over 1,000 students have gone through the program since its inception.

ON THE JOB
During the program, interns work in several departments, including administrative, education, technical and performance departments. Interns can also audition for and are sometimes cast in institute productions. In addition to the highly individualized and pragmatic training, interns benefit from a strong network of theater professionals.

GETTING HIRED
Apply by: Fall: July 1st; Spring: January 1st; Summer: rolling.
Applicants must submit an application (available online), essay, transcript and three recommendations.
Qualifications: Open to high school seniors, college freshmen, sophomores, juniors and seniors, grad students and educators-in-residence. Non-U.S. citizens are eligible. Prospective interns must be affiliated with an academic institution.
Contact:
Sara Melita
Intern Administrator
New York State Theatre Institute
37 First Street
Troy, NY 12180
Phone: (518) 274-3573
Fax: (518) 274-3815
Email: interndirector@nysti.org
www.nysti.org

THE BUZZ
- “Solid, thorough work experience in theater”
- “Teach kids through performance art”

THE STATS
Industries: Education, Fine and Performing Arts
Location: Troy, NY
Number of interns: Fall: 15; Spring: 10; Summer: five
Pay: Unpaid, academic credit; free theater tickets, guest artist master classes
Length of internship: Fall: September to January/February; Spring: February to June; Summer: May to August
Intern functions: Administrative, Advertising, Arts and Design, Education, Management, Marketing, Nonprofit, Public Relations, Technology

THE SCOOP
Established through state legislation in 1974, the New York State Theatre Institute motivates disengaged students to find interest in daily studies. The company uses its performances as a teaching tool and focuses on high-quality family theater productions, which are also used to support arts in education programs. Its strong commitment to education is reflected in its solid internship participation—over 1,000 students have gone through the program since its inception.

ON THE JOB
During the program, interns work in several departments, including administrative, education, technical and performance departments. Interns can also audition for and are sometimes cast in institute productions. In addition to the highly individualized and pragmatic training, interns benefit from a strong network of theater professionals.

GETTING HIRED
Apply by: Fall: July 1st; Spring: January 1st; Summer: rolling.
Applicants must submit an application (available online), essay, transcript and three recommendations.
Qualifications: Open to high school seniors, college freshmen, sophomores, juniors and seniors, grad students and educators-in-residence. Non-U.S. citizens are eligible. Prospective interns must be affiliated with an academic institution.
Contact:
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Email: interndirector@nysti.org
www.nysti.org
THE NEW YORK TIMES

THE BUZZ

- “Vault to the top of the newspaper business by interning for the Gray Lady”

THE STATS

Industry: Publishing/Journalism  
Location: New York, NY  
Number of interns: Summer: 18 (varies year to year); Fall/spring: varies  
Pay: Summer: Paid, $924 a week, housing at New York University; Fall/spring: unpaid, academic credit required  
Length of internship: Summer: 10 weeks; Fall/spring: six to eight hours a week  
Intern functions: Arts and Design, Editorial, Internet, Print Media  

THE SCOOP

Since 1851, The New York Times has been publishing “all the news that’s fit to print,” with hard-hitting international, national and local articles. It is one of the best known and respected newspapers in the country and has won 98 Pulitzer Prizes. The New York Times has a daily readership of 1.1 million and 1.7 million on Sundays, as well as a large internet presence. The New York Times hit hard times in 2008, as industry-wide print advertising has decreased. The newspaper reported an end to all editorial layoffs in October of that year.

ON THE JOB

The New York Times offers a number of different internship programs. The James Reston Reporting Fellowships give up to four interns regular reporting assignments and may be extended by six months, often leading to full-time employment. The Thomas Morgan Internships are in graphics, design and photography; participants compete for a $1,500 award for excellent work. The Dow Jones Newspaper Fund Editing Internship selects up to four interns to attend a two-week editing seminar and then work at The New York Times.

GETTING HIRED

Apply by: Summer: January; Fall: August; Spring: December. Reporting fellow applicants must submit a resume, cover letter and eight to 10 news-writing samples. Photography, graphics and design applicants must submit a resume, cover letter and a portfolio of their creative work. To apply to the Dow Jones editorial internship, call (609) 452-2820, visit www.dowjones.com/newsfund or email newsfund@wsj.dowjones.com. Students interested in academic year internships should submit the application, along with a resume, two letters of recommendation, six published newspaper clips and a statement of interest.

Qualifications: Reporting internships are open to college seniors and grad students. Applicants for all other internship positions may be college sophomores, juniors or seniors, or grad students.

Contact:  
Summer Internships  
Dana Canedy  
Senior Editor  
The New York Times  
620 Eighth Avenue  
New York, NY 10018  
Phone: (212) 556-4143

Academic Year Internships  
Nancy Sharkey  
Senior Editor, Recruiting  
The New York Times  
620 Eighth Avenue  
New York, NY 10018  
www.nytco.com/careers/internships.html
NEWELL RUBBERMAID

THE BUZZ

• “More than just Rubbermaid”

THE STATS

Industry: Consumer Products
Locations: Atlanta, GA; Charlotte, NC; Chicago, IL and more
Number of interns: Summer: 30 to 40
Pay: Paid, hourly; academic credit available
Length of internship: Summer: 10 to 12 weeks (beginning mid May)

THE SCOOP

It’s unlikely that you don’t come in contact with a Newell Rubbermaid product at least once a day: whether you use a Sharpie marker or were once wheeled in a Graco stroller, Rubbermaid has had some hand in manufacturing and marketing the product. A Fortune 500 company, Newell Rubbermaid employs over 19,000 people worldwide and promotes a culture of innovation across all of its subsidiary brands.

ON THE JOB

A diverse array of positions is available to interns. From accounting and marketing to engineering, there is something for anyone interested in the workings of a major global corporation. Newell Rubbermaid has various programs in place to make interns feel welcome while providing an atmosphere in which they can learn and grow. In addition to a structured orientation, interns participate in a learn and lunch series, mentor relationships and other planned social activities.

GETTING HIRED

Apply by: March 1st.
Qualifications: Applicants must be pursuing either a bachelor’s or master’s degree and have a minimum GPA of 3.0. Previous work or internship experience is preferred, and proficiency in Microsoft Office is required. Candidates should be team players and have excellent communication skills, leadership abilities and a drive for results. Recent graduates are eligible for some positions.
Contact:
Angela Marshall
Campus Relations Manager
www.newellrubbermaid.jobs

NEWSWEEK

THE BUZZ

• “One of the world’s best-known news names”
• “Get your world news writing experience”

THE STATS

Industry: Publishing/Journalism
Locations: New York, NY; Washington, DC
Number of interns: Summer: 10 to 12
Pay: Paid, $628 per week plus overtime; Thursday dinners
Length of internship: Summer: 13 weeks
Intern functions: Administrative, Editorial, Print Media, Research

THE SCOOP

Founded in 1922, Newsweek employs over 60 correspondents based throughout the world and has a total circulation of over four million (with a readership numbering 21 million worldwide). Newsweek holds more National Magazine Awards than any other weekly news publication. It’s made up of six main sections: arts and entertainment, business, international affairs, national affairs, science and technology, and society.

ON THE JOB

Interns meet and mingle with editors, writers and correspondents on a daily basis. Responsibilities for interns who work at Newsweek’s New York headquarters include reporting, research and helping with the weekly close of the magazine.

GETTING HIRED

Apply by: October 15th. Send a one-page cover letter describing qualifications and aspirations, a resume, five published writing samples with the name and date of publication, and the names and phone numbers of two references to the address below (by mail only).
Qualifications: Open to rising college seniors, grad students and recent college graduates with experience reporting and writing. Applicants must have proven eligibility to work in the United States (for foreign nationals and students, the appropriate INS paperwork).
Contact:
Internship Program
Newsweek
395 Hudson Street
New York, NY 10014
Phone: (212) 445-5416
www.newsweek.com/id/42669
NICKELODEON ANIMATION STUDIOS

THE BUZZ

• “Cartoons and kids!”
• “Interns are an important part of the studio”
• “Nickelodeon has the best vibe!”

THE STATS

Industries: Broadcast and Cable, Film/Entertainment, Graphic Arts and Design, Internet and New Media
Location: Burbank, CA
Number of interns: Fall/spring/summer: about 30 each
Pay: Unpaid, academic credit
Length of internship: Two to four months, 16 to 30 hours a week, two to three days per week, spring, summer and fall semesters
Intern functions: Administrative, Arts and Design, Film, Television and Radio, Finance, Human Resources, Law

THE SCOOP

Nickelodeon is the kid and family branch of MTV Networks and basic cable’s No. 1 network. It reaches more than 96 million U.S. households, which is more than all three major networks—CBS, NBC and ABC—combined. Related channels include Nick Jr. (for the toddler set), Nick at Nite and TV Land. Nickelodeon Animation Studios creates, develops and produces various cartoons, including the popular Spongebob Squarepants, The Fairly OddParents, The Penguins of Madagascar, Dora the Explorer and many more.

ON THE JOB

Nickelodeon Animation Studio interns act as production assistants. They gain hands-on experience in departments, such as TV production, post-production, casting, animation and live action development, CG, special events, writing, college relations and recruitment, business and legal affairs. Interns also participate in speaker series, executive lunches, field trips, studio events, film festivals and studio animation tests. Over a third of interns are offered full-time positions with the company within one year of completing their internship.

GETTING HIRED

Apply by: Rolling. Send a resume and cover letter indicating the semester and departments in which you want to work to internships@nick.com.

Qualifications: Open to college students who are able to receive academic credit.

Contact: Ashley Morley, Internship Coordinator
Josilin Torrano, Recruiter
Nickelodeon Animation Studios
231 West Olive Avenue
Burbank, CA 91502
Phone: Ashley: (818) 736-3318; Josilin: (818) 736-3206
Fax: (818) 736-3539
Email: ashley.morley@nick.com and josilin.torrano@nick.com
www.mtvncareers.com
NIKE

THE BUZZ
- “Spend the summer getting your career in shape with Nike”
- “Learn the apparel business from the bottom up”

THE STATS
Industries: Consumer Products, Fashion
Location: Beaverton, OR
Number of Interns: Summer: over 40
Pay: Paid, competitive salary; employee discount, access to athletic facilities
Length of Internship: Summer: 10 weeks (June to August)
Intern Functions: Arts and Design, Editorial, Finance, Human Resources, Law, Manufacturing, Marketing, Public Relations, Research, Retail, Sales, Technology, Transportation and Logistics

THE SCOOP
Nike is drenched in competition and personal potential by its mission “to bring inspiration and innovation to every athlete (and if you have a body, you are an athlete) in the world.” The company hit the scene in 1964, started by former track coach Bill Bowerman and track runner/accounting student Phil Knight. Today, Nike is the largest sports equipment company in the world, with $19.2 billion in revenue. To keep it running smoothly, Nike employs more than 33,000 people worldwide. Its headquarters, dubbed the “Nike World Campus,” sits on a 193 acre, environmentally conscious haven for work and play.

ON THE JOB
Interns work in apparel, communications, contract manufacturing, customer service, design and development, equipment, finance, human resources, information technology, legal, logistics, marketing, communications, public affairs, research, retail, sales, and technology. Responsibilities vary with department placement.

GETTING HIRED
Apply by: Rolling. Applications are generally accepted through February or until all positions are filled. Apply online at the website below.
Qualifications: Open to rising college juniors and seniors, as well as grad students. Applicants must have a minimum GPA of 3.3.
Contact: Nike
Internship Program
One Bowerman Drive
Beaverton, OR 97005
www.nikebiz.com/careers/internships

NORFOLK CHAMBER MUSIC FESTIVAL

THE BUZZ
- “Develop skills in event management as you help coordinate a huge arts festival”

THE STATS
Industry: Fine and Performing Arts
Location: Norfolk, CT
Number of Interns: Unpaid: one or two; Paid: five or six
Pay: Varies, paid and unpaid, academic credit
Length of Internship: 12 weeks (mid-June to late August)
Intern Functions: Administrative, Engineering, Marketing, Public Relations, Technology

THE SCOOP
Each summer, the 70 acre Stoeckel Estate, which was willed to Yale University in 1939 by Ellen Batell Stoeckel, hosts over 30 performances by world-famous chamber musicians, as well as 60 fellows from the Yale Summer School of Music. Featured artists include the Tokyo String Quartet, a group that has spent 20 summers at Norfolk.

ON THE JOB
Interns have access to all concerts and amenities, including an art gallery, dining hall, laundry room, library, seminars and theater. Internships fall into two categories: administrative and recording/production. Administrative interns assist with the daily operation of the festival and the Yale Summer School of Music—handling clerical tasks, working at the box office, helping with marketing, publicity and special projects, and making arrangements for artists. Recording/production interns work in stage management, equipment management and preparations, assisting the concert hall manager, recording engineer and other staff members.

GETTING HIRED
Apply by: April 1st. Submit a resume, cover letter and some contacts for recommendations.
Qualifications: Unpaid: open to college juniors, seniors, graduate students and college graduates. Paid: open to applicants with a bachelor’s degree. Previous experience required for production manager, recording engineer and box office manager positions.
Contact:
Internship Manager
Norfolk Chamber Music Festival
Yale Summer School of Music
P.O. Box 208246
New Haven, CT 06520-8246
Phone: (203) 432-1966
Fax: (203) 432-2136
Email: norfolk@yale.edu
www.music.yale.edu/norfolk/contact/jobs.htm

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NORFOLK SOUTHERN

THE BUZZ
- Ride the rails with a major shipper
- "I’ve learned a lot about what it takes to maintain a large fleet"
- "Excellent company to work for and you can't find better people to work with!!"
- "Get the experience needed for the 'real world'"

THE STATS
Industry: Transportation and Logistics
Locations: Norfolk, VA (HQ); Atlanta, GA (HQ); Roanoke, VA (HQ); Altoona, PA; Harrisburg, PA; Birmingham, AL; Knoxville, TN; Bluefield, WV; Decatur, IL; Greenville, SC; Philadelphia, PA; Portsmouth, OH; Dearborn, MI; Ft. Wayne, IN
Number of interns: Annual: 45; Summer: 20
Pay: Paid; Freshmen: $2,083 a month; Sophomores: $2,375 a month; Juniors: $2,625 a month; Seniors: $2,792 a month; Graduate students: $3,000 a month; $700 a month housing stipend; academic credit
Length of internship: Spring: January to mid May; Summer: mid May to mid August; Fall: mid August to December
Intern functions: Accounting, Arts and Design, Engineering, Finance, Human Resources, Law, Marketing, Research, Real Estate, Science and Math, Technology, Transportation and Logistics

THE SCOOP
A Fortune 300 company, Norfolk Southern is a transportation firm that specializes in freight railroading. Employing approximately 30,000 people, Norfolk Southern’s railroad system covers 21,500 miles through 22 states, Washington, D.C., and Ontario, Canada.

ON THE JOB
Norfolk Southern hires interns in all departments throughout the company, including human resources, labor relations, marketing, engineering (mechanical and industrial), information technology, operations research, intermodal systems, transportation logistics, research and testing, accounting and finance, internal audit, supply chain and real estate. Positions are also available in claims, corporate communications, design and construction, maintenance of way and material management. Interns in Atlanta, Roanoke and Norfolk also take part in social and community service events in the area. About 15 percent of interns are offered full-time employment with the company upon graduation.

GETTING HIRED
Apply by: Spring: October 15th; Summer: March 15th; Fall: July 15th. Applicants must submit an application online.
Qualifications: Open to full-time college students and graduate students who have a formal internship arrangement with their school. Non-U.S. citizens are eligible. Check the website or call for details on the specific degrees that each department prefers.
Contact:
William Tyson
Three Commercial Place, 6th Floor
Norfolk, VA 23510
Phone: (757) 823-5302
Fax: (757) 823-5906
Email: william.tyson@nscorp.com
www.nscorp.com
NORTH CAROLINA BOTANICAL GARDEN

THE BUZZ
- Verdant place to start a career in plant conservation
- Keep America (or North Carolina) beautiful

THE STATS
Industries: Education, Environment, Research
Location: Chapel Hill, NC
Number of interns: Annual: about 24 to 43
Pay: Paid, varies depending on education, experience and funding; possible academic credit
Length of internship: Summer: 10 to 12 weeks; Fall/spring: begins in September, follows academic calendar
Intern functions: Administrative, Education, Environment, Marketing, Print Media, Public Relations, Research, Retail

THE SCOOP
The North Carolina Botanical Garden is part of the University of North Carolina at Chapel Hill. The garden furthers the university's mission of teaching, research and public service "to inspire understanding, appreciation, and conservation of plants in gardens and natural areas and to advance a sustainable relationship between people and nature." The North Carolina Botanical Garden has been a leader in native plant conservation and education in the Southeast for over 30 years, with 25 employees managing over 800 acres of gardens throughout North Carolina. In 2009, the North Carolina Botanical Garden opened a new facility and will soon be home to North Carolina's first Platinum L.E.E.D. public building.

ON THE JOB
Horticulture and conservation-related internships consist mainly of working outdoors in the garden's natural areas, including Battle Park, Coker Arboretum, Totten Center, Education Center and Herbarium. Tasks include plant and seed collection, trail construction and maintenance, nursery/greenhouse management and database work. Interns gain hands-on experience working in urban natural areas and in conservation and also have the opportunity to learn about local botany, ecology and conservation issues. Participants also learn about what it's like working with an education-, research- and conservation-oriented public entity. Internships are also available for those who would rather perform the majority of their work indoors, as the North Carolina Botanical Garden offers internships in facility maintenance, adult programs, children's education, retail and publicity.

GETTING HIRED
Apply by: Summer: end of February; Fall/spring: rolling. Applicants must submit a resume, cover letter and recommendations.
Qualifications: Education and work/internship experience in the field is recommended. The ability to perform physical labor outside despite summer temperatures is necessary.
Contact:
Stephen Keith
Battle Park Curator
North Carolina Botanical Garden
CB #3375, Totten Center
Chapel Hill, NC 27599-3375
Phone: (919) 962-0522
Fax: (919) 962-3531
Email: skeith@email.unc.edu
www.ncbg.unc.edu

THE BUZZ
- Verdant place to start a career in plant conservation
- Keep America (or North Carolina) beautiful
NORTH CAROLINA OFFICE OF STATE GOVERNMENT

THE BUZZ

• “Great opportunity for motivated students!”
• “This is a very good opportunity for any person in criminal justice or criminology”
• “This internship rocked! One of the best learning experiences I had during college”
• “I was exposed to every level of the legal profession in North Carolina”

THE STATS

Industry: Government
Location: Raleigh, NC
Number of interns: Fall/spring: two to three; Summer: 100
Pay: Paid, varies, $8.25 to $16.13 an hour
Length of internship: Fall/spring: 16 weeks each; Summer: 12 weeks

THE SCOOP

The North Carolina Office of State Personnel (OSP) is responsible for providing central organization and support to agencies and universities throughout the state. The OSP helps to create and maintain a human resources network in North Carolina to attract, retain, develop and motivate a diverse and competent work force.

ON THE JOB

There are several internship programs managed by the OSP, including INROADS, the Model Cooperative Education Program, the Future Leaders Internship/Mentorship Program, the Department of Transportation’s Summer Assistance Program and the Department of Administration’s North Carolina Youth Advocacy and Involvement Office. Internships are available in several fields and prepare students for continuing education or employment. All interns participate in a weeklong orientation, attend networking events, and are assigned individual mentors.

Getting HIRED

Apply by: INROADS: December; Model Cooperative Education Program: February; Future Leaders Internship/Mentorship Program: March; Department of Transportation’s Summer Assistance Program: April 1st; Department of Administration’s North Carolina Youth Advocacy and Involvement Office: January. All applicants must complete an application and submit a resume and official transcript.

Qualifications: Open to current college students who reside in North Carolina and have a minimum GPA of 2.0. Requirements vary by position, but most prefer candidates who are at least rising college juniors. Some programs require a minimum GPA of 2.5.

Contact:
Charlene Shabazz
HR Partner
1331 Mail Service Center
Raleigh NC 27699-1331
Phone: (919) 807-4800
Email: charlene.shabazz@osp.nc.gov

Model Cooperative Education Program
www.osp.state.nc.us

Department of Transportation’s Summer Assistance Program
www.ncdot.org

Department of Administration’s North Carolina Youth Advocacy and Involvement Office
www.ncyaio.com
NORTH CASCADES INSTITUTE

**THE BUZZ**
- “Dust off your camping equipment”

**THE STATS**
- **Industries:** Education, Environment, Nonprofit
- **Location:** Skagit Valley, WA
- **Number of interns:** Spring/fall: three to 10 interns each
- **Pay:** Unpaid
- **Length of internship:** Spring/fall: up to nine weeks
- **Intern functions:** Education, Environment

**THE SCOOP**
Founded in 1986, North Cascades Institute (NCI) is the Northwest’s leader in field-based environmental education. Focusing on natural and cultural history, its mission is to conserve and restore Northwest environments through education. The organization teaches students of all ages and encourages hands-on discovery, believing that people need intimate, informed contact with the natural world. NCI teaches natural and cultural history, science, humanities and the arts, emphasizing wilderness, watersheds and biological diversity as unifying themes.

**ON THE JOB**
Interns participate in a comprehensive weeklong training program in natural history, environmental education teaching methods and positive discipline. Afterwards, they lead elementary and middle school children in daily field classes, including hike-based and evening activities, implementing the Mountain School curriculum, and assisting with other tasks that are involved in the operation and maintenance of an outdoor environmental education program.

**$ GETTING HIRED**
- **Apply by:** Fall: mid-July; Spring: mid-February. Please send a complete application (available online), cover letter and current resume to the North Cascades Institute.
- **Qualifications:** NCI seeks motivated interns interested in environmental education. Previous experience is not required, though it is an asset. Knowledge of, or an interest in, learning about the regional ecology is a must. Current first aid and CPR certification is required. Applicants should be at least 18 years of age.
- **Contact:**
  Internship Coordinator
  North Cascades Institute
  810 State Route 20
  Sedro-Woolley, WA 98284
  Phone: (360) 856-5700, ext. 209
  Fax: (360) 856-1934
  Email: nci@ncascades.org
  www.ncascades.org/about_us/employment

NORTHEAST UTILITIES

**THE BUZZ**
- “Light up New England”
- “See how the Northeast’s utilities giant operates”

**THE STATS**
- **Industries:** Energy, Technology
- **Locations:** Hartford, CT (HQ); locations in New Hampshire and Massachusetts
- **Number of interns:** Summer: 110
- **Pay:** Paid, $12.75 to $16.65 an hour, varies based on year
- **Length of internship:** Summer: 10 to 12 weeks
- **Intern functions:** Accounting, Editorial, Engineering, Law, Marketing, Technology

**THE SCOOP**
Formed in 1966, Northeast Utilities is the force behind the largest energy system in New England. Based in Connecticut, the company brings electric and gas service to over two million customers in Connecticut, western Massachusetts and New Hampshire.

**ON THE JOB**
Northeast Utilities offers internship positions in its accounting/treasury, communications, engineering (transmission and utility group), IT and legal departments. Technical interns have access to state-of-the-art equipment.

**$ GETTING HIRED**
- **Apply by:** Between March and April; deadlines vary by position. Visit www.nu.com/jobs/internship.asp to get more details about positions and deadlines. All candidates must apply online.
- **Qualifications:** Open to students who have completed their freshman year of college; some positions are only open to sophomores and juniors. Northeast Utilities seeks undergraduates majoring in accounting, finance, engineering (electrical and civil), computer science, communications and political science. The law department looks for second-year law students.
- **Contact:**
  Northeast Utilities
  56 Prospect Street
  Hartford, CT 06103
  www.nu.com/jobs/internship.asp
NORTHFIELD MOUNT HERMON SCHOOL

THE BUZZ

- Help prep kids for college
- Realize your dreams of becoming a teacher

THE STATS

Industry: Education
Location: Mount Hermon, MA
Number of interns: Summer: 35
Pay: Paid, $3,000 for the six weeks; room, board and laundry
Length of internship: Summer: six weeks
Intern function: Education

THE SCOOP

Northfield Mount Hermon School is a co-ed college preparatory school located in western Massachusetts, close to the Vermont border. The school’s summer session is a rigorous academic program attended by 250 students each year. NMH Summer Session offers five programs: middle school (grades seven to nine), college prep (grades 10 to 13), English as a second language (grades seven to 13), New Zealand summer abroad (grades 10 to 12) and Spain summer abroad (grades nine to 12).

ON THE JOB

NMH Summer Session’s Teaching Intern Program introduces participants to teaching in a private school setting in one of the three on-campus programs. Interns assist an experienced teacher in morning major courses by conducting classroom observation, developing lesson plans, holding student conferences and teaching. Interns are responsible for putting together and teaching afternoon minor courses, which are held four afternoons a week and include subjects such as art, drama, community service, journalism and public speaking. Interns also supervise recreational activities, the afternoon sports program and dormitories.

GETTING HIRED

Apply by: Rolling. Complete the application available at the website below. An application form, resume, personal statement, official transcripts and two letters of recommendation are required. Interviews (in person or by telephone) are scheduled as soon as all materials are received.

Qualifications: Open to students who have completed at least their junior year in college, as well as recent graduates and grad students.

Contact:
Northfield Mount Hermon Summer Session
One Lamplighter Way
Mount Hermon, MA 01354-9638
Phone: (413) 498-3290
Fax: (413) 498-3112
Email: summer_school@nmhschool.org
www.nmhschool.org/summer/interns/index.php
NORTHWESTERN MUTUAL FINANCIAL NETWORK

THE BUZZ
- “Develop the skills to sell financial products”
- “Gain valuable financial services experience while continuing your studies”

THE STATS
Industries: Financial Services, Insurance
Locations: Nationwide
Number of interns: Annual: 1,000 to 1,500
Pay: Commission; the top 50 financial representative interns’ average compensation in 2006 was $12,478, with additional stipends and incentives available
Length of internship: One semester through college graduation
Intern functions: Finance, Sales

THE SCOOP
Northwestern Mutual Financial Network provides personalized financial services and offers inventive solutions for individuals’ insurance and financial needs. Its success relies on the capacity of its sales force to build relationships with clients independently. The internship program began in 1967 to provide students with an opportunity to work as independent financial representatives while still in school.

ON THE JOB
Interns’ main objectives are to identify target markets, pursue and attain clients, and maintain client relationships. Interns receive substantive training, during which they become familiarized with Northwestern Mutual’s products, sales methods, policies and procedures. All interns must prepare for and pass a state licensing exam. Interns work with a mentor initially, until they are capable and confident enough to work independently. At that point, they are able to contact clients directly—something no other finance internship program can offer! About 33 percent of interns are offered full-time positions upon graduation.

GETTING HIRED
Apply by: Rolling. Apply online or contact a recruiter for details.
Qualifications: Open to current college students.
Contact:
The Northwestern Mutual Life Insurance Company
720 East Wisconsin Avenue
Milwaukee, WI 53202-4797
Phone: (414) 271-1444
Email: resume@northwesternmutual.com
www.nmfn.com
THE STATS

**Industry:** Nonprofit  
**Location:** Washington, DC  
**Number of interns:** Annual: 15  
**Pay:** Varies, $2,500 stipend (summer only)  
**Length of internship:** Spring/summer/fall/winter: 10 weeks, full time, overtime  
**Intern function:** Administrative, Editorial, Nonprofit, Research

THE SCOOP

OCA (Organization of Chinese Americans) was founded in 1973 to advocate for Chinese-American rights. Today, over 80 chapters and college affiliates nationwide work to engage Asian Pacific Americans in community activities on a civic and national level. Other goals are to advocate for legislation securing equal rights and social justice for Asian-Americans, break down race barriers through education and promote a diverse cultural heritage. In addition to its national presence, OCA—along with other national groups concerned with the welfare and civil rights of Asian Pacific Americans—monitors U.S. legislation and policy.

ON THE JOB

The OCA looks for interns who have the leadership skills to become actively involved in OCA activities. Interns answer information requests, arrange legislative meetings, write articles, conduct background research for conferences and work on grant projects.

GETTING HIRED

**Apply by:** Spring: February 13th; Summer: March 15th; Fall: July 15th; Winter: November 15th. Submit a resume, cover letter, transcript, two letters of reference and an application (available at www.ocanational.org; follow the “Programs” link to “Internships”).

**Qualifications:** Open to current college students, graduates and grad students.

**Contact:**  
Iimay Ho  
Organization of Chinese Americans  
1322 18th Street NW  
Washington, DC 20036  
Phone: (202) 223-5500  
Fax: (202) 296-0540  
Email: iho@ocanational.org  
www.ocanational.org

THE BUZZ

- “Advocate for civil rights”
- “Get involved in the Asian American community”
OFFICE OF INTERNATIONAL INFORMATION PROGRAMS

THE BUZZ
- “Educate the world about American foreign policy”
- “Get a fast-paced introduction to the world of D.C. policy and bureaucracy”

THE STATS
Industry: Government
Location: Washington, DC
Number of Interns: Varies
Pay: Paid and unpaid
Length of internship: Spring/fall: academic semester or quarter; Summer: 10 weeks
Intern functions: Editorial, Finance, Research, Technology

THE SCOOP
The Office of International Information Programs (IIP)—formerly the Information Bureau of the United States Information Agency until it merged with the Department of State—is responsible for educating international audiences on U.S. policies and foreign affairs. IIP creates electronic journals, printed material, CD-ROMs and websites, and arranges speeches and training. Reliance on teamwork and technology are key elements of IIP success.

ON THE JOB
Interns can expect to hone their writing, researching, technological and/or business skills while working for IIP. Assignments may include researching government issues and writing reports, or assisting in finding and engaging speakers for international programs. Although responsibilities vary for each intern, the bottom line is that all participants can expect real-world work experience.

GETTING HIRED
Apply by: Spring: July 1st; Summer: November 1st; Fall: March 1st. Submit three copies of each of the following: a one-page statement of interest, academic transcript(s) and an application form (available online).

Qualifications: Open to college juniors and seniors, as well as graduate students who are pursuing areas relevant to their desired internship. Applicants must complete at least 60 semester hours or 90 quarter-hours before the internship begins. U.S. citizenship and good academic standing are also required.

Contact:
Intern Coordinator Recruitment Division
United States Department of State
2401 E Street NW, Room H518
Washington, DC 20522-0151
www.careers.state.gov/student

OFFICE OF THE ATTORNEY GENERAL FOR THE DISTRICT OF COLUMBIA

THE BUZZ
- “Immerse yourself in public law”
- “An A+ internship for wannabe JDs”

THE STATS
Industries: Government, Law
Location: Washington, DC
Number of interns: Fall/spring: 40 to 60; Summer: 120 to 140
Pay: Unpaid
Length of internship: Summer/fall/spring: eight to 12 weeks
Intern functions: Administrative, Law, Research

THE SCOOP
The Office of the Attorney General for the District of Columbia is one of the largest public law agencies in the United States, with 340 attorneys whose disciplines encompass appellate matters, affirmative litigation in consumer protection, tax fraud, welfare fraud, civil and criminal litigation in local and federal courts, and legal counsel for executive branch agencies. The internship program was developed in 1980 to assist lawyers and staff, and expose and orient students to the D.C. legal sphere.

ON THE JOB
The internship is highly educational, as interns participate in the inner workings of the OAG and its cases by assisting attorneys with legal research, motions, advice memos, discovery, trial and/or office matters. Intern responsibilities may include conducting research through LexisNexis, gathering and drafting documents, interviewing witnesses and preparing cases. Weekly workshops and seminars are provided for additional enrichment.

GETTING HIRED
Apply by: Fall/spring: rolling; Summer: March 15th. Send the completed application form, cover letter, resume, transcript, writing sample (three to five pages) and two letters of recommendation to the address below.

Qualifications: Open to current college students and grad students concentrating in business, public management and pre-law.

Contact:
Office of the Attorney General for the District of Columbia
Attn: Internship Coordinator
c/o Keya Ross
441 4th Street NW, Suite 1145 North
Washington, DC 20001
Phone: (202) 724-2308
Fax: (202) 347-8922
Email: keya.ross@dc.gov
www.oag.dc.gov

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INTERNSHIP PROFILES: O

OFFICE OF THE SPEAKER OF THE HOUSE OF REPRESENTATIVES

THE BUZZ

- “Enter the mix of politics on the Hill”
- “Snap up this ultra-prestigious D.C. internship”

THE STATS

Industry: Government  
Location: Washington, DC  
Number of interns: Annual: four  
Pay: Unpaid, academic credit available  
Length of internship: Spring/summer/fall: eight weeks or longer  
Intern functions: Administrative, Law, Public Relations, Technology

THE SCOOP

As the presiding officer, the Speaker of the House of Representatives holds a central role in Congress. When each new Congress convenes after an election, a Speaker is elected to supervise the House’s proceedings. The Speaker recognizes members to speak and make motions, presides over most non-legislative House business, and leads the majority party conference (including defending that party's agenda).

ON THE JOB

Interns may be assigned to one of five areas: information technology, office administration, policy, press/communications and the Speaker’s operations. Interns gain hands-on experience working for a major politico.

GETTING HIRED

Apply by: Spring: November 15th; Summer: March 15th; Fall: July 15th. Send a cover letter, resume and four references (one personal, three professional/educational) to the address below.

Qualifications: Open to college juniors and seniors with an interest in political science, as well as recent college graduates and grad students.

Contact:
Intern Coordinator  
Office of the Speaker  
H-232, U.S. Capitol  
Washington, DC 20515  
Phone: (202) 225-0100  
www.speaker.gov
OKLAHOMA REDHAWKS

THE BUZZ

- “Baseball lovers in Oklahoma, rejoice!”
- “Get up to speed on a sports marketing career”

THE STATS

Industry: Sports  
Location: Oklahoma City, OK  
Number of interns: Annual: four to six  
Pay: Unpaid  
Length of internship: Nine months (January to September)  
Intern functions: Arts and Design, Marketing, Public Relations, Retail, Sales, Sports

THE SCOOP

The Oklahoma RedHawks are the Triple-A baseball club of the Texas Rangers Franchise and compete in the Pacific Coast League. The team plays in the AT&T Bricktown Ballpark in Oklahoma City, which was built in the early 1980s and seats 13,066 baseball fans. Minor League Baseball got its start in 1901 when Minor League executives formed an association (then called the National Association of Professional Baseball Leagues). In addition to the RedHawks, Oklahoma is also the home of baseball favorites Mickey Mantle and Johnny Bench.

ON THE JOB

Interns work in sports marketing, sales, game day operations, promotions, ticket operations, public relations, events and customer service, retail merchandising and graphic design.

GETTING HIRED

Apply by: End of November. Submit a resume, cover letter and recommendation to the address below.

Qualifications: Open to college sophomores, juniors and seniors and recent graduates.

Contact:  
Internship Program  
Oklahoma RedHawks  
P.O. Box 75089  
Oklahoma City, OK 73147  
Phone: (405) 218-1000  
Fax: (405) 218-1001  
Email: hmcgowen@oklahomaredhawks.com  
www.oklahomaredhawks.com

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OLIVER WYMAN

THE BUZZ
- "An international management consulting firm"
- "Young and fun"

THE STATS
Industries: Consulting, Financial Services
Locations: New York, NY (HQ); Boston, MA; Toronto, Canada; various offices in Europe, the Middle East and Asia-Pacific
Number of interns: Varies
Pay: Paid, competitive salary
Length of internship: Summer: eight to 10 weeks
Intern function: Consulting

THE SCOOP
Oliver Wyman is one of the leading global management consulting firms. It specializes in strategy, operations, risk management, organizational transformation and leadership development, and has more than 2,900 employees in 16 countries. Oliver Wyman counts over 80 percent of the world’s largest financial services institutions and Fortune 1000 companies as clients. In March 2009, Oliver Wyman Partner Randy Babbitt was chosen by President Barak Obama to lead the Federal Aviation Administration.

ON THE JOB
Oliver Wyman interns are treated like full-time, entry-level consultants and have the opportunity to work on real projects and complete a distinct piece of work. They receive feedback and a formal review upon completion of the project. The internship typically leads to an offer of permanent employment for strong performers. In addition to project work, the intern class participates in orientation, training and social events throughout the summer. These events (including community service projects, sporting events and retreats) allow interns to get to know the majority of the partners and consultants in the office.

GETTING HIRED
Apply by: Varies by office and campus; typically January/February. Check with your school’s career services office. Submit an online application form, resume, cover letter, SAT/ACT/GMAT/GRE scores and transcript.
Qualifications: Undergraduates entering their senior year of college. Non-U.S. citizens are eligible.
Contact:
Financial Services Management Consulting*
Katherine Campbell
North American Campus Recruiting
Oliver Wyman
99 Park Avenue, 5th Floor
New York, NY 10016
www.oliverwyman.com

General Management Consulting*
Lindsey S. McGeehan
Central Recruiting
Oliver Wyman
200 Clarendon Street, 12th Floor
Boston, MA 02116
www.oliverwyman.com

*Applications should be submitted through campus career services offices, only available at select schools.
OPEN CITY FILMS

THE BUZZ
- Indie film lovers, apply here
- Learn about film production from the ground up

THE STATS
Industry: Film/Entertainment
Location: New York, NY
Number of interns: Annual: 20 to 30
Pay: Unpaid, academic credit available
Length of internship: One college semester, two to three days a week, 9:30 a.m. to 6:30 p.m.
Intern functions: Administrative, Editorial, Film, Television and Radio, Research

THE SCOOP
Founded by Jason Kliot and Joanna Vicente, Open City Films is a New York-based independent production company. The company focuses on new work by first-time and seasoned filmmakers and has worked with many acclaimed directors, including Jim Jarmusch, Steven Soderbergh and Brian De Palma. Open City Films earned an Academy Award Nomination in 2005 for ENRON: The Smartest Guys in the Room. Its other films include Welcome to the Dollhouse, Coffee and Cigarettes and Lovely and Amazing.

ON THE JOB
Intern duties include providing coverage on new scripts; administrative duties (answering phones, making copies, sending out faxes); going on runs to post-production houses, sets and other production companies; assisting with festival applications; possibly working on set when in production; and researching and working on projects with Open City’s various departments, including production, post production, business and legal affairs, international sales and development.

GETTING HIRED
Apply by: Rolling. Submit a cover letter and resume.
Qualifications: Open to all college students; recent college graduates may also apply. A background in film is strongly recommended.
Contact:
Internship Coordinator
Open City Films
122 Hudson Street, 5th Floor
New York, NY 10013
Phone: (212) 255-0500
Fax: (212) 255-0455
Email: oc@opencityfilms.com
www.opencityfilms.com

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ORACLE

THE BUZZ
- “Enjoy working at Oracle’s amenity-filled office complex”
- “Learn about software development at one of the country’s premier tech companies”

THE STATS
Industry: Technology
Locations: Redwood Shores, CA; various New England locations
Number of interns: Summer: 35 to 40
Pay: Paid; housing in fully-furnished corporate apartments, car/bike rentals, round-trip travel expenses, helicopter ride over/under the Golden Gate Bridge
Length of internship: Summer: 12 to 16 weeks
Intern functions: Product Management, Technology

THE SCOOP
Oracle has the distinction of being the world’s largest business software company. For over a quarter of a century, Oracle has been producing the software that has shaped the technology of businesses around the world. Oracle has reported steady growth despite the economic downturn: in summer 2008, it created a global business unit to develop software applications for the health care industry.

ON THE JOB
Interns work on real projects, mainly in product development. Oracle prides itself on providing a livable work style for its employees. A casual dress code and an extensive “campus” replete with cafés, state-of-the-art exercise facilities and a club room are some of the perks, as well as social activities arranged for interns.

GETTING HIRED
Apply by: February 15th. Applicants should email their resume to the address below.
Qualifications: Open to college sophomores, juniors and seniors majoring in computer science.
Contact:
Email: interns_us@oracle.com
www.oracle.com/corporate/employment/college/opportunities/internships.html
OUTWARD BOUND WILDERNESS

THE BUZZ

- “Get paid to enjoy the great outdoors”
- “Learn wilderness survival tactics that can also make you stronger in everyday life”

THE STATS

Industries: Education, Environment
Locations: Wilderness courses take place in AL, AZ, CA, CO, FL, ID, ME, MN, MT, OR, UT, WA, Costa Rica, Ecuador
Number of interns: Summer: 36
Pay: Paid, weekly stipend; room and board
Length of internship: Summer: eight to 10 weeks
Intern functions: Education, Environment, Sports, Transportation and Logistics

THE SCOOP

Outward Bound Wilderness—formerly the Outward Bound Voyageur School—provides challenging adventure/wilderness experiences for teenagers and adults, teaching participants to be self-reliant and channel their inner strength to respond to challenges. Founded in Great Britain by educator Kurt Hahn in 1941, it is the largest educational adventure organization in the world. Outward Bound classes last from two days to two months, and stress environmental stewardship, experiential learning, group and solo survival, service and wilderness challenge.

ON THE JOB

Interns participate in most programs, learning how and why Outward Bound works, and developing the skills needed to be an Outward Bound instructor. Interns work with a senior staff trainer and a group for three weeks. During the courses, interns provide support functions such as driving, logistics, maintenance, rock climbing and ropes courses. After training, interns become instructors, working with classes of students and adults on outdoor activities designed to teach cooperation and individual growth through team activities.

GETTING HIRED

Apply by: March 1st. Send the completed application form (available online) and two references to the email address listed below.

Qualifications: Applicants must be over 21, with either teaching or outdoor education experience. Flexibility and sense of humor are a must!

Contact:
Outward Bound Wilderness
Attn: Human Resources
910 Jackson Street
Golden, CO 80401
Phone: (866) 204-9326
Fax: (866) 776-6489
Email: fieldjobs@outwardbound.org
www.outwardboundwilderness.org
www.outwardbound.org/index.cfm/do/ind.job_openings

THE BUZZ

- “Get paid to enjoy the great outdoors”
- “Learn wilderness survival tactics that can also make you stronger in everyday life”
OVERLAND ENTERTAINMENT

THE BUZZ
- Unusual office work: high-profile clients, glitz and glam!
- Discover the fine art of event management

THE STATS

Industries: Advertising/Marketing, Public Relations
Location: New York, NY
Number of interns: Annual: two to four
Pay: Unpaid, commuting stipend
Length of internship: Spring/summer/fall: 12 to 16 weeks
Intern functions: Administrative, Marketing, Public Relations, Sales

THE SCOOP

Overland Entertainment has been in the business of planning major events for the past 20 years. Its services include award ceremonies, charity galas, conferences and corporate launches. Overland books entertainers and speakers, coordinates activities, designs ambiance (such as lighting and sets), scouts locations and does anything else a client needs to make a splash. Past clients include Condé Nast, Diageo, IBM, Louis Vuitton and PepsiCo.

ON THE JOB

Interns assist the sales and marketing side of the company’s activities, working with staff to plan events and handling clerical duties. Interns are welcome at client events and also have access to free passes to other city events, which offer great opportunities to rub elbows with powerful people.

GETTING HIRED

Apply by: Rolling.
Qualifications: Open to college freshmen, sophomores, juniors and seniors, college graduates and grad students.
Contact:
Brian Schott
Internship Coordinator
Overland Entertainment
257 West 52nd Street
New York, NY 10019
Phone: (212) 262-1270
Fax: (212) 262-5229
Email: bschott@overlandentertainment.com
www.overlandentertainment.com
OVERSEAS PRIVATE INVESTMENT CORPORATION

THE BUZZ

• “Help U.S. industry invest overseas”
• “Learn all about the high-stakes world of international investing”

THE STATS

Industries: Financial Services, Government, Venture Capital
Location: Washington, DC
Number of interns: Spring/fall: 30; Summer: 35
Pay: Summer: Undergraduates: $14.25 an hour; Grad students: $15.94 to $19.75; transportation subsidy; Fall/spring: Unpaid, academic credit available
Length of internship: Fall/spring: 12 weeks (part or full time); Summer: 12 weeks (full time)

THE SCOOP

The Overseas Private Investment Corporation is a self-sustaining U.S. government agency whose function is to help American businesses that want to invest in overseas emerging markets. Selling political risk insurance and loans, OPIC has profited yearly, becoming a self-sustaining agency.

ON THE JOB

Interns work in finance, insurance, investment funds, the Office of Investment Policy, Office of External and Public Affairs, the Office of the CFO and the Department of Legal Affairs. Interns conduct risk analyses of overseas investment opportunities, draft press releases, evaluate the economic benefit of overseas investments, keep track of relevant Congressional issues and research workers’ rights.

GETTING HIRED

Apply by: General internships: Fall: September 30th; Spring: January 29th; Summer: March 31st. Check the website for legal internship deadlines. Download and submit an application online, along with a cover letter, resume and a list of relevant courses. Legal internship candidates follow separate instructions. For more details, visit www.opic.gov/about/jobs/internship/legal.

Qualifications: Open to college juniors and seniors, and grad students. Legal internships are open to law students.

Contact:
Overseas Private Investment Corporation
1100 New York Avenue NW
Washington, DC 20527
Phone: (202) 336-8683
Email: internships@opic.gov
www.opic.gov/about/jobs/internship
OWENS & MINOR

THE BUZZ
- Become a part of the supply chain gang
- Be a part of acute care
- “They provide their interns with all the tools and resources to grow, learn and succeed in their field of work”

THE STATS
- **Industries:** Health Care, Transportation and Logistics
- **Location:** Mechanicsville, VA (HQ)
- **Number of interns:** Summer: seven to eight
- **Pay:** Paid; First time interns: $14 an hour; Returning interns: $14.50 an hour
- **Length of internship:** Summer: 12 weeks (end of May through mid August)
- **Intern functions:** Accounting, Human Resources, Marketing, Transportation and Logistics

THE SCOOP
Founded in 1926, Owens & Minor is a supply chain solutions company and the leading distributor of name-brand medical and surgical supplies in the United States. Through its extensive distribution network, diverse product offering and expertise in technology, logistics and supply chain management, Owens & Minor serves more than 4,000 acute care hospital customers nationwide.

ON THE JOB
Most interns work with the Owens & Minor operations team in supply chain logistics. Interns are also placed in human resources, legal, finance, sales and marketing. Each intern reports to the manager of the department in which they are working. In addition, each intern is assigned a mentor who is a part of the Owens & Minor leadership team. The supply chain internship program is a two-summer program.

GETTING HIRED
- **Apply by:** Summer: February. Positions are posted in December. Candidates should apply online (at www.owens-minor.com/careers). Final decisions are made in mid February following an interviewing process. Applications are available online.
- **Qualifications:** Applicants should be completing either their second or third year of college. A GPA of 3.5 or higher is required.
- **Contact:**
  Rosann Brown, Talent Acquisition Manager
  9120 Lockwood Boulevard
  Mechanicsville, VA 23116
  Phone: (804) 723-7706
  Fax: (888) 615-1428
  Email: rosann.brown@owens-minor.com
  www.owens-minor.com
  www.owens-minor.com/careers
OWENS CORNING

THE BUZZ

- "A best-in-class internship program"
- "It is truly unique to see a Fortune 500 Company so open to an intern"

THE STATS

Industry: Manufacturing
Locations: Toledo, OH (HQ); various plant locations
Number of interns: Annual: 25 to 40
Pay: Paid, varies
Length of internship: Summer: eight to 12 weeks
Intern functions: Accounting, Engineering, Finance, Information Systems, Research and Development, Supply Chain

THE SCOOP

The product of a 1938 merger between two glassworks, Owens Corning is a world leader in building materials—glass fiber technology in particular. A Fortune 500 company for over 50 years, Owens Corning provides products and services ranging from insulation, roofing, siding and manufactured stone veneer, to glass composite materials used in transportation, electronics, telecommunications and other high-performance applications. The company emerged from Chapter 11 in October 2006, and reported sales of $6 billion in 2008.

ON THE JOB

Owens Corning hires interns in engineering, science and technology, operations, environmental and safety, finance and accounting, information systems and supply chain. Interns are placed throughout the organization in business units, corporate process areas, science and technology, and various manufacturing facilities. Interns gain hands-on experience working as a part of a team with Owens Corning full-time staff.

GETTING HIRED

Apply by: Summer: September 30th. Owens Corning recruits for summer interns during the fall recruiting season. Check the website to see if Owens Corning recruits on your campus. Applications are also available online.

Qualifications: Open to college juniors and seniors as well as graduate students who have completed their first year. Candidates should be majoring in a field of study related to the program for which they are applying.

Contact:
www.owenscorning.com/career
PALO ALTO RESEARCH CENTER

THE STATS

Industries: Biomedical Systems, Cleantech, Electronic Materials, Devices and Systems, Engineering, Research, Technology
Location: Palo Alto, CA
Number of interns: Annual: 50
Pay: Paid; relocation assistance, 401(k), holidays, access to company gym and cafeteria, luncheons with scientists
Length of internship: Annual: 12 weeks minimum
Intern functions: Business Development, Engineering, Research, Science and Math

THE SCOOP

Incorporated in 2002 as an independent research business, the Palo Alto Research Center (PARC) is a wholly owned subsidiary of Xerox Corp. It was founded in 1970, and since then has conducted innovative research in both the physical and social sciences. Well-known PARC inventions include ethernet, laser printing and ubiquitous computing.

ON THE JOB

PARC interns have the opportunity to work with researchers in the physical, computer, biological and social sciences and business development; pursue independent projects; engage in different stages of the research or business development pipeline; participate in lab meetings, presentations, poster sessions and special programs; and receive authorship on publications and/or patents.

GETTING HIRED

Apply by: October to February 15th. Applications accepted online only. Graduate research and undergraduate applicants: plain text resume and two letters of recommendation. MBA applicants: cover letter describing experience, plain text resume and two professional references who can be contacted by phone.

Qualifications: PARC is looking for exceptional graduate research and undergraduate students in anthropology, biology, chemistry, computer science, electrical engineering, linguistics, mathematics, physics, sociology and others. Graduate applicants typically hold bachelor's degrees in one of the above fields and are enrolled in an advanced degree program by the time the internship begins. MBA applicants should be enrolled in a two-year MBA program and demonstrate interest in technology entrepreneurship, commercialization or research activity.

Contact: www.parc.com

THE BUZZ

- Affinity for cutting-edge research a requirement

THE PANTRY, INC.

THE STATS

Industries: Consumer Products, Retail
Locations: Sanford, NC (HQ); Birmingham, AL; Charlotte, NC; Charleston, SC; Chattanooga, TN; Columbia, SC; Gainesville, FL; Gainesville, GA; Greenville, SC; Jackson, MS; Jacksonville, FL; Myrtle Beach, SC; Nashville, TN; Raleigh, NC; Wilmington, NC
Number of interns: Summer: 20; Fall: 12; Spring: 12
Pay: Paid, interns generally earn 75 to 85 percent of the starting salary in their department
Length of internship: 10 to 14 weeks (flexible)
Intern functions: Accounting, Finance, Human Resources, Marketing, Technology

THE SCOOP

One of the country’s largest independent convenience store chains, The Pantry, Inc./Kangaroo has 1,653 stores in 11 states. It operates food and gas service stations, many of which serve products from well-known brands, including Quizno’s and Subway. The majority of The Pantry’s operations are under the Kangaroo banner. With 2008 sales of over $8.9 billion, The Pantry may be found on both the Fortune 500 and Forbes’ Best Big Companies lists.

ON THE JOB

Interns work in The Pantry’s accounting, benefits, compensation, construction, operations, gasoline marketing, HR, IT, loss prevention and marketing departments. At the end of each internship, interns present their project in written and oral presentations to senior management.

GETTING HIRED

Apply by: Summer: March 1st; Fall: July 1st; Spring: December 1st. Apply online at www.kangaroocareers.com. Send an application, resume and recommendations from core study faculty. Applicants will have to complete an interview process.

Qualifications: Participation and leadership roles in campus or professional organizations are a plus. A minimum 3.0 GPA is required.

Contact:
Kelly Reardon, College Recruiter
The Pantry, Inc.
P.O. Box 1410
1801 Douglas Drive
Sanford, NC 27330
Phone: (919) 774-6700, ext. 5486
Fax: (919) 566-1277
www.kangaroocareers.com

THE BUZZ

- “Take a bite out of this business”
**PAYCHEX**

**THE BUZZ**
- “Check into great training and grounding in corporate HR operations”

**THE STATS**
- **Industry:** Financial Services
- **Locations:** Rochester, NY (HQ); offices in 38 states
- **Number of interns:** Annual: 30 to 40
- **Pay:** Paid, varies; lunch vouchers
- **Length of internship:** Summer: 12 weeks; Co-op: six months
- **Intern functions:** Accounting, Finance, Human Resources, Real Estate, Technology

**THE SCOOP**
Paychex is a top provider of payroll, human resources and benefits outsourcing solutions for businesses across the United States. Started in 1971 with $3,000 and a good idea, Paychex reported revenue of more than $2 billion for the 2008 fiscal year. Paychex has been named one of the “100 Best Companies to Work For” by Fortune magazine.

**ON THE JOB**
Interns are hired into all Paychex corporate operations, including human resources, training, accounting, IT, real estate, travel and financial operations. The vast majority of internships are available at the Paychex headquarters in Rochester, New York. Regardless of department, all interns work with a mentor and a supervisor. In addition, participants can train and shadow Paychex employees in areas outside their department. Unlike many internship programs, at Paychex, interns are not required to do administrative work. Interns are invited to all employee functions and training sessions.

**$ GETTING HIRED**
- **Apply by:** Rolling. Applications are available online.
- **Qualifications:** Open to college juniors and seniors of all majors.
- **Contact:** www.paychex.com/careers

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**PBS NEWSHOUR**

**THE BUZZ**
- “Somebody needs to replace MacNeil”
- “News without commercial influence”

**THE STATS**
- **Industries:** Broadcast and Cable, Internet and New Media, Publishing/Journalism
- **Location:** Arlington, VA
- **Number of interns:** Annual: 20
- **Pay:** Varies, mostly unpaid
- **Length of internship:** Summer/winter: six months
- **Intern functions:** Arts and Design, Editorial, Film, Television and Radio, Internet

**THE SCOOP**
Produced by MacNeil/Lehrer and aired on PBS, NewsHour with Jim Lehrer has brought news and analysis to viewers for over 30 years. The NewsHour has continued to evolve with the times, with the introduction of an interactive website and, starting in fall 2009, a new format and new name, PBS NewsHour. The show continues to experiment with new distribution platforms, new ways of telling stories and sharing resources through the PBS system, bringing its mission of fair and balanced coverage to the technologies of the future.

**ON THE JOB**
NewsHour accepts interns on an as-needed basis, so positions and duties vary greatly. Some past internships have included graphic design, in which participants learned how to produce broadcast news graphics, and an online internship that had interns working on the online version of NewsHour, gaining experience in online production, writing and audio editing. Interns can work in any department where needed.

**$ GETTING HIRED**
- **Apply by:** Rolling. Check the website below for current openings and application details.
- **Qualifications:** Open to college freshmen, sophomores, juniors and seniors, grad students and recent college graduates.
- **Contact:**
  Leah Clapman
  2700 South Quincy Street, Suite 250
  Arlington, VA 22206
  www.pbs.org/newshour/ww/openings.html
PEACE CORPS

THE BUZZ

- Ask not what you can do for your country, but what you can do for the world

THE STATS

Industry: Nonprofit
Locations: 74 countries around the world
Number of interns: Annual: 3,500
Pay: Paid; medical and dental insurance, round-trip travel, readjustment allowance upon completion, monthly stipend
Length of internship: 27 months (three months of training plus two years of service)
Intern functions: Accounting, Agriculture, Education, Engineering, Finance, Health Care, Internet, Marketing, Nonprofit, Project Management, Sales, Science and Math, Technology

GETTING HIRED

Apply by: Rolling. Applicants should apply one year prior to their desired start date by submitting an online application available at www.peacecorps.gov/application.
Qualifications: Open to high school graduates over 18 years of age. Qualifications vary, but previous volunteer experience and foreign language skills are a plus.
Contact: www.peacecorps.gov
To find the recruitment office nearest you, call (800) 424-8580, press one to speak with a local recruiter

THE SCOOP

The Peace Corps emerged in 1961 after President John F. Kennedy challenged Americans to serve abroad in the cause of peace and cross-cultural understanding. Since then, over 195,000 volunteers of all ages and ethnicities have served in 139 countries. Among its many duties, the Peace Corps teaches English, promotes health awareness, advances an understanding of conservation issues in less economically developed nations, trains entrepreneurs in effective business practices and IT, and works with farmers to prevent soil erosion.

ON THE JOB

Volunteers are placed in countries where their skill sets are most needed. Before starting their assignments, volunteers get three months of in-country training, focusing on language, cross-cultural and technical skills, as well as on health and safety. The primary focus of Corps work is building the capacity of local communities to meet their own needs through sustainable activities. Volunteers work on projects related to agriculture, business, community development, education and health.
PEGGY GUGGENHEIM COLLECTION

THE BUZZ
- Cosmopolitan, artsy and Venetian
- A great fit for fine art lovers

THE STATS
Industry: Museum
Location: Venice, Italy
Number of interns: Annual: 150 to 160
Pay: Stipend, 750 euro a month, academic credit
Length of internship: Four to 12 weeks, available year-round; four days a week
Intern functions: Education, Visitor Services, Museum Support

THE SCOOP
Bordered on one side by a leafy lane and on the other by the Grand Canal, the Peggy Guggenheim Collection is a tranquil haven, housing impressive modern masterpieces. Established in 1949 by Peggy Guggenheim, niece of wealthy industrialist Solomon R. Guggenheim, the museum encompasses Ms. Guggenheim's personal collection of 20th century art, as well as pieces from the Gianni Mattioli collection and the Nasher Sculpture Garden. Among the exhibited artists are Chagall, Giacometti, Morandi, Picasso and Pollock.

ON THE JOB
Participants experience a variety of museum departments on a rotation basis. Intern tasks range from preparing galleries and guarding rooms, to answering questions from the public, selling tickets or assisting with administrative responsibilities in the office. Interns attend weekly seminars to enhance their understanding of museum studies and modern art.

GETTING HIRED
Apply by: Check the education website for deadlines. The application must be received in hard copy. Please submit a completed application form, along with a resume, cover letter, a university transcript and two letters of recommendation.

Qualifications: Open to university students and recent graduates at the beginning of their careers. Preference is given to applicants with a background in art, art history or relevant work experience, but none is required.

Contact:
Elena Minarelli
Manager of Education, Grants and Special Programs
Peggy Guggenheim Collection
Palazzo Venier dei Leoni
Dorsoduro 701
30123 Venice
Italy
Phone: +39 04 12 40 54 01
Fax: +39 04 12 40 54 26
Email: internship@guggenheim-venice.it
www.guggenheim-venice.it
www.guggenheim-venice.it/inglese/education

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PELLA CORPORATION

THE BUZZ
- One of the industry’s leading innovators in window and door products

THE STATS
- Industry: Manufacturing
- Location: Pella, IA
- Number of interns: Varies with company need
- Pay: Paid, varies; Sophomores and juniors: 75 percent of entry-level salary plus benefits; Seniors: 85 percent
- Length of internship: Internship: summer only, 10 to 12 weeks; Co-op: summer plus one semester
- Intern functions: Manufacturing, Technology

THE SCOOP
Founded in 1925 with its patented Rolscreen window screen, Pella manufactures windows and doors for homes and buildings. Pella ranked No. 44 on Fortune's list of the 100 Best Companies to Work For in 2007. That year, it also earned the U.S. Department of Energy's ENERGY STAR Partner of the Year award for windows.

ON THE JOB
Internships and co-ops are available in departments on an as-needed basis. All programs begin with formal training and corporate orientation. Interns are assigned mentors in their field and encouraged to provide feedback on the program. In addition, interns are encouraged to become involved in the Pella, Iowa, community through company community service events. View current openings and requirements on the company's internship/co-op website listed below.

GETTING HIRED
- Apply by: Rolling. Visit the website below or check with your school's career services office to see if Pella recruits on campus. Open positions are posted online.
- Qualifications: Open to college sophomores, juniors and seniors. Check the website for positions and their respective requirements.
- Contact: web.pella.com/aboutus/careers/college

PENGUIN GROUP (USA)

THE BUZZ
- “The perfect environment for book lovers”
- “Get your foot in the door of the hard-to-crack publishing world”

THE STATS
- Industry: Publishing/Journalism
- Location: New York, NY
- Number of interns: Fall/spring: 30 each; Summer: 55
- Pay: Paid, minimum wage
- Length of internship: Spring/summer/fall: 10 weeks
- Intern functions: Administrative, Arts and Design, Editorial, Finance, Management, Marketing, Public Relations, Sales

THE SCOOP
Penguin Group is one of the leading trade book publishers in the United States. The company owns a wide range of imprints, including Viking, G.P. Putnam's Sons, Berkley, Dutton, and Plume and Signet, among others. It publishes consumer books, in both hardcover and paperback editions, for adults as well as children. Some of Penguin's Young Readers imprints include Grosset & Dunlap, Philomel and Puffin. The company also produces maps, calendars and audiobooks. Penguin Group (USA) Inc. is a division of the international Penguin Group, the second-largest English language trade book publisher in the world, which is itself owned by Pearson plc, the international media group.

ON THE JOB
Interns work in several business areas, including contracts, editorial, graphic design, marketing, production, managing editorial, publicity, sales, operations and subsidiary rights. Responsibilities vary by department, but may include administrative/clerical tasks, proofreading and fact checking.

GETTING HIRED
- Apply by: Spring: January 15th; Summer: February 28th; Fall: August 31st. Interested students should submit a resume and cover letter. In your cover letter, be sure to indicate for which semester you are applying and in which business areas you are interested.
- Qualifications: Open to all students with a strong interest in book publishing.
- Contact:
  Penguin Group (USA)
  Human Resources
  Internship Coordinator
  375 Hudson Street
  New York, NY 10014
  Fax: (212) 366-2930
  Email: jobs@us.penguin.com
  www.penguin.com
PENNSYLVANIA DEPARTMENT OF TRANSPORTATION

THE BUZZ
- Transport yourself to this great internship

THE STATS
Industries: Government, Hospitality and Tourism, Transportation and Logistics
Locations: Harrisburg, PA (HQ); additional district locations throughout Pennsylvania
Number of interns: Annual: 1,240
Pay: Paid, varies; Government services interns/engineering, scientific and technology Interns: $11.32 an hour; Non-civil service interns: varies; academic credit available
Length of internship: April to October
Intern functions: Construction, Engineering, Project Management, Science and Math, Technology, Transportation and Logistics

THE SCOOP
The Pennsylvania Department of Transportation maintains the state's transportation system in order to attract businesses and residents and stimulate the economy.

ON THE JOB
The Pennsylvania DOT hires three types of interns: government services interns; engineering, scientific and technology interns; and non-civil service interns. Government services interns provide highway maintenance and crash system input and analysis. Engineering, scientific and technology interns provide seasonal construction and collect data on roadway conditions. Non-civil service interns assist the seasonal construction and roadside rest programs.

GETTING HIRED
Apply by: Rolling. Applicants must submit the completed application online or mail it to their local human resources office or the Bureau of State Employment. Visit the website for details.
Qualifications: Open to current college students from any major. Applicants for the engineering, scientific and technology internship must be majoring in civil engineering.
Contact:
Pennsylvania Department of Transportation
Central Office
Bureau of Human Resources
P.O. Box 3156
Harrisburg, PA 17105-3156
Phone: (717) 787-5711
www.dot.state.pa.us

PEPCO HOLDINGS, INC.

THE BUZZ
- “Power the Potomac region”
- “A superb experience! I found a perfect equilibrium between field work and office work”

THE STATS
Industry: Energy
Locations: Washington DC (HQ); Delaware, Maryland, New Jersey, Virginia
Number of interns: Annual: 40
Pay: Paid, $11 to $28.26 an hour
Length of internship: 10 to 12 weeks, flexible start dates during the summer
Intern function: Engineering

THE SCOOP
Pepco Holdings, Inc. is one of the largest electricity delivery and natural gas companies in the Mid-Atlantic region. It provides natural gas and electric services to over 1.9 million people from Washington, D.C. to New Jersey. Founded in the late 19th century to power streetcars, today's acronym stands for the Potomac Electric Power Company. Among its many holdings are Pepco, Delmarva Power, Atlantic City Electric, Conectiv Energy and Pepco Energy Services.

ON THE JOB
Most internship positions at Pepco are in engineering, with the majority of opportunities geared toward electrical engineers. The program serves as a gateway to permanent full-time positions with Pepco. During the summer internship, Pepco conducts an information session at headquarters in which students are invited to network with engineering organizations, such as the National Society of Black Engineers.

GETTING HIRED
Apply by: Between fall and spring. Visit the website to apply and submit a resume. Most interns are hired and start work by June 1st.
Qualifications: Open to students who are studying for a BS in electrical engineering and have a cumulative GPA of 2.5 or above. Students should be U.S. citizens or possess authorization to work in the United States. Applicants should also have good oral and written communications skills, analytical and computer skills (including spreadsheet, database and word processing packages), as well as a valid driver's license and the ability to travel to different facilities.
Contact:
701 9th Street NW
Washington, DC 20068
Phone: (202) 872-2612
Fax: (202) 331-6850
www.phicareers.com
PERA CLUB

THE BUZZ
• Learn to manage a country club
• Ramp up a hospitality career in sunny Arizona

THE STATS
Industry: Hospitality and Tourism
Location: Tempe, AZ
Number of interns: Annual: four or five
Pay: Paid, minimum wage
Length of internship: Flexible
Intern functions: Education, Public Relations, Sports

THE SCOOP
The PERA Club (Project Employees Recreation Association) is the private recreation facility for employees of the Salt River Project, Phoenix's major water and power utility. The center sits on 83 scenic acres and includes outdoor fitness trails, a softball field, swimming pool and tennis courts. The country club is also the setting for sports leagues and parties, as well as a venue for family, corporate and social events.

ON THE JOB
Interns work in the recreation department, meeting the needs of club members. They work on the aquatic program, fitness center, employee store, food and beverage preparation and service, educational classes and special events. Interns also oversee and plan social activities and supervise part-time employees. They take part in special customer service and stress management training to prepare them for the demands of the program.

$ GETTING HIRED
Apply by: Rolling. Submit a cover letter and resume.
Qualifications: Open to college sophomores, juniors and seniors, as well as graduate students.
Contact:
Sam Becchetti
Internship Coordinator
PERA Club
P.O. Box 52025
PER 200
Phoenix, AZ 85072-2025
Phone: (602) 236-5782
Email: sam-becchetti@srpnet.com

PFIZER

THE BUZZ
• Help discover the next wonder drug
• Jumpstart your research career

THE STATS
Industries: Biotechnology/Pharmaceuticals, Health Care
Locations: New York, NY (HQ); Cambridge, MA; Groton or New London, CT; La Jolla, CA; St. Louis, MO
Number of interns: Varies with department
Pay: Paid, varies based on education and experience
Length of internship: 12 weeks
Intern functions: Finance, Human Resources, Law, Marketing, Production, Research and Development, Sales

THE SCOOP
Pfizer, the world's largest research-based biomedical and pharmaceutical company, opened its doors as Charles Pfizer & Company in 1849. It was the first U.S. firm to produce tartaric acid and cream of tartar in 1862. It was all uphill after that as Pfizer sales totaled over $3 million—in 1910! With a revenue of $48.3 billion in 2008, Pfizer is a drug-developing powerhouse, producing groundbreaking products like Viagra, Lipitor and Zoloft. Medical research continues to play an integral role in its operations.

ON THE JOB
Responsibilities vary by department, but may include research, assisting sales staff and administrative functions. Possible departments include pharmaceutical operations, finance, marketing and market research, global research and development and global manufacturing. Pfizer also offers a summer law intern program.

$ GETTING HIRED
Apply by: Rolling.
Qualifications: Candidates must be enrolled as a full-time undergraduate or graduate student in a degree program related to the primary research efforts (i.e., science, business, computer science, etc.). Solid academic standing (3.0 GPA or above) is required. Applicants must be authorized to be lawfully employed in the United States. If you are offered a position and you accept that position, the offer is contingent upon the satisfactory completion of a drug test, completion of a background investigation and demonstrated evidence that you are eligible to work for any employer in the United States.
Contact:
www.pfizer.com
www.pfizer.com/careers/working_for/summer_internships.jsp
PGA TOUR

THE BUZZ
- A stroke above the rest
- “The minute I say I worked for the PGA TOUR, professionals drop their jaws and begin to ask questions”
- “No one day was the same here”
- “I guarantee you, you won’t find another internship where you get the total package”

THE STATS
- **Industries:** Broadcast and Cable, Sports
- **Locations:** Various locations in FL, AZ, GA, OH, NJ, MD and CA
- **Number of interns:** Summer: 20 to 25; Tournament sites: 10 to 15
- **Pay:** Paid, $11 an hour; academic credit, discounted housing, merchandise discounts, golf privileges
- **Length of internship:** Summer: 10 weeks to 12 (May to August); Fall: tournament sites
- **Intern functions:** Accounting, Administrative, Advertising, Human Resources, Marketing, Print Media, Public Relations, Sales

THE SCOOP
The PGA TOUR was founded in 1916 as a tax-exempt membership organization of professional golfers. Its aims are to provide professional golfers with competitive earnings, “to protect the integrity of the game” and to increase the reach of golf domestically and worldwide. The PGA TOUR participates in nearly 110 events annually—including the PGA Tour, Champions Tour and the Nationwide Tour—in 38 states and eight countries outside the United States. The organization boasts illustrious players such as Ernie Els, Phil Michelson and Tiger Woods. In addition to providing competitive opportunities for its membership, PGA TOUR events also generate significant funds—over $1.2 billion to date!—for 2,000 different charities.

ON THE JOB
The PGA TOUR aims to introduce the business side of golf to talented college students. Headquarters hires interns in corporate marketing, communications, human resources, TV production, public relations, golf course operations and information technology. Positions are also available at the PGA TOUR tournament sites in event management and with golf industry partners across the United States.

GETTING HIRED
- **Apply by:** November 1st to February 28th. Applicants must write an essay, complete a questionnaire and provide a resume.
- **Qualifications:** Open to full-time rising college juniors and seniors and grad students. Applicants must be at least 20 years of age by June 2010. Recent grads who were in college at the time they applied are welcome. Must be eligible to work in the United States and have a minimum GPA of 2.8 on a 4.0 scale.
- **Contact:**
  Mike Cooney
  Director, Human Resources
  PGA TOUR
  100 PGA Tour Boulevard
  Ponte Vedra Beach, FL 32082
  Phone: (904) 273-3520
  Fax: (904) 273-3588
  Email: mcooney@pgatourhq.com
  www.pgatour.com/company/internships.html

THE BUZZ
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  Fax: (904) 273-3588
  Email: mcooney@pgatourhq.com
  www.pgatour.com/company/internships.html
THE PHILADELPHIA CENTER

THE BUZZ

• “Discover your direction in life”

THE STATS

Industry: Education
Location: Philadelphia, PA
Number of Interns: Annual: 200
Pay: Unpaid, academic credit; $12,300 a semester tuition, approximately $6,000 for learning work program (summer)
Length of Internship: Fall: 16 weeks; Summer: eight weeks

THE SCOOP

The Philadelphia Center is a full-service experiential education program managed by Hope College that was founded and recognized by the Great Lakes Colleges Association, Inc. Using a multidisciplinary approach, the center integrates professional work, academic seminars and independent living experiences in urban Philadelphia communities and offers opportunities in most fields of study. The program has over 800 different internship options, and time-tested housing and placement process.

ON THE JOB

The Philadelphia Center’s connections with over 800 institutions and businesses allow students to interview for and attain internships suited to their fields of study. Advisors and placement supervisors assist students with their internship search and devise a learning plan, setting learning objectives for the intern to pursue through the experience. Interns earn a full semester of credit, work four days a week and live with fellow students in a Philadelphia apartment. Past interns have worked with Smith Barney, Anthropologie, Philadelphia City Paper, Children’s Crisis Treatment Network, the Arden Theatre and the Philadelphia 76ers.

GETTING HIRED

Apply by: Fall: June 15th, Spring: November 15th; Learning Work: Summer: March 1st. Students must submit an official transcript, two letters of recommendation and a completed application form with a signature of approval from their advisor on campus.

Qualifications: Students must be enrolled full time in an accredited U.S. institution and have sophomore, junior or senior standing.

Contact:
The Philadelphia Center
North American Building, 7th Floor
121 South Broad Street
Philadelphia, PA 19107-4577
Phone: (215) 735-7300
Fax: (215) 735-7373
Email: admin@tpc.edu
www.tpc.edu

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North American Building, 7th Floor
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Philadelphia, PA 19107-4577
Phone: (215) 735-7300
Fax: (215) 735-7373
Email: admin@tpc.edu
www.tpc.edu
PHILLIPS ACADEMY SUMMER SESSION

THE BUZZ

- Toil amidst the groves of academia
- Teach at one of the nation’s top prep schools

THE STATS

Industry: Education
Location: Andover, MA
Number of interns: Summer: 25
Pay: Paid, varies; room and board
Length of internship: Summer: late June to early August
Intern function: Education

THE SCOOP

Phillips Academy is a prestigious preparatory school located north of Boston. Founded in 1778, Phillips Academy (also known as Andover) is the oldest incorporated boarding school in the nation. Andover offers a rigorous academic summer program for high school students. The summer session enrolls 600 students, who pursue a major and a minor course.

ON THE JOB

Teaching assistants (TAs) learn about teaching in a private school setting. During the five-week session, TAs assist skilled teachers with two courses, six days per week, in a discipline related to their field of study. Tasks include grading assignments, producing study materials, teaching up to 20 percent of the classes, and supervising students both in class and in the dorms. TAs are also expected to coach an extracurricular activity in the afternoon. In 2009, interns were paid $3,000 for the summer.

GETTING HIRED

Apply by: Rolling, but best before February 15th. Submit a completed application, resume, three reference letters and an official undergraduate transcript. Check the summer session website for details.

Qualifications: Open to college students, recent college graduates and grad students who are over 21 years old. Applicants should be education majors or plan to become a teacher. There is a mandatory background check for all employees.

Contact:
Jolene Croteau
Phillips Academy Summer Session
Cooley House
180 Main Street
Andover MA 01810
Phone: (978) 749-4406
Fax: (978) 749-4414
Email: jcroteau@andover.edu
www.andover.edu/summersession
www.andover.edu/summersessionoutreach/summersession/employment/pages/teachingassistants.aspx
PHILLIPS-VAN HEUSEN

THE BUZZ

- “Explore fashion and business at this leading clothing company”
- “See what it’s like to work behind the scenes at Calvin Klein”

THE STATS

Industry: Fashion
Locations: New York, NY (HQ); Bridgewater, NJ
Number of interns: Varies
Pay: Paid, associate discounts
Length of internship: 10 weeks, available year-round
Intern functions: Administrative, Finance, Marketing, Sales, Technology

THE SCOOP

Phillips-Van Heusen can trace its corporate heritage back to the 19th century when Moses Phillips and his wife began sewing shirts by hand in 1881 in Pottsville, Pennsylvania. Shortly after, they moved to New York City and became the first clothiers to place an ad for shirts in the Saturday Evening Post. Sometime later, John M. Van Heusen developed a comfortable collar in Holland and traveled to the United States to find a business partner. He met up with Moses’ son, Seymour, and together they established Phillips-Van Heusen. The company is now a huge fashion powerhouse that owns famous labels, such as Calvin Klein and Sean Jean.

ON THE JOB

Interns work in various departments of the company, including sales, marketing, information technology and finance. Responsibilities vary by department but may include assisting sales and marketing staff with leads, computer systems maintenance or clerical tasks.

GETTING HIRED

Apply by: Rolling. Send a resume and cover letter to the address below.
Qualifications: Open to rising college juniors and seniors with a minimum GPA of 3.0.
Contact:
Internship Coordinator
Phillips-Van Heusen
200 Madison Avenue
New York, NY 10016
Phone: (212) 381-3500
www.pvh.com/internships.html

PHYSICIANS FOR HUMAN RIGHTS

THE BUZZ

- Work with health professionals and a dedicated staff
- “Fight social ills, from genocide, to HIV/AIDS, to the use of torture”

THE STATS

Industry: Nonprofit
Locations: Cambridge, MA; Washington, DC
Number of interns: Annual: about 40
Pay: Unpaid, academic credit available
Length of internship: Three months to one year
Intern functions: Administrative, Editorial, Nonprofit, Research

THE SCOOP

Physicians for Human Rights is an organization of health professionals whose mission is to advance health, dignity and justice, and to promote the right to health for all. PHR investigates human rights abuses and works to stop them. Research takes employees to conflict zones, to AIDS-ravaged Africa and to U.S. prisons. Advocacy brings them to the offices of national and international policymakers.

ON THE JOB

Each PHR intern assists a supervisor in one of several departments. Interns help research the issues of the specific department, and in some cases help organize (and sometimes attend) conferences, working with dynamic and dedicated human rights professionals. There is a strong administrative component in all internships and staff positions alike. Possible departments include the right to health, research, No-Torture Campaign, communications and Asylum Network.

GETTING HIRED

Apply by: Rolling. Turnover times are January, May and September. Submit a cover letter and resume.
Qualifications: Open to current undergraduate and graduate students. Medical knowledge is not necessary, but applicants must have excellent computer and writing skills as well as an interest in human rights. Experience in organizing, research and website design is a plus for some intern tasks and positions.
Contact:
Intern Coordinator
Physicians for Human Rights
2 Arrow Street, Suite 301
Cambridge, MA 02138
Phone: (617) 301-4200
Fax: (617) 301-4250
Email: internship@phrusa.org
www.physiciansforhumanrights.org/internships
PHYSICIANS FOR SOCIAL RESPONSIBILITY

THE BUZZ
- “Work to improve public health policies”
- “Educate the community about health care issues”

THE STATS
Industries: Environment, Health Care, Nonprofit
Locations: Washington, DC; chapters nationwide
Number of interns: Spring/summer/fall: two each
Pay: Unpaid, travel stipend
Length of internship: Spring/summer/fall: minimum eight weeks for 12 hours a week
Intern functions: Administrative, Editorial, Education, Research

THE SCOOP
Physicians for Social Responsibility has been challenging, informing and instituting legislation regarding public health and safety since its founding in 1961. It has directed the brunt of its efforts toward three major programs: environment and health (educating the public about environmental and health threats due to global warming and pollution), gun violence prevention and security (advocacy and education about eliminating nuclear arms).

ON THE JOB
Interns work with full-time staff to develop communication and outreach materials, research relevant issues, and attend meetings and Congressional briefings. Participants may also expect to handle some administrative and clerical tasks. Interns get to choose on which of PSR’s three programs they wish to work.

GETTING HIRED
Apply by: Spring: November 1st; Summer: April 1st; Fall: July 1st. Submit a resume, cover letter, two references and writing samples. Check the website for details and contact information.

Qualifications: Open to college juniors and seniors, recent and not-so-recent college graduates and grad students.

Contact:
Internship Coordinator
Physicians for Social Responsibility
1875 Connecticut Avenue NW, Suite 1012
Washington, DC 20009
Phone: (202) 667-4260
Fax: (202) 667-4201
www.psr.org/about/employment-opportunities.html

PLAYHOUSE ON THE SQUARE

THE BUZZ
- “Future actors, directors and techies wanted”
- “Interesting opportunity for highly committed theater types”

THE STATS
Industries: Fine and Performing Arts, Nonprofit
Location: Memphis, TN
Number of interns: Annual: 13 to 16
Pay: Paid, $100 a week; free housing, local phone, washer and dryer, health care benefits for a minimal fee, free tickets to performances
Length of internship: One year
Intern functions: Administrative, Arts and Design, Production, Technology

THE SCOOP
Founded in 1975 after its sister theater, Circuit Playhouse, Inc., Playhouse on the Square is a nonprofit theater organization. The playhouse is responsible for Teens in Theatre, a summer youth touring group/theater school that services children, teens and adults. The playhouse also sponsors a “Pay What You Can Night,” which ensures that patrons who cannot afford ticket prices will not be denied a chance to enjoy shows. Recent productions include Guys and Dolls, Macbeth, Peter Pan, The Philadelphia Story, Picnic and Jekyll and Hyde.

ON THE JOB
Internships at the playhouse are designed to help students develop abilities and future placement for employment in theater. Participants work as interactive assistants in acting, set construction, props, sound, lighting, stage management, costumes and administration. This is a year-long, full-time commitment. In addition to their everyday responsibilities, interns participate in departmental training seminars and may work off hours with the Memphis Arts Council’s Artist in the Schools program.

GETTING HIRED
Apply by: Rolling. Applicants should submit a resume, cover letter, headshot and audition video/DVD.

Qualifications: Open to all current college students, college graduates and grad students 21 years of age and over. Some positions require a car.

Contact:
Dave Landis
Internship Coordinator
Playhouse on the Square
51 South Cooper Street
Memphis, TN 38104
Phone: (901) 725-0776
Email: dave@playhouseonthesquare.org
www.playhouseonthesquare.org/join/internships.html
PMK/HBH

THE BUZZ
- Seeking aspiring PR experts
- Create campaigns for the stars

THE STATS
Industry: Public Relations
Locations: Los Angeles, CA; New York, NY
Number of interns: Annual: 30 to 35
Pay: Unpaid, academic credit
Length of internship: Spring/summer/fall: 13 to 18 weeks each
Intern functions: Administrative, Public Relations

THE SCOOP
Founded in 1980, PMK/HBH is a leader in entertainment public relations, with offices in New York and Los Angeles. PMK/HBH is a division of the Interpublic Group, which deals with an assortment of accounts in the motion picture, television, music and theater industries. Notably, PMK/HBH has been associated with the marketing campaigns for three of the last five Academy Award winners for Best Picture. PMK/HBH clients include Johnny Depp, Nicole Kidman, Matt Damon and Kirsten Dunst.

ON THE JOB
Interns assist in the day-to-day rigors of PMK/HBH, performing clerical duties, serving as staff assistants, preparing press releases and press kits, answering phones and sending out mailings. Participants receive free passes to film screenings and attend PMK/HBH events and television appearances.

GETTING HIRED
Apply by: Rolling.
Qualifications: Open to college freshmen, sophomores, juniors and seniors. The internship is open only to students who will receive credit from their college or university.
Contact:
Internship Coordinator
Janet Ringwood & Lindsey Ferraro
PMK/HBH Public Relations
622 Third Avenue, 8th Floor
New York, NY 10017
Phone: (212) 582-1111

PNC FINANCIAL SERVICES GROUP, INC.

THE BUZZ
- “Get a banking buzz in Steel City”
- Offering financial services across the country

THE STATS
Industries: Accounting, Financial Services
Locations: Pittsburgh, PA (HQ); Philadelphia, PA; Washington, DC; Baltimore, MD; Chicago, IL; Cincinnati, OH; Louisville, KY; NY/NJ
Number of interns: Summer: 155
Pay: Varies, $13 to $20 an hour
Length of internship: Summer: 10 to 12 weeks (May to August)
Intern functions: Accounting, Finance, Research, Retail, Technology

THE SCOOP
The PNC Financial Services Group, Inc. entered the world as the Pittsburgh Trust and Savings Company in 1852. Today, PNC is one of the largest banks in the United States, with 2,600 locations, 6,000 ATMs and five million customers. The firm is broken down into four divisions—retail banking, corporate and institutional banking, global investment servicing and asset management. With over $280 billion in assets under management and more than $2 trillion in total fund assets abroad, PNC is set to weather the current economic storm.

ON THE JOB
PNC offers summer internships in corporate banking, treasury management, financial institutions, structured finance, loan syndications, public finance, sales and trading, business credit, real estate finance, credit risk management, and asset and liability management. Assignments are always challenging—they can range from analyzing financial statements and developing new financial services for PNC, to researching industry information and preparing marketing materials for client presentations. Interns are offered training and exposure to senior management throughout their stay at PNC.

GETTING HIRED
Apply by: Fall semester. Interns are selected through on-campus recruiting events at target schools primarily in the fall semester, with most offers made by the first of the year. Candidates may also apply online.
Qualifications: Open to college students who will have completed their junior year, though some positions are open to sophomores. PNC prefers accounting, finance, math, economics and other business majors. PNC also looks for a minimum GPA of 3.0 (some business areas require a 3.2), previous internship or work experience, on-campus involvement and leadership experience.
Contact:
249 Fifth Avenue, 27th Floor
Pittsburgh, PA 15222
www.pnc.com/careers
POLO RALPH LAUREN

THE BUZZ
- “Work for the master of casual American fashion”
- “A work experience that’s always in style”

THE STATS
Industries: Fashion, Retail
Location: New York, NY
Number of interns: Fall/spring/summer: Varies
Pay: Unpaid, academic credit available
Length of internship: Fall/spring/summer: 10 weeks
Intern functions: Varies

THE SCOOP
The Ralph Lauren label has become synonymous with a carefree American lifestyle. The look and the Polo horse-and-rider logo are now famous around the world, allowing the company to branch out with several lines (apparel, home, accessories and fragrances) and philanthropic efforts (mainly involving cancer causes). The majority of the company’s sales are in menswear in the United States.

ON THE JOB
Interns may be placed in any of the company’s 25 departments, though specific opportunities vary from year to year. Duties depend on the department managers’ needs and wishes, as they change according to the departments’ projects at the time. Departments range from buying to logistics, and include standards like human resources, public relations and accounting.

GETTING HIRED
Apply by: Summer: January 1st. Send a resume and cover letter to the address below or apply online for open positions.
Qualifications: Open to undergraduate sophomores and juniors only.
Contact:
Christopher Vizzone
Polo Ralph Lauren
625 Madison Avenue, 8th Floor
New York, NY 10022
Fax: (212) 318-7200
Email: christopher.vizzone@poloralphlauren.com
careers.polo.com

POPOPULATION INSTITUTE

THE BUZZ
- “Be a ‘Future Leader of the World’”
- “Address overpopulation issues plaguing the globe”

THE STATS
Industries: Education, Government, Health Care, Nonprofit, Public Relations
Location: Washington, DC
Number of interns: Annual: five to seven
Pay: Paid, $24,000 a year; health, dental and life insurance; vacation and sick days
Length of internship: One year
Intern functions: Editorial, Education, Nonprofit, Public Relations

THE SCOOP
The Population Institute, an international nonprofit organization, works to “reduce excess population growth.” Established in 1969, the institute is located in Washington, D.C., though its members work in 172 countries with funding largely derived from charitable foundations, businesses and private individuals. The institute hopes to reach its goal primarily through education programs that build public awareness about overpopulation.

ON THE JOB
Future Leaders of the World (FLW) Fellows participate with professionals in all organized activities relating to overpopulation problems. Available positions include public policy coordinators (two to three), media coordinator (one), field coordinators (one to two) and a special programs coordinator who primarily works on planning the World Population Awareness Week. The FLW program started in 1980.

GETTING HIRED
Apply by: April 15th. Applicants must send a cover letter, resume, three recommendations (two from academic sources) and official transcripts to the address below.
Qualifications: Open to college juniors and seniors, recent college graduates and grad students between the ages of 21 and 25. International relations, development and nonprofit majors are preferred. Applicants must speak at least one foreign language and have some international experience.
Contact:
The Population Institute
107 Second Street NE
Washington, DC 20002
Phone: (202) 544-3300
Fax: (202) 544-0068
Email: info@populationinstitute.org
www.populationinstitute.org
PRICEWATERHOUSECOOPERS LLP

THE BUZZ
- “Work on your teamwork and leadership skills”
- “PwC is a great company with name brand recognition”
- “The company treats you like royalty as an intern”

THE STATS
Industries: Accounting, Financial Services
Locations: New York, NY (HQ); additional offices across the country
Number of interns: Annual: about 2,100
Pay: Paid, competitive salary; academic credit
Length of internship: Typically 10 weeks; Summer: June to August; Winter: January to March/April
Intern function: Accounting

THE SCOOP
PricewaterhouseCoopers (PwC) is the world’s largest professional services firm, employing over 155,000 people in 153 countries. PwC maintains 22 industry-specialized practices. The firm offers specialized services across three lines: assurance, advisory and tax, and private company services and public sector practice. In the United States, PwC operates as PricewaterhouseCoopers LLP, and is the country’s sixth-largest privately owned organization with 72 offices and over 29,000 employees. PwC places enormous importance on its internship program.

ON THE JOB
PwC’s internship program uses case studies, practice exercises, communication modules and technology-enabled study during training. Once training is complete, interns complete challenging and relevant assignments in the areas of assurance, tax and advisory services. Interns undergo significant on-the-job training and interact with PwC partners and staff, dynamic external speakers and a world-class curriculum in a “living classroom” that demonstrates the values and business strategies of PwC. About 90 percent of interns are offered full-time positions upon graduation.

GETTING HIRED
Apply by: Applicants are generally selected nine to 12 months prior to the semester in which they would like to intern. Check with your school’s career center or visit www.pwc.com/getstarted to submit your resume.
Qualifications: Applicants should be rising college juniors or seniors with a minimum GPA of 3.4. Accounting majors are preferred.
Contact: www.pwc.tv

PRIMETIME

THE BUZZ
- “Liven up your journalism career”
- “Expose yourself to an experience of a lifetime”

THE STATS
Industries: Broadcast and Cable, Publishing/Journalism
Location: New York, NY
Number of interns: Spring/summer/fall: six to 10 each
Pay: Paid
Length of internship: Spring/summer/fall: eight to 14 weeks, minimum 16 hours a week
Intern functions: Editorial, Film, Television and Radio, Print Media, Production, Research

THE SCOOP
Anchored by Diane Sawyer, Chris Cuomo, Cynthia McFadden and John Quinones, Primetime has been a hard-hitting investigative television newsmagazine since it debuted in 1989. Using hidden cameras, the Emmy Award-winning show aims to expose corruption. Primetime has followed the trail of the Zodiac Killer, as well as scams involving charity donations and offers celebrity and major political profiles. In September 2009, ABC News announced that Diane Sawyer was leaving Primetime to become the new anchor of ABC World News in January 2010. At the time of publication, her replacement had not been named.

ON THE JOB
Primetime interns get involved in all aspects of broadcast journalism, from the birth of an idea to its presentation on television. Positions are offered in research, production and editing. Interns also have a unique opportunity to work alongside producers, directors, writers, editors and correspondents.

GETTING HIRED
Apply by: Rolling.
Qualifications: Open to all college juniors and seniors and grad students.
Contact: Internship Program
Primetime
ABC News
147 Columbus Avenue, 4th Floor
New York, NY 10023
Phone: (212) 456-1600
www.abcnews.go.com/primetime
PRINCIPAL FINANCIAL GROUP

THE BUZZ

- “We were treated as full-time employees”
- “Can’t think of a better opportunity or company”
- “The people in this organization are second to none”
- “A financial services powerhouse”

THE STATS

Industries: Accounting, Financial Services, Insurance
Locations: Des Moines, IA (HQ); 250 locations worldwide, including offices in Asia, Australia, Europe, India, Latin America and the United States
Number of interns: Fall/winter: 50 to 70; Spring/summer: 125 to 145
Pay: Paid, $13 to $15 an hour, living stipend; free parking, corporate wellness facility access; 10 interns receive $2,500 scholarships to be used for college expenses for the following academic year
Length of internship: Summer: three months (May to August); Co-ops: six to nine months (January to August or May to December)
Intern functions: Accounting, Editorial, Finance, Human Resources, Public Relations, Real Estate, Sales, Technology

GETTING HIRED

Apply by: Summer internships: April 1st; Fall co-ops: April 1st; Spring co-ops: November 1st.
Qualifications: Open to full-time college juniors and seniors with a minimum GPA of 3.0. Principal looks for students majoring in accounting, actuarial science, communications, HR, marketing, IT, real estate, business management, journalism, public relations and finance.
Contact: www.principal.com/careers

THE SCOOP

The Principal Financial Group was founded in 1879 as the Bankers Life Association, a life insurance company. In 1909, the firm started expanding its offering and has continued to grow ever since, becoming the Principal Financial Group in 1985. One of the Fortune 500, Principal offers its private and institutional clients retirement, investment, life and health insurance, and banking services. The firm has recently devoted a portion of its resources to retirement savings and income management services (in response to aging Boomer demand). Principal serves around 19 million customers around the globe.

ON THE JOB

Interns and co-ops at Principal work in a variety of departments, including accounting, communications, corporate relations, finance, HR, IT, investments, real estate and sales. Interns receive hands-on assignments, individual mentoring, and the chance to attend development and social activities. In addition to Principal’s internship and co-op program, the firm offers the Principal scholars program. The scholars program is an initiative that helps promote diversity, with a $5,000 scholarship award that includes an optional summer internship.
PROCTER & GAMBLE

THE BUZZ

- Spend a Cincinnati summer with Pringles and Pantene

THE STATS

Industry: Consumer Products
Locations: Cincinnati, OH (HQ); Boston, MA; Hunt Valley, MD; numerous manufacturing locations throughout the United States
Number of interns: Summer: 400 to 450; Fall/winter/spring: 50 to 60
Pay: Paid; academic credit, relocation assistance
Length of internship: Spring/summer/fall/winter: 10 to 24 weeks

THE SCOOP

The Procter & Gamble Company got its start in 1837 in Cincinnati, Ohio. Its founders—William Procter, a candlemaker, and James Gamble, who apprenticed for a soap-maker—had married sisters Olivia and Elizabeth Norris. Their father-in-law convinced the two to become business partners selling soaps and candles. The company has grown far beyond soaps and candles; and today, P&G has over 138,000 employees in more than 80 countries. A global manufacturing company, P&G produces more than 300 well-known, everyday products, including Pampers, Pringles, Tide, Head & Shoulders, Crest, Olay, Duracell, Gillette, Braun and Oral-B.

ON THE JOB

Interns and co-op positions are available in customer business development, marketing, consumer market knowledge, research and development, product supply, information and decision solutions, human resources, external relations and finance. Internships are designed to lead to full-time jobs, and 75 to 80 percent of interns are offered positions upon graduation.

GETTING HIRED

Apply by: Summer: applications are accepted beginning in July and most positions are filled by February; Fall/winter/spring: rolling. Apply online at usjobs.pg.com.

Qualifications: Open to current college students. Certain positions require concentrations in specific fields of study. Go to usjobs.pg.com and click on “U.S. Career Advice” for more info.

Contact:
North America Talent Supply
Procter & Gamble
2 Procter & Gamble Plaza
Cincinnati, OH 45202
Phone: (888) 486-7691
www.pg.com/jobs/us/college_recruiting/internships.jhtml

PRO-FOUND SOFTWARE, INC.

THE BUZZ

- “A rare find: a software company looking for ‘elegance’”
- “A nurturing environment for technically literate students”

THE STATS

Industry: Technology
Location: Riverdale, NY
Number of interns: Annual: three to five
Pay: Paid, competitive salary (commensurate with experience and background); round-trip travel and subsidized housing on an as-needed basis
Length of internship: Four months to one year
Intern functions: Finance, Technology

THE SCOOP

Pro-Found Software, Inc., has been creating software for midsize and large businesses across several industries since 1989. Founded by its Chief Technology Officer William Frenkel, the company excels at low-maintenance integration products, offers fixed-price contracts and boasts a technology demonstration center for its clients. Its founder describes himself as a “compulsive simplifier.”

ON THE JOB

The company’s official view of internships is a Chinese proverb: “Tell me and I’ll forget; show me and I may remember; involve me and I’ll understand.” Pro-Found Software, Inc., looks for interns who are “elegant” problem-solvers to work on the full life cycle of a software program’s development.

GETTING HIRED

Apply by: Rolling. Submit a resume and cover letter to the address below. Contact your school’s career services office to see if Pro-Found recruits on campus.

Qualifications: Open to all college students, including international students. Proficiency in JAVA and/or C/C++ is required, and exposure to web-based programming is a plus.

Contact:
Internship Coordinator
Pro-Found Software, Inc.
4555 Henry Hudson Parkway, A206
Riverdale, NY 10471
Phone: (646) 831-2990
Fax: (775) 796-1655
Email: wfrenkel@pro-found.com
www.pro-found1.com/careers/interships2.html
PROGRESS ENERGY

THE STATS

Industry: Energy
Locations: Raleigh, NC (HQ); Wilmington, NC; Southport, NC; St. Petersburg, FL; Hartsville, SC; Crystal River, FL
Number of interns: Annual: 140
Pay: Paid, $13 to $23 an hour
Length of internship: Summer: May to August
Intern functions: Engineering, Finance, Human Resources, Technology, Transportation and Logistics

THE BUZZ

• Your career will Progress with this internship

THE SCOOP

Progress Energy is a Fortune 500 energy and utilities company that serves 3.1 million customers in the Carolinas and Florida. With annual revenue of $9 billion and more than 21,000 megawatts of generating capacity, Progress Energy is a leader in its field. In 2006, the company received the Edison Electric Institute's Edison Award—the industry's highest honor.

ON THE JOB

Interns work in the nuclear generation, power operations, energy delivery (transmission and distribution), IT, human resources, supply chain, accounting and finance departments, among others. Interns gain an introduction to the energy/utility industry and complete hands-on assignments. About 25 to 50 percent of participants are offered full-time positions upon graduation.

$ GETTING HIRED

Apply by: November 1st. All applicants must apply online.

Qualifications: Open to college students with at least sophomore status. Engineering interns must be enrolled in an ABET-accredited engineering program. Non-U.S. citizens are eligible.

Contact:
Internship Coordinator
Progress Energy
P.O. Box 1551
Raleigh, NC 27602
Email: campus.recruiter@pgnmail.com
www.progress-energy.com

PROTECTIVE LIFE CORPORATION

THE BUZZ

• The Bridges Internship Program

THE STATS

Industries: Financial Services, Insurance
Location: Birmingham, AL
Number of interns: Summer: 20
Pay: Paid; varies; housing may be available
Length of internship: 12 weeks (May to August)
Intern functions: Accounting, Finance, Human Resources, Marketing, Operations, Sales, Technology

THE SCOOP

Founded in 1907, Protective Life is a life insurance provider with 2,400 employees in 20 states. Its corporate divisions include life insurance, asset protection, and retirement savings and investment products. Protective Life offers a wide range of insurance and investment products aimed at improving customers' quality of life.

ON THE JOB

Protective Life’s Bridges Internship Program provides hands-on experience and a structured learning environment. Interns complete challenging work assignments in accounting, actuarial science, finance, marketing, human resources, sales, operations and technology. Interns also take part in a variety of networking opportunities.

$ GETTING HIRED

Apply by: Summer: September to December. Applicants must apply online by completing the application and uploading a resume and cover letter. Check with your school’s career services office to see if Protective Life recruits on campus.

Qualifications: Open to college juniors and seniors majoring in a field of study related to the internship for which they are applying.

Contact:
Human Resources Department
Protective Life Corporation
2801 Highway 280 South
Birmingham, AL 35223
Phone: (205) 268-1000
www.protective.com
PUBLIC DEFENDER SERVICE FOR THE DISTRICT OF COLUMBIA

THE BUZZ
- Wanted: Aspiring lawyers with a penchant for public service
- “Champions of Liberty”

THE STATS
Industries: Government, Law, Nonprofit
Location: Washington, DC
Number of interns: Annual: 130; Summer: 70
Pay: Unpaid, academic credit; stipends and fellowships may be available
Length of internship: Spring/summer/fall/winter: 12 weeks each
Intern functions: Editorial, Law, Research

THE SCOOP
The mission of the Public Defender Service (PDS) for the District of Columbia is to provide and promote quality legal representation to indigent adults and children facing a loss of liberty in Washington, D.C., and thereby protect society’s interest in the fair administration of justice. Of the 235 staff members, over 100 are attorneys. PDS is a federally funded independent legal organization governed by a board of trustees, and is considered a model for public defender agencies nationwide.

ON THE JOB
The Criminal Law Internship Program at the Public Defender Service for D.C. has hired intern investigators for over 30 years. Participants are given extensive training before being paired with one or two attorneys. Responsibilities include locating and interviewing witnesses, meeting with and interviewing clients, taking detailed witness statements, performing extensive criminal background checks, serving subpoenas, photographing and diagramming crime scenes, preparing courtroom exhibits, preparing reports regarding investigative activities, assisting with case development and generally assisting their assigned attorney(s) in and out of the courtroom. Approximately 70 percent of an intern investigator’s work is conducted in the field.

GETTING HIRED
Apply by: Spring: February 12th; Summer: March 12th; Fall: August 3rd; Winter: December 11th. To apply, please complete the program application found at the second URL below. Submit the completed application, essay response, cover letter and resume to the address listed. You may also submit optional materials, such as letters of recommendation (encouraged), additional writing samples and transcripts.

Qualifications: Open to all undergraduates, recent college graduates, grad students and law students. All majors are welcome to apply. No experience is required. PDS offers a fellowship program for interns who have participated for at least one term and wish to return.

Contact:
Criminal Law Internship Program
Public Defender Service for the District of Columbia
633 Indiana Avenue NW
Washington, DC 20004
Phone: (202) 628-1200 or (800) 341-2582
Fax: (202) 824-2618
Email: internship@pdsdc.org
www.pdsdc.org
www.pdsdc.org/internshipsandclerkships/internships.aspx
THE PUBLIC THEATER

THE BUZZ

- “To intern, or not to intern? That is the question”
- “All’s well that ends well...for your resume”

THE STATS

Industry: Fine and Performing Arts
Location: New York, NY
Number of interns: Annual: 15 to 25
Pay: Varies, academic credit available
Length of internship: Varies, minimum of three months
Intern functions: Administrative, Arts and Design, Marketing, Management, Public Relations, Production

THE SCOOP

Joseph Papp founded the Public Theater in 1954 as the Shakespeare Workshop. Today, the Public Theater is one of the nation’s preeminent cultural institutions. The theater produces new plays, musicals and productions of Shakespeare and other classics in its headquarters on Lafayette Street, and free Shakespeare in Central Park each summer at the Delacorte Theater. Its newest performance space, Joe’s Pub, has become a major venue for new work and performances by musicians, spoken word artists and solo performers.

ON THE JOB

Interns work in all departments of the Public Theater, including marketing, development, casting, administration, literary, general management, press, producer’s office, production, the Under the Radar festival and Joe’s Pub. Positions are also available working with the executive and artistic directors. Responsibilities vary by department placement.

GETTING HIRED

Apply by: Rolling. Apply online. Submit the completed application form (available online), a personal essay, list of work experience and references.

Qualifications: Open to college freshmen, sophomores, juniors and seniors, college graduates and grad students.

Contact:
Internship Coordinator
The Public Theater
425 Lafayette Street
New York, NY 10003
Phone: (212) 539-8500
Fax: (212) 539-8705
www.publictheater.org
www.joespub.com

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PUBLICIS

THE BUZZ

- "Represent some of the world's largest companies"
- "Learn the art of branding"

THE STATS

Industries: Advertising/Marketing, Public Relations
Locations: Dallas, TX; San Francisco, CA; Indianapolis, IN; New York, NY; Seattle, WA; Boise, ID
Number of interns: Summer: 15 to 20
Pay: Paid twice monthly; academic credit available
Length of internship: Summer: eight weeks (June to July)
Intern functions: Administrative, Arts and Design, Marketing, Public Relations, Production

THE SCOOP

As the fourth-largest communications firm in the world, Publicis represents mega-clients such as Procter & Gamble and L'Oréal. Founder Marcel Bleustein was only 20 years old when he started the company in Paris in 1926. At that point, advertising and marketing were still relatively new fields. The international company is now divided into three businesses: advertising, media buying and consultancy, and SAMS (specialized agencies and marketing services). The Publicis Groupe boasts nearly 1,000 agencies in 104 countries under its professional umbrella.

ON THE JOB

The internship program is broken down into three main elements: day-to-day activities, seminars on the advertising business and a program-long project. Interns work in the account management, creative, production and strategy departments. Interns are also split into three teams for their projects, and each team is assigned a brand to research. Teams study the assigned brand's competition and build a campaign for it, including creative briefs and media plans. In addition, interns attend weekly seminars to help them learn the different facets of the agency and the advertising industry in general.

GETTING HIRED

Apply by: Rolling. Email a resume and cover letter to the appropriate contact listed below.
Qualifications: Open to current college students, recent college graduates and grad students.
Contact:
Patty Enright, Chief Talent Officer
Publicis USA
New York
Email: employment-ny@publicis-usa.com
Dallas and San Francisco
Email: employment-dallas@publicis-usa.com
Seattle and Boise
Email: employment-seattle@publicis-usa.com
Indianapolis
Email: employment-indy@publicis-usa.com

THE BUZZ

- "Represent some of the world’s largest companies"
- “Learn the art of branding”
PULTE HOMES, INC.

THE BUZZ

• “Make yourself at home with this big-time builder”

THE STATS

Industry: Commercial Construction
Locations: Bloomfield Hills, MI (HQ); field offices in AZ, CA, CO, DE, FA, GA, IL, IN, MA, MD, MI, MN, MS, NC, NJ, NM, NV, NY, OH, SC, TN, TX, VA
Number of interns: Summer: 150
Pay: Paid, $9 to $14 an hour based on location
Length of internship: Summer: 10 to 12 weeks
Intern functions: Management, Public Relations, Sales

THE SCOOP

With operations in 26 states, over $14.7 billion in annual revenue and a bevy of repeat buyers, Pulte Homes Inc. is one of the largest home builders in the United States. The management company has a plethora of residential holdings—in almost 60 years, it has built more than 500,000 homes, including mansions, high-rise urban lofts and active adult communities. Pulte Homes also has a financial division, Pulte Mortgage LLC, which grants loans.

ON THE JOB

While Pulte Homes offers internships in all of its departments, the majority of opportunities are in sales, customer relations and construction management. Interns are each assigned to a trained mentor (sometimes referred to as a “Top Gun”), who helps to train and guide the intern through his or her summer work experience.

GETTING HIRED

Apply by: Rolling. Apply online for open internships. Check with your school’s career center to see if Pulte Homes recruits on campus.
Qualifications: Open to all college students who have completed their freshman, sophomore or junior years (openings vary by location). No experience in the homebuilding industry is necessary. Pulte Homes looks for candidates with an excellent academic record and demonstrated leadership skills. In addition to its recruiting program, Pulte partners with the Hispanic Heritage Foundation and hosts several LOFT (Latinos On the Fast Track) interns each summer.
Contact:
100 Bloomfield Hills Parkway, Suite 300
Bloomfield Hills, MI 48304
www.pulte.com
careers.pulte.com
INTERNSHIP PROFILES
‘Q’

Vault Guide to Top Internships, 2010 Edition
Q104.3

**THE BUZZ**
- “Be heard at N.Y.’s only classic rock radio station”
- “Meet and greet listeners at fun events across the Tri-State area”

**THE STATS**
- **Industries:** Broadcast and Cable, Music
- **Location:** New York, NY
- **Number of interns:** Summer: four to eight; Fall/spring: two to five each
- **Pay:** Unpaid, academic credit required
- **Length of internship:** Spring/summer/fall: three to four months
- **Intern functions:** Film, Television and Radio, Marketing, Public Relations

**THE SCOOP**
Q104.3 is New York City’s only classic rock station. It has been a rock station, an “active rock” station and more, finally settling on classic rock in 1996. Most listeners are between 24 and 54 years old. The station employs about 50 people in its Manhattan office. Besides airing classic rock on the radio, Q104.3 also sponsors concerts, events and contests for its listeners.

**ON THE JOB**
Interns at Q104.3 work in promotions, public relations or with the morning show. Promotions interns spend most of their time in the field interacting with listeners at various events. In public relations, interns gain experience in internal and external communications and are responsible for announcements of station events. Interns are assigned to an employee in the department they are working in, but may work with various station personnel.

**GETTING HIRED**
- **Apply by:** Spring: mid January; Summer: mid April; Fall: mid August.
- **Apply online.**
- **Qualifications:** Open to college freshmen, sophomores, juniors and seniors over the age of 18. PR internships are open to college juniors and seniors only. Candidates should be majoring in communications, broadcasting, marketing or mass media.
- **Contact:**
  - WAXQ-FM
  - 32 Avenue of the Americas
  - New York, NY 10013
  - www.q1043.com/pages/info/intern.html

QUALCOMM, INC.

**THE BUZZ**
- Make a circuit around this tech giant

**THE STATS**
- **Industries:** Technology, Telecom
- **Locations:** San Diego, CA (HQ); Austin, TX; Bedminster, NJ; Boulder, CO; Concord, MA; Raleigh, NC; Bay Area, CA
- **Number of interns:** Annual: 700; Summer: 400
- **Pay:** Paid, varies; sick, vacation and holiday pay; full relocation and housing assistance
- **Length of internship:** Three to six months
- **Intern functions:** Accounting, Administrative, Engineering, Finance, Human Resources, Law, Project Management

**THE SCOOP**
QUALCOMM was founded in 1985 by University of California, San Diego Professor Irwin Jacobs. Today it is known for its variety of wireless technologies (the firm pioneered CDMA cell phones) and for licensing its inventions for use all over the world. The company has over 15,000 employees and offers internet and wireless technologies to civilians and government agencies alike. For 11 years in a row, QUALCOMM has been named one of *Fortune* magazine’s “100 Best Companies to Work For,” coming in at No. 16 in 2009.

**ON THE JOB**
Around 90 percent of QUALCOMM interns are engineering students working on hardware, software and systems engineering projects. The rest work in other fields, including administration, business development, finance, HR, IT, legal, library and information services, manufacturing, marketing, procurement, public relations, sales and technical support. About 65 percent of eligible interns go on to work full time at QUALCOMM after graduation.

**GETTING HIRED**
- **Apply by:** Rolling. Complete an application online
- **Qualifications:** Open to students at all degree levels from universities around the world. Non-U.S. citizens are eligible.
- **Contact:**
  - www.qualcomm.com/careers
QUALITY EDUCATION FOR MINORITIES NETWORK

THE BUZZ
- “Help ensure quality education for all Americans”
- “Represent the underrepresented”

THE STATS
Industries: Education, Health Care, Nonprofit
Locations: Washington, DC; Arlington, VA
Number of interns: Summer: 15
Pay: Paid; Undergraduates: $3,000; Grad students: $4,000; round-trip travel, subsidized housing
Length of internship: Summer: 10 weeks (May to July)
Intern functions: Education, Research, Science and Math

THE SCOOP
Quality Education for Minorities Network (QEM) is a nonprofit organization dedicated to improving the education of African-Americans, Alaskan Natives, American Indians, Mexican-Americans and Puerto Ricans. Its primary programs are centered on community outreach and leadership development and mathematics, science and engineering. The company offers extensive fellowship information and assistance to its members of all ages.

ON THE JOB
QEM offers three internship programs: the science student policy-focused internships, the health-focused internships and the tribal college/science education-focused internships. In the science policy program, interns interact with agencies dealing in science policy and develop their research skills. Health interns (who are sponsored by the U.S. Department of Health and Human Services) address the fact that the number of people with HIV/AIDS is disproportionately higher within minority communities. Tribal college/science education interns design community outreach programs and study the health issues affecting American Indians. All programs include an orientation and post-internship evaluation. Each intern has an individual development plan that outlines training plans and timetables, highlights goals and tracks outcomes.

GETTING HIRED
Apply by: Science policy internship: March 6th; Health internship: February 13th; Tribal college/science education internship: March 13th. Mail the completed application and recommendation forms (available online), along with a resume, essay and transcripts to the address below.

Qualifications: Open to college juniors and seniors and currently enrolled graduate students. Health interns must be enrolled in a historically black college or university. Applicants to the tribal college/science education internship must have completed their freshman year and be enrolled in a tribal college or university. All positions require a science or engineering background.

Contact:
QEM Network Internship Program
1818 N Street NW, Suite 350
Washington, DC 20036
Phone: (202) 659-1818
Fax: (202) 659-5408
Email: qemnetwork@qem.org
qemnetwork.qem.org

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Email: qemnetwork@qem.org
qemnetwork.qem.org

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RAND CORPORATION

THE BUZZ

- Perfect for budding think tank professionals
- A serious academic internship for those who can’t get enough of academia

THE STATS

Industries: Education, Health, Government, Law, Nonprofit, Technology
Locations: Arlington, VA; Pittsburgh, PA; Santa Monica, CA
Number of interns: Summer: 28
Pay: Paid, approximately $12,000
Length of internship: Summer: 12 weeks
Intern functions: Government, Law, Nonprofit, Research, Science and Math, Technology

THE SCOOP

The RAND Corporation, a nonprofit research organization, was established in 1945 to explore issues of warfare and technology. Today, RAND has expanded its mission to encompass social and economic issues, such as health care, education, poverty, crime and the environment.

ON THE JOB

Interns work on ongoing project research and are advised by a senior staff member. Each student must present a seminar at the end of the summer on their work. Past topics have ranged from Chinese terrorism to violence among American Latinos.

$ GETTING HIRED

Apply by: Summer: January 15th. Visit the second website below after October 1st for instructions. Send a resume and cover letter describing research interests and including contact information for three academic references. All materials must be submitted online and attached in Microsoft Word format.

Qualifications: Open only to enrolled, full-time graduate students who will not graduate prior to the summer of employment. Applicants must have completed at least two years of graduate work (preferably toward a doctorate). U.S. citizenship is necessary for certain jobs that demand security clearance.

Contact:
William Shadel, PhD
The RAND Corporation
4570 Fifth Avenue, Suite 600
Pittsburgh, PA 15213
Phone: (412) 683-2300, ext. 4489
Fax: (412) 683-2800
Email: summer_director@rand.org
www.rand.org/about/edu_op
www.rand.org/about/edu_op/fellowships/gsap
RANDOM HOUSE, INC.

THE BUZZ

- How to learn book publishing in just one summer
- Nothing random about this top publishing internship

THE STATS

Industry: Publishing/Journalism
Location: New York, NY
Number of interns: Summer: more than 20; Spring: more than five; Fall: more than five
Pay: Unpaid, academic credit; free books
Length of internship: Summer: 10 weeks; Spring/fall: one semester
Intern functions: Administrative, Arts and Design, Editorial, Finance, Human Resources, Marketing, Production, Public Relations, Sales, Technology

THE SCOOP

Random House is the world’s largest general trade book publisher. It is a division of Bertelsmann AG, one of the foremost media companies in the world. The company’s publishing groups include Crown, Knopf Doubleday, Random House Publishing Group and Random House Children’s Books. It’s also the publisher of many of the world’s best-known authors, such as John Grisham, Danielle Steel, Anne Rice, Dean Koontz, Dan Brown and Dr. Seuss.

ON THE JOB

Interns are placed in one of the company’s publishing groups or in a corporate group, such as finance, publishing operations, sales, IT or human resources. Random House tries to place interns according to their specific areas of interest. Once a week, interns gather for lunch to hear key executives speak about their roles and the work done within their divisions. Speakers may include experts in publishing, publicity, editorial, marketing, finance, production and elsewhere.

GETTING HIRED

Apply by: Summer: March 15th. Apply online at the website below. Send a resume and cover letter explaining why you want a book publishing internship and what you expect to gain from the program. Note your specific areas of interest (i.e., publishing divisions and functional area(s) like editorial, marketing, publicity, sales, finance, rights, production or design). Finalists are asked to interview in New York in the spring.

Qualifications: Open to all rising college seniors, regardless of major. Prior office experience and enthusiasm to gain more knowledge of the publishing industry are huge pluses.

Contact:
Human Resources
Random House, Inc.
1745 Broadway
New York, NY 10019
www.careers.randomhouse.com
RAYTHEON COMPANY

THE BUZZ

- Help defend the homeland
- Get ready for your engineering career to take off

THE STATS

Industries: Aerospace/Defense, Engineering, Technology
Locations: Nationwide
Number of interns: Annual: 424
Pay: Paid, benefits and relocation assistance, varies
Length of internship: Fall/spring/summer: three to six months each
Intern functions: Engineering, Finance, Human Resources, Science and Math, Transportation and Logistics

THE SCOOP

Raytheon is a technology leader specializing in defense, homeland security and other government markets throughout the world. In 1922, two former college roommates, Laurence K. Marshall and Vannevar Bush, along with scientist Charles G. Smith, founded Raytheon Company in Cambridge, Mass. as the American Appliance Company. With a history of innovation, Raytheon provides state-of-the-art electronics, mission systems integration and other capabilities in the areas of sensing, effects, and command, control, communications and intelligence systems, as well as a broad range of mission support services. Raytheon employs over 72,000 professionals worldwide.

ON THE JOB

Interns work closely in teams with full-time professionals on a variety of projects, and the company looks to hire full-time employees from its intern pool. Participants can have flexible schedules and are eligible for paid time off.

GETTING HIRED

Apply by: Rolling. Interested parties must apply via the online application system on www.rayjobs.com/campus. To apply, create a profile and indicate all positions of interest.

Qualifications: Open to college sophomores, juniors and seniors with at least a 3.0 GPA, who are enrolled in an accredited university and majoring in one of the following areas: electrical, mechanical industrial, aerospace or systems engineering, computer science, finance, human resources, supply chain management/logistics, contracts or information technology. Due to security clearance requirements, applicants must be U.S. citizens.

Contact:
Raytheon Company
University Programs
870 Winter Street
Waltham, MA 02451
www.rayjobs.com/campus
REEBOK INTERNATIONAL, LTD

THE BUZZ
- “Work as a team, play as a team”
- Become a topnotch sneaker marketing pro
- The twin titan of athletic apparel

THE STATS
Industries: Consumer Products, Fashion, Sports
Locations: Canton, MA; St. Laurent, Montreal
Number of interns: Fall/spring: 20 to 30; Summer: 30 to 35
Pay: Paid, $10 to $15 an hour; academic credit, on-site fitness center, outdoor track and indoor and outdoor basketball courts, employee discounts, free parking
Length of internship: Fall/spring/summer: three months minimum
Intern functions: Advertising, Arts and Design, Communications, Event Planning, Film, Finance, Human Resources, Marketing, Public Relations, Sales

THE SCOOP
Reebok can trace its roots back to 1895, when Joseph William Foster invented the first running shoe. The company we now know as Reebok International was founded by his grandsons in 1958. Reebok offers lifestyle and sports products in three main categories: sports, fitness and women. The global company is dedicated to designing products that go beyond sports and “constantly challenge the status quo.” Reebok International is a proud member of the adidas Group.

ON THE JOB
Many of the internships exist in communications and marketing, though Reebok also offers opportunities in corporate services and global operations. Interns are given primarily project-based work that challenges them to learn time management, project management and team dynamics, while also gaining exposure to the corporate world and the workings of a consumer goods brand.

GETTING HIRED
Apply by: Rolling. Apply online. Applications are accepted until all positions are full.
Qualifications: Open to current college juniors and seniors, as well as grad students. Qualified applicants must maintain a 3.0 GPA and possess excellent written and verbal communications skills, as well as proficiency with Microsoft Office and any other programs related to the position. Students majoring in international business, sports marketing or management are preferred. Other requirements vary depending on the position.
Contact:
Dana Faulconer
Senior Staffing Specialist
Email: erecruiting@reebok.com
www.reebok.com
RENEW AMERICA

THE BUZZ

• “Help others work toward a better environment”
• “Put your efforts where your heart is”

THE STATS

Industries: Environment, Nonprofit
Location: Washington, DC
Number of interns: Spring/summer/fall: six each
Pay: Paid, $7,500 for six months; access to fitness center
Length of internship: Spring/summer/fall: six months
Intern functions: Administrative, Editorial, Education, Environment, Internet, Research

THE SCOOP

Renew America has been a nonprofit network since 1989. It is composed of businesses, government leaders and civic activists who empower individuals to improve the environmental quality of their communities. Renew America maintains the Environmental Success Index, which chronicles more than 1,400 companies that restore the environment. Each year, the network celebrates 26 outstanding programs from across the country through the National Awards for Sustainability.

ON THE JOB

Interns generally work closely as assistants to staff members. They are assigned duties that can include conducting extensive research on environmental issues and groups, developing and implementing educational programs, designing ideas to improve the network’s website, conducting membership surveys, writing reports and handling general clerical duties.

GETTING HIRED

Apply by: Rolling. Submit a resume, cover letter and writing samples to the address below.

Qualifications: Open to all undergraduates and recent college graduates.

Contact:
Renew America
1200 18th Street NW, Suite 1100
Washington, DC 20036
Phone: (202) 232-2252

RHODE ISLAND STATE GOVERNMENT

THE BUZZ

• “A very structured government internship”
• “Make a big mark on this tiny state”

THE STATS

Industries: Government, Law
Location: Providence, RI
Number of interns: Spring: 70; Spring (with academic component): 45 to 50; Summer: 200; Fall: 40
Pay: Spring/fall: unpaid, academic credit available; Summer: $20 a day for Rhode Island residents attending an out-of-state college or university
Length of internship: Spring/fall: 12 weeks each; Summer: eight weeks (June to August)
Intern functions: Government, Law, Research

THE SCOOP

The Rhode Island State Government is Rhode Island’s governing body and includes the Department of the Attorney General, the Department of Health and the Public Defender’s Office, as well as the legislative, executive and judicial branches of government.

ON THE JOB

The Rhode Island State Government intern program places students in all three of its governing branches, as well as in other departments and agencies, including the Department of the Attorney General and the Department of Administration. One area of the internship program is specifically geared toward law students, who can conduct research and even litigation. In addition to its structured spring and summer programs, which require eight to 10 hours per week, a weekly lecture, a paper and an exam, there are also several more informal opportunities year-round.

GETTING HIRED

Apply by: Spring/fall: before each semester begins; Summer: May 15th. For law students, a trial practice or evidence course and a letter from the dean are required.

Qualifications: Open to college juniors and seniors, as well as graduate and law students. Candidates must have a minimum GPA of 2.5 and be in good academic standing.

Contact:
Robert Gemma
The Rhode Island State Government
State House, Room 8AA
Providence, RI 02903
Phone: (401) 222-6782
Fax: (401) 222-4447
Email: intern@rilin.state.ri.us
www.rilin.state.ri.us/studteaguide/intern.html
RIPON SOCIETY

THE BUZZ
- “Calling all Republicans! Ripon has an opportunity for you”
- “Help moderate the GOP”

THE STATS
Industries: Government, Nonprofit, Publishing/Journalism
Location: Washington, DC
Number of interns: Summer: two
Pay: Paid, stipend
Length of internship: Spring/summer/fall: eight to 12 weeks and ongoing
Intern functions: Editorial, Print Media, Research

THE SCOOP
Formed in 1962, the Ripon Society is a nonprofit research and public policy organization promoting the moderate Republican principles of the Republican Party, government and society. Current Ripon Society programs include D.C.’s Breakfast/Dinner Series with members of Congress, national and regional conferences, and publication of the Ripon Forum, the society’s bimonthly magazine. The Ripon Society also offers its Rough Rider Award as a tribute to an elected officeholder best exhibiting the ideals of a Teddy Roosevelt-like Republican.

ON THE JOB
Interns assist staff in all capacities, from conducting research and editing articles for the Ripon Forum, to organizing conferences. Interns have the opportunity to participate in Ripon public policy events, interact with members of Congress and attend Congressional hearings.

GETTING HIRED
Apply by: Rolling.
Qualifications: Open to all college juniors and seniors, recent college graduates and grad students.
Contact:
The Ripon Society
1300 L Street NW, Suite 900
Washington, DC 20005
Phone: (202) 216-1008
Email: info@riponsociety.org
www.riponsociety.org

ROCHE

THE BUZZ
- “Get hands-on experience in the pharmaceutical industry”
- “Put the Rx into your resume”

THE STATS
Industries: Biotechnology/Pharmaceuticals, Health Care
Locations: Boulder, CO; Branchburg, NJ; Florence, SC; Indianapolis, IN; Nutley, NJ; Palo Alto, CA; Pleasanton, CA; multiple international locations
Number of interns: Varies
Pay: Varies
Length of internship: Varies, generally 10 to 12 weeks
Intern functions: Engineering, Environment, Health Care, Research, Science and Math

THE SCOOP
F. Hoffman-La Roche & Co. (Roche) was founded in 1896. More than a century later, Roche is a leader in health care and biotechnology. The company has two divisions: pharmaceuticals and diagnostics. The focus of the company is to improve lives with products that focus on the prevention, diagnosis and treatment of disease. Roche’s efforts focus on diagnostics, drugs and other products for cancer, transplantation, autoimmune diseases, inflammatory diseases, virology, metabolic disorders and diseases of the central nervous system. The company employs over 68,000 people in more than 60 countries.

ON THE JOB
Each Roche location is responsible for its own internship program—if it chooses to offer internships. Therefore, intern experiences may vary widely. In general, possible internship areas include biology, chemistry, environmental health and engineering. Students interested in working for Roche should search for positions by location at the company’s website, www.rocheusa.com/career.

GETTING HIRED
Apply by: Rolling.
Qualifications: Open to undergraduate and graduate students; additional requirements exist for specific positions.
Contact:
www.rocheusa.com/career
**ROCK CREEK FOUNDATION**

**THE BUZZ**
- “Help those suffering from psychiatric disorders”
- “Work behind the scenes at this medical treatment facility”

**THE STATS**
- **Industry:** Health Care
- **Locations:** Silver Spring, MD; Timonium, MD; Crownsville, MD; Lanham, MD; Great Mills, MD; Charlotte, NC
- **Number of interns:** Varies with need
- **Pay:** Varies with position
- **Length of internship:** Spring: four to five months; Summer/fall: three to four months
- **Intern functions:** Education, Health Care, Internet, Management, Nonprofit

**THE SCOOP**
The Rock Creek Foundation was established in 1974 to offer better care to patients with psychiatric disorders and developmental disabilities. The Rock Creek Foundation is now one of three Santé Group companies. These Maryland-based companies help more than 3,000 patients every year.

**ON THE JOB**
Volunteers for the Rock Creek Foundation or the other two Santé companies (Affiliated Santé Group and Santé Medical Associates) may fill a variety of roles, such as tutors, web managers or fundraisers. Positions offered consider both the skills and aspirations of the individual intern. Participants will be exposed to the inner workings of mental health care. At least one full day of work each week during the semester or summer of volunteering is required.

**GETTING HIRED**
- **Apply by:** Rolling. Send a resume and cover letter to the e-mail address below. Interview required.
- **Qualifications:** Open to students who have completed at least two years of college.
- **Contact:**
  - Sandra Trilling
  - Internship Coordinator
  - Fax: (301) 572-4239
  - Email: strilling@santegroup.org or santejobs@santegroup.org
  - www.thesantegroup.org

**ROCKWELL AUTOMATION**

**THE BUZZ**
- Rock your internship

**THE STATS**
- **Industries:** Engineering, Manufacturing, Technology
- **Locations:** Milwaukee, WI; Mayfield Heights, OH; Mequon, WI
- **Number of interns:** Annual: 60 to 80, Summer: 100 to 120
- **Pay:** Paid; academic credit available, 401(k) and medical plan
- **Length of internship:** Summer: 10 to 12 weeks; Co-op program: six to eight months full time; Hybrid internship program: full time during the summer and part time during the academic year
- **Intern functions:** Accounting, Engineering, Finance, Human Resources, Manufacturing, Marketing, Sales, Technology

**THE SCOOP**
Rockwell Automation was founded in 1903 with a modest investment of $1,000. Since then, the company has proven to be an American success story, becoming one of the world leaders in automation technology with annual sales of $5.5 billion. The company has staked its business in providing diverse products and information solutions to help its clients gain a competitive advantage in the world economy.

**ON THE JOB**
Interns are hired in 30 different departments within business and engineering related fields. Their assigned projects help prepare interns for possible future employment with Rockwell Automation, as approximately 50 percent of interns are offered full-time positions after graduation. In addition, networking and social activities are planned to help interns integrate into the company environment and become better leaders.

**GETTING HIRED**
- **Apply by:** Rolling. Apply online. Visit the website to view open positions.
- **Qualifications:** Most intern/co-op positions are only open to college sophomores, juniors, seniors and grad students, though freshmen may be eligible for some positions. A cumulative GPA of at least 2.75 is required. Related work experience and strong extracurricular and leadership activities are a plus. The majority of intern/co-op participants are studying finance, marketing, MIS/IT, accounting or engineering (electrical, mechanical, computer, industrial or manufacturing). There is also a separate internship program for high school students attending partner schools in the greater Milwaukee/Cleveland areas.
- **Contact:**
  - Paul Shane
  - Manager of University Relations
  - Rockwell Automation
  - Email: pmshane@ra.rockwell.com
  - www.rockwellautomation.com/oncampus
RODALE INSTITUTE EXPERIMENTAL FARM

THE BUZZ

- “Cultivate organic farming solutions for tomorrow”
- “Ideal for budding agricultural scientists”

THE STATS

Industries: Agriculture and Food, Environment  
Location: Kutztown, PA  
Number of interns: Annual: 10  
Pay: Paid and unpaid, $9 an hour, academic credit  
Length of internship: Six to nine months (April/May to November/December)  
Intern functions: Agriculture, Editorial, Environment, Research, Science and Math

THE SCOOP

The Rodale Institute Experimental Farm (RIEF) is a 333 acre research farm that has been situated in Berks County, Pennsylvania, for over 50 years. RIEF’s mission is to develop farming improvements by focusing its research on problems relating to global food, farming and natural resource management issues. The institute maintains a demonstration garden and a scientific research and test facility for regenerative farming on low-input regenerative agriculture, which includes applied weed ecology, nitrogen cycling, soil biology, compost utilization and tree-based cropping systems.

ON THE JOB

Internships are based around hands-on and “direct work with researchers on short- and long-term trials and experiments covering everything from soil quality indicators to regenerative farming’s impact on global warming.” Positions are available in research, farm operations/demonstration and communications.

GETTING HIRED

Apply by: December 1st. Complete the online application form and upload a resume and cover letter.

Qualifications: Open to all recent college graduates, grad students and international students with a background in biology, ecology and/or agriculture (agronomy/farming systems only).

Contact:  
Human Resources Coordinator  
Rodale Institute  
611 Siegfriedale Road  
Kutztown, PA 19530  
Phone: (610) 683-1400  
Fax: (610) 683-8548  
www.rodaleinstitute.org/work_with_us
ROHM AND HAAS

THE BUZZ
- See if you have chemistry
- From Germany to Pennsylvania: A Philadelphia company with an international reach

THE STATS

- Industries: Consumer Products, Manufacturing, Technology
- Locations: Philadelphia, PA (HQ); manufacturing sites in CA, DE, MA, NY, PA, TX, VA
- Number of interns: Annual: 75
- Pay: Paid, $35,000 to $55,000 annualized
- Length of internship: Varies; Summer: three months; Fall/spring/winter: four to six months
- Intern functions: Consumer Products, Engineering, Manufacturing

THE SCOOP

One of the world’s largest manufacturers of specialty chemicals, Rohm and Haas has been churning out products for almost a century. Founded in Germany in 1907, the company set up shop in Philadelphia in 1909 and later became independent. The company has come a long way from its start in leather tanning chemicals; today it produces scores of chemicals and synthetics used behind the scenes in a myriad of consumer products. In fact, the firm serves nine major industries: building and construction, electronics, food, household goods and personal care, industrial and manufacturing, packaging and paper, pharmaceutical and medical, transportation and water. One Rohm and Haas product does go straight from source to shelf, though: Morton Salt (the fruit of a 1999 merger with Morton International). The Dow Chemical Company acquired Rohm and Haas on April 1, 2009.

ON THE JOB

Rohm and Haas co-ops and interns serve in a variety of engineering roles. Examples of intern assignments include project management; sizing, purchasing and supervising installation and startup of equipment; process modeling; procedure writing; reliability improvement; and process and equipment trouble shooting.

GETTING HIRED

Apply by: Rolling. Search for open positions and apply online. Contact your school’s career center to see if Rohm and Haas recruits on campus.

Qualifications: Open to college sophomores, juniors and seniors and grad students. Chemical and mechanical engineering majors are preferred. Students must have a minimum GPA of 3.0.

Contact:
Victoria Smith
4300 Campground Road
Louisville, KY 40216
Phone: (502) 449-5549
Fax: (502) 449-5552
Email: vsmith-bach@rohmhaas.com
www.rohmhaas.com
ROLL CALL

THE BUZZ

• Meet the people and players in Congress
• The newspaper of Capitol Hill

THE STATS

Industries: Government, Publishing/Journalism
Location: Washington, DC
Number of intern: Spring/summer/fall: four to five each
Pay: Unpaid; stipend for transportation, free newspapers
Length of internship: Spring/summer/fall: 10 to 12 weeks
Intern functions: Administrative, Editorial, Government, Print Media

THE SCOOP

In print since 1955, Roll Call is written specifically for members of Congress and their staff. It is a platform for them to “communicate with one another across the aisle and between the chambers.” Roll Call concentrates on editorial opinions, political banter and news around Capitol Hill. It also provides an insightful perspective into the inner workings of Congress.

ON THE JOB

Interns work in the editorial department on various projects ranging from general clerical duties around the office and assisting editors with various assignments, to researching and writing their own stories. Interns leave Roll Call with bylined features and news stories, and with experience working alongside full-time reporters on research for investigative stories.

GETTING HIRED

Apply by: Spring: November 15th; Summer: April 1st; Fall: July 31st.
Send a resume, cover letter and writing samples to the email address below.

Qualifications: Open to current college students, recent graduates and grad students. International applicants are welcome. Reporting experience is preferred but not necessary.

Contact:
Amelia Gruber
Features Editor
Roll Call Newspaper
50 F Street NW, Suite 700
Washington, DC 20001
Phone: (202) 824-6800
Fax: (202) 824-0902
Email: editors@rollcall.com
www.rollcall.com/contactus

ROLLING STONE

THE BUZZ

• “Fight for your right to rock and write”
• “Edgy music lovers wanted”
• Live Almost Famous

THE STATS

Industries: Music, Publishing/Journalism
Location: New York, NY
Number of intern: Spring/summer/fall: 10 to 15 per term, with a higher number in the summer
Pay: Unpaid, academic credit available
Length of internship: Spring/summer/fall: 12 weeks
Intern functions: Administrative, Arts and Design, Editorial, Internet, Marketing, Print Media, Public Relations, Research

THE SCOOP

Rolling Stone magazine was founded in 1967 by Jann Wenner (then only 21) as a grassroots publication in San Francisco, embracing the hippie counterculture of the 1960s and 1970s. Over the years, Rolling Stone has reinvented the rules of journalism, publishing exclusive interviews, photography and reviews of the music world's hottest performers. Today, Rolling Stone is the world's premier music magazine, grossing over $110 million annually and reaching about 1.2 million readers each issue.

ON THE JOB

Interns conduct research for writers and editors, transcribe interviews, compile media packets consisting of the day's top news stories and complete clerical tasks as needed.

GETTING HIRED

Apply by: Spring: September 15th; Summer: February 15th; Fall: June 15th. Submit a resume and cover letter to the email address below. In the subject line of the email, indicate for which internship you are applying (online or print, editorial, photo, editorial production or video).

Qualifications: Open to all college students and recent graduates.

Contact:
Internship Coordinator
Rolling Stone Magazine
1290 Avenue of the Americas, 2nd Floor
New York, NY 10104
Phone: (212) 484-1616
Email: internships@rollingstone.com
www.rollingstone.com
THE ROSEN GROUP

THE STATS

Industry: Public Relations
Locations: New York, NY (HQ); Washington, DC
Number of interns: Summer: three; Fall/spring: two each
Pay: Paid, varies; academic credit available
Length of internship: Summer: full time; Fall/spring: part time
Intern function: Public Relations

THE SCOOP

Founded in 1984, The Rosen Group is a full-service public relations firm specializing in publishing and public affairs. The company’s 20 employees work with big clients, such as Sony Pictures Television, The James Beard Foundation, the International Fund for Animal Welfare, Consumer Report’s ShopSmart and Revision3 internet television.

ON THE JOB

Interns learn the operations of a small public relations firm and become involved in many areas of the company. Responsibilities may include writing press releases, interacting with media contacts, creating client updates, researching media outlets and pitching story ideas. Interns provide general support for account executives and hone their writing, organizational and leadership abilities.

$ GETTING HIRED

Apply by: Summer: February; Fall/spring: apply one month prior to your desired start date. A resume, cover letter and writing sample are required.

Qualifications: Open to college juniors, seniors, and recent graduates with a strong writing background.

Contact:
Julia Monti
Senior Account Executive
The Rosen Group
30 West 26th Street
New York, NY 10010
Phone: (646) 695-7044
Fax: (212) 255-8456
Email: julia@rosengrouppr.com
www.rosengrouppr.com

THE BUZZ

• Learn about where public relations and journalism meet

RSM MCGLADREY & PULLEN

THE BUZZ

• Make sure you know your arithmetic

THE STATS

Industries: Accounting, Consulting
Locations: Nearly 100 locations in 26 states across the United States
Number of interns: Summer: 100; Winter: 130
Pay: Paid, $18 to $25 an hour; academic credit available
Length of internship: Summer: six to 10 weeks (May to August); Winter: three to four months (January to April)
Intern functions: Accounting, Consulting, Tax

THE SCOOP

RSM McGladrey Inc. is a professional services firm that provides its clients tax, business consulting, wealth management, retirement resources, capital markets and international business services. McGladrey & Pullen LLP is a CPA firm owned by its individual partners, offering audit and attest services. Though the two legal entities are separate and independent, the two firms work together to service clients’ business needs. RSM McGladrey and McGladrey & Pullen LLP are member firms of RSM International, the seventh largest accounting and consulting firm in the world.

ON THE JOB

Interns work on client projects completing tax and auditing assignments. Interns may even get the chance to work directly with clients’ key decision makers. There are also many planned and organized intern activities, such as a lunch and learn series, intern web casts, community service projects and a two-and-a-half day national intern conference. The job prepares them for future employment in the professional services industry. The majority of interns are offered full-time employment with RSM upon graduation.

$ GETTING HIRED

Apply by: RSM visits college campuses at select times throughout the year. Opportunities are posted online as they open up.

Qualifications: Open to college or graduate students who will complete their bachelor’s or master’s degree 12 to 18 months after their internship session. Students studying accounting or a related field are preferred. Applicants must possess good communication and computer skills and have a desire to be client-service focused.

Contact:
www.rsmmcgladrey.com/university-candidates/internships

THE BUZZ

• Make sure you know your arithmetic
RUDER FINN, INC.

**THE BUZZ**

- “New and more mature” PR

**THE STATS**

- **Industry:** Public Relations
- **Location:** New York, NY
- **Number of interns:** Summer intern program: about 19; Executive training program: Annual: 20 to 30
- **Pay:** Summer intern program: unpaid, academic credit; Executive training program: paid, $2,000 a month
- **Length of internship:** Summer intern program: mid June to mid August; Executive training program: Fall/Spring/Summer: four months
- **Intern function:** Public Relations

**THE SCOOP**

In 1948, childhood friends Bill Ruder and David Finn decided to start a public relations firm focusing on the business community within fine arts programs. Their goal was to offer those programs corporate PR benefits and provide new sources of support for contemporary artists. Sixty-one years later, Ruder Finn has more than 600 employees and is one of the world’s largest independent agencies. It has created some of the most successful communications campaigns for over 250 start-up companies, Fortune 500 companies, world organizations, nonprofits and cultural institutions.

**ON THE JOB**

Interns and executive trainees learn fundamental PR skills through writing, media monitoring, media relations, electronic media, special event planning and new business presentations. Summer interns and executive training program participants learn the fundamental skills of public relations on the job, working closely on a team with senior executives and experts in the field. Practice areas for executive trainees include arts and communications, consumer technology, innovation studios, travel and economic development, global issues communications, broadcast and media services, corporate advisory, health care, corporate communications, visual technology and multicultural marketing. A large percentage of participants are offered full-time employment upon completion of the executive training program.

**GETTING HIRED**

- **Apply by:** Summer intern program: mid March; Executive training program: Summer: February; Fall: July; Spring: November 7th. Check the website for exact deadlines. For the summer internship, submit an application online or by mail. Candidates interested in the executive training program should send an application, resume, three writing samples, personal writing sample, official college transcript and two signed letters of recommendation by mail. Visit the website listed below for more information.

- **Qualifications:** Summer interns must be in at least their sophomore year of college. The executive training program is open to college graduates only. All majors are welcome. Applicants must be authorized to work in the United States.

- **Contact:**
  Ellen Schaplowsky, Executive Vice President
  Director of Training
  Ruder Finn, Inc.
  301 East 57th Street
  New York, NY 10022
  Phone: (212) 593-6316
  Fax: (646) 792-4476
  Email: schaplowskye@ruderfinn.com
  www.ruderfinn.com
INTERNSHIP PROFILES

‘S’

Vault Guide to Top Internships, 2010 Edition
SAKS FIFTH AVENUE

THE BUZZ
• “Strut your stuff on Fashion Avenue”
• “Passion for fashion? Saks has an internship for you”

THE STATS
Industry: Retail
Location: New York, NY
Number of interns: Summer: varies
Pay: Paid, $10 an hour; merchandise discount
Length of internship: Summer: 10 to 14 weeks
Intern functions: Editorial, Finance, Human Resources, Management, Marketing, Public Relations, Technology, Transportation and Logistics

THE SCOOP
Saks Fifth Avenue was established in 1924 by Horace Saks and Bernard Gimbel. These men wanted to construct a specialty retail store that resembled “fashionable, gracious living.” Since opening, Saks Fifth Avenue has become world-renowned for its merchandise, which features such notable designers as Gucci, Ferragamo, Chanel, Prada, Michael Kors, Giorgio Armani, Donna Karan, Jil Sander, Ralph Lauren, Dolce & Gabbana, Versace, Oscar de la Renta and Calvin Klein, to name a few. The flagship store, located in the heart of midtown Manhattan, is the largest of Saks’s locations.

ON THE JOB
Interns gain hands-on experience in a fast-paced retail environment. Participants work in different departments such as communications, finance, human resources, information technology, logistics, merchandising (buyer) and store management. In addition to attending to specific department tasks, interns participate in weekly seminars conducted by the senior management team. Past seminar topics have included overviews of public relations, marketing, direct marketing, understanding merchandising reports, product development, e-commerce, media relations and visual merchandising.

$ GETTING HIRED
Apply by: Summer: apply in the fall. The recruiting process begins in February. Submit a resume and cover letter with a request for application to the address below.
Qualifications: Open to college juniors, seniors and recent graduates. Applicants must have a cumulative GPA of at least 3.0.
Contact:
Saks Fifth Avenue
Internship Coordinator
12 East 49th Street, 4th Floor
New York, NY 10019
Fax: (212) 940-5424
www.saksfifthavenue.com

SAN DIEGO ZOO

THE BUZZ
• “Spend a summer learning about animals”
• “Calling all animal lovers!”

THE STATS
Industries: Environment, Hospitality and Tourism
Location: San Diego, CA
Number of interns: Summer: 12
Pay: Paid, $360 a week
Length of internship: Summer: 12 weeks
Intern functions: Education, Environment, Research

THE SCOOP
Established in 1916, the San Diego Zoo houses 4,000 rare and endangered birds, mammals and reptiles, along with 6,500 varieties of exotic plants. Over 3,000 people visit the zoo each year to enjoy its 100 acre tropical garden, Children’s Zoo, Botanical Garden and Ituri Forest, home to giant pandas. At the Center for Reproduction of Endangered Species, the zoo applies modern medical and scientific methods to save exotic animal species from extinction.

ON THE JOB
Fellows in the Institute for Conservation Research work on conservation projects, conducting research in applied animal ecology, behavioral biology, genetics, applied plant ecology, reproductive physiology and wildlife disease laboratories. Summer internship opportunities are also available. Interns can work in various zoo departments, acting as food service clerks, education camp counselors and safari attendants. High school students are eligible to participate in the Zoo InternQuest and Virtual InternQuest, which allow them to learn from zoo experts either in person or online. Finally, the zoo offers an exclusive veterinary internship for students at the University of California, Davis School of Veterinary Medicine.

$ GETTING HIRED
Qualifications: Open to high school students, college students and graduate students. Applicants must be over the age of 16.
Contact:
San Diego Zoo
Internship/Fellowship Coordinator
2920 Zoo Drive
San Diego, CA 92101
Phone: (619) 557-3968
www.sandiegozoo.org/jobs/index.html
SAN FRANCISCO 49ERS

THE BUZZ

• “Promote your favorite football team”
• “Get the opportunity to write about one of the country’s most popular sports teams”

THE STATS

Industry: Sports
Location: Santa Clara, CA
Number of interns: Fall: six; Fall/winter: one (plus one from the training camp internship program)
Pay: Varies
Length of internship: Fall: one to two months; Fall/winter: four to five months
Intern functions: Editorial, Public Relations

THE SCOOP

Four years after the team was established in 1946, the San Francisco 49ers became a National League franchise—the first team on the West Coast. The 49ers boast five Super Bowl wins and five Vince Lombardi trophies in their illustrious history. In 2008, the team welcomed its 16th head coach, Mike Singletary. 49ers players inducted into the NFL Hall of Fame include football greats Joe Montana, Jimmy Johnson and Joe Perry.

ON THE JOB

The San Francisco 49ers offer communications/public relations internships during training camp and the regular season. Students are exposed to various areas of media communications through responsibilities that may include writing stories, assisting players and management with interviews, and helping out with various projects.

GETTING HIRED

Apply by: Early May. Applications are available online.
Qualifications: Open to college freshmen, sophomores, juniors and seniors.
Contact:
Internship Coordinator
San Francisco 49ers
4949 Centennial Boulevard
Santa Clara, CA 95054
Phone: (408) 562-4933
49ers.teamworkonline.com/teamwork/jobs/default.cfm
SAN FRANCISCO BAY GUARDIAN

THE BUZZ
- “Seeking politically and culturally aware student writers”
- “An internship that offers hands-on reporting experience”

THE STATS
Industry: Publishing/Journalism
Location: San Francisco, CA
Number of interns: Spring/Summer/Fall: eight to 10 each
Pay: Unpaid; free parties, T-shirts, newspapers
Length of internship: Spring/Summer/Fall: four months, two full days each week
Intern functions: Administrative, Arts and Design, Editorial, Print Media, Research

THE SCOOP
Since 1966, the San Francisco Bay Guardian has been an independent alternative weekly newspaper focusing on arts, entertainment and political coverage. The Guardian is one of the founding members of the Association of Alternative Newsweeklies and has a strong local focus.

ON THE JOB
Interns begin by writing the Guardian's Superlist (a guide to interesting, often off-beat services and locations in the Bay Area), and progress to more complex research and writing projects, as well as administrative responsibilities. Interns who specialize in the news area assist reporters with research and news-gathering, eventually developing their own short On Guard articles. Interns interested in arts and entertainment focus on film reviews, music writing and calendar listings. There is also a culture intern position for those who are interested in writing longer, analytical articles. Interns are provided with workshops on city politics, research and writing skills, and freelancing.

GETTING HIRED
Apply by: Spring: December 13th for a January start; Summer: April 12th for a May start; Fall: August 10th for a September start. Send a resume, cover letter and three writing samples to the address below.

Qualifications: Open to high school students, current college students, recent graduates and grad students. International applicants are welcome.

Contact:
San Francisco Bay Guardian
135 Mississippi Street
San Francisco, CA 94107
Phone: (415) 255-3100
Fax: (415) 255-8955
Email: deborah@sfbg.com
www.sfbg.com

News Internship
Attn: Paula Connelly

Culture Internship
Attn: Molly Freedenberg

Arts and Entertainment Internship
Attn: Johnny Ray Huston
SAN FRANCISCO MAGAZINE

THE BUZZ

• “Follow the Golden Gate to your dreams of writing success”
• “Learn sales and marketing at this award-winning regional publication”

THE STATS

Industry: Publishing/Journalism
Location: San Francisco, CA
Number of interns: Summer: four; Fall/winter/spring: 12
Pay: Unpaid, academic credit; possible free tickets to events
Length of internship: Summer/fall/winter: four months, four days a week
Intern functions: Administrative, Editorial, Internet, Marketing, Print Media

THE SCOOP

San Francisco magazine is a monthly magazine that focuses on dining, events, fashion, politics, the arts and travel in the Bay Area. The magazine won the 2009 Maggie Award for Best City and Metropolitan Magazine.

ON THE JOB

Interns work in the editorial, marketing/event planning or website editorial departments. Editorial duties include research and fact-checking, with opportunities for reporting and copy editing. Marketing/event planning interns support the department’s personnel, assisting with sales research, copy and design, and maintaining and distributing media press kits. Website editorial interns write and post blogs, articles and photo essays. All interns attend staff meetings where they can propose story ideas.

GETTING HIRED

Apply by: Rolling. Applicants should apply two to three months prior to their desired state date by submitting a resume, cover letter and two writing samples.

Qualifications: Open to current college students, recent graduates and grad students. Applicants for editorial internships should be at least rising seniors in college. Non-U.S. citizens are eligible. Applicants must have a “hardworking yet fun attitude,” strong writing skills, the ability to multitask and familiarity with Word, Excel and InDesign.

Contact:
Research Editor
San Francisco Magazine
243 Vallejo Street
San Francisco, CA 94111
Phone: (415) 216-0892
Email: internships@sanfranmag.com
www.sanfranmag.com/jobs

Marketing Internship
Email: mallick@modernluxury.com

Web Internship
Email: mbowling@modernluxury.com

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SAN FRANCISCO OPERA

THE BUZZ
- “You could be making beautiful music with SFO”
- “Learn how to put on a show”

THE STATS
Industries: Fine and Performing Arts, Music
Location: San Francisco, CA
Number of interns: Spring/summer/fall: 10 to 12 each
Pay: Unpaid, academic credit available
Length of internship: Spring/summer/fall: 12 weeks
Intern functions: Administrative, Finance, Human Resources, Marketing, Public Relations, Production, Technology

THE SCOOP
Founded in 1923 by Gaetano Merola, the San Francisco Opera moved to its current home in the War Memorial Opera House in 1932. It is noted for productions that feature the world’s foremost opera talent, as well as outstanding new artists. San Francisco Opera is now the second-largest opera company in North America. The opera has featured performances of famous works, such as Harvey Milk, A Streetcar Named Desire and Dead Man Walking.

ON THE JOB
The internship program gives participants experience with the opera’s inner workings, as they become members of their assigned department while establishing professional contacts. Positions are available in artistic and musical administration, financial and information systems, development, guild activities and events, human resources and labor relations, marketing, public relations, the opera center, orchestra administration and technical production. At the beginning of each internship, participants establish their learning objectives with supervisors. Toward the conclusion, the supervisor conducts an exit interview, which provides an assessment of the intern’s accomplishments, as well as feedback about the strengths and weaknesses of the program.

GETTING HIRED
Apply by: Rolling. Email a resume and cover letter to the address below. In the subject line of the email, indicate the department in which you would like to intern.
Qualifications: Open to all current college students and grad students. International applicants are welcome.
Contact:
HR Operations Manager
San Francisco Opera
301 Van Ness Avenue
San Francisco, CA 94102
Email: employment@sfopera.com
www.sfopera.com/employment.asp?mID=116&T=1&l=5

SANDLER O’NEILL + PARTNERS, L.P.

THE BUZZ
- Become a financial services professional

THE STATS
Industries: Financial Services, Investment Banking
Location: New York, NY
Number of interns: Summer: eight
Pay: Paid, competitive salary
Length of internship: Summer: 10 weeks
Intern function: Finance

THE SCOOP
Founded in 1988 as an alternative to the big Wall Street companies, Sandler O’Neill + Partners, L.P. has grown into an established and respected boutique investment banking firm with about 300 employees. Those interested in bank and thrift mergers will be particularly interested in the firm, as Sandler O’Neill advised more than any other firm in both 2007 and 2008.

ON THE JOB
Interns work in a variety of positions and aid in projects ranging from assisting in the preparation of client materials (including presentations and sale books), company/industry research, supporting senior staff, assistance with building financial models, balance sheet analysis, compiling earnings calendars and assisting with client conferences. The internship program is designed to give students an understanding of the various parts of the investment banking field, from capital structuring to securities analysis and ethics. About 25 percent of interns are offered full-time positions upon graduation.

GETTING HIRED
Apply by: February 1st. A resume is required.
Qualifications: Open to rising college seniors. Sandler O’Neill will consider candidates with a strong academic record in any field of study. Non-U.S. citizens are eligible.
Contact:
Amanda Zeller
Vice President
919 Third Avenue, 6th Floor
New York, NY 10022
Phone: (800) 635-6851
Email: azeller@sandleroneill.com
www.sandleroneill.com
SCHLUMBERGER LIMITED

THE BUZZ

• “Discover a new oil well”
• “Find out what it’s like to manage an oil rig”

THE STATS

Industries: Energy, Technology
Locations: Sugarland, TX (HQ); Cambridge, MA; additional locations in the United States
Number of interns: Summer: about 190
Pay: Paid, $2,600 to $5,200 a month; travel, housing assistance, medical benefits, 401(k)
Length of internship: Summer: 10 weeks
Intern functions: Engineering, Manufacturing, Science and Math

THE SCOOP

Established in 1927, Schlumberger Limited is a global oilfield information services company with major activity in the energy industry. The company employs about 80,000 people in over 80 countries around the world. Its services range from oil exploration and offshore drilling to software and hardware development. Its work in measurements and systems focuses on the design and manufacture of equipment that measures properties of the subsurface, which contributed to its recent revenue of $27.2 billion.

ON THE JOB

Schlumberger interns can work as field engineers, researchers or PetroTechnical interns. Those working as field engineers get the opportunity to work at oil rigs and well sites. Research interns are placed in the company’s technology centers and work to conceptualize and build the technology that is used in the field. PetroTechnical interns interpret the data that is collected in the field. About 75 percent of interns are offered full-time positions upon graduation.

GETTING HIRED

Apply by: Summer: March 31st. Apply online.
Qualifications: Applicants should be rising college seniors or grad students with a minimum GPA of 3.0. Field interns should be pursuing a BS in engineering; research interns should be pursuing an MS or PhD in computer science or engineering (mechanical, electrical or industrial); PetroTechnical interns should be pursuing a BS, MS or PhD in geology, geophysics or petroleum engineering.

Contact:
Recruiting Manager
Schlumberger
145 Industrial Boulevard, MD2
Sugar Land, TX 77478
Phone: (281) 285-8695
Email: ferrecruits@slb.com
www.slb.com/careers

SCIENCE

THE BUZZ

• “Investigate the latest issues affecting scientific development”
• “Share your thirst for knowledge with leaders in the scientific community”

THE STATS

Industry: Publishing/Journalism
Location: Washington, DC
Number of interns: Two per semester
Pay: Paid, $400 a week
Length of internship: Spring/winter: January to June; Summer/fall: July to December
Intern functions: Editorial, Internet, Print Media, Research

THE SCOOP

Founded in 1880 by Thomas Edison and published by the American Association for the Advancement of Science, Science magazine is the premier scientific journal, informing the scientific community about science and policy issues. With over 700,000 subscribers, Science is the world’s largest circulating weekly on scientific research. In recent years, Science has published landmark papers in fields ranging from molecular genetics to exobiology, to condensed matter physics. An August 1996 story on the discovery of possible evidence of primitive life on Mars attracted worldwide attention to the magazine, as well as to current U.S. and international studies using recently launched probes.

ON THE JOB

Science interns contribute to all facets of the magazine. Working as news writers, they do actual reporting, research, writing and editorial work under weekly deadlines, and assist with ScienceNow, the magazine’s online database. Intern duties may include conducting extensive research, writing news stories, assisting in production and providing help in all areas for staff writers and editors. Past interns have written an five to 10 stories with bylines and another 10 or so without.

GETTING HIRED

Apply by: Winter/spring: September 1st; Summer/fall: March 1st. Mail a resume, cover letter, published writing samples and references.
Qualifications: Open to college seniors, grad students and recent college graduates with interest, and preferably experience, in writing about science.

Contact:
Dawn Graf
Senior Human Resources Officer
Science Intern Program
1200 New York Avenue NW, #102
Washington, DC 20005
www.sciencemag.org
www.aaas.org/careercenter/internships/science.shtml
SCIENCE NEWS

THE BUZZ

- Get paid to pursue your passion for science
- "Work with top editors and writers"
- "You are treated as a staff writer and expected to contribute and act accordingly"

THE STATS

Industry: Publishing/Journalism
Location: Washington, DC
Number of interns: Spring/summer/fall: one each
Pay: Paid, $2,000 per month
Length of internship: Summer/fall/spring: minimum three months
Intern functions: Editorial, Print Media

THE SCOOP

Science News started in 1922 as a newsletter that covered a weekly summary of science-specific events and grew into a primary source of science news. Science News has since emerged as a National Science Board Award-winning publication. The now biweekly magazine reaches about 200,000 readers and has covered recent topics such as climate change, dinosaurs, human psychology, planetary studies and cosmology.

ON THE JOB

Interns work as full-time science writers under the guidance of Science News editors and writers. The magazine reports scientific findings and trends that occur worldwide. Interns come up with many of their own stories, reporting and writing several articles per week, including news stories and features.

$ GETTING HIRED

Apply by: Summer: February 2nd; Fall: June 15th; Spring: October 9th.
Applicants must electronically submit a resume, cover letter, three references and at least three science writing samples.

Qualifications: Preference is given to applicants with an advanced degree in journalism with an emphasis on science writing, but skilled writers pursuing an advanced degree in science and journalists in transition to a science specialty will be considered. Recent grads and non-U.S. citizens are eligible.

Contact:
Tom Siegfried
Editor in Chief
Science News
1719 N Street NW
Washington, DC 20036
Email: tsiegfried@sciencenews.org
www.sciencenews.org
SCOTT RUDIN PRODUCTIONS

THE BUZZ
- “Entertainment savvy interns wanted”
- “A back door to the world of independent producing”

THE STATS
Industries: Film/Entertainment, Fine and Performing Arts
Locations: Los Angeles, CA; New York, NY
Number of interns: Spring/summer/fall: about 10 each
Pay: Unpaid, transportation and meal reimbursement, occasional free tickets to film screenings, academic credit available
Length of internship: Spring/summer/fall: six to 12 weeks each
Intern functions: Administrative, Film, Television and Radio

THE SCOOP
Operating through Disney Studios, Scott Rudin Productions is a leading independent producer of diverse film and theater productions. The company’s first production was the Oscar-winning documentary He Makes Me Feel Like Dancin’ (1983), followed by Mrs. Soffel (1984). Scott Rudin Productions is credited with such films as Revolutionary Road, The Hours, Doubt and The Queen, as well as the 2008 Academy Award winner No Country for Old Men.

ON THE JOB
Scott Rudin Productions is known for working its entry-level employees hard. Interns work in the development and administration departments. Daily duties include script reading, general office management, research projects and helping to read and analyze manuscripts, screenplays and stage plays.

GETTING HIRED
Apply by: Rolling. Apply at least three months prior to the start of the semester in which you would like to intern. Candidates must submit a cover letter, resume and recommendations. For all emails, the subject line should include “Intern Coordinator LA” or “Intern Coordinator NYC.”

Qualifications: Open to all current college and graduate students, though preference is given to college juniors and seniors.

Contact:
Los Angeles Office
Internship Coordinator
Scott Rudin Productions
Walt Disney Studios
500 South Buena Vista Street
Burbank, CA 91521-1759
Phone: (818) 560-4600

New York Office
Internship Coordinator
Scott Rudin Productions
120 West 45th Street, 10th Floor
New York, NY 10036
Email: resumes@scottrudinproductions.com

THE BUZZ
SCRIPPS INSTITUTION OF OCEANOGRAPHY

THE BUZZ
- “Help save the ocean’s most precious creatures”
- “An in-depth introduction to marine research”

THE STATS
- Industries: Education, Engineering, Environment
- Location: La Jolla, CA
- Number of interns: Summer: 30
- Pay: Summer: $2,500 stipend, housing at UCSD
- Length of internship: Summer: June to August
- Intern functions: Bioengineering, Engineering, Marine Biology, Physics, Research, Technology

THE SCOOP
The Scripps Institution was founded in 1903 as an independent biological research laboratory with the mission “to seek, teach and communicate scientific understanding of the oceans, atmosphere, Earth and other planets for the benefit of society and the environment.” The institution has been a part of the University of California since 1912 and conducts marine research, graduate training and public service. Scripps staffs about 1,300, including 100 faculty members, more than 300 other scientists and approximately 240 graduate students. Its annual expenditures total over $140 million, as it conducts more than 300 studies each year. Scripps also operates a fleet of four ships and the platform FLIP for oceanographic research.

 ON THE JOB
The Summer Training Academy for Research in the Sciences (STARS) Program—available not only at the Scripps Institution but also at all UC departments related to the sciences, including engineering, physics and bioengineering—is designed to introduce undergraduates to research in the marine and earth sciences. Each STARS intern works with a University of California, San Diego faculty member on a research project. They also attend GRE preparation classes, complete grad school prep work and go to scientific lectures on current science research. At the program conference, each intern presents his research. The intensive SURF research training experience prepares students to become research scholars and stimulates serious consideration for graduate study.

$ GETTING HIRED
Apply by: Summer: February 28th. Send a personal statement, list of three requested UCSD faculty mentors, two academic letters of reference and a copy of your current transcript to the address below. See the website for more application details.

Qualifications: Open to college sophomores, juniors and seniors, recent graduates and master’s students who are of an underrepresented ethnicity.

Contact:
STARS
University of California, San Diego
Office of Graduate Studies
9500 Gilman Drive
La Jolla, CA 92093-0003
Phone: (858) 534-3678
Email: urstars@ucsd.edu
www.sio.ucsd.edu
ogs.ucsd.edu/studentaffairs/stars/pages/default.aspx
SEARS HOLDINGS CORPORATION

THE BUZZ

- "I've learned a lot about the corporate culture and how to navigate it"
- "Great opportunity to learn a new industry"
- "It's really paid off big for all of us"

THE STATS

Industry: Retail
Locations: Hoffman Estates, IL (HQ); additional distribution centers and stores nationwide
Number of interns: Summer: about 300
Pay: Paid, $15 an hour; academic credit available
Length of internship: Summer: 12 weeks (mid May to early August)
Intern functions: Buyer Apprentice, Inventory Management, Logistics, Retail Management

THE SCOOP

Sears Holdings Corporation came into existence with the merger of Kmart and Sears Roebuck in 2005, which made it the eighth-largest retailer in the United States. The company counts 3,900 full-line and specialty retail stores in the United States and Canada and employs approximately 291,000 associates nationwide.

ON THE JOB

Internships are project based and available throughout the wide array of departments that make up a national retail company. Interns go through the same training as full-time associates and are qualified for entry-level positions in their field upon completion of the program. During a two-day period, interns from all over the country gather at the company’s headquarters to hear from top-level executives and bond over a baseball game outing. About 69 percent of interns are offered full-time positions after graduation.

GETTING HIRED

Apply by: Summer: fall semester. Students must apply through their school’s career services office. Qualified candidates are then selected for an on-campus interview.

Qualifications: Sears Holdings targets specific college campuses for its internship program. Positions are open to rising college juniors with a minimum GPA of 3.0, though some programs require a 3.2 GPA. Previous customer service experience is a plus.

Contact:
Attn: College Recruitment
Sears Holdings Corporation
3333 Beverly Road
Hoffman Estates, IL 60179
Email: shcundergrad@searshc.com
www.searsholdings.com/careers/college

THE BUZZ

- "I've learned a lot about the corporate culture and how to navigate it"
- "Great opportunity to learn a new industry"
- "It's really paid off big for all of us"
THE SEATTLE TIMES

THE BUZZ
- “Hone your journalism skills at an award-winning newspaper”
- “Get published and get paid!”

THE STATS
Industry: Publishing/Journalism  
Location: Seattle, WA  
Number of interns: Summer: eight  
Pay: Paid, $540 a week  
Length of internship: Summer: 10 weeks  
Intern functions: Arts and Design, Editorial, Internet, Print Media

THE SCOOP
Owned and operated by the Seattle Times Company, The Seattle Times is the largest daily newspaper in Washington State and the largest Sunday circulation newspaper in the Northwest. The newspaper was founded in 1896 and is respected for both its comprehensive local coverage and its national and international reporting. The Times has won seven Pulitzer Prizes and other awards for photojournalism and design.

ON THE JOB
Interns get a hands-on learning experience designed to train future journalists. They work in the reporting, copy editing, photography, graphics and multimedia departments and focus on personal career development and print journalism. Interns are assigned to work with a staff member who guides them in a variety of projects.

GETTING HIRED
Apply by: Summer: November 15th. Email a cover letter, resume, three references and a one-page essay describing your reasons for entering a particular field of journalism as attachments. Reporting: submit five samples of reporting work. Copy editing: must have strong language skills and some editorial experience. Photojournalism: submit up to 20 samples of your work on a CD by mail to the address below. Graphics/design: submit 20 samples of page designs, illustrations or info graphics; must have strong computer and design skills. Multimedia: submit links to five samples of audio, video and/or print work.

Qualifications: Open to college sophomores, juniors and seniors and graduate journalism students or students who have a demonstrated commitment to print journalism. A previous internship at a daily newspaper is a plus. Some positions require interns to have a car and their own equipment.

Contact:  
Newsroom Hiring Coordinator  
The Seattle Times  
P.O. Box 70  
Seattle, WA 98111  
Phone: (206) 464-2414  
Email: newsinternships@seattletimes.com  
www.seattletimescompany.com/newsroom/summer.htm
SEAWORLD

THE BUZZ

• “Spend a summer with Shamu and the crew”
• “Get wet and wild this summer with the sea folks”

THE STATS

Industries: Education, Hospitality and Tourism
Location: Orlando, FL
Number of interns: Summer: 25
Pay: Paid hourly, competitive; academic credit available
Length of internship: Summer: 10 weeks (May to August)
Intern function: Education

THE SCOOP

SeaWorld Orlando is the premier marine adventure park. Over 80 million visitors enjoy its 200 acres of shows, rides and animals each year. Animal adventures include encounters with killer whales, dolphins, sea lions and stingrays. In addition, SeaWorld’s family programs include swimming with sharks, and sea lion and otter shows.

ON THE JOB

Each internship begins with two weeks of training, during which participants are assigned to a department and learn about the animals and camp procedures therein. Afterwards, interns work in the day camp with elementary and middle school students or the resident camp with middle and high school students. Full-time staffers supervise work with campers, including a variety of crafts, games and activities such as snorkeling and canoeing. Intern duties may include preparing for classes, registering campers, teaching classes and assisting camp management with daily operations.

GETTING HIRED

Apply by: Summer: March 6th. Send a resume along with the completed application packet (found at www.seaworld.org/career-resources/internship/index.htm) to the address below.

Qualifications: Open to college students who have completed their sophomore year in good standing at a recognized academic institution and who are pursuing degrees in education, science or recreation. Teaching experience and a basic knowledge of marine life are helpful.

Contact:
SeaWorld Orlando Education Department
Attn: SeaWorld Adventure Camps Internship Program
7007 Sea World Drive
Orlando, FL 32821
Phone: (800) 406-2244 or (407) 363-2380
Fax: (407) 363-2399
Email: swf-cswinterns@seaworld.com
www.seaworld.org

SESAME WORKSHOP

THE BUZZ

• “A great place for those who love children and fun”
• “Learn how to spell S-U-C-C-E-S-S”

THE STATS

Industries: Broadcast and Cable, Education, Film/Entertainment, Nonprofit
Location: New York, NY
Number of interns: Annual: 60
Pay: Unpaid, possible stipend for lunch and travel
Length of internship: Summer/fall/winter/spring: 12 weeks
Intern functions: Editorial, Education, Film, Television and Radio, Human Resources, Print Media, Research

THE SCOOP

Since 1968, Sesame Workshop has been a nonprofit organization that uses the power of television, radio, magazines, books and outreach programs to educate millions of children, parents and teachers worldwide. The workshop produces the groundbreaking Sesame Street, as well as children’s merchandise, games and software.

ON THE JOB

Interns work in a variety of divisions, including production, research, international, publishing, community education services, new show projects and human resources. Interns interact with Sesame Workshop staff on all levels at meetings and may observe show tapings.

GETTING HIRED

Apply by: Rolling.

Qualifications: Open to all college freshmen, sophomores, juniors and seniors, college graduates and grad students. International applicants are welcome.

Contact:
Internship Coordinator
Sesame Workshop
One Lincoln Plaza, 4th Floor
New York, NY 10023
Fax: (212) 875-6088
Email: human.resources@sesameworkshop.org
www.sesameworkshop.org/inside/employment
SEVENTEEN MAGAZINE

THE BUZZ

- “Express yourself to the youth of America”
- “Be a teen role model”
- “Join the magazine you grew up reading”

THE STATS

Industry: Publishing/Journalism
Location: New York, NY
Number of interns: Spring/fall: five to 10 each; Summer: two sessions, 12 to 15 each
Pay: Unpaid, academic credit; free magazines, T-shirts
Length of internship: Fall: September to December; Winter: December to January; Spring: January to May; Summer: May to July and July to August, six weeks each, three days a week
Intern functions: Administrative, Arts and Design, Editorial, Print Media

GETTING HIRED

Apply by: Rolling. Applicants should send a resume, cover letter (detailing your strengths, department of interest, schedule and level of commitment), and any clips or evidence of work experience (such as photographs, yearbook layouts, etc.) to the address below.

Qualifications: Open to current college students who possess a strong interest in journalism, art, production, fashion or entertainment.

Contact:
Internship Coordinator
Seventeen Magazine
300 West 57th Street, 17th Floor
New York, NY 10019
Fax: (646) 280-1064
www.seventeen.com

THE SCOOP

Started in 1944, Seventeen magazine was the first magazine to target the teen market (girls and young women, ages 12 to 24). Devoted to fashion and issues relating to teenage girls (as well as the latest gossip on the hottest new stars), it has a circulation of 2.3 million.

ON THE JOB

Interns work in several departments, including fashion, beauty, art and production and editorial (features and entertainment). Fashion and beauty interns organize products and call in samples. They also have the opportunity to prepare for and assist in shoots. Art and production interns scan and organize photos and work on the layout of the magazine. Editorial interns research articles and set up interviews. All interns function as direct assistants to staff members, performing tasks that keep the magazine running day to day. In addition, interns perform administrative and scheduling tasks and attend seminars with editors and magazine executives.
**SHAVER'S CREEK ENVIRONMENTAL CENTER**

**THE BUZZ**
- “I learned a lot of natural and cultural history”
- “Every day I go to work I draw from my experiences at Shavers Creek”
- “Everyone needs to do this internship!”

**THE STATS**

*Industries:* Education, Environment, Nonprofit  
*Location:* Petersburg, PA  
*Number of interns:* Summer: seven; Fall: five to seven; Spring: six to seven  
*Pay:* $175 a week; academic credit, free housing, computer access  
*Length of internship:* Summer: 11 to 12 weeks (June to August); Fall: 15 weeks (September to December); Spring: 18 weeks (January to May)  
*Intern functions:* Editorial, Education, Nonprofit

**THE SCOOP**

Founded in 1976, the Shaver's Creek Environmental Center is a division of Penn State University that provides environmental education outreach through instruction, service and research. Its mission is “to achieve and maintain harmony between humans and the natural world.” More than 100,000 people participate in the center’s environmental education programs. The center has been named an Outstanding Regional Nature Center by the North American Association of Environmental Education.

**ON THE JOB**

Interns complete a two-week training period, after which they participate in all aspects of the center’s operations. Interns are engaged in visitor center operations, animal care, natural history programs for the public, summer day camps and residential programs, recreation and team-building programs, weekend events and festivals, curriculum development, citizen science monitoring projects and writing articles for the member’s newsletter. Staff members serve as mentors and provide interns with evaluations and feedback.

**GETTING HIRED**

*Apply by:* Fall: July 1st; Winter/spring: November 1st; Summer: March 1st. Applicants should email a resume, cover letter and three references to the address below. Complete the application available on the website (under “work/volunteer”).

*Qualifications:* Open to all college students and graduates. Experience working with youth is a plus.

*Contact:*  
Attention: Internship Coordinator  
Shaver’s Creek Environmental Center  
3400 Discovery Road  
Petersburg, PA 16669  
Email: shaverscreek@outreach.psu.edu  
www.shaverscreek.org

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SHERWIN-WILLIAMS

THE BUZZ

- “Paint a path for your future”
- “Customer service enthusiasts wanted”

THE STATS

Industries: Consumer Products, Manufacturing, Retail
Locations: Locations throughout the United States
Number of interns: Annual: 100 to 200
Pay: Paid, competitive salary based on skills
Length of internship: Summer: nine to 12 weeks (May to September), possibly up to six months
Intern functions: Finance, Management, Retail, Sales

THE SCOOP

The Sherwin-Williams Company was founded in 1866 and is currently the largest paint company in the United States. With over 3,300 stores nationwide, the company provides services and products in painting, chemical coating, color consulting, and tools and supplies. It boasts approximately $7.9 billion in annual sales and over 30,000 employees. Sherwin-Williams also ranked among the top U.S. Fortune 400 companies.

ON THE JOB

The Sherwin-Williams Company offers internships at different locations in Ohio and Kentucky. The internship is a nine- to 12-week structured program designed for business students who are interested in learning about the company and its products, and about the retail and manufacturing industries in general. Duties may involve management, sales and customer service.

GETTING HIRED

Apply by: Rolling. Visit the website for the recruitment contact in your area.
Qualifications: Open to college juniors and seniors. Applicants must have a GPA of 2.5 or higher.
Contact:
The Sherwin-Williams Company
10740-C Broadway Avenue
Garfield Heights, OH 44125
www2.sherwin-williams.com/recruitment/career_paths/mtp/internship.asp
SIERRA CLUB

THE BUZZ

- "Environmentally conscious? This internship is for you"
- "Increase awareness about the earth’s ecosystems"

THE STATS

Industries: Environment, Nonprofit, Publishing/Journalism
Locations: San Francisco, CA; Washington, DC; other U.S. cities
Number of interns: Annual: 20 to 30
Pay: Unpaid, academic credit available
Length of internship: Year-round, varies
Intern functions: Advertising, Editorial, Environment, Law, Media, Nonprofit, Print Media, Public Relations

THE SCOOP

The Sierra Club was founded in 1892 with the mission to "educate and enlist humanity to protect and restore the quality of the natural and human environment." The Sierra Club has since grown to more than 700,000 members and is one of the foremost conservation organizations today. It helped pass the Clean Water Act and the Endangered Species Act, as well as the Alaska National Interest Lands Conservation Act, which designated more than 100 million acres of parks, wildlife refuges and wilderness areas.

ON THE JOB

Sierra Club internships vary by location and departments. Notable areas include law, politics, marketing, magazine publishing and media. Interns may attend meetings related to other fields, monitor hearings, prepare briefing materials and research a specific issue. Political interns assist the director of a particular area of interest to the Sierra Club. They may monitor elections, attend meetings and/or research candidates, organizations and related issues. Editorial interns for Sierra magazine fact-check and research articles for the publication and its website, and may have opportunities to write for Sierra. Media interns help prepare press releases, fact sheets and other materials geared for use by Washington-based reporters, editors and producers. They also write editorials and are often given special projects. Many other internships are available.

GETTING HIRED

Apply by: Deadlines vary by department. For specific deadlines, requirements and contact information, see the careers website below. Submit a resume, cover letter and two- to five-page writing sample (depending on the position). In the cover letter, indicate your specific area of interest, experience in environmental issues and availability.

Qualifications: Internships are open to all current college students and grad students. Depending on the internship, useful majors are journalism, environmental studies, communications, political science, law and environmental law and science-related fields.

Contact: San Francisco Office
Sierra Club
85 Second Street, 2nd Floor
San Francisco, CA 94105
Phone: (415) 977-5500
Fax: (415) 977-5799
Email: sierra.internships@sierraclub.org

Washington, D.C. Office
Sierra Club
408 C Street NE
Washington, DC 20002
Phone: (202) 547-1141
Fax: (202) 547-6009
Email: dc-internships@sierraclub.org
www.sierraclub.org
www.sierraclub.org/careers/jobs_all.asp

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SILICON GRAPHICS, INC.

THE BUZZ
- "Make an impact in high-performance computing"

THE STATS
Industry: Technology
Locations: Fremont, CA (HQ); Chippewa Falls, WI; Eagan, MN; Silver Spring, MD
Number of interns: Summer: 30
Pay: Paid, varies; paid holidays, relocation and transportation assistance for eligible students
Length of internship: Summer: 10 to 12 weeks (May to August or June to September)
Intern functions: Finance, Human Resources, Marketing, Technology, Transportation and Logistics

THE SCOOP
Silicon Graphics, Inc. (SGI) provides high-performance computing, visualization and storage products, services and solutions to scientific, engineering and creative users worldwide. SGI’s products, services and mission are critical to defense and security, science and research, manufacturing, energy and media industries. Whether it is sharing images to aid in brain surgery, finding oil more efficiently, studying the global climate or aiding transition from analog to digital broadcasting, SGI is committed to addressing the next class of challenges for scientific, engineering and creative users.

ON THE JOB
Interns work directly with some of the top SGI professionals, who serve as mentors. Assignments may include technical support, software development, marketing, human resources and customer service. Interns are also involved in updating software and running QA tests. But it’s not all work for SGI interns, as all participants enjoy BBQs with the CEO, baseball games and a brown bag speaker series.

$ GETTING HIRED
Apply by: Rolling. Visit the website for open positions and to apply online.
Qualifications: Open to current undergraduates who have completed at least their freshman year, as well as master’s, MBA and PhD students pursuing a technical degree or focusing on finance, marketing, human resources, logistics or financial planning.
Contact:
Silicon Graphics, Inc.
Internship Coordinator
46600 Landing Parkway
Fremont, CA 94538
Phone: (510) 933-8300
www.sgi.com/company_info/careers

SIMON AND GOODMAN PICTURE COMPANY

THE BUZZ
- “You could be making beautiful pictures”
- “An independent inroad to the film industry”

THE STATS
Industries: Broadcast and Cable, Film/Entertainment
Location: New York, NY
Number of interns: Spring/summer/fall: six each
Pay: Unpaid
Length of internship: Spring/summer/fall: 10 to 16 weeks each
Intern functions: Administrative, Editorial, Film, Television and Radio, Research

THE SCOOP
The Simon and Goodman Picture Company was founded in 1987 by independent filmmakers Kirk Simon and Karen Goodman as a film and television production business. It produces programs broadcast on PBS, HBO, MTV and National Geographic television. The company has received four Academy Award nominations and three Emmy Awards, as well as the DuPont-Columbia Silver Baton Award for Independent Programming. Some joint projects include commercials, corporate and promotional videos and political ads. The firm is currently in the production phase of a documentary for HBO.

ON THE JOB
Interns function as assistants in the production, editorial and research departments and take on a variety of tasks, including general administrative duties, working through the editorial process, tracking and engaging in all areas of production. Interns also have direct interaction with the filmmakers and attend film shoots.

$ GETTING HIRED
Apply by: Rolling. Send a resume and cover letter to the address below.
Qualifications: Open to college juniors and seniors, as well as grad students. Film students are preferred.
Contact:
Simon and Goodman Picture Company
Attn: Internship Coordinator
2095 Broadway, Suite 402
New York, NY 10023
Phone: (212) 721-0919
Fax: (212) 721-0922
Email: info@simongoodmanpictures.com
www.simongoodmanpictures.com
SIRIUS XM RADIO, INC.

THE BUZZ

- “Hands-on experience in a tough-to-enter industry”
- “Offers lots of room for creativity and tons of experience”

THE STATS

Industries: Broadcast and Cable, Film/Entertainment, Fine and Performing Arts, Music, Sports, Technology
Locations: New York, NY (HQ); Washington, DC; Los Angeles, CA; Nashville, TN
Number of interns: Spring/summer/fall: about 100 each
Pay: Unpaid, academic credit only
Length of internship: Spring/Fall: 15 weeks; Summer: 12 weeks
Intern functions: Advertising, Editorial, Engineering, Film, Television and Radio, Finance, Marketing, Public Relations, Sales, Technology

THE SCOOP

Sirius XM Radio—the first U.S. digital satellite radio service—is unleashing a radio revolution across North America with nationwide coverage and digital quality sound. The company features a variety of personalities and artists, including Howard Stern, Martha Stewart, Oprah Winfrey, Barbara Walters, Bob Dylan and Frank Sinatra, and is a leader in sports programming. With 18 million subscribers, Sirius XM Radio is the largest single satellite radio company on earth.

ON THE JOB

Interns at Sirius XM Radio work in the broadcasting, sales and marketing, engineering, IT, customer service, accounting and finance, corporate communication and public relations, and legal and sales departments. The program is hands-on (some broadcasting interns even get to create their own show!), with an internship coordinator to answer any questions. Training and mentors are provided for interns in each specific area that they work. Interns have the opportunity to attend tapings of Sirius XM’s exclusive music series and company events that include concerts by top artists.

GETTING HIRED

Apply by: Rolling. To apply and for more information, all candidates should go to www.internships.xmradio.com.
Qualifications: Students should be at least 18 years old, able to receive academic credit, work at least 20 hours per week and have the legal right to work in the United States.
Contact:
Ross Herosian
Senior Specialist, Internship Program and HR Projects
Sirius XM Radio
Email: internships@siriusxm.com
internships.xmradio.com

SMITHSONIAN INSTITUTION

THE BUZZ

- “The American museumopolis”
- “A great environment to learn more about museum education”

THE STATS

Locations: New York, NY; Washington, DC; Panama
Number of interns: Annual: 1,300
Pay: Paid and unpaid, varies
Length of internship: Varies, usually 10 to 12 weeks
Intern functions: Arts and Design, Education, Nonprofit, Science and Math, Research, Museum Studies, Internet

THE SCOOP

The Smithsonian Institution was established in 1846 when English scientist James Smithson left his fortune to the people of the United States to found an organization to “increase the diffusion of knowledge among men.” Since then, millions of sightseers have visited the Smithsonian—now the world’s largest museum complex. The Smithsonian is composed of a group of 19 museums and research centers that house the U.S. collections in natural history, American history, air and space, the fine arts and the decorative arts, as well as other fields ranging from postal history to cultural records.

ON THE JOB

An internship at the Smithsonian Institution is a structured learning experience. Each internship is designed to fit to the individual intern’s academic and professional goals. Duties are performed under direct supervision of Smithsonian staff.

GETTING HIRED

Apply by: Varies. Apply online at solaa.si.edu.
Qualifications: Open to college seniors, grad students and recent college graduates.
Contact:
Smithsonian Center for Education and Museum Studies (SCEMS)
Smithsonian Institution
600 Maryland Avenue SW, Suite 105W
Washington, DC 20560
Email: interninfo@si.edu
intern.si.edu

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**SODEXO**

**THE BUZZ**
- “A cool place to work”
- “The internship program with Sodexo is great”
- “An amazing experience”

**THE STATS**

**Industry:** Hospitality and Tourism  
**Locations:** Gaithersburg, MD; additional locations nationwide  
**Number of interns:** Spring: 20; Summer: 60  
**Pay:** Paid, $11.50 an hour, academic credit available  
**Length of internship:** Spring: March to May, part time; Summer: June to August, full time  
**Intern functions:** Accounting, Finance, Management

**THE SCOOP**
A leading integrated food and facilities management services company, Sodexo feeds almost 3.65 billion people each year. With 110,000 employees in the United States alone, the company services 9.3 million meals every day to customers in 6,000 locations in the United States, Canada and Mexico. In 2008, the company reported annual revenue of $7.7 billion.

**ON THE JOB**
The Future Leaders Internship Program offers students the opportunity to learn the inner workings of a leading food and facilities management provider. Interns participate in professional development programs and gain experience in the hospitality field. Each intern is assigned a mentor who guides him or her throughout the internship session. About 50 percent of interns are offered full-time positions upon graduation.

**GETTING HIRED**

**Apply by:** Rolling. Applicants should email a resume, letter of recommendation and 250-word essay outlining the type of internship for which they are applying, what they hope to gain and why they would like to intern at Sodexo to internships.usa@sodexo.com.

**Qualifications:** Open to rising college sophomores, juniors, seniors and grad students. Those majoring in hospitality/food management, facilities management, mechanical or electrical engineering, communications, human resources, accounting, marketing or other industry-related discipline are encouraged to apply. Recent college grads may be eligible for some positions.

**Contact:**  
Michelle Thomas  
Senior Manager, Diversity Recruiting  
Sodexo, Inc.  
9801 Washingtonian Boulevard  
Gaithersburg, MD 20878  
Phone: (800) 763-3946  
Email: internships.usa@sodexo.com  
www.sodexousa.com/usen/careers/students/studentopportunities/studentopportunities.asp

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**SONY**

**THE BUZZ**
- “Learn from one of the world’s leading electronics makers”

**THE STATS**

**Industries:** Consumer Products, Engineering, Technology  
**Locations:** Park Ridge, NJ; San Jose, CA; additional locations across the United States  
**Number of interns:** Annual: 75 to 80  
**Pay:** Paid, $300 to $600 a week (depending on credentials)  
**Length of internship:** Fall/spring/summer: 10 weeks each  
**Intern functions:** Engineering, Marketing, Research, Sales

**THE SCOOP**
Sony—not to be confused with Sony Music and Sony Pictures—focuses on electronics. The firm started out in 1946, making transistor radios for the news-hungry population of war-battered Tokyo. Workers were paid in raw rice (thus leading to the electric rice cooker). By the end of that year, Sony had moved on to produce vacuum tube voltmeters and similar gadgets. Today, Sony employs 171,300 people worldwide. Sony Corporation of America is a subsidiary of Sony Corporation, headquartered in Tokyo.

**ON THE JOB**
Internships take place in North America, where participants help Sony develop, test and market new products. Positions are available in engineering, research, marketing and sales. Internships in engineering and research require that participants possess technological training and know-how.

**GETTING HIRED**

**Apply by:** Rolling. Visit the website for open positions and to apply online.

**Qualifications:** Open to students who have completed their junior year of college. Applicants must have a minimum GPA of 3.0 and be eligible for employment in the United States following graduation. Qualifications vary depending on the position, but all applicants should have excellent communication and analytical skills, a willingness to learn and the ability to work both independently and as part of a team.

**Contact:**  
www.sonyjobs.com
SONY BMG MUSIC ENTERTAINMENT

THE BUZZ
- “Celine Dion and Jennifer Lopez will be your co-workers”
- “Get experience at a label with worldwide name recognition”

THE STATS
Industries: Broadcast and Cable, Music
Locations: New York, NY (HQ); Beverly Hills, CA; Coconut Grove, FL; Franklin, TN; additional field offices in CA, GA, IL, MA, MD, NY, OH, TX
Number of interns: Spring/summer/fall: 100; Summer minority internship: 70
Pay: Spring/summer/fall: Varies, paid and unpaid, academic credit; Summer minority internship: varies, promotional freebies, seminars and trips, invitations to listening parties
Length of internship: Summer/fall/spring: 10 weeks each
Intern functions: Administrative, Finance, Marketing, Public Relations

THE SCOOP
In 1986, Sony acquired CBS Records, arguably the world’s most successful record empire. The resulting division—Sony Music Entertainment, Inc. (SMEI)—took over CBS Records’ Columbia and Epic record labels and also established new labels, such as Chaos Recordings and TriStar Music Group. These days, SMEI has an impossibly rich roster of artists that include Bruce Springsteen, AC/DC and Justin Timberlake. In October 2008, SMEI completed the purchase of Bertlemann AG’s 50 percent stake in SMEI, making it a wholly-owned subsidiary of the Sony Corporation of America.

ON THE JOB
SMEI runs internship programs throughout the year for undergraduates and grad students. The summer minority internship is a paid program for minority students, which is augmented by a series of seminars and training sessions. Interns are placed in different departments, including promotions, publicity, retail marketing, digital media, artists and repertoire (A&R), A&R administration, human resources, legal, sales, video and online production, business affairs, finance and MIS.

GETTING HIRED
Apply by: Internship: rolling; Minority Internship: April 1st. Check the website for deadlines and to apply for open positions.
Qualifications: Internship: open to current college and grad students. Most programs require interns to receive academic credit for their work. Summer minority internship: open to minority undergrad and grad students.
Contact:
Internship Program
Sony Music Entertainment, Inc.
550 Madison Avenue, 2nd Floor
New York, NY 10022-3211
Minority Internship Program
Sony Music Entertainment, Inc.
Attn: Department 13-5
550 Madison Avenue, 13th Floor
New York, NY 10022-3211
Internship hotline: (212) 833-7980
www.jobs-sonymusic.icims.com

THE BUZZ
- “Celine Dion and Jennifer Lopez will be your co-workers”
- “Get experience at a label with worldwide name recognition”

THE STATS
Industries: Broadcast and Cable, Music
Locations: New York, NY (HQ); Beverly Hills, CA; Coconut Grove, FL; Franklin, TN; additional field offices in CA, GA, IL, MA, MD, NY, OH, TX
Number of interns: Spring/summer/fall: 100; Summer minority internship: 70
Pay: Spring/summer/fall: Varies, paid and unpaid, academic credit; Summer minority internship: varies, promotional freebies, seminars and trips, invitations to listening parties
Length of internship: Summer/fall/spring: 10 weeks each
Intern functions: Administrative, Finance, Marketing, Public Relations

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GETTING HIRED
Apply by: Internship: rolling; Minority Internship: April 1st. Check the website for deadlines and to apply for open positions.
Qualifications: Internship: open to current college and grad students. Most programs require interns to receive academic credit for their work. Summer minority internship: open to minority undergrad and grad students.
Contact:
Internship Program
Sony Music Entertainment, Inc.
550 Madison Avenue, 2nd Floor
New York, NY 10022-3211
Minority Internship Program
Sony Music Entertainment, Inc.
Attn: Department 13-5
550 Madison Avenue, 13th Floor
New York, NY 10022-3211
Internship hotline: (212) 833-7980
www.jobs-sonymusic.icims.com
SONY PICTURES ENTERTAINMENT

THE BUZZ
- “Get to the back lot of the film biz”
- “Future production heads wanted”

THE STATS

Industries: Broadcast and Cable, Film/Entertainment
Locations: Culver City, CA (HQ); New York, NY; Miami, FL
Number of interns: Annual: 60
Pay: Paid and unpaid; academic credit, free movie passes, promotional materials, admittance to screenings
Length of internship: Fall/spring: varies; Summer: six to eight weeks
Intern functions: Film, Television and Radio, Marketing, Public Relations

THE SCOOP

Established in 1990, Sony Pictures Entertainment is one of the world’s largest film and television companies, generating over $7.2 billion in sales in 67 countries worldwide. Sony divisions include Columbia TriStar Motion Picture Group, Sony Pictures Home Entertainment and Sony Pictures Classics.

ON THE JOB

Interns can participate in Sony’s college credit internship program, paid internship program or the diversity internship program. All programs involve active participation in all facets of the inner workings of the business. Interns work on several projects and tasks, depending upon their field of interest. Internships are frequently available in production, marketing, publicity and promotions.

GETTING HIRED

Apply by: Fall/spring: rolling; Summer: early January. Visit the website to view open positions and apply online.
Qualifications: Open to all current college students, grad students and recent graduates. High school students may be eligible for some positions. International applicants are welcome.
Contact:
California Office
Sony Pictures Entertainment
Attn: Human Resources
10202 West Washington Boulevard, Suite 3900
Culver City, CA 90232-3195
Phone: (310) 244-4259
Email: spe_careers@spe.sony.com

New York Office
Sony Pictures Entertainment
Attn: Internship Coordinator
550 Madison Avenue, 7th Floor
New York, NY 10022-3109
www.sonypictures.com
SOTHEBY'S

THE BUZZ
- “Great for fine art lovers”
- “They did a great job of giving us insight into exactly how to go about presenting ourselves for a real job in the future”
- “My boss was a true role model”

THE STATS
Industry: Fine and Performing Arts
Location: New York, NY
Number of interns: Summer: varies
Pay: Unpaid, academic credit
Length of internship: Summer: eight weeks
Intern functions: Administrative, Arts and Design, Finance, Marketing

THE SCOOP
Founded in 1744 by Samuel Baker, Sotheby's is one of the oldest and largest fine art auctioneers in the world. Over the past 250 years, Baker's original idea has expanded to include both book auctions and fine and decorative arts and Sotheby's now encompasses more than 100 offices around the world. Recent pieces sold through Sotheby's include work by Mark Rothko and Gustav Klimt, 19th century European art and furniture, wine, jewelry and fine china.

ON THE JOB
Interns work in business departments, such as valuations, press and marketing, or in one of the specialist departments, such as American paintings or Chinese works of art. Intern responsibilities vary by department, in particular between administrative and specialty departments. For two half days each week, interns participate in educational programming, like lectures to learn more about the business side of an auction house and the expert departments, and visits to New York museums and art galleries.

GETTING HIRED
Apply by: Apply during the fall semester. Email or mail a resume to the contact below to receive information about the internship and application schedule.
Qualifications: Open to all rising junior and senior undergraduates. International applicants are welcome.
Contact:
Sotheby's Internship Coordinator
1334 York Avenue
New York, NY 10021
Email: internships@sothebys.com

SOURCE THEATRE COMPANY

THE BUZZ
- “Spend a summer immersed in the theater”
- “Not all the drama in D.C. is political”

THE STATS
Industry: Fine and Performing Arts
Location: Washington, DC
Number of interns: Summer: 20
Pay: Unpaid
Length of internship: Summer: eight to 10 weeks
Intern functions: Administrative, Arts and Design, Marketing, Research, Production, Technology

THE SCOOP
Since its inception in 1977, the Source Theatre Company has been a residence for established and new artists in Washington, D.C. Each season, the company performs new plays, contemporary works and reinterpretations of classical pieces for the D.C. community. Each year, the Source also produces readings, a Junior Festival, a 10-minute play competition and the award-winning Washington Theatre Festival, which has been credited with developing over 70 new plays through workshops. The company received the 1994 Mayor’s Arts Award for Excellence in Service to the Arts and over 30 Helen Hayes Award nominations. The Cultural Development Corporation—a nonprofit devoted to community development through the arts—purchased the Source Theatre Company in 2006.

ON THE JOB
Interns are responsible for the day-to-day upkeep and operations of the theater, and are given clerical and research assignments by the staff. Duties are determined by various departments and include marketing, box office, stage management, technical work and administrative duties.

GETTING HIRED
Apply by: Rolling.
Qualifications: Open to high school students, all undergraduates, recent college graduates, grad students and international applicants.
Contact:
Source Theatre
1835 14th Street NW
Washington, DC 20009
Phone: (202) 204-7800
Fax: (202) 315-1303
Email: info@sourcedc.org
www.sourcetheatre.com
THE SOURCE

THE BUZZ

- “Be among the first to know the latest hip-hop news”
- “Get real, hands-on experience in music journalism”

THE STATS

Industries: Broadcast and Cable, Music, Publishing/Journalism
Location: New York, NY
Number of interns: Spring/summer/fall: five to eight each
Pay: Unpaid
Length of internship: Spring/summer/fall: 12 weeks each
Intern functions: Administrative, Advertising, Editorial, Print Media, Research

THE SCOOP

The Source magazine first hit the scene in 1988 when two of Harvard’s radio disc jockeys, Jon Shecter and Dave Mays, used their dorm room to put together a simple newsletter answering their radio listeners’ questions about hip-hop. Its first issue went out to 1,000 people in Harvard’s listening vicinity. Joined by two more Harvard students, James Bernard and Ed Young, after graduation, Shecter and Mays moved the magazine to a New York office. The Source is now an established voice for the hip-hop genre.

ON THE JOB

Interns work in the editorial or advertising departments, and responsibilities vary based on current company needs. Editorial intern duties include copy editing, proofreading, research for staff writers and writing short features. Advertising interns assist the staff with leads, call clients and handle administrative tasks. Interns gain valuable publishing experience and make professional contacts in the music industry.

GETTING HIRED

Apply by: Rolling. Send a cover letter, resume and writing sample to the address below.

Qualifications: Open to high school students, college freshmen, sophomores, juniors and seniors, recent college graduates and grad students. International applicants are welcome.

Contact:
The Source, Inc.
11 Broadway, Suite 315
New York, NY 10004
Phone: (212) 253-3700
Fax: (212) 253-9344
Email: internships@thesource.com
www.thesource.com

THE BUZZ

- “Be among the first to know the latest hip-hop news”
- “Get real, hands-on experience in music journalism”
SOUTHERN CENTER FOR INTERNATIONAL STUDIES

THE BUZZ
“Help inform the public of U.S. and international policy”

The Stats
Industries: Education, Public Relations
Location: Atlanta, GA
Number of Interns: Annual: 10 to 12
Pay: High school intern: unpaid; College/master’s intern: unpaid; Research assistant: $10 an hour; Research associate: $12 an hour; Development intern: unpaid; academic credit available; health insurance available.
Length of Internship: High school intern: 15 weeks, 10 to 15 hours a week; College-level/master’s intern: one semester, 20 to 40 hours a week; Research assistant/research associate: six months to one year, 35 to 40 hours a week; Development intern: one semester, 20 to 40 hours a week.

The Scoop
Founded in 1962, the Southern Center for International Studies (SCIS) is a nonpartisan, nonprofit educational institution based in Atlanta, GA. SCIS works to internationalize the thinking of the American public by enhancing global awareness and understanding. The center accomplishes its mission by developing the World in Transition series of educational packages, convening a series of educational conferences with national and world leaders, and providing local programs.

On the Job
The center has four internship tiers: high school student interns, college- and master’s-level student interns, research assistants (those with a bachelor’s degree) and research associates (those with a master’s or doctoral degree). All interns provide the research support for SCIS’ various publications and programs. The research team conducts research for and assists in the production of the World in Transition series and major televised conferences; produces updates on world regions for corporate members and local programs; and provides briefings on current international issues at center workshops or to local community groups. High school interns complete a research project on an international policy topic and present their findings at a staff meeting. SCIS also offers internships for college students in marketing and development. All student interns conduct research in the field of international education and assist in finding strategic partners and fundraising opportunities.

Getting Hired
Apply by: Rolling. Submit a resume, cover letter, academic transcripts and letters of recommendation to the appropriate contact below.
Qualifications: Open to junior and senior high school students who are at least 16 years old, college juniors and seniors, recent college graduates, grad students and international applicants. A minimum 3.0 GPA is required.
Contact:
Research Center Internship
Mrs. Bozena Radwanska-Zayac
Research Library Director
The Southern Center for International Studies
320 West Paces Ferry Road NW
Atlanta, GA 30305
Phone: (404) 261-5763, ext. 127
Email: bozena@scis.org

Development Internship
Ms. Linda Pakula
Foundation Development
The Southern Center for International Studies
320 West Paces Ferry Road NW
Atlanta, GA 30305
Phone: (404) 261-5763
Email: linda@scis.org

www.southerncenter.org/library.html
SOUTHERN PROGRESS CORPORATION

THE BUZZ

- “A great publishing internship outside the Big Apple”

THE STATS

Industry: Publishing/Journalism
Location: Birmingham, AL
Number of interns: Undergraduate interns: Spring/fall: 30 each, Summer: 25; Graduate fellows: Fall/spring: 30 each
Pay: Paid and unpaid, academic credit, free magazines
Length of internship: Internship: Fall/spring/summer: 12 weeks; Fellowship: Spring/fall: six months (January to June and July to December)
Intern functions: Accounting, Advertising, Arts and Design, Editorial, Internet, Marketing, Print Media, Sales

THE SCOOP

A division of Time, Inc. Southern Progress is one of the largest lifestyle publishers in the country, publishing titles such as Health, Cooking Light, Southern Living, Southern Accents, Coastal Living and Sunset. Over the years, the company has extended its magazine brands to include a books division, Oxmoor House. Southern Progress has operations across the United States and employees about 800 staff members. Its magazines have a combined readership of more than 50 million, reaching readers all over the world.

ON THE JOB

Interns and fellows work with one of the magazines in the editorial and publishing departments. A participant’s focus can include journalism, photo, editing and art, marketing, accounting and sales. Each intern class participates in several activities, including professional development seminars, service projects, luncheons and after-work socials.

GETTING HIRED

Apply by: Deadlines change each year, so please check the website. Complete the online application and submit writing or design samples, a letter of recommendation and a transcript.

Qualifications: Applicants for the intern program should be college sophomores, juniors or seniors. Applicants for the fellowship program should be master’s students or recent grads who graduated within one year.

Contact:
Phone: (205) 445-6000
Email: spc_hrinterns@timeinc.com
www.southernprogress.com
SOUTHFACE ENERGY INSTITUTE

THE BUZZ

• “Put your energy into improving the environment”

THE STATS

Industries: Environment, Nonprofit, Sustainability
Location: Atlanta, GA
Number of interns: Annual: more than 15
Pay: Paid, $100 a week stipend; academic credit possible, free housing (including utilities) when available, mass transit passes
Length of internship: Six months minimum
Intern functions: Environment, Nonprofit

THE SCOOP

Founded in 1978, the Southface Energy Institute is a nonprofit organization that promotes sustainable homes, workplaces and communities through education, research, advocacy, and technical assistance. Southface offers programs on topics such as green building designs, products and practices, sustainable transportation, energy efficiency and community planning. The institute supports over 100 energy-efficient and environmental technologies and concepts, including insulation systems, solar roof shingles, geothermal heat pumps, solar water heaters and an aggressive day lighting strategy.

ON THE JOB

Interns work in different areas, including sustainable commercial and residential green building construction, design and research, building science and LEED. In addition, they explore regional sustainability issues, environmental and economic issues, sustainable communities, nonprofit management and environmental program management.

GETTING HIRED

Apply by: Rolling. The application and instructions are available on the Southface website listed below.

Qualifications: Open to upper-level college students, recent college graduates and grad students.

Contact:
Internship Coordinator
Southface Energy Institute
241 Pine Street NE
Atlanta, GA 30308
Phone: (404) 604-3595
Email: internship@southface.org
www.southface.org

SOUTHWEST AIRLINES

THE BUZZ

• “Ding! You are now free to advance your career”
• “No matter what department you’re in, you’re working with awesome people”

THE STATS

Industry: Transportation and Logistics
Location: Dallas, TX (HQ)
Number of interns: Annual: 110; Summer: 73
Pay: Paid, varies by department; academic credit
Length of internship: Summer: 12 to 14 weeks
Intern functions: Accounting, Advertising, Engineering, Finance, HR, Law, Marketing, Operations, PR, Safety, Sales, Technology

THE SCOOP

What began as a small Texas airline in 1971 has grown to become one of the largest airlines in America. Today, Southwest Airlines flies more than 65 million passengers a year to 65 different cities across the country on more than 3,300 flights a day. With 35,000 employees and more than 500 Boeing 757 aircrafts, Southwest is a model for other low-cost airlines.

ON THE JOB

The No Limits Internship Program offers interactive learning opportunities and hands-on business experience that teach the practical workplace skills needed for any business field. Positions are available in community relations, dispatch, flight operations, graphic design, meteorology and maintenance, to name a few. Interns are also encouraged to spend time in any department in which they are interested. In addition to a casual work environment, interns often take advantage of free unlimited space-available flights anywhere the airline flies.

GETTING HIRED

Apply by: October to November. Applicants should apply online and submit a resume. Letters of recommendation, an essay and transcript may also be required.

Qualifications: Open to current college students with a minimum GPA of 2.5. College juniors and seniors are preferred, but some positions are open to sophomores and recent grads. Non-U.S. citizens are eligible. Check the website for specific requirements.

Contact:
Greg Muccio, Team Leader, People Department
Southwest Airlines
2702 Love Field Drive, HDQ-4HR
Dallas, TX 75235
Phone: (214) 792-4457
Email: nolimits@wnco.com
www.southwest.com/careers/internships.html
www.facebook.com/nolimitsinternship
SOUTHWESTERN COMPANY

THE BUZZ
- “A challenge and a chance to grow”
- “I went from thinking about owning a business someday, to knowing I will own a business someday”

THE STATS
Industry: Publishing/Journalism
Locations: Across the United States, Canada and the United Kingdom
Number of interns: Annual: 2,500
Pay: Paid, varies; the average first-year dealer profits about $8,000 for the summer, academic credit
Length of internship: Annual: three to six months
Intern function: Sales

THE SCOOP
Since 1868, the Southwestern Company has helped students finance their education through selling books. The company’s mission is to help students “develop the skills and character they need to achieve their goals in life.” The company promotes family-friendly reference books and software through a sales force of more than 2,500 students each summer.

ON THE JOB
Technically, Southwestern does not “hire” students. Students who are selected are independent contractors—not employees of Southwestern. They are taught how to run their own business during summer breaks, selling educational material, such as books, software and online products, to families in another state. They are not on a time clock and make their own decisions about every facet of their work. Participants receive training throughout the school year and for five days in Nashville, Tennessee.

$ GETTING HIRED
Apply by: Rolling. The final training school is immediately following the end of the student’s spring term. For more information and to sign up, visit www.southwesterninternship.com.
Qualifications: Open to college students, recent college graduates and grad students. International applicants welcome with J-1 visa.
Contact:
Ralph Brigham
Global Director of Campus Relations
Southwestern Company
2451 Atrium Way
Nashville, TN 37214
Phone: (615) 391-2946
Email: rbrigham@southwestern.com
www.southwesterninternship.com

SPECIAL OLYMPICS INTERNATIONAL

THE BUZZ
- “Help motivate others to succeed”
- “Develop a sense of community spirit”

THE STATS
Industries: Nonprofit, Sports
Location: Washington, DC
Number of interns: Spring/summer/fall: six to 10 each
Pay: Paid, $35 a week stipend
Length of internship: Spring/summer/fall: eight to 12 weeks
Intern functions: Administrative, Finance, Marketing, Nonprofit, Public Relations, Sports

THE SCOOP
Founded in 1968 by Eunice Kennedy Shriver, Special Olympics International works to empower individuals with mental disabilities to become physically fit, productive and respected members of society through sports training and competition. Currently, 2.5 million individuals participate in Special Olympics International events in more than 180 countries year-round, including training and competition in over 200 varieties of Olympic-type sports.

ON THE JOB
With over 500,000 volunteers in over 180 countries, interns work to provide individuals with improved fitness and motor skills, greater self confidence and a more positive self-image, as well as friendship and increased family support. Volunteers work in areas such as sports, public affairs, chapter organizations, marketing, international programs, finance and administration.

$ GETTING HIRED
Apply by: Rolling. Interested students should mail a resume and cover letter to the address below or contact the nearest location to learn about volunteer or intern positions.
Qualifications: Open to college juniors and seniors, as well as recent graduates. International applicants are welcome.
Contact:
Internship Coordinator
Special Olympics International
1133 19th Street NW
Washington, DC 20036
Phone: (202) 628-3630 or (800) 700-8585
Fax: (202) 824-0200
Email: info@specialolympics.org
www.specialolympics.org
Spin is a music-focused magazine with 40 employees, known for its youthful and opinionated slant. 90 percent of Spin's readership is in the 18- to 29-year-old age demographic.

Interns work in the editorial, marketing/advertising, photo, website and fashion departments. Editorial and Spin.com interns research stories, compile music news and transcribe and conduct interviews. Marketing/advertising interns assist in the preparation of events and interact with record labels and clubs. Photo interns conduct photo research and assist with photo shoots. Interns also perform administrative and clerical tasks and may receive free concert tickets.

Apply by: Spring: November 15th; Summer: March 15th; Fall: July 15th. Check the website, as deadlines vary by department. Applicants must submit a resume, cover letter and samples of their work.

Qualifications: Open to current college students and recent grads with a strong interest in music and publishing. Non-U.S. citizens are eligible.

Contact:
Spin Magazine
408 Broadway, 4th Floor
New York, NY 10013
www.spin.com/jobs-spin

Editorial Internship
Catherine Davis
Email: editintern@spin.com

Marketing/Advertising Internship
Colleen Gilmore
Email: cgilmore@spin.com

Spin.com Internship
William Goodman
Email: wgoodman@spin.com

Photo Internship
Jennifer Edmondson
Email: jedmondson@spin.com

Fashion Internship
Kelly Rae
Email: krae@spin.com
SPOLETO FESTIVAL USA

THE BUZZ

• “Experience European flavor in the heart of South Carolina”

THE STATS

Industry: Fine and Performing Arts  
Location: Charleston, SC  
Number of interns: Approximately 50  
Pay: Paid, $250 a week plus a $50 travel stipend for out-of-state apprentices; space-available admission to festival events, housing at the College of Charleston, use of college gym and facilities  
Length of internship: Spring: mid-May to mid-June  
Intern functions: Administrative, Arts and Design, Education, Finance, Management, Marketing, Public Relations

GETTING HIRED

Apply by: February 2nd.
Qualifications: Open to recent college graduates and grad students.
Contact:  
Apprentice Program  
Spoleto Festival USA  
P.O. Box 157  
Charleston, SC 29402  
Phone: (843) 722-2764  
Fax: (843) 723-6383  
www.spoletousa.org  
www.spoletousa.org/about/employment_apprenticeships.php

THE SCOOP

For 17 days and nights each spring, the Spoleto Festival USA invades Charleston, South Carolina. The festival fills the city’s historic theaters, churches and outdoor spaces with over 120 performances by renowned artists, as well as emerging performers in disciplines ranging from opera, theater and dance, to symphonic, choral and jazz music and visual arts. Called “one of the best arts festivals in this country” by The Washington Post, Spoleto has presented 100 world premieres and 93 American premieres since its inception in 1977.

ON THE JOB

The apprentice program is a short-term intensive opportunity to learn about the world of performing arts and acquire hands-on experience producing an international arts festival under the guidance of professional arts administrators and technicians. Apprentices work at least a 40-hour week, including long workdays, nights and weekends. Apprentices work in different areas, including artist services, box office, development, media relations, office administration, orchestra management and production.
SPONSORS FOR EDUCATIONAL OPPORTUNITY

THE BUZZ

- "Top professional internship for students of color"
- "Fast track to the top of the business world"
- "SEO genuinely cares about the success of its students"

THE STATS

Industries: Accounting, Financial Services, Investment Banking, Investment Management, Law, Nonprofit, Technology
Locations: New York, NY; Washington, DC; CT; MA; NJ; OH; PA
Number of interns: Summer: about 200 to 400
Pay: Paid, $700 to $1,300 a week depending on industry area
Length of internship: Summer: eight to 10 weeks (May to August)
Intern functions: Accounting, Finance, Law, Nonprofit, Technology

THE SCOOP

Sponsors for Educational Opportunity (SEO) was founded in 1963 as one of New York City's first mentoring programs for high school students of color to give them access to top career and educational opportunities. The program began with 11 interns working at five investment banks. At the end of the summer, all 11 interns had earned full-time job offers. In 1980, SEO expanded the career program for talented undergraduates nationwide. Today, the career program places over 300 interns in different program areas, including accounting, asset management, IT, sales and trading, research and philanthropy.

ON THE JOB

SEO students do real, professional work in their internships, from analyzing balance sheets to assisting corporate lawyers, to interfacing with CFOs and strategy consultants, to evaluating philanthropic programs. SEO interns receive intensive industry training from professional and academic leaders, and are assigned mentors both within their industry area as well as with SEO alumni. Interns also participate in seminars and networking events with executives and leaders in the industry. Each year, about 80 percent of the intern class earns one or more full-time job offers from SEO corporate partners.

GETTING HIRED

Apply by: Round one: November 1st; Round two: December 15th; Round three: January 31st. International applicants should apply by December 15th. Corporate law interns should apply by February 15th. Applicants must submit a resume, unofficial transcript, essay and SAT/ACT scores.

Qualifications: Open to outstanding minority college students with a minimum GPA of 3.0. Most program areas are primarily for sophomores and juniors. Freshmen may apply for the SEO-U training program. Seniors are eligible for corporate law and philanthropy programs. Recent grads may apply for corporate law internships only. Check the website to see if you qualify for a position.

Contact:
Sponsors for Educational Opportunity
55 Exchange Place, Suite 601
New York, NY 10005
Phone: (212) 979-2040
Fax: (646) 861-4899
Email: careerprogram@seo-usa.org
www.seo-usa.org/career/index.aspx

THE BUZZ

- "Top professional internship for students of color"
- "Fast track to the top of the business world"
- "SEO genuinely cares about the success of its students"
SPRINT NEXTEL

THE BUZZ

- “The 800-pound gorilla of telecom”
- Sprint + Nextel = the most complete communications company in the world

THE STATS

Industries: Telecom, Technology
Locations: Mansfield, OH; Orlando, FL; Overland Park, KS; Reston, VA; Tarboro, NC
Number of interns: Summer: more than 100; Fall/spring: more than 10 each
Pay: Paid, $10 to $25 an hour; housing assistance, discounts on Sprint products and services, free calling cards
Length of internship: Spring/fall: one to six months; Summer: 10 to 14 weeks
Intern functions: Accounting, Engineering, Finance, Technology

THE SCOOP

Sprint Nextel offers a comprehensive range of wireless and wireline communications services to consumer, business and government customers. Sprint Nextel is widely recognized for developing, engineering and deploying innovative technologies. These include two robust wireless networks that offer mobile data services, instant national and international push-to-talk capabilities and an award-winning and global Tier 1 internet backbone.

ON THE JOB

The Sprint Nextel Student Employment Program is designed to enhance recruitment efforts and reinforce the relationships developed through these efforts. Its objectives are to promote meaningful assignments to enhance the student’s learning; provide intern program orientation materials to students and their supervisors; coordinate opportunities for interaction with Sprint managers, executives and other interns; and to complement existing intern programs to enhance recruiting efforts. There are numerous positions available throughout Sprint Nextel, including opportunities in finance, accounting, network engineering and software engineering. Interns also participate in company social activities, educational development, travel to Kansas City for presentations and more.

GETTING HIRED

Apply by: Qualified candidates should apply during the fall semester or early in the spring semester at their university’s career services office or at www.sprint.com/careers.

Qualifications: Open to current college students and grad students. A minimum 3.0 GPA is required.

Contact:
Sprint Nextel
Internship and Recruiting Program Manager
University Relations and Recruiting
6500 Sprint Parkway
Overland Park, KS KS0PHL0302-3B604
www.sprint.com/careers
ST. PAUL’S SCHOOL

THE BUZZ

- “An apple for the teacher—and that’s you!”
- “Help educate today’s youth”

THE STATS

Industry: Education  
Location: Concord, NH  
Number of interns: Summer interns: 38; Teaching fellows: four  
Pay: Summer interns: $2,500; Teaching fellows: $25,000  
Length of internship: Summer: five weeks; Academic year: 10 months  
Intern function: Education

THE SCOOP

St. Paul’s School is known for its illustrious alumni, as well as for its 2,000 wooded acres and top-flight facilities. Established in 1856 by Dr. George Cheyne Shattuck Jr., the school started with just three pupils educated in the doctor’s home. Since then, it has grown to house 500 students and 100 faculty members. St. Paul’s is a religious school affiliated with the Episcopal Church but accepts students from all faiths and backgrounds and supports their beliefs.

ON THE JOB

St. Paul’s has two distinct internship opportunities: the summer internship and the academic-year teaching fellowship. Interns teach and tutor students in St. Paul’s advanced studies program, which offers college-level courses to academically talented juniors from N.H. high schools. Interns also supervise recreational activities and dorms, enjoy the use of libraries and athletic facilities and have access to mentors. Teaching fellows are apprentice teachers: throughout their fall term, they watch classes taught by their mentors in different subjects and styles. Fellows are ready to teach on their own during the winter term. They also coach student teams, supervise study hall and students in a house, preside over a table in the school’s dining hall and attend weekly faculty meetings. After the program is complete, fellows may apply for full-time faculty positions at St. Paul’s.

GETTING HIRED

Apply by: January 10th.

Qualifications: Summer interns: open to college juniors and seniors with a good academic record. Teaching fellows: open to college graduates. The program favors applicants who have already had a teaching internship, and who have maintained a good academic record.

Contact: Michael Ricard  
Director, Apprentice Teaching Program  
St. Paul’s School  
325 Pleasant Street  
Concord, NH 03301-2591  
Phone: (603) 229-4777  
Fax: (603) 229-4767  
Email: asp@sps.edu  
www.sps.edu and asp.sps.edu/today/employment
ST. VINCENT CATHOLIC MEDICAL CENTERS OF NEW YORK

THE BUZZ

• “A pre-med dream in the heart of Greenwich Village”

THE STATS

Industry: Health Care
Locations: Brooklyn, NY; Elmhurst, NY; Flushing, NY; Harrison, NY; Jamaica, NY; New York, NY; Staten Island, NY
Number of interns: Annual: 400
Pay: Unpaid
Length of internship: Six months minimum
Intern functions: Administrative, Health Care

THE SCOOP

In 2000, the Catholic Medical Centers of Brooklyn and Queens, St. Vincent's Hospital and Medical Center of New York, and Sisters of Charity Healthcare in Staten Island merged to form the St. Vincent Catholic Medical Centers (SVCMC). The nine-hospital organization serves more than 500,000 people each year. Over 3,000 physicians staff its care and research facilities and conduct clinical drug trials for cardiovascular- and cancer-related illnesses, among others.

ON THE JOB

Volunteer positions are available at all of SVCMC’s facilities under “patient contact” or “no patient contact.” A higher percentage of volunteers participate in the patient contact category and work alongside nursing staff to tend to the needs of the infirmed. Volunteers who choose no patient contact can expect office and administrative work. SVCMC provides unglamorous but hands-on experience in departments with immediate need.

GETTING HIRED

Apply by: Rolling.
Qualifications: Open to high school students, college freshmen, sophomores, juniors and seniors, as well as anyone 16 years of age or older.

Contact:
Gregory Franklin
Director of Recreation
Bishop Mugavero Center for Geriatric Care
155 Dean Street
Brooklyn, NY 11217
Phone: (718) 694-6707
Email: gfranklin@svcmcny.org

Gail Livingstone
Director of Therapeutic Recreation
Holy Family Home
1740 84th Street
Brooklyn, NY 11214
Phone: (718) 232-3666
Email: glivingstone@svcmcny.org

Zelly Reyes
Director of Therapeutic Recreation
St. Elizabeth Ann’s Health Care & Rehabilitation Center
91 Tompkins Avenue
Staten Island, NY
Phone: (718) 876-1169
Email: zreyes@svcmcny.org

Patricia Cusack
Manager of Volunteer Services
St. Vincent’s Manhattan Hospital
130 West 12th Street
Martin Payne—3F
New York, NY 10011
Phone: (212) 604-7268
Fax: (212) 604-2378
Email: pcusack@svcmcny.org

Grace Mastoras
Director of Volunteer Services
St. Vincent’s Westchester Hospital
275 North Street
Harrison, NY 10528
Phone: (914) 925-5563
Fax: (914) 925-5159
www.svcmc.org/body.cfm?id=257

Pat Tracy
Coordinator of Volunteers
SVCMC Pax Christi Hospice
227 East 19th Street, 9th and 10th Floors
New York, NY 10001
Phone: (212) 995-7474
Email: ptracy@svcmcny.org
STAPLES, INC.

THE BUZZ

- “Staples Inc. goes above and beyond with their interns, making sure they know the ins and outs of the business”
- “Lot of different opportunities, prestigious company, potential for full-time job”

THE STATS

Industries: Consumer Products, Retail
Locations: Framingham, MA (HQ); locations across the United States, North America, South America, India, Europe and Asia
Number of interns: Summer: 40 to 50; Fall/spring: varies
Pay: Paid, varies based on experience and year; Interns: $10 to $12 an hour; Co-ops: $16 an hour
Length of internship: Summer: 10 to 12 weeks; Fall/spring: flexible; Co-ops: three, five or six months (varies depending on school)
Intern functions: Advertising, Engineering, Finance, Human Resources, Marketing, Public Relations, Sales, Technology

THE SCOOP

The original megastore, Staples entered national consciousness in 1986. Today, the chain is the biggest office products company in the world. Its stores stock everything from office desks and chairs to highlighters, planners and, well, staples. Staples boasts nearly 1,900 superstores throughout North and South America, Europe and Asia.

ON THE JOB

Interns work in various corporate departments, including customer service, human resources, information technology, marketing, merchandising, media, public relations, retail channel development, strategy and strategic sourcing. Most positions are at the company’s Framingham headquarters. Throughout their stay at Staples, interns and co-ops are exposed to training and upper management through company events and information sessions. Summer interns are given an overview of Staples, a reference manual and tour of headquarters, weekly lunches with various section leaders and a lunch with the company’s president and COO. Staples interns meet with their managers regularly and are given mid-term and exit interviews.

GETTING HIRED

Apply by: Summer: September 1st to March 1st; Fall/spring: rolling.
Qualifications: Open to college sophomores, juniors and seniors, as well as first- and second-year grad students. Staples prefers students with past corporate work experience. Students must have at least a 3.0 GPA. Interns should have a mix of practical work experience and extracurricular activities and be able to live in Massachusetts.
Contact:
Gillian Taitz
Senior Recruiter, College Relations Specialist
500 Staples Drive
Framingham, MA 01702
Phone: (508) 253-7814
Fax: (508) 253-4227
Email: gillian.taitz@staples.com
www.staples.com/jobs
STARLIGHT CHILDREN’S FOUNDATION

THE BUZZ

• “Light the path to a child’s heart”

THE STATS

Industry: Nonprofit
Locations: New York, NY; Atlanta, GA; Boston, MA; Chicago, IL; Los Angeles, CA; Redmond, WA; Scarborough, ME; London; Melbourne; Montreal; Sydney; Toronto
Number of interns: Annual: three to six (New York)
Pay: Unpaid; attendance welcome at events and hospital parties, free promotional items
Length of internship: Spring/summer/fall: 12 weeks to one year
Intern functions: Marketing, Nonprofit

THE SCOOP

The Starlight Foundation began in 1983 with a wish from a dying boy who befriended actress Emma Samms. Samms teamed up with film executive Peter Samuelson to transform that wish into an “international nonprofit organization dedicated to improving the quality of life for seriously ill children and their families.” Today, the Starlight Foundation works with more than 1,000 hospitals to help seriously ill children ages four to 18 through “distractive entertainment.” The foundation grants about 275,000 wishes annually such as meeting Paul McCartney, visiting Disney World, viewing a taping of Sesame Street and having dinner with Cindy Crawford.

ON THE JOB

The Starlight Foundation has over 300 volunteers in its 12 offices. Interns perform a variety of tasks depending on skills and interests. The foundation tries to utilize interns’ unique skills to the best of the organization’s benefit. Some volunteers may coordinate special events; others work in wish-granting or assist with fundraising.

GETTING HIRED

Apply by: Rolling.
Qualifications: Open to all college freshmen, sophomores, juniors and seniors, recent college graduates and grad students.
Contact: Starlight Children’s Foundation NY*NJ*CT
Attn: Lauren Berninger
1560 Broadway, Suite 600
New York, NY 10036
Phone: (212) 354-2878
Fax: (212) 354-2977
Email: laurenb@starlightnyc.org
www.starlight-newyork.org/nynjct/volunteer

STARWOOD HOTELS & RESORTS

THE BUZZ

• “From Albania to Zimbabwe to your hometown”
• “Start a hospitality career at the top of the industry”

THE STATS

Industry: Hospitality and Tourism
Locations: Various locations across North America
Number of interns: Summer: 150 to 175; Winter: 100 to 150
Pay: Varies
Length of internship: Summer: 12 weeks; Winter: one to two weeks
Intern functions: Finance, Human Resources, Marketing, Sales

THE SCOOP

With approximately 940 properties in more than 100 countries, Starwood Hotels & Resorts Worldwide, Inc. is one of the largest hotel and leisure companies in the world. Starwood Hotels brands include Sheraton, Westin, W and Le Méridien. Starwood Hotels also owns Starwood Vacation Ownership, Inc., a developer and operator of vacation interval ownership resorts.

ON THE JOB

Starwood assigns each summer intern responsibilities comparable to an entry-level hospitality professional. Participants gain hands-on project experience as they develop their guest service and functional skills. Departments that accept interns include finance, rooms, food and beverage, sales, human resources, revenue management, Six Sigma and catering/convention services.

GETTING HIRED

Apply by: Winter: applications accepted beginning in September; Summer: applications accepted at the start of each year. Submit a completed online application and two essays. Only students attending participating partner schools are eligible—visit the recruiting URL below or check with your school’s career center to see if Starwood recruits on campus.
Qualifications: Current students enrolled in hospitality programs with appropriate experience are invited to apply for internship opportunities nationwide.
Contact: Starwood Hotels and Resorts Worldwide, Inc.
North America Division
1111 Westchester Avenue
White Plains, NY 10604
www.starwood.jobs
www.starwoodhotels.com/corporate/careers/recruiting/schedule.html
STATEN ISLAND ZOO

THE BUZZ
• “Develop educational programs for kids”
• “Live, learn and play in the zoo”

THE STATS
Industries: Education, Environment
Location: Staten Island, NY
Number of interns: Annual: nine
Pay: Unpaid, academic credit available
Length of internship: Three months to one year, beginning in January, March, June or September
Intern functions: Education, Environment

THE SCOOP
Established in 1936, the Staten Island Zoo calls itself the “biggest little zoo” in the New York metropolitan area. The zoo features an African Savannah, tropical forest, aquarium, children’s center, newly renovated herpetarium and numerous outdoor exhibits. It is the only zoo in the region that offers community outreach programs.

ON THE JOB
The Staten Island Zoo has three professional, hands-on intern positions. The veterinary technician intern assists with daily animal care, routine veterinary work, feeding, cleaning, exhibit maintenance, medical treatments and lab work. The animal care intern helps with daily husbandry and animal care routines. The education intern works with staff on educational programs for children in grades K through nine, and zoo guests, develops curriculum and lesson plans, and completes his own project.

$ GETTING HIRED
Apply by: January start date: November 15th; March start date: January 15th; June start date: April 15th; September start date: July 15th. Applicants must submit the completed application, a resume, cover letter and official transcript.

Qualifications: All positions are open to college students and recent graduates (within one year of graduation). Applicants should be enrolled in a field of study related to the internship to which they are applying. Veterinary technician applicants must have prior veterinary experience. International applicants are welcome.

Contact:
Erin Rackovan
Staten Island Zoo
614 Broadway
Staten Island, NY 10310
Phone: (718) 442-3174, ext. 37
Fax: (718) 442-8492
Email: sivolunteer@aol.com
www.statenislandzoo.org/interns.asp

STEELCASE INC.

THE BUZZ
• “I have learned more in one year at this internship than I have in most of my college classes”
• “I have made life changing friendships and career changing networks”

THE STATS
Industry: Manufacturing
Location: Grand Rapids, MI
Number of interns: Annual: 75; Summer: 60
Pay: Paid, $12 to $18 an hour; academic credit available, weekly housing/transportation stipend of $75
Length of internship: Summer: 10 to 12 weeks; Fall/spring: 12 weeks each
Intern functions: Accounting, Arts and Design, Engineering, Finance, Human Resources, Law, Marketing, Technology

THE SCOOP
Established in 1936, the Staten Island Zoo calls itself the “biggest little zoo” in the New York metropolitan area. The zoo features an African Savannah, tropical forest, aquarium, children’s center, newly renovated herpetarium and numerous outdoor exhibits. It is the only zoo in the region that offers community outreach programs.

ON THE JOB
Internships are generally available in marketing, finance, design, engineering, IT, supply chain, materials management and global sustainability. Responsibilities vary, but all interns are assigned project-based work based on their academic experience. Steelcase organizes summer events for interns, including a speaker series, career discussion panels and other community-building activities. About 15 to 20 percent of interns are offered positions at the company upon graduation.

$ GETTING HIRED
Apply by: Rolling. Check with your school’s career services office to see if Steelcase recruits on campus. A resume is required.

Qualifications: Varies by position, but the company generally looks for students who can commit to at least one year. A minimum GPA of 3.0 is typically required and demonstrated leadership qualities are preferred. Non-U.S. citizens are welcome.

Contact:
Sandy Swanson, College Relations, Internship Program Leader
P.O. Box 1967
Grand Rapids, MI 49501-1967
Email: hr12@steelcase.com
STEPPENWOLF THEATRE COMPANY

THE BUZZ

- “A fantastic way to meet really talented people in Chicago theater”
- “It has really launched me into the world of professional theater”
- “Steppenwolf rules!”

THE STATS

Industry: Fine and Performing Arts
Location: Chicago, IL
Number of interns: Annual: 39
Pay: Summer internship: unpaid, academic credit; Apprenticeship: paid, employee-funded limited benefits plan; Fellowship: paid, housing and transportation stipend, medical benefits in the second year; free tickets and special events
Length of internship: Summer internship: three months (June to August); Apprenticeship: nine months (September to May); Fellowship: two years (September to August)

THE SCOOP

The Steppenwolf Theatre Company started performing plays in a church basement in Highland Park, Illinois in 1976 and now operates three theater spaces in Chicago’s Lincoln Park neighborhood. The company has grown to include 42 ensemble members and has spawned a generation of American artists, such as Joan Allen, John Malkovich, Martha Plimpton, Amy Morton, Austin Pendleton and founder Gary Sinise. In October 2009, Steppenwolf was named one of the nation’s Top Small Workplaces by The Wall Street Journal and Winning Workplaces.

ON THE JOB

The Steppenwolf Theatre Company interns, apprentices and fellows learn the inner workings of a professional theater, in particular, theater administration and production, including casting, fund raising, marketing, publicity, lighting, scenic carpentry, sound, stage and wardrobe. Through daily assignments and duties within these departments, biweekly intern seminars and volunteer opportunities in many areas of the theater, interns learn real skills from professionals working in theater today.

GETTING HIRED

Apply by: Summer internship and fellowship: February 15th; Apprenticeship: March 15th. Submit an application form (available online), resume, personal statement, work samples and two letters of recommendation.
Qualifications: Open to high school and college students, recent college graduates and grad students who are at least 18 years old. Non-U.S. citizens are welcome to apply.
Contact:
Megan Shuchman, Professional Leadership Coordinator
Steppenwolf Theatre Company
758 West North Avenue, 4th Floor
Chicago, IL 60610
Phone: (312) 335-1888, ext. 5699
Fax: (312) 335-0808
Email: leadership@steppenwolf.org
www.steppenwolf.org/work

THE BUZZ

- “A fantastic way to meet really talented people in Chicago theater”
- “It has really launched me into the world of professional theater”
- “Steppenwolf rules!”

THE STATS

Industry: Fine and Performing Arts
Location: Chicago, IL
Number of interns: Annual: 39
Pay: Summer internship: unpaid, academic credit; Apprenticeship: paid, employee-funded limited benefits plan; Fellowship: paid, housing and transportation stipend, medical benefits in the second year; free tickets and special events
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GETTING HIRED

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Qualifications: Open to high school and college students, recent college graduates and grad students who are at least 18 years old. Non-U.S. citizens are welcome to apply.
Contact:
Megan Shuchman, Professional Leadership Coordinator
Steppenwolf Theatre Company
758 West North Avenue, 4th Floor
Chicago, IL 60610
Phone: (312) 335-1888, ext. 5699
Fax: (312) 335-0808
Email: leadership@steppenwolf.org
www.steppenwolf.org/work
STUDENT CONSERVATION ASSOCIATION

THE BUZZ

• “Conservation begins here”

THE STATS

Industries: Education, Environment, Nonprofit
Locations: Charlestown, NH (HQ); national and state parks, national forests, BLM land and national historic sites across the country
Number of interns: Annual: 1,650 to 2,000; Summer: about 1,060
Pay: Paid; possible academic credit and AmeriCorps awards, round-trip travel, housing, accident and health insurance for long-term positions
Length of internship: Three to 12 months
Intern functions: Education, Communication, Research

THE SCOOP

Founded in 1957, the Student Conservation Association, Inc. (SCA) is a national nonprofit organization that advocates for the environment. The association provides conservation service opportunities, outdoor skills and leadership training for high school and college students. Every year, thousands of people join the Student Conservation Association to work for national parks and forests, wildlife refuges, historic and cultural resources and urban green spaces. The SCA currently fills positions at over 500 sites in all 50 states.

ON THE JOB

Interns work with skilled professionals in national parks, forests, wildlife refuges and conservation centers. Specific positions include performing background research, repairing hiking trails, and restoring wetland and desert ecosystems as well as working with GIS, GPS and desktop publishing technology.

GETTING HIRED

Apply by: Rolling. Applicants should apply three months prior to their desired start date. Search for open positions and apply online at www.thesca.org. References are required.

Qualifications: Internship applicants must be at least 18 years of age. Volunteer positions are open to high school students ages 15 to 19. Non-U.S. citizens are eligible.

Contact:
Admissions Department
Student Conservation Association
689 River Road
P.O. Box 550
Charlestown, NH 03603
Phone: (603) 543-1700, ext. 499
Email: admissions@thesca.org
www.thesca.org

SUNTRUST BANKS, INC.

THE BUZZ

• “Experience the Sun-y side of banking”
• “Interns are responsible for live work to give them a real world experience”

THE STATS

Industries: Accounting, Financial Services
Locations: Atlanta, GA (HQ); locations in FL, GA, MD, NC, SC, TN, VA and DC
Number of interns: Summer: 75
Pay: Paid, varies; 401(k) plan, discounted banking services
Length of internship: Summer: eight to 12 weeks
Intern functions: Finance, Technology

THE SCOOP

SunTrust Banks, Inc. provides deposit, credit, trust and investment services to a broad range of retail, business and institutional clients through its banking subsidiaries. Other SunTrust subsidiaries provide mortgage banking, asset management, brokerage and capital market services. The company operates 1,694 retail branches and 2,673 ATMs in 11 states. In addition, SunTrust provides customers with a full range of technology-based banking channels. Like most American banks, the economic crisis has affected SunTrust, which suffered write downs in late 2007. However, things aren’t entirely bleak, and the company completed the acquisition of GB&T Bancshares, Inc. in May 2008.

ON THE JOB

SunTrust places interns throughout the company’s business and functional areas, which include audit services, commercial banking, commercial real estate, corporate and investment banking (through subsidiary SunTrust Robinson Humphrey), enterprise information services, retail banking, and wealth and investment management. SunTrust also offers structured internship programs, including INROADS and Corporate & Investment Banking. Interns are exposed to clients, job-shadowing, social events and classroom training at SunTrust University. The majority of interns complete a summer project and presentation within their division.

GETTING HIRED

Apply by: Summer: January/February. Visit the website below or check with your school’s career center to see if SunTrust recruits on campus.

Qualifications: Open to rising college seniors. A 3.0 GPA is required for most positions. Qualifications for SunTrust internships vary by line of business and functional area.

Contact:
www.suntrust.com/campus

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SUPervalu, Inc.

THE BUZZ

• “A super valuable internship experience”

THE STATS

Industries: Retail, Supply Chain
Locations: Eden Prairie, MN (HQ); additional locations nationwide
Number of interns: Summer: 80 to 100
Pay: Paid, $22 an hour
Length of internship: Summer: 12 weeks
Intern functions: Accounting, Human Resources, Management, Marketing, Real Estate, Retail, Transportation and Logistics

THE SCOOP

With over 2,500 retail grocery locations throughout the United States, 190,000 employees and sales estimates upwards of $45 billion annually, SUPERVALU is one of the largest retail chains in the country. Besides selling produce, the company also provides distribution and related logistics support services to more than 2,500 independent retailers.

ON THE JOB

The internship takes place in a corporate environment and is designed to give participants a broad understanding of the retail grocery industry and potential careers therein. Interns also engage in meetings with business professionals several times during the duration of the term.

$ GETTING HIRED

Apply by: Internship openings are posted on the corporate website in March/April of each year. Applicants must complete the online application, indicating GPA. Recommendations are required.

Qualifications: Open to college juniors and seniors.

Contact:
careers.supervalu.com

Supreme Court of the United States

THE BUZZ

• “Supreme experience for future politicians”
• “Start your law career at the pinnacle”
• “A shining star on your law school application”

THE STATS

Industries: Government, Law
Location: Washington, DC
Number of interns: Fall/spring/summer: two each
Pay: Unpaid, academic credit; $1,000 scholarship available
Length of internship: Fall/spring: 16 weeks each; Summer: 12 weeks
Intern functions: Administrative, Government, Law

THE SCOOP

The Supreme Court is the highest tribunal in the United States for cases and controversies that arise under the Constitution or federal laws. As the final arbiter of the law, the Supreme Court is charged with ensuring the American people the promise of equal justice under the law and, thereby, also functions as a guardian and interpreter of the Constitution.

ON THE JOB

Established in 1972, the Judicial Internship Program offers interns the opportunity to work with the Office of the Counselor to the Chief Justice. Judicial interns perform routine tasks, such as summarizing news articles and preparing memoranda and correspondence. Interns also conduct background research for speeches and briefings provided to visiting foreign dignitaries. When time permits, interns may observe court sessions and take advantage of outside lectures and conferences.

$ GETTING HIRED

Apply by: Fall: June 10th; Spring: October 20th; Summer: March 10th. Submit a resume, official transcript, three letters of recommendation, written statement presenting reasons for seeking the internship, writing sample no longer than 10 pages and an essay of no fewer than two pages stating the candidate’s view of the importance of the American constitutional system from various points of view.

Qualifications: College juniors and seniors, including graduating seniors, are encouraged to apply.

Contact:
Supreme Court Fellow
Office of the Counselor to the Chief Justice
Supreme Court of the United States
Room 5
Washington, DC 20543
Phone: (202) 479-3415
Fax: (202) 479-3484
www.supremecourtus.gov
**SURFRIDER FOUNDATION**

**THE BUZZ**
- Help protect America's beaches

**THE STATS**
- **Industries:** Environment, Nonprofit
- **Location:** San Clemente, CA
- **Number of interns:** Spring/summer/fall: four each
- **Pay:** Paid, varies, academic credit available
- **Length of internship:** Spring/summer/fall: 12 weeks each
- **Intern functions:** Editorial, Education, Engineering, Environment, Finance, Human Resources, Law, Marketing, Nonprofit, Public Relations

**THE SCOOP**
The Surfrider Foundation was founded in 1984 in Malibu, Calif., by a handful of surfers who were concerned about threats to their local break. Since then, the foundation has grown into a movement with over 50,000 activists worldwide. Consisting mainly of volunteers, the staff is dedicated to the "protection and preservation of the world's oceans, waves and beaches."

**ON THE JOB**
Internships are available in the environmental, legal, marketing, international and chapter departments. Interns are generally involved in the clerical aspects and "busy work" of the foundation, but there are often recreational outings to venture out to the beach. The staff works directly with the interns as they execute a variety of research-based fact-checking and informal projects. The work may be concentrated at the office, but is also often conducted at the library or at the beach.

**GETTING HIRED**
- **Apply by:** Rolling. Submit a resume and cover letter explaining why you want to work at Surfrider. Candidates interested in legal internships should also submit a transcript and writing sample. Check the website listed below for specific department requirements and contact information.
- **Qualifications:** Open to high school juniors and seniors, college students, recent college graduates and grad students.
- **Contact:**
  - Surfrider Foundation
  - Attn: Internship Coordinator
  - P.O. Box 6010
  - San Clemente, CA 92674-6010
  - Phone: (949) 492-8170
  - Fax: (949) 492-8142
  - www.surfrider.org

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**SUSSEX PUBLISHERS**

**THE BUZZ**
- Improve your psyche and your writing at the same time

**THE STATS**
- **Industry:** Publishing/Journalism
- **Location:** New York, NY
- **Number of interns:** Spring/summer/fall: three to four each
- **Pay:** Paid, small daily stipend
- **Length of internship:** Spring: 20 weeks; Summer: 12 weeks; Fall: 16 weeks
- **Intern functions:** Editorial, Print Media, Research

**THE SCOOP**
Sussex Publishers is the parent company of the magazine Psychology Today and is based in New York City. The magazine—Sussex's most prominent—prides itself on covering the latest research personality, cognition, health, relationships and neuroscience accurately and engagingly. Psychology Today has been growing in popularity outside and inside of its field.

**ON THE JOB**
Psychology Today is Sussex's only publication that boasts an internship program. Interns are primarily accepted into the magazine's editorial department (the only one with an organized internship program). Because the office staff is small, hands-on experience is guaranteed. Expect heavy research responsibilities delegated by staff editors. Interns also pitch and write short pieces, predominantly for the news section of the publication.

**GETTING HIRED**
- **Apply by:** Rolling. Send a detailed cover letter, resume and three writing samples from published articles or pieces similar in tone to those in Psychology Today.
- **Qualifications:** Open to college students with strong writing skills. Preference is given to applicants with college and graduate degrees who intend to pursue journalism. A background in journalism is a plus, as is course work in psychology.
- **Contact:**
  - Matthew Hutson
  - News Editor
  - Psychology Today
  - 115 East 23rd Street, 9th Floor
  - New York, NY 10010
  - Phone: (212) 260-7210, ext. 207
  - Fax: (212) 260-7445
  - Email: matt@psychologytoday.com
  - www.psychologytoday.com
SYMANTEC CORPORATION

THE BUZZ
- Tech whizzes will love working with a world leader in internet security
- "This internship has opened the door for me"

THE STATS
Industries: Consumer Products, Technology
Locations: Cupertino, CA (HQ); San Francisco, CA; Springfield OR; Culver City, CA; Newton, MA; Heathrow, FL; Roseville, MN; Alexandria, VA; Linden, UT
Number of interns: Summer: 73
Pay: Paid, varies; holiday pay, enrollment in Symantec classes
Length of internship: Summer: 10 to 12 weeks; part-time positions available year-round
Intern functions: Engineering, Finance, Marketing, Public Relations, Technology

THE SCOOP
Symantec is an international corporation and one of the 10 largest software companies in the world. The company was founded in 1982 by Dr. Gary Hendrix, and today specializes in internet security technology. The best known Symantec products include Norton AntiVirus and Norton 360. Symantec has operations in more than 40 countries.

ON THE JOB
Interns work as members of the following departments: engineering, human resources, finance and marketing. Interns are also invited to networking and social events, such as brown bag lunches with Symantec executives, local baseball games and a "Meet the CEO" event.

GETTING HIRED
Apply by: Rolling. Apply online.
Qualifications: Open to high school, college and graduate students enrolled in a relevant program. Non-U.S. citizens are encouraged to apply.
Contact:
Email: college_connections@symantec.com
www.symantec.com/about/careers/college/index.jsp

THE BUZZ
- Tech whizzes will love working with a world leader in internet security
- "This internship has opened the door for me"
TADA!

THE BUZZ

• “Have fun with children and theater”
• “Stimulate your passion for theater”

THE STATS

Industries: Education, Fine and Performing Arts
Location: New York, NY
Number of interns: Annual: 12
Pay: Unpaid, academic credit available
Length of internship: Flexible; Summer/fall/spring: minimum three months of part-time service or one month of full-time service
Intern functions: Administrative, Arts and Design, Education, Marketing, Music

THE SCOOP

Founded in 1984, TADA! is a New York-based youth theater company that presents theater and dance performances by children. Each year, over 50,000 children are exposed to musical theater by TADA!’s staff of experienced theater professionals. TADA! also sponsors programs that provide workshops and classes for their performers.

ON THE JOB

TADA! interns work closely with full-time staff on a variety of administrative, educational, artistic and production projects. Internship opportunities are available in development and marketing, education, administration and production.

$ GETTING HIRED

Apply by: Rolling. Applicants should submit a resume and cover letter.

Qualifications: Open to all college freshmen, sophomores, juniors and seniors, recent college graduates and grad students.

Contact:
TADA!
15 West 28th Street, 3rd Floor
New York, NY 10001
Phone: (212) 252-1619
Fax: (212) 252-8763
www.tadatheater.com

Artistic Internship
Attn: Daren Taylor, Ensemble Manager
Email: dtaylor@tadatheater.com

Development and Marketing Internship
Attn: Veronica Shore, Marketing Manager
Email: vshore@tadatheater.com

Education Internship
Attn: Alyson Cahill, Assistant Director of Education
Email: acahill@tadatheater.com

Administrative Internship
Attn: Jeanette Castillo, Business Manager
Email: jcastillo@tadatheater.com

Production Internship
Attn: Andy Bryant, IT Manager
Email: abryant@tadatheater.com
TARGET CORPORATION

THE BUZZ

- “This experience was a growth and development opportunity”
- “Develops you as a leader by challenging you to reach your fullest”
- “I highly recommend this program to anyone who wants to be challenged”

THE STATS

Industry: Retail
Locations: Minneapolis, MN (HQ); 37 distribution centers and store locations in 49 states
Number of interns: Annual: about 1,100
Pay: Paid; academic credit, 10 percent discount, access to employee assistance program
Length of internship: 10 weeks
Intern functions: Accounting, Arts and Design, Finance, Health Care, Human Resources, Management, Marketing, Merchandise, Retail, Transportation and Logistics

THE SCOOP

Founded in 1962, Target is a mass merchandise retailer with 350,000 employees in about 1,700 stores in 49 states nationwide. Since opening its first store, Target has partnered with nonprofit organizations, guests and team members to help meet the needs of each store’s community. Today, Target gives more than $3 million a week to local communities through grants and special programs.

ON THE JOB

During the summer internship program, students gain invaluable on-the-job experience. They are assigned to a department and work hands-on with a team to tackle the daily activities of their area. Each participant is paired with a manager and a mentor who guide him or her through the program. Interns are responsible for completing an individual project and presenting the results to senior leadership at the end of the program.

GETTING HIRED

Apply by: Rolling. Apply online at www.target.com/careers.
Qualifications: All interns must be eligible to work in the United States and have strong analytic and leadership abilities, outstanding verbal and written communication skills, and excellent organizational skills.
Contact: www.target.com/careers

TBWA\CHIAT\DAY

THE BUZZ

- “Pitch real clients at this ad giant”

THE STATS

Industry: Advertising/Marketing
Locations: New York, NY; Los Angeles, CA
Number of interns: Annual: Varies
Pay: Unpaid, academic credit required
Length of internship: Summer: May to August; Spring: January to April; Fall: September to December
Intern functions: Advertising, Arts and Design, Marketing, Project Management

THE SCOOP

TBWAChiatDay was recognized by The Gunn Report as the most creatively awarded advertising agency in the world in 2007. Clients include Absolut, adidas, Apple, Beiersdorf, Gatorade, Infiniti, Mars, McDonald’s, Nissan, Principal Financial Group, Samsonite, Sara Lee and Visa. TBWAChiatDay is part of TBWA Worldwide, a part of Omnicom Group Inc.

ON THE JOB

The TBWAChiatDay internship program offers students an opportunity to gain a more in-depth understanding of how an advertising agency works. Interns work in various departments, including accounts, production, interactive, creative, art buying, project management and planning. Each intern is assigned to an account team and/or department.

GETTING HIRED

Apply by: Rolling. Apply online for open positions or send your resume and cover letter to resumes@tbwachiat.com.
Qualifications: Open to college and graduate students.
Contact:
New York
HR Assistant
TBWAChiatDay, NY
488 Madison Avenue
New York, NY 10022
Phone: (212) 804-1000
Fax: (212) 804-1200
www.tbwachiat.com

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TD SECURITIES

THE BUZZ

• “Global banking”

THE STATS

Industries: Financial Services, Private Equity
Location: New York, NY
Number of interns: Summer: 15
Pay: Paid, academic credit available
Length of internship: Summer: 10 weeks (June to August)
Intern function: Finance

THE SCOOP

TD Securities is a subsidiary of TD Bank Financial Group, the second largest bank in Canada. Founded in Toronto in 1855 by a group of businessmen involved in the grain trade, TD now employs over 74,000 people worldwide. TD Securities is the investment banking arm of the conglomerate and a leading investment dealer in North America.

ON THE JOB

The key fields in which interns are hired are credit management, investment banking, and sales and trading. Students work side by side with analysts, associates and senior management and are seen as a valuable part of the team. Anywhere from 80 to 100 percent of interns receive offers from TD Securities upon completion of the internship. In the past three years, 100 percent of the interns who were made offers have accepted and returned to join the firm full time.

$ GETTING HIRED

Apply by: January or February. Check with your school’s career services office to see if and when TD Securities recruits on campus. Applicants should submit a resume, cover letter and transcript.

Qualifications:
- Summer analysts: open to rising college seniors;
- Summer associates: open to first-year MBA students. Non-U.S. citizens are eligible.

Contact:
Lindsay M. Calautti
Recruitment Manager
TD Securities USA
31 West 52nd Street
New York, NY 10019
www.tdsecurities.com
TEACH FOR AMERICA

THE BUZZ

• “It has opened many doors and new options for me”
• “A fantastic experience that I would do again in a heartbeat”
• “Maintain a high level of professionalism while still having a good time”

THE STATS

Industries: Education, Nonprofit
Locations: Philadelphia, PA; Atlanta, GA; Chicago, IL; Houston, TX; Phoenix, AZ; Los Angeles, CA; New York, NY; Cleveland, MS
Number of interns: Summer: about 140
Pay: Paid, $2,500 to $3,000; room and board, travel
Length of internship: Five to seven weeks (June to August)
Intern functions: Administrative, Nonprofit, Technology, Transportation and Logistics

THE SCOOP

Teach for America is a national corps of recent college graduates who commit two years to teach in urban and rural public schools. Its mission is to build the movement to eliminate the educational inequity that exists along socioeconomic lines. Since its founding in 1990, Teach for America has become one of the leading interventions in public education, and has built a pipeline of leaders committed to educational equity and excellence. This year, more than 7,300 corps members are teaching in 35 urban and rural areas across the country, collectively reaching more than 450,000 students.

ON THE JOB

Although interns do not get hands-on teaching experience, they learn how a complex logistical operation is run. Interns serve as operations coordinators and work in one of the following departments: institute management, communications, office operations, transportation and special events, residential operations, technology or workshops and resources. They provide administrative and logistical support for approximately 500 new teachers and 80 staff members at one of the eight institutes.

GETTING HIRED

Apply by: January. Applicants must submit an application, resume and cover letter online.
Qualifications: Open to all college students and recent college graduates. Most applicants are interested in education or learning about the nonprofit world.
Contact:
Email: institutestaff@teachforamerica.org
www.teachforamerica.org
www.teachforamerica.org/careers/cm_alum/institute/operations_coordinator/about.html
TECH DATA CORPORATION

INDUSTRIES: Technology, Transportation and Logistics
LOCATION: Clearwater, FL
NUMBER OF INTERNS: Fall/spring: three to four each; Summer: 10
PAY: Paid and unpaid, academic credit available
LENGTH OF INTERNSHIP: Varies
INTERN FUNCTIONS: Accounting, Finance, Human Resources, Law, Marketing, Project Management, Technology, Transportation and Logistics

THE SCOOP
Tech Data is one of the largest technology distribution companies in the world, serving more than 125,000 IT solution providers in over 100 countries. The company is also ranked No. 102 on the Fortune 500 and generated $24.1 billion in net sales in 2008.

ON THE JOB
Internships are available in marketing, accounting, human resources, logistics and IT. Students get real-world experience working for a major global company. Tech Data also accepts interns through the INROADS program. Approximately 50 percent of interns are hired as full-time employees after graduation.

GETTING HIRED
APPLY BY: Rolling. For the INROADS program, candidates should apply in the fall. Two personal business references and two academic references are required.
QUALIFICATIONS: College juniors and seniors are preferred, as are students with some business-related work experience. A minimum GPA of 2.5 to 3.0 is required.
CONTACT:
Internship Coordinator
Tech Data Corporation
5350 Tech Data Drive
Clearwater, FL 33760
Phone: (727) 539-7429
www.techdata.com/careers

TEEN VOICES

INDUSTRIES: Nonprofit, Publishing/Journalism
LOCATION: Boston, MA
NUMBER OF INTERNS: Annual: 100
PAY: Unpaid, academic credit available
LENGTH OF INTERNSHIP: Spring/fall: 12 weeks; Winter: four weeks; Summer: 10 to 12 weeks
INTERN FUNCTIONS: Administrative, Arts and Design, Editorial, Education, Marketing, Nonprofit, Print Media, Public Relations

THE SCOOP
Teen Voices is an intensive journalism mentoring and leadership development program for teen girls. Teen Voices was founded in 1988 by two young women who believed in the power of girls to create social change through writing and art, and today it produces an internationally distributed print and online alternative magazine. The organization’s goal is to encourage teen girls around the world to use their skills to speak out on issues and lead change.

ON THE JOB
Internships are available in the administration, art and photography, development, editorial, marketing, technology, web/social media and finance departments. Intern duties include a wide range of projects and responsibilities. Students receive direct, hands-on experience with excellent supervision and learn about the publishing industry, working with youth and how to run a successful nonprofit.

GETTING HIRED
APPLY BY: Rolling. Send a resume and cover letter to the email address listed below or apply online.
QUALIFICATIONS: Open to college students, recent graduates and grad students. Women of color are strongly encouraged to apply.
CONTACT:
Lisa Rodrigues, Program Coordinator
Teen Voices
80 Summer Street, Suite 300
Boston, MA 02110
Phone: (617) 426-5505
Fax: (617) 426-5577
Email: hr@teenvoices.com
www.teenvoices.com
**TEXAS INSTRUMENTS**

**THE BUZZ**
- “Learn about technology from the folks that invented the microchip”
- More than just your high school calculator

**THE STATS**

Industry: Technology  
Locations: Dallas, TX (HQ), Sherman, TX; Houston/Stafford, TX; Tucson, AZ  
Number of interns: Annual: about 375  
Pay: Paid, varies based on year in school; academic credit, travel reimbursement, relocation assistance, benefits  
Length of internship: Annual: three months  
Intern functions: Accounting, Engineering, Manufacturing, Technology

**THE SCOOP**

Texas Instruments (TI) invented the microchip and Digital Light Processing™ (DLP) technology, and is the world leader in digital signal processing (DSP) and analog technologies. TI’s products are used in digital communications, entertainment, medical services and automotive systems. The company employs nearly 35,000 people in 30 countries.

**ON THE JOB**

Interns step into a real position and are trained on the job to perform real work in a variety of areas. TI jokes that because training is on the job, its internship program is the “best reason on Earth to skip school.” About 80 to 90 percent of interns are offered full-time positions upon graduation.

**GETTING HIRED**

Apply by: Rolling.  
Qualifications: Open to college sophomores, juniors and seniors, as well as grad students. Engineering, science, finance, accounting and semiconductor operations majors are preferred. Non-U.S. citizens are eligible. A minimum GPA of 3.0 is required.  
Contact:  
www.ti.com  
unleashti.com/survey.htm

**TEXAS MONTHLY**

**THE BUZZ**
- “A Texas-sized opportunity for budding journalists”
- “Learn the magazine business while enjoying sunny Southern hospitality”

**THE STATS**

Industries: Publishing/Journalism  
Locations: Austin; TX; Dallas, TX; Houston, TX  
Number of interns: Spring/summer/fall: 30 to 35 each  
Pay: Unpaid, academic credit; free subscription  
Length of internship: Spring/summer/fall: 10 to 12 weeks each  
Intern functions: Administrative, Advertising, Arts and Design, Editorial, Human Resources, Marketing, Print Media, Sales, Technology

**THE SCOOP**

Since 1973, Texas Monthly has covered life in contemporary Texas, reporting on issues such as politics, the environment, industry and education. As a leisure guide, Texas Monthly refers to itself as the “indispensable authority” on the Texas scene, covering music, the arts, travel, restaurants, museums and cultural events.

**ON THE JOB**

Interns work on various projects in all aspects of the magazine’s operations. Internships in Austin focus on accounting, advertising, art, marketing, custom publishing, editorial, HR/general administration, marketing, new media, production, sales and technology. The Houston/Dallas/NYC offices offer internships in advertising and sales.

**GETTING HIRED**

Apply by: Rolling; applicants should apply two months prior to their desired internship term. Send a resume and cover letter stating desired session and department of interest to the email address listed below.  
Qualifications: Open to college freshmen, sophomores, juniors and seniors.  
Contact:  
Texas Monthly  
Internship Coordinator  
P.O. Box 1569  
Austin, TX 78767-1569  
Phone: (512) 320-6900  
Fax: (512) 476-9007  
Email: internships@texasmonthly.com  
www.texasmonthly.com/jobs
THIRTEEN/WNET

THE BUZZ

- "An opportunity to enter the tough-to-crack field of public television"

THE STATS

Industries: Broadcast and Cable, Film/Entertainment, Internet and New Media, Publishing/Journalism  
Location: New York, NY  
Number of interns: Annual: 100  
Pay: Paid, $10 a day; academic credit available  
Length of internship: Spring/summer/fall/winter: three to five months  
Intern functions: Editorial, Education, Film, Television and Radio, Marketing, Sales, Technology

THE SCOOP

Thirteen/WNET is the PBS television station in the Tri-State Area—New York, New Jersey and Connecticut. For more than four decades, Thirteen has been asking provocative questions that challenge its audience to grow, think, learn and dream through non-commercial, educational and inspiring programming, such as Sesame Street, Charlie Rose, BBC World News, PBS NewsHour and Religion & Ethics Newsweekly.

ON THE JOB

Interns gain valuable experience in production, programming, music, technical services, marketing and sales, fundraising and education. Duties vary by position but all participants receive hands-on training. See the website for open positions.

GETTING HIRED

Apply by: Spring: mid to late December; Summer: mid to late April; Fall: mid to late July; Winter: mid to late October. Submit a resume and cover letter. In your cover letter, indicate the internship and season for which you are applying, your availability dates, the maximum hours to which you can commit and what year you expect to graduate.

Qualifications: Open to all college sophomores, juniors and seniors, and grad students.

Contact:  
Internship Coordinator  
Thirteen/WNET New York  
450 West 33rd Street  
New York, NY 10001  
Fax: (212) 560-6865  
Email: internships@thirteen.org  
www.thirteen.org/homepage/jobs/intern.html
THE STATS

Industries: Information Services, Publishing/Journalism, Technology
Locations: New York, NY (HQ); Chicago, IL; Brookfield, WI; San Francisco, CA; Rockville, MD; Boston, MA; Eagan, MN; Sunnyvale, CA; Ann Arbor, MI; Dexter, MI; London, England; Bangalore and Hyderabad, India
Number of interns: Markets Americas internship program: 120; Legal business internship program: 200; Professional software and services internship program: 108
Pay: Paid, $12 to $25 an hour depending on the program
Length of internship: Markets Americas internship program/legal business internship program: 12 weeks (summer); Professional software and services internship program: three to seven months
Intern functions: Accounting, Consulting, Editorial, Finance, Human Resources, Manufacturing, Marketing, Public Relations, Sales, Technology

THE SCOOP

An international information company, Thomson Reuters provides indispensable industry insights and support systems to 5,000 companies, including businesses and professionals in law, finance, media, health care and science. With facilities in 93 countries and annual revenue over $12 billion, it is a leader in the information services field. Thomson Reuters describes itself as having a “result-oriented culture,” in which the success of the company is based on the success of its clients and customers.

ON THE JOB

Thomson Reuters offers three internship programs: Markets Americas internship program, the legal business internship program and professional software and services internship program. Participants in the Markets Americas internship work in sales, technology, corporate strategy, client training, legal and finance. Legal business interns gain experience in technology, marketing, web design, writing, legal content editing, finance and manufacturing lean projects. Interns in the professional software and services program work in software development, sales and business technology. All interns may take part in professional development programs, speaker series and social events.

GETTING HIRED

Qualifications: Markets Americas internship program: open to college juniors and seniors, and graduate students with at least a GPA of 3.0. Legal business internship program: open to college juniors and seniors and recent college grads, though high school students are eligible for some positions. Professional software and services internship program: open to college sophomores, juniors and seniors and recent grads. Applicants should be majoring in business, information systems, sales, marketing, accounting or computer science.

Contact:
Thomson Reuters (headquarters)
3 Times Square
New York, NY 10036
Thomson Reuters
610 Opperman Drive
Eagan, MN 55123
Fax: (651) 687-3709
www.thomsonreuters.com
careers.thomsonreuters.com

Markets Americas Internship Program
Lisa Corso Moyer, Recruitment Manager, Talent Acquisition
Phone: (646) 223-458
Email: lisa.moyer@thomsonreuters.com

Legal business Internship Program
Christina Larson-Oelkers, Recruiter and College Relations
Phone: (651) 687-5435
Email: christina.larson-oelkers@thomsonreuters.com
Jenna Rogowski, College Relations Intern
Phone: (651) 848-4180
Email: jenna.rogowski@thomsonreuters.com
LeAnn McClanahan, Recruiting Coordinator and College Relations
Phone: (651) 687-5538
Email: leann.mcclanahan@thomsonreuters.com
Jessie Wilton
Phone: (651) 687-8875
Email: jessica.wilton@thomsonreuters.com
Jenn Swenson
Phone: 651-687-7671
Email: jennifer.swenson@thomsonreuters.com

Professional Software and Services Internship Program
Ed Chappel, Senior Recruiter
Phone: (734) 426-5860
Email: edward.chappel@thomsonreuters.com

Apply by: Deadlines vary by program. Check the website for details. All candidates should apply online.
TIME WARNER CABLE

THE BUZZ
- “Leveraging leadership in innovation”

THE STATS

Industries: Broadcast and Cable, Technology
Locations: New York, NY (HQ); Charlotte, NC; Albany, NY; Austin/Waco, TX; Binghamton, NY; Syracuse, NY; Buffalo, NY; Raleigh, NC; Greensboro, NC; Mililani, HI; Kansas City, KS; Los Angeles, CA; Denver, CO; Lincoln, NE; Dallas, TX; Fort Worth, TX; Rochester, NY; San Antonio, TX; San Diego, CA; Columbia, SC; Myrtle Beach, SC; Cleveland, OH; Columbus, OH; Milwaukee, WI; Herndon, VA; Wilmington, NC; Stamford, CT
Number of interns: Annual: 100
Pay: Varies per location, $10 to $15 an hour
Length of internship: Summer: eight to 10 weeks
Intern functions: Arts and Design, Film, Television and Radio, Editorial, Engineering, Finance, Human Resources, Law, Marketing, Public Relations, Sales

THE SCOOP
Time Warner Cable Inc. is the second-largest cable operator in the United States, employing 47,000 people nationwide. The company is an industry leader in developing and launching innovative video, data and voice services. Time Warner Cable owns and manages cable systems passing through approximately 26 million homes in 28 states.

ON THE JOB
Interns are hired into a number of different departments, including finance, engineering, marketing, communications, technical operations, graphics, creative services, business development, sales, public relations, human resources and editorial, among others.

$ GETTING HIRED
Apply by: Rolling. Apply online. Deadlines vary by department and location. Check the website for open internship positions.
Qualifications: Open to rising college juniors and seniors of all majors. Graduate students are eligible. A GPA of 3.0 or above is required
Contact: Nikki Harris
www.timewarnerglobecable.com

TIME, INC.

THE BUZZ
- “Invaluable insight into the entertainment industry”
- “Some of the most talented, kind, generous people I have ever met”

THE STATS

Industries: Advertising/Marketing, Fashion, Graphic Arts and Design, Internet and New Media, Public Relations, Publishing/Journalism
Locations: New York, NY; Parsippany, NJ; CT; Birmingham, AL
Number of interns: Annual: 400; Summer: 250; Fall/spring: 150
Pay: Paid, hourly rate varies
Length of internship: Spring: January to May; Summer: June to August; Fall: September to December
Intern functions: Editorial, Arts and Design, Advertising, Sales, Marketing, Research, Finance, Public Relations, Technology, Internet, Print Media

THE SCOOP
Time, Inc., a Time Warner company, is the largest magazine publisher in the United States and a leading publisher in the United Kingdom and Mexico. In the U.S., one out of every two adults reads a Time, Inc. magazine and one out of every seven visits a company website each month. As one of the largest content companies in the world, Time, Inc.’s brands and franchises extend beyond print to online, television, cable, video on demand (VOD), satellite radio, mobile devices, events and branded products. Time, Inc. publishes 22 magazines in the U.S., including Sports Illustrated, Fortune, People and Entertainment Weekly, and more than 25 U.S. websites.

ON THE JOB
Intern responsibilities vary by department, though all provide insight into the day-to-day operations of a major media company. Editorial interns, for example, are placed in the journalism, photo and art departments, just to name a few. Their tasks range from fact-checking and reporting to research and photography. Publishing interns are placed in different departments, such as ad sales, marketing, public relations and finance.

$ GETTING HIRED
Apply by: Rolling. Applicants should apply online at www.timeinc.com/careers under campus recruiting.
Qualifications: Open to college students with work-related experience and an interest in the media industry.
Contact: www.timeinc.com
www.hr.timeinc.com/campusrecruiting
TM ADVERTISING

THE BUZZ
- “A respected Longhorn ad agency”

THE STATS
- Industries: Advertising/Marketing, Public Relations
- Locations: Dallas, TX (HQ); Austin, TX; Seattle, WA
- Number of interns: Summer: 15; Spring/fall: varies
- Pay: Paid, $7 an hour
- Length of internship: Summer: June to August; Spring/fall: varies
- Intern functions: Accounting, Advertising, Arts and Design, Internet, Public Relations

THE SCOOP
Formerly known as Temerlin McClain, TM Advertising is a communications agency with divisions in advertising, direct marketing and interactive media. Clients include American Airlines, Nationwide Insurance, Verizon SuperPages, Texas Tourism, Nintendo Wii and Bell Helicopter.

ON THE JOB
Interns are incorporated into the company’s account services, interactive, media planning and creative departments. Responsibilities vary by placement. Regardless of department, by the end of the program all interns understand how an ad agency functions.

GETTING HIRED
Apply by: Account services/media/general advertising/interactive internship: March 15th. Send materials to Terri Bauer at the address listed below. Interactive/creative internship: April 15th. Send resumes and nonreturnable creative samples to Beverly Ann Moore at the address below.

Qualifications: Account services/media planning: open to undergraduate sophomores and juniors; Creative: open to undergraduate sophomores, juniors and seniors.

Contact:
TM Advertising
1717 Main Street, Suite 2000
Dallas, TX 75201
Phone: (972) 556-1100
Email: joinus@tm.com
www.tm.com

TOMMY BOY ENTERTAINMENT

THE BUZZ
- “Tommy Boy did hip-hop before MTV popularized it”
- “A legend in the music industry”
- “Perfect for my background and my professional aspirations”

THE STATS
- Industry: Music
- Location: New York, NY
- Number of interns: Annual: six to eight; Summer: four
- Pay: Part time: $10 a day; Full time: $20 a day; academic credit
- Length of internship: Annual: three months to one year
- Intern functions: Accounting, Administrative, Arts and Design, Finance, Law

THE SCOOP
In 1981, Tom Silverman started Tommy Boy Music in his crowded NYC apartment. The company’s first hip-hop single quickly went gold. Though firmly rooted in hip-hop, Tommy Boy soon branched into other genres, such as dance music. Seventy-seven Tommy Boy records have gone gold, platinum or multi-platinum. AOL Time Warner purchased half of the company in 1986 and the rest of it in 1989, but Silverman bought the whole thing back in 2002.

ON THE JOB
Interns work on a variety of projects in the finance, art, promotion and legal departments. Responsibilities include preparing royalty statements, entering accounts payable information, helping with graphic design, obtaining master and mechanical licenses, preparing promotional information for media sources and assisting with record release parties and shows. A little over half of each intern class is offered full-time employment upon graduation.

GETTING HIRED
Apply by: Rolling. Summer interns should apply by April. Send a resume and cover letter with interests and clerical skills.

Qualifications: Open to college students, recent graduates and grad students. Non-U.S. citizens are eligible. Computer skills (especially Excel and Word) are required.

Contact:
Linda Williams, Financial Controller
Tommy Boy Entertainment LLC
120 Fifth Avenue, 7th Floor
New York, NY 10011
Phone: (212) 388-8390
Fax: (212) 388-8431
Email: linda.williams@tommyboy.com
www.tommyboy.com
THE TONIGHT SHOW WITH CONAN O’BRIEN

THE BUZZ
- “A great way to get your foot in the broadcasting door”

THE STATS
- **Industries**: Broadcast and Cable, Film/Entertainment
- **Locations**: Burbank, CA
- **Number of interns**: Annual: one or two each term
- **Pay**: Unpaid, academic credit required
- **Length of internship**: Spring/summer/fall: varies, three days a week
- **Intern functions**: Administrative, Film, Television and Radio

THE SCOOP
Conan O’Brien took over The Tonight Show in 2009 following 16 years as host of Late Night with Conan O’Brien. House band leader Max Weinberg and announcer Andy Richter are also on hand to entertain the audience. In addition to interviewing some of the hottest stars, Conan delights viewers with bits like “Conan’s Tabloid Moments,” “Twitter Tracker” and appearances by Triumph, the Insult Comic Dog.

ON THE JOB
Tonight Show interns work closely with the show’s staff, directly assisting the producers. Although they spend some time handling general administrative roles, interns also have the opportunity to apply some of their studies to their work. NBC often hires successful interns for full-time positions.

GETTING HIRED
- **Apply by**: Fall: first week in June; Spring/summer: first week in September.
- **Qualifications**: Open to college sophomores, juniors and seniors. Broadcasting and media majors are preferred. Applicants must be able to prove they are enrolled in an accredited institution and that they can receive academic credit.
- **Contact**: Internship Coordinator
  NBC Studios
  3000 West Alameda Avenue
  Burbank, CA 91523
  Email: caintern@nbc.com
  www.nbcunicareers.com/internships

TOYOTA MOTOR SALES USA, INC.

THE BUZZ
- “Accelerate your business skills at one of the world’s leading automotive companies”

THE STATS
- **Industry**: Automotive
- **Location**: Torrance, CA
- **Number of interns**: Summer: eight to 12
- **Pay**: Paid
- **Length of internship**: Summer: 12 weeks
- **Intern functions**: Finance, Strategic Planning, Technology

THE SCOOP
Toyota Motor Sales USA, Inc. (TMS) is the marketing, sales and distribution arm of Toyota, Lexus and Scion. Established in 1957, TMS markets products and services through a network of more than 1,500 Toyota, Lexus and Scion dealers. Toyota directly employs over 35,000 people in the United States and sold more than 8.91 million vehicles worldwide in 2008.

ON THE JOB
TMS hires MBA summer interns for its planning/strategy, finance and IT departments. The intern program is the main feeder into the full-time graduate management associate development program.

GETTING HIRED
- **Apply by**: December 1st. Apply through your school’s career services office. If TMS does not recruit at your school, log on to www.toyota.com/talentlink to apply. Visit the website for available internship opportunities.
- **Qualifications**: MBA summer internship applicants should have four years of consecutive professional experience and should be enrolled in a top-25 business school.
- **Contact**: Toyota Motor Sales USA, Inc.
  Attn: Amber Ewell, MBA Recruiter
  19001 South Western Avenue, HQ18
  Torrance, CA 90501
  www.toyota.com/talentlink
TRACY WATTS, INC.

THE BUZZ

- “A fashionable internship for hat aficionados”

THE STATS

Industry: Fashion  
Location: Brooklyn, NY  
Number of interns: Annual: two to three  
Pay: Unpaid; free lunch daily, fashion show attendance, free hats  
Length of internship: Three months  
Intern functions: Arts and Design, Marketing

THE SCOOP

Acclaimed hat designer Tracy Watts views millinery as art and problem solving: modernizing classic styles while applying color and fabrication. Her hats and belts are sold in Barney’s, Lord and Taylor and Neiman Marcus, and are often featured in fashion magazines such as Vogue, Lucky, Glamour, The New York Times Magazine, Mademoiselle, Paper, Marie Claire, Cosmopolitan, Harper’s Bazaar and Women’s Wear Daily. Watts counts several celebrities among her customers, including Winona Ryder, Ben Stiller and Natalie Portman. Madonna sported Tracy’s “Cowgirl” on the cover of her 2000 Music album and in the “Music” music video.

ON THE JOB

Interns are involved in all aspects of the fashion company, from initial design conception to marketing and distributing the products. Duties range from running errands to construction, making patterns, cutting fabric, blocking felt and making final trimmings.

GETTING HIRED

Apply by: Rolling. Submit a resume, cover letter and any work samples (e.g., hats or garments) to the address below.

Qualifications: Open to all current college students, recent graduates and grad students. Non-U.S. citizens are eligible. Interns must know how to sew by hand or on a sewing machine.

Contact:  
Internship Coordinator  
Tracy Watts, Inc.  
119 8th Street, Studio 201  
Brooklyn, NY 11215  
Phone: (718) 499-7090  
Fax: (718) 499-7092  
Email: info@tracywatts.com  
www.tracywatts.com

TRIBECAM FILM CENTER

THE BUZZ

- “Learn the nitty-gritty of producing a film”  
- “Work side-by-side with established and up-and-coming producers”

THE STATS

Industries: Broadcast and Cable, Film/Entertainment  
Location: New York, NY  
Number of interns: Annual: 18 to 20  
Pay: Unpaid; academic credit, daily transportation stipend provided, film screenings, networking opportunities  
Length of internship: Spring/summer/fall/winter: 14 to 16 weeks each  
Intern functions: Accounting, Administrative, Film, Television and Radio, Public Relations

THE SCOOP

Jane Rosenthal and Robert De Niro founded Tribeca Entertainment in 1989 with the intent of making it the center of film, television and new media in New York. The company boasts Tribeca Productions, the Tribeca Film Institute and several independent commercial industrial film companies. In 2002, the center introduced the Tribeca Film Festival, which was attended by more than 150,000 people in its first year alone, generating more than $10.4 million in revenue. Recent movie releases through Tribeca include About a Boy, Analyze That and Showtime.

ON THE JOB

Interns are assigned a variety of duties based on their interests and skills. Departments that employ interns usually include executive services, customer relations, administrative and clerical duties, accounting, operations and production.

GETTING HIRED

Apply by: Rolling. Submit a resume and cover letter with your availability dates and the semester for which you are applying.

Qualifications: Open to college students, grad students and recent graduates.

Contact:  
Internship Coordinator  
Tribeca Film Center  
375 Greenwich Street  
New York, NY 10013  
Fax: (212) 941-3997  
Email: internprogram@tribecafilm.com  
www.tribecafilm.com
TRILOGY SOFTWARE, INC.

THE BUZZ

• “Join one of the more innovative software companies”

THE STATS

Industry: Technology
Locations: Austin, TX; Bangalore, India
Number of interns: Varies with company need
Pay: Paid, competitive salary, varies
Length of internship: Summer: 12 weeks
Intern function: Technology

THE SCOOP

Trilogy Software creates innovative software solutions for many of the world’s top companies. Founded in 1989, it is a privately held company that focuses on industry-specific enterprise software for the automotive, communications, computer hardware and insurance industries. Trilogy’s methodology has been patented as “Fast Cycle Time.”

ON THE JOB

The Junior Trilogy University (jTU) treats interns like full-time professionals. They work alongside one of the company’s top performers on a real project. Each jTUer learns about one of Trilogy’s companies; and by the end of the summer, he or she presents real-value findings. The program includes team lunches and dinners, as well as social activities and mentor-intern sporting events. The internship is designed to feed into the company’s entry-level training program, Trilogy University.

GETTING HIRED

Apply by: Rolling.

Qualifications: Open to college students who have completed their junior year.

Contact:
Trilogy jTU Program
5001 Plaza on the Lake
Austin, TX 78746
Phone: (512) 874-3100
Fax: (512) 874-8900
Email: recruit@trilogy.com
www.trilogy.com

TURNER BROADCASTING SYSTEM

THE BUZZ

• “Ample opportunities for budding broadcasters”
• “Learn about the business side of entertainment”

THE STATS

Industries: Broadcast and Cable, Internet and New Media, Publishing/Journalism, Sports
Locations: Atlanta, GA; Burbank, CA; Chicago, IL; Los Angeles, CA; New York, NY; Washington, DC
Number of interns: Annual: 240 to 300
Pay: Unpaid
Length of internship: Year-round: 10 to 16 weeks
Intern functions: Arts and Design, Film, Television and Radio, Public Relations, Editorial, Marketing, Internet, Sales, Sports, Technology

THE SCOOP

Turner Broadcasting System, Inc., has come a long way since it began as a small Atlanta-based UHF station in 1970. Over the past four decades, the company has evolved into a major producer of news and entertainment programs around the world, as well as the leading provider for the basic cable industry, employing over 9,000 people around the world. The company belongs to the Time Warner family and its networks include CNN, TBS, TNT, Turner Classic Movies, Cartoon Network, Adult Swim and truTV.

ON THE JOB

Interns are assigned to CNN, entertainment networks, sports teams, distribution and the corporate office. Functions include corporate affairs, media operations, technology services, sales, customer relations, marketing, production, new media, design and creative services. Interns may also participate in employee seminar discussions and receive training in broadcast writing and editing.

GETTING HIRED

Apply by: Fall: July 31st; Winter/spring: December 19th; Summer: March 5th. Applicants should apply online at www.turnerjobs.com. Application materials are not accepted via email.

Qualifications: Open to current college juniors and seniors, and grad students. A minimum GPA of 3.0 is required.

Contact:
Internship Coordinator
Human Resources
Turner Broadcasting System
One CNN Center
Atlanta, GA 30303
Email: internship.coordinator@turner.com
www.turnerjobs.com
**TURNER CONSTRUCTION**

**THE BUZZ**
- “Help build something big”

**THE STATS**
- **Industry:** Commercial Construction
- **Locations:** Nationwide
- **Number of interns:** Annual: 200
- **Pay:** Paid, varies, academic credit available
- **Length of internship:** Summer: six to 10 weeks
- **Intern function:** Engineering

**THE SCOOP**
Turner Construction is one of the largest construction companies in the United States, though its projects are hardly limited to this country. One of Turner’s first major projects was building New York City’s subway stairs back in the early 20th century, and the company is now famously helping construct buildings such as the Burj Dubai—the tallest high-rise building in the world. The company currently employs over 5,200 people who work on 1,500 building projects each year.

**ON THE JOB**
An internship at Turner Construction focuses on both the professional and personal growth of the student. The program is structured by the acronym “BRIDGE,” which stands for “Building Relationships, Influencing change, Developing goals and Experiencing Turner.” Approximately 30 percent of new hires at Turner come from past intern classes, and their time as interns at the company counts toward service-related benefits.

**$ GETTING HIRED**
- **Apply by:** Varies; most recruitment takes place in early spring.
- **Qualifications:** Open to college freshmen, sophomores and juniors currently enrolled at a four-year institution. Preference is given to students majoring in engineering, construction management, safety or architectural studies.
- **Contact:** careers.tcco.com/campusrecruits/coop.htm

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**TYCO ELECTRONICS**

**THE BUZZ**
- “A not-so-passive internship in passive electronic components”
- “The people working at Tyco make the difference”
- “I have nothing to complain about!”

**THE STATS**
- **Industries:** Engineering, Manufacturing, Technology
- **Locations:** Berwyn, PA; Menlo Park, CA; Greensboro, NC; Winston-Salem, NC; Harrisburg, PA
- **Number of interns:** Annual: 100
- **Pay:** Paid, varies, academic credit
- **Length of internship:** Flexible, usually 12 weeks
- **Intern functions:** Accounting, Engineering, Finance, Human Resources, Marketing, Sales, Technology, Transportation and Logistics

**THE SCOOP**
Tyco Electronics manufactures and designs—what else?—electronics. This $14.8 billion company makes electronic components for over 500,000 consumer and industrial products, and has a hand in everything from automobiles to kitchen appliances, to airplanes. Tyco has over 120 manufacturing sites in 27 countries.

**ON THE JOB**
Participants gain work experience in the areas of engineering, finance/accounting, marketing/sales or human resources, getting a broad overview of the Tyco business segments. In addition, interns build their business networks, and receive training in resume writing and interview skills, business acumen, global perspectives, products and technologies, and Six Sigma awareness. At the end of the program, interns give final presentations to managers and colleagues on their respective projects.

**$ GETTING HIRED**
- **Apply by:** Check the website for deadlines and requirements.
- **Qualifications:** Applicants must be a college sophomores, juniors, seniors or graduate students currently working toward a degree in aerospace, chemical, computer, electrical, manufacturing, materials science, software or systems engineering, accounting, computer science, information systems, finance, human resources, marketing, physics or sales.
- **Contact:** www.careerswithanadvantage.com
THE STATS

Industries: Education, Government, Nonprofit
Location: Washington, DC
Number of interns: Summer: seven to 10; Fall/spring: three to six each
Pay: Unpaid, academic credit available
Length of internship: Semester, summer, winter break

THE BUZZ

• “Focus on how real problems impact real people”

THE SCOOP

Started in 1984, the U.S. Public Interest Research Group (PIRG) is the national lobbying arm of the individual state PIRGs. With approximately 400 staffers nationwide, 300,000 members and 100 chapters based on college campuses across the country, the state and U.S. PIRGs have been advocating and organizing for public interest issues for over 30 years. The issues they tackle include protecting public health, alerting consumers to scams and rip-offs, working to make the government more accountable to the public and making higher education affordable.

ON THE JOB

Interns work with U.S. PIRG staff members on projects such as creating new policy ideas, devising strategy, researching, drafting legislation, lobbying Members of Congress, media outreach and garnering political support for U.S. PIRG causes. Each intern works one-on-one with a PIRG mentor. In addition, summer interns participate in regular brown bag lunch discussions with PIRG leaders.

GETTING HIRED

Apply by: Rolling. Send a cover letter, resume and writing sample to dcinternships@pirg.org. For your writing sample, write a persuasive essay responding to a recent news article that interests you personally. It should only take up 30 minutes of your time and be no more than two pages.

Qualifications: Open to college seniors, recent graduates and grad and law students. Applicants must have a strong commitment to U.S. PIRG issues, strong writing and analytical skills and the ability to debate and speak persuasively.

Contact:
Mandy Schlais, Internship Coordinator
U.S. PIRG
218 D Street SE
Washington, DC 20003
Phone: (202) 546-9707
Email: dcinternships@pirg.org
www.uspirg.org/about-us/internships
UBS INVESTMENT BANK

THE BUZZ

- “Start your financial career at one of the leading firms on the street”
- “A rewarding place to work and grow professionally”

THE STATS

Industries: Financial Services, Investment Banking, Investment Management, Asset Management
Locations: Stamford, CT (U.S. HQ); Chicago, IL; Houston, TX; Los Angeles, CA; New York, NY; San Francisco, CA; Jersey City, NJ; Boston, MA
Number of interns: Annual: about 270
Pay: Paid, varies with experience
Length of internship: Summer: 10 weeks; Spring: 10 weeks (operations only)
Intern functions: Finance, Human Resources, Law, Management, Sales, Technology

THE SCOOP

Tracing its roots back as far as 1747, UBS is a leading financial firm and one of the world’s largest managers of private wealth assets. UBS provides a range of services to institutional investors, intermediaries, banks, insurance companies, corporations, sovereign governments, supranational organizations and private investors. Things did not look good for UBS in early 2008, when the firm reported write downs in the billions of dollars. In October 2008, the Swiss government gave UBS $5.35 billion in capital, taking a 9 percent stake in the bank. In August 2009, the Swiss Confederation announced that they will convert all of their UBS mandatory convertible notes and place their shares with institutional investors.

ON THE JOB

UBS Investment Bank offers positions to undergrad and MBA students in multiple U.S. offices. Positions are available in compliance, equities (sales and trading and research), finance, fixed income (sales and trading and debt capital markets), IT, investment banking, legal, wealth management, operations and risk. Interns are also assigned dedicated mentors to guide and support them over the course of the summer. Throughout summer, each business group incorporates business-specific training, development opportunities, networking and social events into its program. Historically, about 75 percent of the intern class is offered full-time positions upon graduation.

GETTING HIRED

Apply by: Spring: January; Summer: November to January. Apply through your school’s career center. If UBS does not recruit at your school, apply online. Check the website below for specific deadlines and application requirements.

Qualifications: Open to rising college seniors and MBA students who have completed their first year. A major in engineering, the physical sciences, finance, computer science, math or economics is preferred. Applicants should be able to demonstrate outstanding academic and extracurricular achievement, possess strong analytical, quantitative and interpersonal skills, and be enthusiastic about and committed to working in the financial services industry.

Contact:
www.ubs.com/graduates

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UCR/California Museum of Photography

**THE BUZZ**
- A West Coast boost to a visual arts career

**THE STATS**
- **Industries:** Fine and Performing Arts, Internet and New Media
- **Location:** Riverside, CA
- **Number of interns:** Annual: 10
- **Pay:** Unpaid, academic credit
- **Length of internship:** Varies
- **Intern functions:** Arts and Design, Education, Internet, Public Relations, Research

**THE SCOOP**
With over 350,000 historical prints and negatives, including works by photo icons Ansel Adams and Walker Evans, the California Museum of Photography is home to one of the country's premier photography collections. The museum was founded in 1973 by the University of California, Riverside and has kept pace with new technology with its cutting-edge digital studio, active exhibition schedule and educational programming.

**ON THE JOB**
Interns can work in collections management, digital studio or as exhibition assistants. Collections interns catalogue historical images and rare books, do research and help prepare exhibitions in the museum and online. Digital studio interns create websites, download collections and teach visitors about new media. Exhibition assistants aid in general gallery preparation.

**GETTING HIRED**

**Apply by:** Rolling. Applicants should submit a cover letter, current resume, unofficial transcripts and two letters of recommendation.

**Qualifications:** Open to current college students, as well as recent graduates and grad students. Studio internships are also open to qualified high school students. Interns must have experience with Macintosh and digital imaging software. Graphic design training is preferred.

**Contact:**
Emily Papavero  
UCR/California Museum of Photography  
University of California  
3824 Main Street  
Riverside, CA 92501  
Phone: (951) 827-4780  
Fax: (951) 787-4797  
Email: emily.papavero@ucr.edu  
www.cmp.ucr.edu
UNITED NATIONS

THE BUZZ

- Work on international harmony in New York City

THE STATS

Industries: Government, Law
Location: New York, NY
Number of interns: Annual: 700 to 800, approximately 250 to 280 per session
Pay: Unpaid
Length of internship: Two months minimum
Intern functions: Administrative, Government, Human Resources, Law, Management, Public Relations, Technology, Transportation and Logistics

THE SCOOP

Founded in 1945, the United Nations links over 190 countries to promote world peace, literacy, human rights, disease eradication and cordial relations between conflicting nations. The U.N. pursues these goals with extensive research, meetings, development and programs, which it conducts through its six major divisions: the Security Council, Economic and Social Council, Trusteeship Council, International Court of Justice, the Secretariat and the General Assembly.

ON THE JOB

Interns work in the Secretariat divisions, where they are assigned to various responsibilities and are exposed to the work of the United Nations. Interns also assist U.N. offices through general clerical tasks, organizational duties and research.

GETTING HIRED

Apply by: Summer: January; Fall: May; Spring: September. All applicants are strongly encouraged to apply online at www.jobs.un.org as soon as possible once the vacancy has been posted.

Qualifications: Applicants must be enrolled in graduate school at the time of application and during the internship or, if pursuing their studies in countries where higher education is not divided into undergraduate and graduate stages, have completed four years of study.

Contact:
Internship Programme Office
United Nations Headquarters
Office of Human Resources Management
380 Madison Avenue, 9th Floor, M-09025A
New York, NY 10017
Phone: (917) 367-5852
www.un.org

THE BUZZ

• Work on international harmony in New York City
UNITED NATIONS ASSOCIATION OF THE UNITED STATES OF AMERICA

THE BUZZ
- “Learn the inner workings of one of the world’s leading peace and human rights organizations”

THE STATS
- **Industries:** Government, Law, Nonprofit
- **Location:** New York, NY
- **Number of interns:** 
  - Summer: 20 to 25
  - Fall/winter: seven to 10
- **Pay:** Unpaid, academic credit available; free books and posters
- **Length of internship:** Spring/summer/fall: three months, 20 to 25 hours a week
- **Intern functions:** Arts and Design, Editorial, Education, Finance, Marketing, Nonprofit, Public Relations

THE SCOOP
Founded in 1943 by Eleanor Roosevelt, the United Nations Association of the United States of America (UNA-USA) is a nonprofit, nonpartisan organization that supports the work of the United Nations and encourages active civic participation. The UNA-USA encourages Americans to discuss issues confronted by the U.N., from global health and human rights to the spread of democracy, equitable development and international justice. Today, the UNA-USA has almost 20,000 members spread through 135 local chapters in 43 states.

ON THE JOB
Internships are available in several areas, including communications, marketing, graphic design, development, education and model U.N., finance and administration, global policy, national membership, humanitarian campaigns and with the American NGO Coalition for the International Criminal Court. Interns are also included in all aspects of U.N. affairs. Summer interns may also put together their own brown bag lunch program with speakers from the U.N.

GETTING HIRED
- **Apply by:** Rolling. Email a completed application (available online; go to “About Us” and follow the “Internships” link), cover letter, resume, writing sample (no more than five pages) and two letters of recommendation to the address below.
- **Qualifications:** Open to high school seniors, undergraduates and grad students. Non-U.S. citizens are eligible.
- **Contact:**
  United Nations Association of the USA
  Tanisha Dyall
  Internship Coordinator/Special Projects Assistant
  801 Second Avenue, 2nd Floor
  New York, NY 10017
  Phone: (212) 907-1300
  Fax: (212) 682-9185
  Email: tdyall@unausa.org
UNITED PARCEL SERVICE, INC. (UPS)

THE BUZZ
- “What can brown do for your career?”
- “I would, without a doubt, work here again if I got another opportunity.”

THE STATS
Industry: Transportation and Logistics
Locations: Atlanta, GA (HQ); worldwide
Number of interns: Varies
Pay: Paid, competitive salary
Length of internship: Varies
Intern functions: Engineering, Human Resources, Marketing, Technology, Transportation and Logistics

THE SCOOP
The United Parcel Service began as a domestic messenger service in 1907. Today, UPS employees—known for their brown uniforms—deliver over 14 million packages and letters per day. Operating in over 200 countries, the company meets the shipping needs of 1.8 million customers worldwide. UPS also operates one of the world's largest cargo airlines, UPS Air Cargo. Its non-package subsidiaries include UPS Capital Corporation, Mail Boxes Etc., Inc., UPS Mail Innovations and UPS Professional Services.

ON THE JOB
UPS offers a variety of internship and co-op programs. Opportunities are available in the marketing, industrial engineering, information services, human resources and communications departments, to name a few. UPS also offers a separate internship through INROADS, a program that enhances educational opportunities for undergraduate students of African-American, Hispanic-American, Asian-American and Native American descent.

GETTING HIRED
Apply by: Varies based on position. Visit the website for details.
Qualifications: See the website for information about individual program requirements.
Contact:
United Parcel Service, Inc.
55 Glenlake Parkway NE
Atlanta, GA 30328
Phone: (404) 828-6000
www.ups.com
upsjobs.com
UNITED STATES CHAMBER OF COMMERCE

THE BUZZ

• “Where the business world and the government intersect”

THE STATS

Industry: Nonprofit
Locations: Washington, DC; posts in 69 countries overseas
Number of interns: Spring/summer/fall: 25 each
Pay: Internship: unpaid, academic credit available, transportation stipend; Fellowship: paid, $11.50 an hour
Length of internship: Spring/summer/fall: eight to 12 weeks
Intern functions: Editorial, Internet, Management, Nonprofit, Research

THE SCOOP

The United States Chamber of Commerce was created in 1912 to represent the unified interest of U.S. businesses. Nearing its centennial, the Chamber of Commerce is the world’s largest nonprofit organization and includes a large staff of lobbyists and lawyers. The private, nonprofit enterprise includes more than three million businesses and connects nearly 3,000 state and local chambers and 830 associations.

ON THE JOB

Internships and fellowship responsibilities include research, writing, database management, web page maintenance and event preparation. Interns and fellows have the opportunity to network with colleagues and attend the chamber’s “Your First Steps to Success” workshop to enhance their resume writing, cover letter writing and interviewing skills.

$ GETTING HIRED

Apply by: Winter/spring: December 20th; Summer: April 20th; Fall: June 20th. Send a completed application (available online), resume, cover letter and brief writing sample to the appropriate contact below. Intern candidates must also submit a letter of recommendation from a faculty member or career counselor.

Qualifications: Internships: open to college juniors, seniors and grad students. Fellowships: open to graduate students only.

Contact:
Internship
Attn: Internship Coordinator
U.S. Chamber of Commerce
1615 H Street NW
Washington, DC 20062
Phone: (202) 463-5731
Fax: (202) 463-5328
Email: intern@uschamber.com

Fellowship
Attn: Fellowship Coordinator
Email: usccfellow@uschamber.com
www.uschamber.com/careers
UNITED STATES COMMERCIAL SERVICE

THE BUZZ
- “Help chip away at the American trade deficit”
- “Nirvana for international economists”

THE STATS
Industry: Government
Locations: Global (multiple cities in most countries)
Number of interns: Annual: 100
Pay: Unpaid
Length of internship: Summer: 10 weeks minimum; Fall/spring: one semester each
Intern functions: Accounting, Finance

THE SCOOP
The U.S. Commercial Service works alongside the International Trade Administration (part of the U.S. Department of Commerce) to help American companies increase sales and activity in foreign markets. The group is made up of both American and international employees.

ON THE JOB
The U.S. Commercial Service’s Overseas Work-Study Intern Program places American students interested in economics and business in its worldwide offices. Interns earn hands-on experience working in the commercial sector of a U.S. embassy. Specific intern duties vary greatly depending on the host office’s needs and intern’s experience. Check with individual offices (www.export.gov/comm_svc/eac.html) for more details.

$ GETTING HIRED
Apply by: Rolling. Send a resume and cover letter to the senior commercial officer or principal commercial officer in the office where you want to work.
Qualifications: Open to all college juniors, seniors and grad students in economics, business administration or a related field. Students should be planning to continue their education upon completion of the internship. They must be U.S. citizens in good academic standing and pass a security assurance check.
Contact:
Phone: (202) 482-3301
www.export.gov
www.trade.gov/cs/employment.asp

UNITED STATES DEPARTMENT OF COMMERCE

THE BUZZ
- “I got firsthand experience working on statistical methods and survey creation”
- “I learned the amount of work that goes into publicly available data and appreciate it much more now”

THE STATS
Industry: Government
Locations: Washington, DC; regional and local offices nationwide
Number of interns: Varies
Pay: Varies, stipend; free transportation to and from internship, help with temporary housing
Length of internship: Spring/fall: 15 weeks each; Summer: 10 weeks
Intern functions: Accounting, Technology

THE SCOOP
The Department of Commerce and Labor was created in 1903 and lost the “and Labor” part of its name 10 years later. Bureaus of the Department of Commerce include the Bureau of Industry and Security, the Bureau of Economic Analysis, and the National Oceanic and Atmospheric Administration. The Department of Commerce is responsible for examining economic information and export regulations.

ON THE JOB
Each of the 15 bureaus of the Department of Commerce participates in the U.S. Department of Commerce Postsecondary Internship Program. Possible work placements include the National Institute of Standards and Technology, the Census Bureau and the International Trade Administration. All provide networking opportunities.

$ GETTING HIRED
Apply by: Varies according to bureau.
Qualifications: Open to current undergraduate and graduate students who are U.S. citizens. Internships obtained through sponsoring organizations have additional eligibility requirements. Each Department of Commerce bureau also has its own requirements.
Contact:
Department of Commerce
Office of Human Resources Management
1401 Constitution Avenue NW, Room 5001
Washington, DC 20230
Phone: (202) 482-1445
www.hr.commerce.gov/careers/studentcareeropportunities
UNITED STATES DEPARTMENT OF DEFENSE

THE BUZZ

- “Security of the highest order”
- “Students with a passion for justice wanted”

THE STATS

Industry: Government
Location: Washington, DC
Number of interns: 
Summer: eight to 10
Pay: Paid, $450 to $575 a week for grad students
Length of internship: 
Summer: 10 weeks
Intern functions: Finance, Human Resources, Law

THE SCOOP

Established by Congress in 1947, the Department of Defense (DOD) oversees U.S. national security. Headquartered at the Pentagon, it manages an annual budget of $260 billion. The DOD is the nation’s largest employer, with approximately 1.4 million men and women on active duty and about 654,000 civilian personnel.

ON THE JOB

Interns work in the Office of General Counsel, as well as in the acquisition and logistics, fiscal, Inspector General, international affairs and intelligence, legal counsel, legislative reference, standards of conduct, and personnel and health policy departments. The program includes training seminars, mentors and specially arranged tours of DOD departments (as well as the U.S. Supreme Court, the Court of Appeals of the Armed Forces, Senate Armed Services Committee’s General Counsel and the Department of Justice).

GETTING HIRED

Apply by: Rolling. Submit a resume, transcripts, OF 612 (optional application for federal employment), writing sample and a statement of class rank to the address below.

Qualifications: Open to college freshmen, sophomores, juniors and seniors, as well as grad students.

Contact:
Honors Legal Internship Program
Office of General Counsel
U.S. Department of Defense
The Pentagon Room 3E999
Washington, DC 20301-1155
www.defenselink.mil

UNITED STATES DEPARTMENT OF ENERGY

THE BUZZ

- “Help develop America’s newest energy sources”

THE STATS

Industries: Energy, Government
Locations: Washington, DC; Germantown, MD; Chicago, IL; Grand Junction, CO; Cincinnati, OH; Aiken, SC; Oak Ridge, TN; Richland, WA
Number of interns: 
Annual: 115
Pay: GS-scale; GS-5: $33,269 to $43,251; GS-7: $41,210 to $53,574; GS-9: $48,108 to $65,531; some round-trip travel expenses; access to fitness center and child care
Length of internship: Two years
Intern functions: Engineering, Finance, Nonprofit, Technology

THE SCOOP

The Department of Energy began with the Manhattan Project and the race to develop the atomic bomb during World War II. The DOE is responsible for U.S. energy security, nuclear stockpile maintenance, environmental cleanup and technological innovations. It’s won more R&D awards than any private sector organization, and twice as many as all of the other federal agencies combined. Accolades include awards from Discover magazine, energy and water management awards, and several Nobel Prizes.

ON THE JOB

A number of offices take interns—the Energy Information Administration, Office of the Chief Financial Officer, Office of the Chief Information Officer, Office of Energy Efficiency and the Office of Environmental Management, just to name a few. Interns in the DOE’s two-year program receive intensive developmental training that focuses on science/engineering and business. After the training, they are hired and assigned to entry- to mid-level positions (GS-5 through GS-12) in their respective fields.

GETTING HIRED

Apply by: Rolling. Applicants should apply online. Transcripts are required for career intern programs.

Qualifications: GS-5: open to college seniors or recent graduates; GS-7: open to grad students with advanced academic achievement or one year of specialized experience; GS-9: open to individuals who have completed their master’s or equivalent graduate degree.

Contact:
U.S. Department of Energy
1000 Independence Avenue SW
Washington, DC 20585
Phone: (800) DIAL-DOE or (202) 586-5000
Fax: (202) 586-4403
www.energy.gov/about/employment.htm

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UNITED STATES DEPARTMENT OF STATE

THE BUZZ

- “Follow in Colin Powell’s footsteps”
- “This internship has broadened my horizons”

THE STATS

Industry: Government
Location: Washington, DC
Number of interns: Varies
Pay: Paid and unpaid
Length of internship: Summer: 10 weeks minimum; Fall/spring: one semester
Intern functions: Administrative, Editorial, Research, Technology

THE SCOOP

The Secretary of State is the president’s chief foreign policy advisor. The State Department supports the U.S. foreign affairs activities of other government entities, including the Department of Commerce and the Agency for International Development. It conducts its duties through a smaller work force than some local governments’ and is comprised of Civil Service and Foreign Service employees.

ON THE JOB

Interns choose to work in Washington, D.C., or in an embassy overseas. Duties vary according to office assignment and range from scientific/technical tasks to administrative projects or logistical support. Interns are assigned research on political, economic, environmental or other issues. They write reports and correspondence, assist with citizens’ services or visa work, or work in information systems, procurement or budget and fiscal operations.

GETTING HIRED

Apply by: Summer: November 1st; Fall: March 1st; Spring: July 1st. Apply online. A one-page statement of interest detailing why you want to work for the State Department, an academic transcript and a student aid report for those seeking paid positions are required.

Qualifications: Open to U.S. citizens who are college juniors or seniors, or grad students. Candidates who possess foreign language ability are encouraged to apply. Additional opportunities are available for high school students over the age of 16. Visit the website for specific program requirements.

Contact:
Intern Coordinator
Recruitment Division
Department of State
2401 E Street NW, Room 518H
Washington, DC 20522-0108
Email: careers@state.gov
www.careers.state.gov/students

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UNITED STATES ENVIRONMENTAL PROTECTION AGENCY

THE BUZZ

- Solid training ground for budding environmental activists

THE STATS

Industries: Education, Environment, Government, Law, Technology
Locations: Washington, DC (HQ); regional offices in Boston, MA; New York, NY; Philadelphia, PA; Atlanta, GA; Chicago, IL; Dallas, TX; Kansas City, KS; Denver, CO; San Francisco, CA; Seattle, WA
Number of interns: Annual: about 30 to 40
Pay: Paid, $7,400 to $12,600 for a three-month fellowship
Length of internship: Three months during the summer, some are yearlong
Intern functions: Education, Engineering, Law, Public Relations, Science and Math, Technology

THE SCOOP

The mission of the U.S. Environmental Protection Agency (EPA) is to protect human health and the environment. Since 1970, EPA has been working for a cleaner, healthier environment for the American people. Its Environmental Education Division, Office of Children's Health Protection and Environmental Education, leads and coordinates EPA programs to provide national leadership in promoting environmental literacy. EED's National Network for Environmental Management Studies (NNEMS) Fellowship Program was established in 1986 to foster a growing interest in environmental careers among students.

ON THE JOB

The NNEMS program offers several fellowship research projects each year. Developed and sponsored at EPA headquarters, the programs are available in EPA's 10 regional offices and laboratories across the country. The projects are narrow in scope, allowing students to complete the fellowship while working at EPA full time during the summer or part time during the school year. The fellowships are organized among multiple categories: environmental policy, regulation and law; environmental management and administration; environmental science; public relations and communication.

GETTING HIRED

Apply by: Applications are typically due in late January or early February. Interested applicants should submit an application, resume, official college transcript and one letter of recommendation. Check the website for specific application requirements.

Qualifications: A NNEMS fellowship is available to any associate, undergraduate or advanced student with a minimum cumulative GPA of 3.0. All applicants must be U.S. citizens or permanent residents enrolled in an accredited educational institution, pursuing a degree directly related to pollution control or environmental protection.

Contact:
Ginger Potter
NNEMS Program
Office of Children's Health Protection and Environmental Education
Environmental Education Division (1704A)
U.S. Environmental Protection Agency
1200 Pennsylvania Avenue NW
Washington, DC 20460
Phone: (202) 564-0443
www.epa.gov/education/students.html
UNITED STATES HOLOCAUST MEMORIAL MUSEUM

THE BUZZ

• "A serious internship at a top-notch D.C. museum"

THE STATS

Industries: Education, Fine and Performing Arts
Location: Washington, DC
Number of interns: Summer: 25; Fall/winter: 10 each
Pay: Unpaid and paid (paid internships are highly competitive); field trips, free tickets to museum, conferences, lectures, readings, films
Length of internship: Summer/fall/winter: one semester
Intern functions: Arts and Design, Editorial, Education, Marketing, Public Relations

$ GETTING HIRED

Apply by: Summer: March 15th; Fall: July 1st; Winter/Spring: October 15th. Applicants should complete the online application form.

Qualifications: Open to college sophomores, juniors and seniors, as well as grad students.

Contact: www.ushmm.org/museum/volunteer_intern/intern

THE SCOOP

Established in 1993, the United States Holocaust Memorial Museum expands public perception of the Holocaust through exhibitions, lectures, artifacts, firsthand testimonials, films, pictures and educational supplements. The museum aims to give Americans a true piece of a Holocaust victim's life, as visitors are given identity cards when they enter the museum. These help the holder learn about the Holocaust through the life of one of its victims, and toward the end of the exhibit the visitor learns the victim's fate. The museum details the brutal acts committed by the Nazi party and is not recommended for children under age 11.

ON THE JOB

The internship is designed to teach students the history behind the Holocaust and the complexity of museum operations. Interns assist with several projects at a time while working directly with Holocaust scholars and museum professionals. Positions are available in several different departments, including academic publications, architecture, archives, collections, communications, development, education, exhibitions, external affairs, film/audio or photo archives, library, outreach technology, records managements, senior historians, the committee on conscience and the survivors registry.
UNITED STATES NATIONAL ARBORETUM

THE BUZZ

- If you’re passionate about plants, this one’s for you
- Plant the seeds of your career

THE STATS

Industries: Environment, Government
Location: Washington, DC
Number of interns: Annual: five to 10
Pay: Paid, $10 to $15 an hour; academic credit
Length of internship: Summer/spring/fall: three to 12 months
Intern functions: Agriculture, Education, Environment, Public Relations, Science and Math

THE SCOOP

The United States National Arboretum is a 446 acre campus of federally funded gardens and research facilities located on in northeast D.C. Administered by the Agricultural Research Service under the USDA, the National Arboretum provides natural areas and gardens for the general public to enjoy, as well as educational programs and horticultural research.

ON THE JOB

Internships include training in horticulture, botany, research, facilities management and public garden administration. A typical day involves activities including “planting, pruning, weeding, mulching, watering, raking, controlling pests, maintaining plant records and answering public inquiries.” Interns complete a project over the course of the program, working in the gardens or research labs. Interns also interact with staff through regularly scheduled educational programs and field trips.

GETTING HIRED

Apply by: Summer: March 1st; Six-month: March 1st; Yearlong: June 15th. To apply for the summer internship, send a cover letter, resume, transcripts and the supplemental questionnaire found on the website. To apply for a yearlong internship, candidates must go through the HR department. The announcements can be found on www.USAJobs.gov.

Qualifications: Open to current college students or recent grads who have completed course work or acquired practical experience in horticulture or related fields. Non-U.S. citizens are eligible. Basic gardening or laboratory skills and an interest in plants are beneficial.

Contact:
Internship Coordinator
U.S. National Arboretum
3501 New York Avenue NE
Washington, DC 20002
Phone: (202) 245-4563
Email: usna.internships@ars.usda.gov
www.usna.usda.gov/education/intern.html
UNITED STATES OLYMPIC COMMITTEE

THE BUZZ

• “Help oversee the Olympics from a U.S. perspective”

THE STATS

Industry: Sports
Locations: Chula Vista, CA; Colorado Springs, CO; Lake Placid, NY
Number of interns: Fall/winter/spring/summer: 20 to 24 each in Colorado Springs; three to five each in Lake Placid and Chula Vista
Pay: Paid; academic credit available; discounted housing in the Olympic Training Center and meals at the athletes’ dining hall
Length of internship: Fall: September to December; Winter/spring: January to May; Summer: June to August
Intern functions: Editorial, Film, Television and Radio, Marketing, Sports

GETTING HIRED

Apply by: Fall: June 15th; Winter/spring: October 15th; Summer: February 15th. Apply online by submitting a resume and cover letter as one attachment. Applications must be received electronically, paper applications are no longer accepted. Late applications will not be considered.

Qualifications: Open to current college juniors, seniors and grad students enrolled in an accredited U.S. program. Recent graduates are not eligible.

Contact:
Intern Program
U.S. Olympic Committee
One Olympic Plaza
Colorado Springs, CO 80909-5760
Phone: (719) 866-4837
Fax: (719) 866-4817
Email: internprog@usoc.org
www.teamusa.org/content/index/1544

THE SCOOP

The United States Olympic Committee (USOC) is America’s premier sports organization. Appointed by law, it provides oversight for all Olympic activity in the United States. The USOC supports U.S. sports on the program for the Olympic, Paralympic and Pan American Games, and those who want to be included in the games.

ON THE JOB

Internships are available with USOC divisions or national governing bodies, such as boxing, swimming, volleyball, etc. Interns work in broadcasting, journalism, marketing, sports administration, culinary and sports science (strength and conditioning). Job descriptions and work expectations will be reviewed and explained by the intern’s supervisor on the first day of the program.
UNITED STATES SECRET SERVICE

THE BUZZ

- “Clint Eastwood would be proud”

THE STATS

Industries: Government, Law  
Location: Washington, DC (HQ)  
Number of interns: Annual: 25 to 50  
Pay: Unpaid, academic credit available  
Length of internship: Spring/summer/fall: one semester or two quarters, 12 hours a week minimum  
Intern functions: Administrative, Finance, Public Relations

THE SCOOP

Following the 1901 assassination of President William McKinley, the Secret Service branched out from its original job of suppressing counterfeit currency to ensuring the safety of the U.S. president. Since 1984, the service’s investigative responsibilities have expanded to include bank fraud, computer and telecom fraud, false IDs, fraudulent access devices, advance fee fraud and money laundering.

ON THE JOB

Interns at the Secret Service’s D.C. headquarters work in counterfeit, financial crimes, forensic services, special agent training and employee development, intelligence, technical security, public affairs and administrative operations. Interns in field offices conduct research and do clerical work for the local forgery, counterfeit and fraud units.

GETTING HIRED

Apply by: Spring: August 15th; Summer: December 15th; Fall: April 15th. All applicants must submit the Declaration for Federal Employment (OF 306) and a college transcript. Applicants must also submit either a resume or the Optional Application for Federal Employment (OF 612). Send all materials by email or fax.

Qualifications: Open to high school students and current college freshmen, sophomores, juniors and seniors. Applicants must be U.S. citizens over the age of 16. A minimum GPA of 2.5 is required.

Contact:  
Student Intern Program  
Personnel Division  
U.S. Secret Service  
1800 G Street NW, Room 912  
Washington, DC 20223  
Phone: (202) 406-5800  
Fax: (202) 406-6574 or (202) 406-6654  
Email: jobs@secretservice.gov  
www.secretservice.gov  
www.secretservice.gov/opportunities_interns.shtml
UNITED STATES SECURITIES AND EXCHANGE COMMISSION

THE BUZZ

• “Help fight insider trading”

THE STATS

Industries: Financial Services, Government, Law
Locations: Washington, DC (HQ); Atlanta, GA; Boston, MA; Chicago, IL; Fort Worth, TX; Miami, FL; New York, NY; Philadelphia, PA; Los Angeles, CA; Salt Lake City, UT; San Francisco, CA; Denver, CO
Number of interns: Fall/spring/summer: 186 agency-wide
Pay: Varies, paid and unpaid, academic credit
Length of internship: Fall/spring/summer: 10 weeks
Intern functions: Government, Law

THE SCOOP

Congress created the U.S. Securities and Exchange Commission (SEC) after a Wall Street stock market crash caused the Great Depression in the 1930s. According to its website, SEC’s mission is “to enforce the newly passed securities laws, to promote stability in the markets and, most importantly, to protect investors.” The SEC has been under fire during the current recession because of a lack of enforcement; however, it’s not sitting on its laurels, as the commission’s workload has increased significantly since the economic crisis hit.

ON THE JOB

Interns gather evidence, help with case files, observe negotiations and prepare trial briefs. They may also participate in weekly brown bag lunches on topics in federal securities laws, field trips to the New York Stock Exchange and “mock testimony” workshops. There are also opportunities at SEC headquarters in the legal offices and doing field work for investigations.

GETTING HIRED

Apply by: Fall/spring: April and November; Summer: March 15th. Visit the website for specific program deadlines and to apply online.

Qualifications: Open to college sophomores, juniors and seniors and graduate students. A minimum GPA of 3.0 is recommended. Some positions are also available to college freshmen and high school students over the age of 16.

Contact:
www.sec.gov
www.sec.gov/jobs/jobs_students.shtml
UNITED STATES SENATE YOUTH PROGRAM

THE BUZZ
• A not-to-be missed opportunity for aspiring politicos

THE STATS
Industry: Government
Location: Washington, DC
Number of interns: Spring: 104
Pay: Unpaid, $5,000 college scholarship, travel, meals, accommodations
Length of internship: One week
Intern function: Government

THE SCOOP
The tradition of the United States Senate Youth Program began in 1962. Two students from each state, the District of Columbia and the Department of Defense Education Activity are sponsored by the William Randolph Hearst Foundation to spend a week in Washington, D.C. learning about the federal government. Notable alumni include former Presidential Advisor Karl Rove, Judge Robert Henry from the U.S. Court of Appeals, and former Lieutenant Governor of Idaho David LeRoy.

ON THE JOB
During their week sojourn in Washington, D.C., students visit the White House, Capitol Hill, Supreme Court and other notable government establishments. They also network with former United States Senate Youth Program delegates. In addition to the learning experience, students are rewarded with a $5,000 scholarship toward their undergraduate study.

GETTING HIRED
Apply by: Varies depending on your home state; visit the website for details. Application, program examination and selection by the office of the chief state or district school are required. Talk to your high school principal or state-level education administrator.

Qualifications: The scholarship program is open to high school juniors and seniors who are student body president, vice president, treasurer or secretary, class president, student council representative, or a student representative elected to a district, regional or state-level civic or educational organization. Students must also be permanent U.S. residents and attend school in the state their parents reside.

Contact:
William Randolph Hearst Foundation
90 New Montgomery Street, Suite 1212
San Francisco, CA 94105-4504
Phone: (415) 908-4540 or (800) 841-7048
Fax: (415) 243-0760
Email: ussyp@hearstfdn.org
www.ussenateyouth.org

THE BUZZ
• A not-to-be missed opportunity for aspiring politicos
UNITED STATES STEEL CORPORATION

THE BUZZ
- Build your career on the strength of Steel
- “It truly has been a treat to work in the treasury operations side of U.S. Steel”

THE STATS
Industries: Manufacturing, Transportation and Logistics
Locations: Pittsburgh, PA (HQ); Birmingham, AL; Chicago, IL; Detroit, MI; Fairless Hills, PA; Gary, IN; Granite City, IL; Keewatin, MN; Lorain, OH; Mt. Iron, MN; Portage, IN; Dallas, TX; Lone Star, TX; Bellville, TX; Pine Bluff, AR; Houston, TX; Hughes Springs, TX; Tulsa, OK; Catoosa, OK
Number of interns: Annual: over 250
Pay: Paid, varies
Length of internship: Varies
Intern functions: Accounting, Administrative, Engineering, Finance, Human Resources, Law, Marketing, Sales, Technology

THE SCOOP
With 31.7 million net tons of annual raw steelmaking capability, U.S. Steel is the largest steel producer in North America and the fifth-largest steel producer in the world. It produces high value-added steels, which are used to create a wide variety of products including automobiles, appliances and tubular products. The company employs about 49,000 people across North America and Europe, and owns real estate and transportation units.

ON THE JOB
U.S. Steel’s Student Employment Program recruits students for year-round co-op and summer internship positions. Both interns and co-ops work in several areas, such as accounting, marketing, planning sales, computer science, information science, engineering and operations. Co-ops offer practical, hands-on work experience in various roles within these departments in three- to four-month rotations. All students receive training in various technical disciplines and are shown how the business operates.

GETTING HIRED
Apply by: Rolling; all open jobs are posted online throughout the year. Create a profile, post your resume and apply online for any/all jobs that interest you and for which you are qualified.
Qualifications: Open to college sophomores, juniors and seniors at an accredited college or university. Students must maintain an acceptable GPA while in the program and be in good academic standing.
Contact:
Lisa Sullivan Manager
Diversity Recruiting & Communications
U. S. Steel Corporation
600 Grant Street, Room 669
Pittsburgh, PA 15219
Phone: (412) 433-6920
Fax: (412) 433-6917
Email: lasullivan@uss.com
www.ussteel.com
UNITED TALENT AGENCY

THE BUZZ
- “Strut your stuff in Hollywood”
- “Discover if you have what it takes to be a top talent agent”

THE STATS
Industries: Broadcast and Cable, Film/Entertainment
Location: Beverly Hills, CA
Number of interns: Annual: 50 to 60
Pay: Paid; Mailroom: $400 a week plus overtime; Assistant: $450 a week plus overtime; After one year: $500 a week plus overtime
Length of internship: Training program: varies; Summer internship: 10 weeks
Intern functions: Film, Television and Radio, Public Relations, Marketing

THE SCOOP
Established in 1991, United Talent Agency is one of Hollywood’s major talent agencies, representing talent and literary artists, producers, directors, writers and corporations in the entertainment industry. Based in Beverly Hills, UTA clients include Owen Wilson, Seth Rogen, Rachel McAdams, Gwyneth Paltrow, Jennifer Lopez, Anthony Hopkins, James McAvoy, Tracy Morgan, Wes Anderson, Alfonso Cuaron, Judd Apatow, TV producers David Chase, Steve Levitan and Dick Wolf, and corporate clients including Procter & Gamble and Frito-Lay.

ON THE JOB
The UTA training program is an apprenticeship/internship for students interested in becoming agents in the entertainment business. Participants are first trained in the mailroom as they work their way up the company ladder to assist agents at the end of the program. While working in the mailroom, interns must have excellent organizational skills and the ability to work in a fast-paced environment. Summer internships are also available.

$ GETTING HIRED
Apply by: Training program: rolling; Summer internship: March 15th. All applicants must submit a resume and cover letter to the email below. Internship applicants should also submit two letters of recommendation. In the subject line of the email, indicate for which position you are applying (training program or internship).
Qualifications: Training program: open to all college graduates; Summer internship: open to college juniors, seniors and grad students. International applicants may apply. A minimum GPA of 3.0 is required.
Contact:
Human Resources
United Talent Agency
9560 Wilshire Boulevard, Suite 500
Beverly Hills, CA 90212
Phone: (310) 273-6700
Fax: (310) 247-1111
Email: hr@unitedtalent.com
www.unitedtalent.com
UNITEDHEALTH GROUP

THE BUZZ

- “The internship was a rare opportunity to learn things I had never experienced before”
- “I was very thankful to work with such professional, dedicated and nice people”

THE STATS

Industry: Health Care
Locations: Minneapolis, MN (HQ); Hartford, CT
Number of interns: Summer: 60; Fall/winter/spring: varies
Pay: Paid hourly; free workout facility (in many locations), flexible hours, free parking (in many locations)
Length of internship: Eight to 12 weeks
Intern functions: Accounting, Administrative, Editorial, Finance, Human Resources, Marketing, Sales

THE SCOOP

The UnitedHealth Group is a leader in the health and well-being industry, serving approximately 70 million Americans. Through its family of companies, UnitedHealth contributes outstanding clinical insight with consumer-friendly services and advanced technology to help people achieve optimal health. UnitedHealth Group is ranked No. 21 on Fortune magazine’s list of the top 500 U.S. corporations and has also been listed in Fortune as one of America’s Most Admired Health Care Companies.

ON THE JOB

UnitedHealth Group offers internship opportunities within its finance, accounting, actuary, sales, marketing, business administration and communications departments. At the beginning of their internship, participants receive official training and development. Interns gain hands-on experience while building relationships that often lead to long-term, full-time opportunities with the company.

GETTING HIRED

Apply by: Varies. Visit the website below or check with your school’s career services office to see if UnitedHealth Group recruits on campus. All applicants should apply online.

Qualifications: Candidates should have completed their junior year. Typically, all have a GPA of 3.0 or better.

Contact:
Doreen Carey
Email: dcarey@uhc.com
www.unitedhealthgroup.com
UNIVERSAL MUSIC GROUP

THE BUZZ
- “24-karat name in music”

THE STATS
Industry: Music
Locations: Chicago, IL; Dallas, TX; Greenbelt, MD; Los Angeles, CA; Marietta, GA; Nashville, TN; New York, NY; Queens, NY; San Francisco, CA; Warren, MI; Woburn, MA
Number of interns: Annual: 225 to 400
Pay: Unpaid; academic credit required, free promotional merchandise and concert tickets
Length of internship: Spring/summer/fall: eight to 20 weeks each
Intern functions: Editorial, Finance, Human Resources, Law, Marketing, Public Relations, Sales

THE SCOOP
Universal Music Group develops and markets musical artists such as U2, Beck, Bon Jovi, Mariah Carey, Sheryl Crow, Eve, Jay-Z, Nelly, Sting and Kanye West. Through its joint ventures and licensees around the world, UMG represents 98 percent of the international music market. The company’s subdivisions include Interscope, Geffen, A&M, Island Def Jam, Universal/Motown Records Group, Classics and Verve Music Group.

ON THE JOB
Interns are placed in various departments, including marketing, publicity, advertising, promotions, A&R, new media, sales, human resources, finance, business, publishing and legal, and others. Students have the opportunity to network with full-time Universal employees and attend most staff meetings.

$ GETTING HIRED
Apply by: Rolling. Submit a resume, cover letter with your area of interest, official transcript and letter on the school’s letterhead stating that academic credit will be awarded.
Qualifications: Open to current college students who are eligible for academic credit from an accredited two- or four-year university.
Contact:
Internship Coordinator
Human Resources
Universal Music Group
1755 Broadway
New York, NY 10019
Phone: (212) 333-8000
www.umusic.com

UNIVERSAL STUDIOS

THE BUZZ
- “Ride your way to the top”
- “You’ll have an entertaining summer”

THE STATS
Industries: Broadcast and Cable, Film/Entertainment
Locations: Universal City, CA; Santa Monica, CA
Number of interns: Annual: 18 to 20
Pay: Paid and unpaid; academic credit, free promotional items
Length of internship: Spring/summer/fall: 10 weeks each, 20 to 40 hours a week
Intern functions: Film, Television and Radio, Finance, Human Resources, Internet, Marketing, Public Relations, Sales, Technology

THE SCOOP
For over 85 years, Universal Studios has been providing unique entertainment through motion pictures, home videos, theme parks and attractions, television networks and programming. Universal Studios owns Universal Pictures, Universal TV and Networks Group, and Universal Studios Hollywood.

ON THE JOB
Internships at Universal Studios are available in the television, pictures, theme parks and corporate groups. Most positions relate to marketing, publicity, sales, development, finance, production, food service, information technology, media, internet, consumer products and human resources.

$ GETTING HIRED
Apply by: Spring: November 15th; Summer: March 30th; Fall: July 15th. Students should complete the online application and submit a cover letter, resume and transcripts. Students interested in unpaid positions are required to submit a letter from their school certifying that they will receive academic credit. Students interested in paid positions may earn academic credit as well, but it is not mandatory.
Qualifications: Open to all college freshmen, sophomores, juniors and seniors, and grad students who are currently registered at an accredited institution.
Contact:
Internship Program
Universal Studios
100 Universal City Plaza
Universal City, CA 91608
Phone: (818) 777-1000
www.nbcunicareers.com/search/parks_resorts
www.universalorlandojobs.com
UNIVERSITY OF CALIFORNIA AT SAN FRANCISCO AIDS HEALTH PROJECT

THE BUZZ

• Be on the front lines of the battle against AIDS

THE STATS

Industries: Health Care, Nonprofit
Location: San Francisco, CA
Number of interns: Annual: eight
Pay: $900 housing stipend
Length of internship: One year, starting each July
Intern functions: Administrative, Client Services, HIV Counseling and Testing, Nonprofit, Research

THE SCOOP

The University of California at San Francisco’s AIDS Health Project began in 1984 to provide Bay Area AIDS patients with free psychological support services. Since then, the project has grown to offer counseling to people at risk of infection and caregivers for those afflicted, as well as crisis intervention for those diagnosed with HIV. The program focuses on caring for clients and their families as well as educating the public.

ON THE JOB

Tasks vary depending on the type of internship, but can include scheduling patients for HIV tests, assisting in daily research study activities, data entry, clerical duties, fundraising events or even participation in interactive training for the public. Most UCSF AIDS Health Project interns are likely to have far more contact with clients than with test tubes, and individuals who study humanities (history, art, literature) are encouraged to apply.

GETTING HIRED

Apply by: March 31st, but earlier is better. Applicants must submit an application (available online) and resume, along with two essays on why they are applying and how the program will affect their career.

Qualifications: Open to seniors pursuing a bachelor’s degree, recent grads and grad students. Non-U.S. citizens are eligible. Excellent verbal and written communication skills are required. Applicants must be sensitive to HIV/AIDS issues and cultural diversity. Familiarity with PCs and Macs is preferred.

Contact:
Carol Music, Staffing Coordinator
UCSF AIDS Health Project
Box 0884
San Francisco, CA 94143
Phone: (415) 476-3890
Fax: (415) 476-3613
Email: carol.music@ucsf.edu
www.ucsf-ahp.org
US AIRWAYS

THE BUZZ
- Fly high with this internship

THE STATS

Industries: Hospitality and Tourism, Transportation and Logistics
Locations: Tempe, AZ (HQ); Charlotte, NC; Pittsburgh, PA
Number of interns: Annual: 20 to 22, Summer: 13 to 14
Pay: Paid, $10 an hour
Length of internship: Summer: 10 to 12 weeks
Intern functions: Accounting, Administrative, Engineering, Finance, Human Resources, Marketing, Technology

THE SCOOP

The fifth-largest airline carrier in the United States, US Airways flies to 230 different destinations in the Western Hemisphere and Europe. The company’s 35,000 employees carry out 3,800 flights every day. US Airways is part of the Star Alliance, an alliance of airline companies that fly their passengers to almost 850 communities around the world.

ON THE JOB

Departments that hire interns include corporate safety, aviation security, operations support, flight operations, marketing, finance, accounting, special events and several other specialized areas. The program is designed to impart a broad understanding of airline operations and industry knowledge. When day-to-day responsibilities get a bit hectic, perks such as flight simulator tours, crash simulation tours, airport and maintenance facility tours balance out the program. About 10 to 15 percent of interns are offered full-time positions upon graduation.

GETTING HIRED

Apply by: April 1st. Applicants must complete an application and submit an essay and transcript.

Qualifications: Open to college juniors and seniors, and grad students entering their second year. Applicants must return to school the fall semester following the internship. A minimum GPA of 3.0 is required. Non-U.S. residents are eligible.

Contact:
Alan Wright
Senior Manager, Recruitment
MBA Recruiting
111 West Rio Salado Parkway
Tempe, AZ 85281
Phone: (480) 693-8630
Fax: (480) 693-8813
Email: alan.wright@usairways.com
www.usairways.com/careers

US-ASIA INSTITUTE

THE BUZZ
- Build amity between the United States and Asian nations

THE STATS

Industry: Government
Location: Washington, DC
Number of interns: Spring/summer/fall: two to three each
Pay: Unpaid, possible academic credit
Length of internship: Spring: January to May; Summer: May to August; Fall: September to December
Intern functions: Editorial, Government, Law, Research

THE SCOOP

Founded in 1979, the US-Asia Institute promotes greater unity between the governments of Asian countries and Washington, D.C. through economic and diplomatic cooperation. The institute holds conferences and symposiums that focus on relations between America and Asian countries, be it through student exchange or professional staff who travels to each other’s countries to experience different cultures.

ON THE JOB

Intern duties vary but may include researching legal or diplomatic issues specific to U.S. and Asian relations and assisting in presentations regarding those issues. Interns may attend Congressional hearings during the summer, as well as conferences held at Asian embassies and think tanks around Washington, D.C.

GETTING HIRED

Apply by: Spring: November 15th; Summer: April 1st; Fall: July 1st. Send a resume, cover letter and writing sample to the address below.

Qualifications: Open to all college students, as well as grad students. All applicants must be at least 18 years old.

Contact:
Internship Coordinator
US-Asia Institute
232 East Capitol Street NE
Washington, DC 20003
Phone: (202) 544-3181
Fax: (202) 747-5889
Email: usasiainstitute@verizon.net
www.usasiainstitute.org/internship.php

587
**USDA FOREST SERVICE**

**THE BUZZ**
- “Cultivate greenery for tomorrow”
- “Hands-on training of what I’ve learned through the years”
- “It helped me define what I’m looking for in my future career”

**THE STATS**
- **Industries:** Environment, Government, Hospitality and Tourism
- **Locations:** Various locations in 44 states
- **Number of interns:** Annual: 100
- **Pay:** Varies, sick and annual leave; **Student Career Experience Program:** health and life insurance
- **Length of internship:** One year
- **Intern function:** Environment

**THE SCOOP**
With over 30,000 employees ranging from teachers to firefighters, to biologists, the USDA Forest Service manages 51,000 square miles of forests and grasslands across the United States. The Forest Service has been a leader in conservation since its establishment in 1905. Today, the USDA works in partnership with other government organizations, as well as with universities and land-owners.

**ON THE JOB**
The USDA Forest Service offers two student programs: the Student Temporary Employment Program (STEP) and the Student Career Experience Program (SCEP). The main difference between the two is that STEP does not necessarily relate to a student’s academic experience or career aspirations, while SCEP directly relates to these components. SCEP participants must work one to 15 hours per week, while STEP participants may work any agreed-upon hours.

**GETTING HIRED**
- **Apply by:** Rolling.
- **Qualifications:** Open to high school students, college freshmen, sophomores, juniors and seniors, recent graduates and grad students. All applicants must be of legal working age.
- **Contact:**
  - USDA Forest Service
  - 1400 Independence Avenue SW
  - Washington, DC 20250
  - Phone: (202) 205-8333
  - Email: fsjobs@fs.fed.us
  - www.fs.fed.us/fsjobs/student.html

**THE UTAH STATE LEGISLATURE**

**THE BUZZ**
- “Future Utah politicians wanted”

**THE STATS**
- **Industries:** Government, Law
- **Location:** Salt Lake City, UT
- **Number of interns:** Annual: 65
- **Pay:** Paid, $1,800 a term; academic credit available
- **Length of internship:** 45 days (January to March)
- **Intern functions:** Government, Law

**THE SCOOP**
Established in 1846, the Utah Legislature meets 45 calendar days every year. The state’s Legislative Intern Program was formalized in 1971. Past participants include Rob W. Bishop, the former Speaker of the Utah House. The legislature has 29 senators and 75 representatives. It is largely Republican.

**ON THE JOB**
Interns are assigned to specific legislators in the Utah House and Senate. They handle a variety of duties, including constituent concerns, research and office support.

**GETTING HIRED**
- **Apply by:** November 15th for the following January. Applicants must submit a transcript and several letters of recommendation to the address below.
- **Qualifications:** Open to all college juniors and seniors enrolled at participating Utah universities. Applicants must be able to receive college credit for their work.
- **Contact:**
  - Jerry D. Howe
  - Intern Coordinator
  - Office of Legislative Research and General Counsel
  - House Building, Suite W210
  - State Capitol Complex
  - Salt Lake City, UT 84114
  - Phone: (801) 538-1032
  - Fax: (801) 538-1712
  - Email: jdhowe@utah.gov
  - www.le.state.ut.us/lrgc/internprogram.htm

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INTERNERSHIP PROFILES

Vault Guide to Top Internships, 2010 Edition
VALERO ENERGY CORPORATION

THE BUZZ

- “Fuel your resume with company networking events”

THE STATS

Industries: Energy, Financial Services, Manufacturing
Locations: San Antonio, TX (HQ); locations in 42 states; refineries in CA, DE, LA, NJ, OK, TN, TX, Aruba, Canada
Number of interns: Summer: 100; Ongoing/academic year: 20
Pay: Paid, varies; Engineering students: $22 to $26 an hour; Business students: $13 to $15 an hour; IT students: $14 to $16 an hour; Master’s students: $20 an hour; MBA students: varies; ongoing/academic year interns receive additional benefits, relocation assistance is available for qualified students
Length of internship: Summer: 10 to 12 weeks; Ongoing/academic year: flexible/unlimited until graduation
Intern functions: Accounting, Finance, Engineering, Law, Marketing, Sales, Technology

THE SCOOP

With footholds in 44 states, Valero Energy Corporation is the largest refiner in North America and produces nearly two million barrels of oil per day. The firm has nearly 5,800 retail and wholesale stores, which operate under the names Beacon, Diamond Shamrock, Shamrock, Ultramar and Valero in the United States, Canada and the Caribbean.

ON THE JOB

All of Valero’s refineries hire summer interns; and three refineries have engineering co-ops throughout the year. Interns may work in the firm's accounting, corporate communications, IT, internal audit, legal, business development, venture development, marketing and supply, transportation and sales departments, as well as within the company's business analysis groups. While at Valero, interns have access to training, wellness programs, mentors and intern events. The most notable of these is the company's summer intern symposium, during which interns network with each other and company leaders and are treated to dinner and a river cruise.

$ GETTING HIRED

Apply by: Rolling. Visit the website to search for open positions and to apply online.
Qualifications: Open to students attending a four-year accredited university who have completed at least their sophomore year. Applicants must have a minimum GPA of 3.0, both cumulative and major (IT or information services majors require a 3.5 GPA).
Contact:
Email: internships@valero.com
www.valero.com/careers
THE VANGUARD GROUP, INC.

THE BUZZ
• “The world’s highest-value provider” of internship opportunities

THE STATS
Industry: Financial Services
Locations: Valley Forge, PA (HQ); Charlotte, NC; Scottsdale, AZ
Number of interns: Summer: 64
Pay: Paid
Length of internship: Summer: 10 weeks (May to July)
Intern functions: Accounting, Finance, Marketing, Project Management, Technology

THE SCOOP
Founded in 1975 as a small mutual fund company, Vanguard has grown to become one of the largest investment management companies in the world. With more than $1.25 trillion in assets and 12,200 employees in the United States, Vanguard offers a variety of financial products and services to individuals, companies and financial professionals. As a client-owned company, Vanguard really does put its clients’ needs first.

ON THE JOB
Vanguard interns gain industry and technical knowledge in their chosen field of interest. Professional development programs, networking opportunities and team-building activities are part of the internship program. Interns complete challenging and meaningful assignments and become familiar with Vanguard’s goals and culture.

GETTING HIRED
Apply by: Summer: September to March. Applicants should create an online profile. Transcripts will be requested upon an invitation to interview with the company.

Qualifications: Open to current college juniors with a minimum cumulative GPA of 3.0. Students from all majors—including liberal arts—are welcome to apply. Applicants should have effective leadership abilities, communication skills and the ability to work both independently and as part of a team.

Contact:
Vanguard Group, Inc.
P.O. Box 2600
Valley Forge, PA 19482
careers.vanguard.com/vgcareers/jobs/internships.shtml

VARSIY PAINTERS

THE BUZZ
• “Add a little color to your life”
• “Not suited for those scared of heights”
• Join the Varsity team

THE STATS
Industry: Construction
Location: Minneapolis, MN
Number of interns: Summer: 125
Pay: Paid, $8.50 an hour plus bonuses
Length of internship: Summer: 16 weeks
Intern function: Construction

THE SCOOP
Varsity Painters was established in 1995 by cofounders Joe Perry and Steve Melander, who launched their company after graduating from college. The plan was hatched while still in school, when they realized that the sheer mass of college students looking for well-paying summer jobs could easily form a work force. A house painting company that mostly concentrates on outdoor work, Varsity services Minneapolis, St. Paul and the surrounding areas.

ON THE JOB
Varsity forms teams of interns and each team works as a house painting unit. All interns are thoroughly trained and supervised. It’s possible to form your own group if you want to work with friends. Hours are flexible. Equipment is provided.

GETTING HIRED
Apply by: Rolling.

Qualifications: Open to all college freshmen, sophomores, juniors and seniors and recent college graduates (some high school students may be hired).

Contact:
Varsity Painters
P.O. Box 24126
Edina, MN 55424-9875
Phone: (952) 938-3886
Fax: (612) 822-2363
Email: varsity@comcast.net
www.varsitypainters.com
VAULT.COM INC.

THE BUZZ
- “I learned a great deal about the business of career intelligence”
- “I had a chance to work in two different departments and it exposed me to many different opportunities”
- Vault loves interns

THE STATS
Industries: Internet and New Media, Publishing/Journalism
Locations: New York, NY (HQ); offices in London, Mumbai, Hong Kong
Number of interns: Annual: 15
Pay: Paid, $10 to $15 an hour
Length of internship: Spring/summer/fall: 12 to 16 weeks (flexible)
Intern functions: Editorial, Internet, Marketing, Public Relations, Research, Sales

THE SCOOP
Vault has been leading the career publishing field since 1997. Mark Oldman and brothers Hussam and Samer Hamadeh founded the company to “avoid the rat race by writing about it.” Vault’s website provides insider information on leaders in a wide range of professional industries with strongest verticals in law, finance and consulting, as well as top law schools and business schools. Vault received a majority investment from private equity firm Veronis Suhler Stevenson in 2007.

ON THE JOB
Though Vault hires interns on an as-needed basis, there are often opportunities in several departments, including editorial and sales. Interns are treated as full-time staff and exposed to real work.

$ GETTING HIRED
Apply by: Rolling. Check the website for application details. Send a resume and cover letter to the address below.

Qualifications: Open to high school seniors, current college students, recent graduates and grad students. Visit the website for details about current openings and specific requirements.

Contact:
Human Resources
75 Varick Street, 8th Floor
New York, NY 10013
Phone: (212) 366-4212
Fax: (212) 366-6117
Email: work@vault.com
www.vault.com

VERIZON COMMUNICATIONS

THE BUZZ
- “Can you hear the resume boost?”
- “See the telecom leader from the inside”

THE STATS
Industries: Technology, Telecom
Locations: Basking Ridge, NJ (HQ); various locations around the United States
Number of interns: Summer: 257
Pay: Paid, varies
Length of internship: Summer: 12 weeks (May to August)
Intern functions: Accounting, Engineering, Finance, Human Resources, Marketing, Research, Sales, Technology

THE SCOOP
Verizon Communications Inc. has almost 55 million customers throughout the United States in addition to its global IP network. As such, it is one of the largest providers of broadband, wireline and wireless communications. The dominant force in American telecommunications, in recent years Verizon has begun developing a fiber-optic network to strengthen its famously reliable coverage. The company pulls in about $90 billion in annual revenue each year.

ON THE JOB
Interns work in the telecom division's college intern program. With both technical and business positions available, interns are placed in the firm's engineering, telecommunications, operations research, IT, marketing, sales, finance, accounting and HR departments. Throughout the program, Verizon interns learn about the company's various sectors, have access to online courses and serve on the intern advisory board.

$ GETTING HIRED
Apply by: Between October and April. Students should apply online at www.verizon.com/jobs or attend Verizon’s on-campus recruiting events and conferences.

Qualifications: Open to students entering at least their sophomore year of college who have relevant experience and a minimum GPA of 3.0. Candidates for technical internships should be working toward a BS, MS or PhD in electrical/computer engineering, computer science, telecommunications, DIS/MIS/CIS or operations research. Business internship candidates should be pursuing a BS, MS or MBA in accounting, finance, human resources, marketing, MIS, sales or operations research.

Contact:
www.verizon.com/jobs
VIBE MEDIA GROUP

THE BUZZ

- Creative writers with an edge
- Hip-hop princesses and princes wanted

THE STATS

Industries: Advertising/Marketing, Fashion, Film/Entertainment, Graphic Arts and Design, Internet and New Media, Music, Public Relations, Publishing/Journalism, Retail, Sports, Technology

Location: New York, NY

Number of interns: Fall/spring/summer: 40 each

Pay: Unpaid; academic credit, admission to parties and events, free magazines and CDs

Length of internship: Fall/spring: four or five months each; Summer: three or four months, part time

Intern functions: Administrative, Advertising, Arts and Design, Editorial, Film, Television and Radio, Internet, Marketing, Print Media, Public Relations, Sales, Technology

THE SCOOP

Founded and owned by Quincy Jones, VIBE magazine is devoted to the music, entertainment, sports, fashion, culture, media, arts and politics of today’s multicultural, modern society. With nine million readers each month, VIBE explores issues and events through interviews, reporting, criticism, and news and images. With a renewed commitment to the coverage of technology and environmental issues, VIBE remains a cornerstone of pop culture.

ON THE JOB

Interns can work in several different areas depending on their interests and skills. Positions are available in editorial, online, research, copy, video, advertising sales and marketing, fashion, business, photo, art and creative services.

$ GETTING HIRED

Apply by: Summer: April 19th; Fall: August 2nd; Spring: November 23rd. Apply online. Applicants should submit a resume, 150- to 300-word essay, recommendation letter from a professor or faculty member, intern approval letter and any journalism clips (for the editorial department) or a portfolio (art/photo/creative services). Check the website below for more information, as requirements vary by department.

Qualifications: Open to all current college students. High school students may be eligible. Non-U.S. citizens are welcome.

Contact:
Internship Coordinator
VIBE Media Group
120 Wall Street, 21st Floor
New York, NY 10005
Fax: (212) 448-7400
www.vibe.com/careers

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THE VILLAGE VOICE

THE BUZZ

- “Make your voice heard at one of the country’s largest and most influential alternative papers”
- Be the next Tom Robbins

THE STATS

Industry: Publishing/Journalism  
Location: New York, NY  
Number of interns: Annual: 90 (15 each term)  
Pay: Internship: unpaid, academic credit; Fellowship: $500 a week  
Length of internship: Spring: June to August; Summer: February to May; Fall: September to December; Winter: January to February; 15 hours a week required; Mary Wright fellowship: three months, full time; Media fellowship: six months, full time  
Intern functions: Arts and Design, Editorial, Print Media

THE SCOOP

In publication since 1955, The Village Voice is the largest weekly alternative newspaper in the country. It focuses on features relating to “opinionated arts, culture, music, dance, film and theater reviews, web dispatches and comprehensive entertainment listings” and reaches over half a million readers weekly. Over the years, The Voice earned a reputation for its groundbreaking investigations of New York City politics and for being the foremost authority on the NYC downtown vibe. It has also received numerous journalism awards, including George Polk Awards, Front Page Awards, Deadline Club Awards and Pulitzer Prizes. The Village Voice is owned by Village Voice Media, which merged with New Times in 2006 and now owns alt-weekly newspapers across the country.

ON THE JOB

Interns work as assistants to editors and staff writers in the editorial, arts and culture, and photography departments. Past interns have worked alongside writers James Ridgeway and Wayne Barnett, as well as columnists Michael Musto and Toni Schlesinger.

$ GETTING HIRED

Apply by: Rolling. Submit a resume, cover letter, clips (editorial and arts department) and photography samples (photography department) to the appropriate contact below. Check the website for details.

Qualifications: Open to all current college students, grad students and recent college graduates. International applicants are eligible.

Contact:

Wayne Barrett Internship  
Email: barrettinternship@gmail.com

Arts Internship  
Attn: Brian Parks  
Arts and Culture Editor

Photo Internship  
Attn: Ivylise Simones  
Art Director  
Email: isimones@villagevoice.com

Mary Wright Minority Fellowship  
Attn: Tony Ortega  
Email: tortega@villagevoice.com

Media Fellowship  
Andy Van De Voorde  
Executive Associate Editor

Village Voice Media  
969 Broadway  
Denver, CO 80203  
www.villagevoice.com/microsites/internships  
www.villagevoicemedia.com/fellowships.html
VOICE OF AMERICA

THE BUZZ
- “The news heard ’round the world”
- “A chance to learn about the power of the airwaves up close”

THE STATS
Industries: Broadcast and Cable, Publishing/Journalism
Location: Washington, DC
Number of interns: Annual: 45 to 50
Pay: Unpaid; academic credit available, access to fitness center, interaction with major political players
Length of internship: Spring/summer/fall: six to 12 weeks
Intern functions: Engineering, Film, Television and Radio

THE SCOOP
Established in 1942, the Voice of America is a news organization funded by the U.S. Information Agency. Its goal is to provide insightful data for “Americans and foreigners through short-wave radio transmissions.” Voice of America programming is about 59 percent news and 26 percent reporting on topics related to economics, science, agriculture, medicine, sports and American history and culture.

ON THE JOB
Internships are offered in engineering, journalism, language, broadcasting, public affairs, special English, TV technical studio operations and TV to Africa.

GETTING HIRED
Apply by: Rolling. Application materials vary by department but most require a resume, cover letter and writing samples. Check the website for specific program requirements and contacts.

Qualifications: Open to high school students, current college students, recent college graduates and grad students.

Contact:
Internship Coordinator
Voice of America
330 Independence Avenue SW
Washington, DC 20237
Phone: (202) 203-4959
Fax: (202) 203-4960
www.voanews.com/english/about/2006-08-09-interns.cfm

VOLKSWAGEN AUDI

THE BUZZ
- “The fast track for go-getters!”
- “Learn from some of the best in the automotive industry”
- Audi is the TT-op of the auto industry

THE STATS
Industries: Consumer Products, Manufacturing
Locations: Auburn Hills, MI; Wolfsburg, Germany
Number of interns: Annual: 30 to 40
Pay: Paid; Michigan: $400 to $580 a week; Germany: $150 a week, subsidized housing in Germany
Length of internship: Three to six months
Intern functions: Human Resources, Marketing, Technology

THE SCOOP
In 1932, four vehicle manufacturers merged to create Auto Union AG, the predecessor to today’s Audi AG (or Volkswagen Audi). Porsche AG bought a majority stake in Volkswagen in March 2008. Volkswagen Audi prides itself on the myriad of technological innovations reflected in its products. As the largest European auto manufacturer, Audi is unquestionably a world leader in the automotive industry.

ON THE JOB
In addition to plenty of hands-on experience in the automotive industry, students have a lot to gain from Volkswagen Audi’s internship program. Perks include a competitive salary, computer training classes, seminars and workshops. Based on interest, interns are assigned to various Audi departments, such as marketing, human resources, parts or information technology. Most importantly, interns work on real projects and are treated as full-time, equal employees.

GETTING HIRED
Apply by: Rolling. Candidates should apply online. An interview is required.

Qualifications: Open to college juniors and seniors and graduate students. Business majors with a minimum GPA of 3.0 are preferred.

Contact:
Volkswagen of America, Inc.
Human Resources Group
3800 Hamlin Road
Auburn Hills, MI 48326
Human Resources Group
Volkswagen, AG
Berliner Ring 2
38436 Wolfsburg Germany
Phone: +49 53 61 92 12 45
Fax: +49 53 61 92 22 94
www.vw.com/careers

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VOLUNTEERS FOR ISRAEL

THE BUZZ
- “Not your average country club internship”

THE STATS
Industry: Nonprofit
Location: Israel
Number of interns: No limit
Pay: Unpaid; accommodations and meals during the week, weekend lodging; Application fee: $90 ($50 for full-time students)
Length of internship: Varies; minimum of three weeks, some two-week and occasional one-week programs
Intern functions: Health Care, Nonprofit

THE SCOOP
A nonprofit, nonsectarian organization, Volunteers for Israel (VFI) was originally founded in 1982 to provide the small country with volunteer workers during the Lebanon War when Israel’s own workers were sent to fight. The program continued after the war and has sent more than 100,000 volunteers from 36 countries to Israel to help the country’s economy since then. VFI works to increase multicultural understanding, intensify Jewish identity and the bonds of solidarity among volunteers and citizens, and to help Israel grow.

ON THE JOB
Most volunteers are placed on military maintenance bases where they hold non-combat roles. They work side by side with Israelis, performing a variety of duties, such as packaging medical supplies or repairing or refurbishing equipment. Others work in nonmilitary areas, such as in a hospital’s geriatric, psychiatric or rehabilitation center, functioning in roles similar to that of a candy striper or orderly. VFI provides evening lectures and at least one tour of the country.

GETTING HIRED
Apply by: Rolling. Visit www.vfi-usa.org/application.html to download the application form.
Qualifications: Open to volunteers ages 17 and up.
Contact:
Volunteer Coordinator
Volunteers for Israel
330 West 42nd Street, Suite 1618
New York, NY 10036-6029
Phone: (866) 514-1948
Fax: (215) 473-4473
Email: info@vfi-usa.org
www.vfi-usa.org

VOLUNTEERS FOR PEACE

THE BUZZ
- A short-term Peace Corps

THE STATS
Industry: Nonprofit
Location: Belmont, VT (HQ); multiple locations worldwide
Number of interns: Annual: 900; Summer: 600
Pay: Unpaid, academic credit; $300 to $500 program fee
Length of internship: Spring/summer/fall/winter: two to three weeks each, one to three months or one to three years
Intern function: Nonprofit

THE SCOOP
Over the past 25 years, Volunteers for Peace (VFP) has recruited more than 25,000 volunteers to assist in international voluntary service projects around the world. VFP matches hosts with volunteers to foster cross-cultural understanding and friendship. Currently, VFP offers over 3,000 voluntary service programs in over 100 countries. VFP allows volunteers to work together to resolve and prevent conflicts.

ON THE JOB
Volunteers may be placed in almost any country, including Russia, Mexico, The Netherlands or France. Some projects include teaching local people a new craft they can sell to improve the economy, restoring buildings, preserving archaeological sites, protecting the environment, entertaining children in orphanages or teaching English to adults or children.

GETTING HIRED
Apply by: Summer: mid March to late May; Fall/spring/winter: rolling.
Write, call or email for a registration form and/or brochure. Visit the website (www.vfp.org) for daily updates on open projects through the online project directory or contact their offices for a brochure.
Qualifications: Open to all high school students, college students and college graduates. There are projects for all ages.
Contact:
Amy Bannon
Executive Director and Outgoing Placements
Volunteers for Peace
1034 Tiffany Road
Belmont, VT 05730
Phone: (802) 259-2759
Fax: (802) 259-2922
Email: vfp@vfp.org
www.vfp.org
VOLUNTEERS IN ASIA

THE BUZZ
- “Teach English all over Asia”

THE STATS

Industries: Education, Nonprofit
Locations: San Francisco, CA (HQ); Stanford, CA; China, Indonesia, Vietnam, Laos, Thailand, Cambodia, Myanmar
Number of interns: Annual: 40 to 45; Summer: 12 to 18
Pay: Unpaid; basic medical insurance; emergency evacuation insurance; visa processing; in-country and home office support; Annual: living stipend based on in-country living expenses ($50 to $300), housing, intensive and ongoing language training, return flight; Summer: accommodations; Program fee: $500 to $2,400
Length of internship: Summer: four to eight weeks; Annual: one to two years
Intern functions: Education, Nonprofit

THE SCOOP

For the past 45 years, Volunteers in Asia (VIA) has sponsored programs that help bridge the gap between Asia and the United States. VIA first started at Stanford University, where students spent the summer assisting with various Asian programs. The project was successful and more students joined. During the Vietnam War, the program grew substantially, expanding to national recruitment. VIA now sends about 40 volunteers to Asia and brings about 250 Asian students to the United States annually.

ON THE JOB

VIA volunteers teach English to students, ages 11 and up, at a variety of different institutions and work for local nonprofit or nongovernmental organizations in China, Vietnam, Cambodia, Laos, Myanmar, Thailand, and Indonesia. Whether you choose the long-term or summer program, you will have ample opportunity to study the language, get to know the locals and explore the land.

GETTING HIRED

Apply by: February 6th. Visit the website to download the application.

Qualifications: Summer: open to current college students and recent graduates. Long-term: open to college graduates who speak and write English with native fluency and who are excited about cross-cultural exchange.

Contact:
Volunteers in Asia Headquarters
965 Mission, Suite 751
San Francisco, CA 94103
Phone: (415) 904-8033, ext. 302
Fax: (415) 618-0509
Email: info@viaprograms.org
www.viaprograms.org
WADSWORTH ATHENEUM MUSEUM OF ART

THE BUZZ
- Start an art career at the creme de la creme of museums
- Learn about the curatorial arts

THE STATS
Industries: Fine and Performing Arts, Museum
Location: Hartford, CT
Number of interns: Annual: one to 15
Pay: Unpaid
Length of internship: Spring/summer/fall: 12 to 16 weeks each
Intern functions: Administrative, Arts and Design, Editorial, Education, Finance, Marketing, Public Relations

THE SCOOP
The Wadsworth Atheneum is the oldest continuously operating public art museum in the United States—and one of its more innovative. The Wadsworth Atheneum has a tradition of pioneering new artistic styles and was the first to acquire works by famous artists such as Salvador Dali, Joan Miro and Caravaggio. The museum currently holds 10 different exhibitions annually.

ON THE JOB
Interns complete projects in administration, archives, curating, education, exhibitions, registration, development, marketing, museum shop or collection imaging.

GETTING HIRED
Apply by: Spring: October; Summer: March; Fall: July. Check the museum’s website for more details. Applications should include a resume, statement of interest, transcript, two letters of recommendation and writing sample.

Qualifications: Open to all current college students, though preference is given to juniors and seniors. Recent college graduates and grad students are also eligible.

Contact:
Wadsworth Atheneum Museum of Art
600 Main Street
Hartford, CT 06103-2990
Phone: (860) 278-2670
Fax: (860) 249-7780
Email: charlene.miller@wadsworthatheneum.org
www.wadsworthatheneum.org

THE BUZZ
- Start an art career at the creme de la creme of museums
- Learn about the curatorial arts
THE WALL STREET JOURNAL

THE BUZZ
- “In the journalism field, it doesn’t get much more prestigious than this”
- Get your own hedcut
- “A good step toward that Pulitzer”

THE STATS
Industry: Publishing/Journalism
Location: New York, NY
Number of interns: Annual: 10
Pay: Paid, $700 a week
Length of internship: 10 weeks (June to August)
Intern functions: Editorial, Internet, Print Media

THE SCOOP
With a circulation of 2.02 million, The Wall Street Journal is unquestionably one of the top news journals in the country. Since its establishment in 1889, the Journal has reported on news and political issues that directly affect the U.S. business industry. In 2008, the newspaper was purchased by Rupert Murdoch’s News Corp. Since then, there has been a lot of turnover at the Journal, including the replacement of its top editor with Robert J. Thompson, as the newspaper has evolved. The new Wall Street Journal is a more general interest paper, with additional political, national and international news, shorter stories and more hard news on its cover. The newspaper also launched a lifestyle magazine, WSJ, in September 2008.

ON THE JOB
The journalism internship at The Wall Street Journal gives undergraduate and graduate students the opportunity to explore journalism careers in business news and information reporting. Journalism interns work in one of the Journal’s many news bureaus located throughout the country.

GETTING HIRED
Apply by: November 1st. Apply online at www.dowjones.com/careers by searching for the job number 090264 (“Summer 2010 WSJ Interns”). Applicants should create a profile and upload eight writing samples (in one document) as well as a resume and cover letter. Students may also apply by mail by sending a resume, cover letter and eight bylined clips (clear, unbound photocopies on letter- or legal-sized paper) to the address below. All submissions become the property of The Wall Street Journal and will not be returned.

Qualifications: Open to all current undergraduate and graduate students. Prior internships with other newspapers and/or extensive experience on a campus newspaper is preferred.

Contact:
Deborah Brewster
Deputy Managing Editor
The Wall Street Journal
1211 Avenue of the Americas
New York, NY 10036

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WALMART STORES, INC.

THE BUZZ

- “Experience the opportunity to work at the largest retailer”
- “Saving money so people can live better”

THE STATS

Industry: Retail
Location: Bentonville, AR (HQ)
Number of interns: Annual: 75 to 100
Pay: Paid, varies depending on education; Undergrads: relocation assistance and subsidized housing; Grad students: relocation assistance, subsidized housing, health insurance and stock purchase benefits
Length of internship: Summer: 12 weeks
Intern functions: Accounting, Advertising, Education, Engineering, Finance, Human Resources, Internet, Law, Marketing, Print Media, Public Relations, Real Estate, Retail, Technology, Transportation and Logistics

THE SCOOP

Walmart was founded in 1962 when Sam Walton opened his first store in Rogers, Arkansas. Today, it is one of the largest megastore retailers in the world, employing over 2.1 million people at more than 8,159 facilities in 15 countries around the globe. Although Walmart was the focus of a scathing film, Wal-Mart: The High Cost of Low Price, the company has done substantial work in corporate social responsibility, sustainability and philanthropy, earning it the No. 1 spot in Fortune’s 2009 list of Most Admired Companies.

ON THE JOB

Walmart established the corporate intern program to teach college and graduate students about its culture and business philosophy. Interns may be assigned to various departments, including merchandising, transportation, logistics, accounting and finance, information systems, store operations, marketing, legal, Sam’s Club, compliance, business strategy, sustainability, aviation and human resources. Key leaders in the company serve as mentors to interns, who present their projects at the end of the internship. About 60 percent of interns are offered full-time positions upon graduation.

GETTING HIRED

Apply by: February 28th. Apply online.
Qualifications: Undergraduate internships: open to current college juniors or seniors with a minimum GPA of 3.0. Graduate internships: open to students between their first and second years of an MBA or other master’s program. Three to five years of relevant experience is required for most graduate internships.
Contact:
Walmart Campus Relations
508 SW 8th Street, MS 0690
Bentonville, AR 72716
Email: college.recruiting@wal-mart.com
www.walmartstores.com
WALT DISNEY ANIMATION STUDIOS

THE BUZZ

- “Be part of the magic!”
- “A leader in producing family entertainment”

THE STATS

Industries: Broadcast and Cable, Film/Entertainment
Location: Burbank, CA
Number of interns: Summer/fall: Varies
Pay: Varies
Length of internship: Talent development program: three to six months; Art and production associate program: 10 weeks
Intern functions: Arts and Design, Engineering, Technology

THE SCOOP

Walt Disney Studios may be best known for introducing Mickey Mouse in 1928, but it has also made countless other entertainment milestones. Its first full-length animated movie, Snow White and the Seven Dwarfs was released in 1937. Since the Walt Disney Company’s establishment in 1923, the studios have expanded to offer a full range of production and post-production services, including the sound stages of the 1950s and the digital imaging technologies of the 1990s. In 1991, Disney’s Beauty and the Beast was one of the first animated features to include 3-D computer-generated imagery, which it used for its famous ballroom scene. Walt Disney Studios remains a leader in the film industry today.

ON THE JOB

Walt Disney Animation Studios offers two internship programs: the talent development program for college graduates, and the art and production associate program for current college students. Positions are available in story, visual development, modeling, animation, layout, texture or background painting, effects animation, lighting and compositing, technical (character, hair/cloth, look, effects or pipeline), production management and post-production. Although most work will be limited to one area of Walt Disney Studios, a variety of assignments may be expected, depending on skills and placement.

GETTING HIRED

Apply by: Talent development program: April 20th and October 20th; Art and production associate program: April 20th. Apply using the online application process.
Qualifications: Talent development program: open to recent graduates (within three years of graduation). Art and production associate program: open to current college students who will return to school the semester following the internship.
Contact: www.disneyanimation.com/careers/student_programs.html
WALT DISNEY CORPORATE STRATEGY, BUSINESS DEVELOPMENT AND TECHNOLOGY GROUP

THE BUZZ

• “A highly competitive, exclusive opportunity for the right MBA”

THE STATS

Industries: Broadcast and Cable, Consulting, Film/Entertainment
Location: Burbank, CA
Number of interns: Summer: one
Pay: Varies
Length of internship: Summer months
Intern functions: Finance, Consulting

THE SCOOP

The Walt Disney Corporate Strategy, Business Development and Technology Group is a sort of secret weapon for the Walt Disney Company. This low-profile organization works exclusively for the Disney corporation and handles strategy assignments in multiple business arenas (almost like Disney’s personal consulting company). In addition to corporate strategy, the department covers M&A, strategic alliances, corporate business development, IP management and technology standards. It also aids various business units on their strategy when the issues are large enough to merit corporate attention. The planning group employs only 20 professionals who are divided into smaller teams to handle individual company needs and tasks, which can vary depending on the issues the company is facing at the time.

ON THE JOB

The intern (yes—one and only one) invited to join the Walt Disney Strategic Planning Group team each summer should expect attention and real working responsibility. That chosen MBA student should be able to handle a bit of pressure and stress. Most importantly, an internship may act as an “in” for this notoriously selective division. Even if it doesn’t, though, the prestige it will bring your resume is priceless.
WALT DISNEY WORLD PROFESSIONAL INTERNSHIPS

THE BUZZ
- “Flex your Mouse muscles”
- “Spend a few months at the Happiest Place on Earth”

THE STATS

Industries: Broadcast and Cable, Film/Entertainment, Hospitality and Tourism
Location: Orlando, FL
Number of interns: Varies
Pay: Paid, varies
Length of internship: Six months (January to June or June to January)
Intern functions: Accounting, Arts and Design, Education, Human Resources, Engineering, Marketing, Sales, Science and Math, Technology

THE SCOOP
Through his drawing talent, Walt Disney conjured up an empire. One of his most well-known creations, Florida-based theme park Walt Disney World, opened in 1971. Also known as the Magic Kingdom, the park is home to some of Disney's most beloved characters, including Mickey Mouse, Donald Duck and Goofy. The giant resort has grown over the years, and now encompasses 47 square miles of land. It includes four theme parks, two water parks and over 20 lodging locations for its visiting guests.

ON THE JOB
The advanced intern program helps students gain experience and make valuable career contacts. Interns work in accounting, design, communications, education, industrial engineering, human resources, IT, marketing and sales, merchandising, recreation and science. Many positions go to past Disney College Program interns, but there are some that don’t require previous Disney experience, such as the animal programs.

GETTING HIRED
Apply by: Fall: mid-March; Spring: mid-September. An online application (visit www.disneyinterns.com for details and to apply) and interview are required. Students can only apply for one advanced internship program; check the site to review the options.

Qualifications: Open to current college students who have completed at least one semester and have a minimum GPA of 2.0. Applicants must also have their own transportation and meet the individual requirements of the specific internship for which they are applying. See the website for details.

Contact:
Email: questions@disneyinterns.com
www.disneyinterns.com
WARNER MUSIC GROUP

THE BUZZ

- “See the music industry from the inside”

THE STATS

Industry: Music
Locations: New York, NY; located throughout the United States
Number of interns: Summer/fall/spring: about 14 to 17 each
Pay: Unpaid, academic credit required
Length of internship: Summer: 10 weeks; Fall/spring: 12 weeks; minimum two days or 15 hours a week, maximum 37.5 hours a week
Intern functions: Arts and Design, Marketing, Internet, Sales

THE SCOOP

For over 30 years, Warner Music Group (WMG) has been the parent company of Warner/Elektra/Atlantic (WEA) Corp., the first major music marketing and distribution company in the United States. In addition to the Warner Brothers, Elektra and Atlantic labels, WEA distributes audio and video releases from Rhino Entertainment, Asylum Records, Word Entertainment, Time-Life Music, Warner Music Latina, Curb Records and several other labels. In addition to WEA and its labels, WMG also runs Warner/Chappell Music, a leading music publisher. With approximately 400 employees, WEA sets the standard for sales and marketing in the music industry.

ON THE JOB

WMG offers a variety of internship opportunities to students interested in music industry careers. Interns are assigned to different departments, such as marketing, sales, e-commerce, creative services and new media. All interns have mentors within their departments, gaining hands-on experience about the music industry. Upon graduation, participants are potential candidates for employment at WMG.

GETTING HIRED

Apply by: Summer: March 15th; Fall: July 15th; Spring: December 15th. Complete the online application form or email a cover letter and resume to the contact provided.

Qualifications: Open to undergraduate and graduate students. Applicants must be eligible for academic credit for each term and able to commit to an entire season term.

Contact:
Warner Music Group
75 Rockefeller Plaza, 7th Floor
New York, NY 10019
Phone: (212) 275-2000
Email: wmg.internships@wmg.com
www.wmg.com/jobsoverview

THE BUZZ

• See the music industry from the inside
THE WASHINGTON CENTER FOR INTERNSHIPS AND ACADEMIC SEMINARS

THE BUZZ
- Take advantage of unique seminars and lectures
- Get a tailored placement—for academic credit!

THE STATS
Industries: Education, Nonprofit
Location: Washington, DC
Number of interns: Annual: 1,500
Pay: Mostly unpaid; academic credit, application fee, program and housing fees, financial assistance largely available
Length of internship: D.C. internship program: 10 to 15 weeks; Intern abroad programs: 10 to 15 weeks; Academic seminars: one to two weeks

THE SCOOP
Founded in 1975, the Washington Center provides internships and academic seminars to college students and recent graduates. The nonprofit organization places students from hundreds of colleges in D.C.-based internships in their area of study, as well as in intern abroad programs and academic seminars. Students are exposed to national and international leaders, and encouraged to become civically engaged.

ON THE JOB
Each internship is tailored to the student’s interests, and can include working in a nonprofit, business, international organization and/or government agency. Students also take an academic course selected from the 30 or 50 offered each term. They hear lectures from prominent speakers, participate in small group meetings with members of Congress, visit embassies and attend special briefings and tours. Throughout the term, students complete a portfolio consisting of reflective pieces, lecture analyses, an interview summary, a revised resume and work samples. The completed portfolio is made available for review for grade and credit recommendations. Intern abroad programs are offered in London, Sydney and Oxford. Academic seminars (generally offered in January, May and August) focus on a specific topic, such as Congress, the presidency, national security and international conflicts.

GETTING HIRED
Apply by: Deadlines vary according to term. For the internship programs, candidates should submit an application form, resume, official transcripts, two short essays, two letters of recommendation and a campus sponsor agreement.
Qualifications: Open to undergraduates, recent college graduates and grad students from any major. A minimum GPA of 2.75 is required. Students must earn academic credit for their participation. Check the website for specific eligibility criteria.

Contact:
Sara Clement
The Washington Center for Internships and Academic Seminars
1333 16th Street NW
Washington, DC 20036
Phone: (202) 238-7900
Fax: (202) 238-7700
Email: info@twc.edu
www.twc.edu
WASHINGTON CENTER FOR POLITICS & JOURNALISM

**THE BUZZ**
- Get a front-row seat to national politics

**THE STATS**
- **Industries:** Education, Politics, Publishing/Journalism
- **Location:** Washington, DC
- **Number of interns:** Fall/spring: 13 each
- **Pay:** $3,000 living expenses stipend
- **Length of internship:** Fall/spring: 16 weeks
- **Intern functions:** Film, Television and Radio, Print Media

**THE SCOOP**
Founded in 1988, the Washington Center for Politics & Journalism trains political journalism students. The center runs the Politics and Journalism Semester, a program that teaches future political reporters about politics while they intern in news bureaus in Washington, D.C.

**ON THE JOB**
Interns learn about campaign governance and interest group politics while attending seminars twice weekly. Seminar speakers include political journalists, politicians and political consultants. Each reporter intern is assigned to one of the major Washington news bureaus.

**$ GETTING HIRED**

Apply by: **Fall:** first Friday in April; **Spring:** first Friday in November. Applications can be found on the center’s website. Published writing samples are required for print-oriented students.

Qualifications: Open to junior and senior college students, grad students and recent college graduates. Applicants must have a serious interest in political journalism as a career. Students with reporting, writing and producing experience are preferred.

Contact: Terry Michael
Executive Director
Washington Center for Politics & Journalism
P.O. Box 15239
Washington, DC 20003-0239
Phone: (202) 296-8455
Fax: (800) 858-8365
Email: terrymichael@wcpj.org
www.wcpj.org

WASHINGTON INTERNSHIPS FOR STUDENTS OF ENGINEERING

**THE BUZZ**
- Love engineering and politics? Here's your internship
- Where invention becomes innovation

**THE STATS**
- **Industry:** Engineering
- **Location:** Washington, DC
- **Number of interns:** Summer: 12 to 15
- **Pay:** Paid, $2,100 a term, free housing and transportation
- **Length of internship:** Summer: nine weeks
- **Intern functions:** Editorial, Engineering, Research

**THE SCOOP**
In 1980, a group of professional engineering societies organized the Washington Internships for Students of Engineering (WISE). Their mission is to produce future public policy leaders in the engineering field by teaching engineering students how to make public policy and influence legislative bodies. Interns are sponsored by different engineering societies, such as the American Nuclear Society, American Society of Mechanical Engineers, ASTM International, Institute of Electrical and Electronics Engineers and SAE International.

**ON THE JOB**
Interns are supervised by an engineering professor and work with professionals from WISE sponsoring societies. They also meet daily with members of Congress, executive office departments or corporate government affairs offices. Each intern researches, writes and presents a paper on contemporary engineering-related public policy.

**$ GETTING HIRED**

Apply by: **Summer:** December 31st. Applicants must submit an application (available at www.wise-intern.org/application/index.html), two brief essays, two faculty references and an official transcript. Check the website for appropriate contacts.

Qualifications: Open to college juniors and seniors, or students entering their last year of engineering or computer science studies, as well as engineering graduates entering a master's program in a policy-related field.

Contact: WISE Program
c/o IEEE-USA
2001 L Street NW, Suite 700
Washington, DC 20036-4910
Phone: (202) 785-0017
Fax: (202) 785-0835
Email: m.springer@ieee.org
www.wise-intern.org
WASHINGTON MUTUAL (WAMU)

THE BUZZ

- Learn the Way

THE STATS

Industry: Financial Services
Locations: Seattle, WA (HQ); San Francisco/Pleasanton, CA
Number of interns: Summer: approximately 43 undergrad interns, one MBA intern and nine master's interns
Pay: Undergrad: $17.50 to $20 an hour, varies by location; Master's: $4,300 a month; MBA: $5,500 a month
Length of internship: Summer: 12 weeks
Intern functions: Accounting, Finance, Human Resources, Technology

THE SCOOP

Born as the Washington National Building Loan and Investment Association in 1889, today Washington Mutual (or WaMu as it is popularly called) is the only major Seattle-based bank. Known for its customer service and patented Occasio teller stations, the bank serves over 2,600 branches. In 2008, WaMu experienced what is perhaps the worst bank failure in history. Luckily, it was acquired by JPMorgan Chase in an emergency deal brokered by the U.S. federal government.

ON THE JOB

Interns can work in any of WaMu's businesses (retail, home loans, card services and commercial) or corporate groups (accounting, finance, marketing and technology). Interns are assigned projects related to their academic degrees, interests and previous work experience. The program's goal is to provide real world, hands-on experience and to convert interns into full-time hires after they graduate.

$ GETTING HIRED

Apply by: Winter to spring. All applicants must apply online.
Qualifications: WaMu hires college juniors in accounting, finance, marketing, HR, IT and operations management. The company hires first-year MBA students for strategic consulting and management roles, and first-year master's students for strategic analysis and development roles. Some positions require a minimum GPA between 3.0 and 3.3.
Contact: Kim Lance, Vice President
Manager, University Recruiting
1301 2nd Avenue
Seattle, WA 98101
Phone: (206) 500-2007
Fax: (206) 500-2062
Email: kim.lance@wamu.net
www.wamu.com/careers
careers.jporganchase.com/career/careerhome

WASHINGTON OFFICE ON LATIN AMERICA

THE BUZZ

- Promote Latin American and Caribbean human rights

THE STATS

Industries: Government, Nonprofit
Location: Washington, DC
Number of interns: Annual: 21
Pay: Unpaid, academic credit available
Length of internship: Summer: May/June to August; Fall: September to December; Spring: January to May
Intern functions: Government, Nonprofit

THE SCOOP

The Washington Office on Latin America (WOLA) is a research and advocacy group that promotes social and economic justice in Latin America and the Caribbean. WOLA furthers dialogue between governmental and nongovernmental bodies, monitors the impact of policies and programs of governments and international organizations, and promotes alternatives through reporting, education and advocacy.

ON THE JOB

Interns learn about the foreign policy process and current issues in Latin America by attending meetings with policy-making associates, Congressional hearings and brown bag lunches with guest speakers. Interns are assigned to work with a staff member on a specific project in order to advance mentoring relationships. Past intern projects have included writing a background brief on land reform in Nicaragua and documenting human rights abuses by the Mexican military.

$ GETTING HIRED

Apply by: Summer: March 25th; Fall: July 20th; Spring: November 15th. Applicants must submit a cover letter, resume, two references and a short writing sample (no more than two to three pages) to the address below.
Qualifications: Open to undergraduate students with a proven interest in human rights, democracy and social justice in Latin America. Students must be willing to work 24 hours each week during the year, or 32 hours each week for a summer internship.
Contact: Internship Recruitment Coordinator
1666 Connecticut Avenue NW, 4th Floor
Washington, DC 20009
Phone: (202) 797-2171
Fax: (202) 797-2172
Email: internapp@wola.org
www.wola.org
THE WASHINGTON POST

THE BUZZ

• Start the presses!
• A first-rate opportunity with one of the nation’s most respected newspapers

THE STATS

Industries: Internet and New Media, Publishing/Journalism
Location: Washington, DC
Number of interns: Summer: 50
Pay: Business and production internship: $11 to $15 an hour; Newsroom internship: $845 a week
Length of internship: Summer: 12 weeks
Intern functions: Accounting, Administrative, Advertising, Arts and Design, Editorial, Engineering, Finance, Human Resources, Marketing, Print Media, Public Relations, Sales

THE SCOOP

The Washington Post is an operating division of The Washington Post Company and one of the nation’s premier newspapers. First published in 1877, it has a long history of journalistic excellence, perhaps best exemplified by reporters Bob Woodward and Carl Berstein’s investigative reporting of the Watergate scandal. For this, and many other cases of exceptional news coverage, The Washington Post has won 49 Pulitzer Prizes—six in 2008 alone.

ON THE JOB

The Washington Post offers two separate internship programs: the business and production internship and the newsroom internship. Opportunities are available in several different departments, including accounting, business, advertising, circulation, human resources, marketing, production, public relations, editorial, graphic design and photography. Past interns have taken on such projects as developing a marketing and circulation plan for building awareness of and delivering the Express newspaper on college campuses and creating and implementing an effective tracking system for new advertising sales prospects.

GETTING HIRED

Apply by: Business and production internship: March 15th. Applicants should submit a resume and cover letter by mail, fax or email. Newsroom internship: November 1st. Application materials must include the application packet checklist and completed application form, an autobiographical essay (at least 500 words), resume, work samples, two letters of recommendation and a college transcript. Materials must be sent by mail.

Qualifications: Business and production internship: applicants must be enrolled in an accredited two- or four-year undergraduate program. Newsroom internship: open to college juniors, seniors and grad students. Candidates with previous internships or experience at a college newspaper are preferred.

Contact:
Business and Production Internship Program
The Washington Post
1150 15th Street NW
Washington, DC 20071
Fax: (202) 912-3677
Email: talentsearch@washpost.com

Newsroom Internship Program
The Washington Post
Attn: Newsroom Summer Internship Program
1150 15th Street NW
Washington, DC 20071
Phone: (202) 334-6765
Email: kendrickp@washpost.com

www.washpost.com/employment/busprod/internships.shtml
intern.washpost.com/index.cfm

THE BUZZ

• Start the presses!
• A first-rate opportunity with one of the nation’s most respected newspapers

THE STATS

Industries: Internet and New Media, Publishing/Journalism
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Qualifications: Business and production internship: applicants must be enrolled in an accredited two- or four-year undergraduate program. Newsroom internship: open to college juniors, seniors and grad students. Candidates with previous internships or experience at a college newspaper are preferred.

Contact:
Business and Production Internship Program
The Washington Post
1150 15th Street NW
Washington, DC 20071
Fax: (202) 912-3677
Email: talentsearch@washpost.com

Newsroom Internship Program
The Washington Post
Attn: Newsroom Summer Internship Program
1150 15th Street NW
Washington, DC 20071
Phone: (202) 334-6765
Email: kendrickp@washpost.com

www.washpost.com/employment/busprod/internships.shtml
intern.washpost.com/index.cfm
THE WASHINGTONIAN

THE BUZZ
- “Become a Beltway insider”
- “Gain hands-on experience at this premier regional publication”
- “The magazine Washington lives by”

THE STATS
Industry: Publishing/Journalism
Location: Washington, DC
Number of interns: Spring/summer/fall: five each
Pay: Editorial: $7 an hour; Advertising: honorarium to cover expenses; Art production: unpaid
Length of internship: Spring/summer/fall: three to five months each, 40 hours a week
Intern functions: Advertising, Arts and Design, Editorial, Print Media, Research

THE SCOOP
The Washingtonian magazine covers everything in Washington from schools and education to arts and entertainment, as well as travel, restaurants, health and medicine, real estate, people and, of course, what’s hot in Washington. Each month, The Washingtonian is read by over 400,000 people. An online version can be found at www.washingtonian.com and includes excerpts from the magazine as well as special online features.

ON THE JOB
Editorial interns fact check, research and get some writing assignments. Advertising interns, act as sales support to the real estate and travel departments, contacting advertisers, drafting marketing materials and letters and updating advertising files. Art interns scan photos, help design ads and promotional pieces and call for stock photos. Some interns may be given layout assignments. Regardless of department, all interns meet with the heads of each department to learn about the various roles at the magazine.

GETTING HIRED
Apply by: Editorial: Spring: November 1st; Summer: March 1st; Fall: July 1st. Advertising: Spring: December 15th; Summer: May 15th; Fall: August 15th. Art: Spring: November 15th; Summer: April 15th; Fall: August 15th. Send a resume, cover letter and references to the mailing address listed below. Applicants for editorial internships should include three writing samples. Applicants for art department internships may have to present a portfolio of work created in QuarkXPress and Adobe Photoshop. Emailed applications will not be accepted.
Qualifications: Summer positions are open to all college students and graduates; fall and spring positions are open only to graduates. Editorial interns must have good reporting, writing and research skills. Advertising and art applicants must be current students or graduates of an arts program.
Contact:
Editorial
Denise Kersten Wills
Features Editor
The Washingtonian
1828 L Street NW, Suite 200
Washington, DC 20036
Email: dwills@washingtonian.com
www.washingtonian.com
Advertising
Carrie Harries
Media Manager
Phone: (202) 296-1246
Email: charries@washingtonian.com
Art
Erin Chrisinger
Art Director
Phone: (202) 296-3600
Email: echrisinger@washingtonian.com
WCHS-TV

THE BUZZ
• “Get behind the scenes at a network affiliate”
• “West Virginians, are you ready for your close-up?”

THE STATS
Industries: Broadcast and Cable, Publishing/Journalism
Location: Charleston, WV
Number of interns: Annual: 25
Pay: Unpaid, academic credit available
Length of internship: Spring/summer/fall/winter: two to three months each
Intern functions: Administrative, Editorial, Film, Television and Radio, Research

THE SCOOP
WCHS-TV has brought news and entertainment to 500,000 households and over a million viewers since 1954. The ABC affiliate is part of Sinclair Broadcast Group, Inc., which owns or operates more than 60 television stations in 40 markets. The Charleston-Huntington television market where WCHS operates is considered the second-largest geographical market east of the Mississippi River, and is ranked No. 65 in size in the United States.

ON THE JOB
Interns at WCHS-TV gather news, conduct interviews, research, take in feeds, make calls and more. Interns also assist editors, reporters and camera operators. Top interns may have the opportunity to go out on a shoot with the news crew.

$ GETTING HIRED
Apply by: Rolling. Visit the website to view open positions and apply online.
Qualifications: Open to current college students majoring in a related field who are able to earn academic credit for the internship.
Contact:
WCHS-TV
1301 Piedmont Road
Charleston, WV 25301
Phone: (304) 345-4115
Fax: (304) 345-1849
www.wchstv.com
jobs.sbgnet.com/sbghire/jobmanagement.jsp?marketid=10

WELLS FARGO & COMPANY

THE BUZZ
• “Great balance of interpersonal and analytical skills”
• “I have a much more in-depth understanding of the banking industry as a whole”
• “Great program, great people, great company!”

THE STATS
Industries: Commercial Banking, Financial Services, Investment Management
Locations: Dallas, TX; Houston, TX; Los Angeles, CA; Minneapolis, MN; San Francisco, CA
Number of interns: Summer: 50 to 70
Pay: Paid, varies
Length of internship: Summer: 10 to 12 weeks
Intern functions: Editorial, Finance, Internet, Marketing, Project Management, Real Estate, Sales, Technology

THE SCOOP
Created by American Express founder William Fargo in 1850 as a “pony express,” Wells Fargo is now one of the banking industry’s powerhouses. The firm has more than 281,000 employees and controls over $1.3 trillion in assets, providing financial services that range from investments, banking and consumer finance, to insurance and mortgages. In October 2008, Wells Fargo bought Wachovia, further expanding its reach across the United States.

ON THE JOB
Internships are available in audit, capital markets, corporate and commercial banking, finance, internet and technology, customer service, sales, operations, investments, project management, marketing, communications, real estate and business banking support groups. Many interns find full-time jobs through the internship program.

$ GETTING HIRED
Apply by: Summer: January and February. Applicants should apply online. Two rounds of interviews at a Wells Fargo banking office are required.
Qualifications: Open to college juniors and seniors with good written and verbal communication skills, analytical aptitude and leadership abilities. Candidates should be majoring in a field of study related to the internship. A minimum GPA of 3.0 is required. Check the website for specific program requirements.
Contact:
Email: resume@wellsfargo.com
www.wellsfargo.com/careers
WESTWOOD ONE RADIO NETWORK

**THE BUZZ**
- “Go behind the scenes at some of the country’s most popular radio shows”
- “Help create what America listens to”

**THE STATS**
- **Industries:** Broadcast and Cable, Music, Publishing/Journalism
- **Location:** New York, NY
- **Number of interns:** Spring/summer/fall: six each
- **Pay:** $50 stipend paid at the end of the term, academic credit required
- **Length of internship:** Summer: eight weeks; Fall/spring: 12 to 15 weeks
- **Intern functions:** Film, Television and Radio

**THE SCOOP**
Westwood One is the largest producer of syndicated informational radio programming in the United States, providing traffic reports, weather updates, news, sports, talk shows, music and special event programs. Consisting of two divisions (Metro/Shadow and Westwood One Radio Network), the network earns its keep selling commercial airtime to advertising clients. Westwood One, which reaches 80 of the largest MSA (metropolitan statistical area) markets, is managed by the Infinity Broadcasting Corporation.

**ON THE JOB**
Interns are placed in the programming or production departments. There, they work alongside seasoned full-time staff to learn the radio business through valuable hands-on experience. Responsibilities vary by department but may include working directly with artists or studio recording staff. Interns can make great career contacts.

**GETTING HIRED**
- **Apply by:** Rolling. Mail a cover letter, resume, two letters of recommendation (at least one from a faculty member) and proof that your school will give academic credit, to the address below.
- **Qualifications:** Open to college juniors and seniors, as well as grad students. International applicants are welcome. Candidates must be eligible for academic credit.
- **Contact:** Internship Coordinator
Westwood One
40 West 57th Street, 5th Floor
New York, NY 10019
Phone: (212) 641-2000
www.westwoodone.com

WEYERHAEUSER COMPANY

**THE BUZZ**
- “The fastest way to a job with ‘the foremost’ in forest products”

**THE STATS**
- **Industry:** Manufacturing
- **Locations:** Federal Way, WA (HQ); Boise, ID; Hot Springs, AR; and many more
- **Number of interns:** Annual: 100 to 150
- **Pay:** Varies
- **Length of internship:** Three to six months; available year-round; IT: start January, May and June; Other programs: start January, April, June and September
- **Intern functions:** Accounting, Engineering, Finance, Management, Marketing, Sales, Technology

**THE SCOOP**
The Weyerhaeuser Company has been leading the field in international forest products for over a century and a perennial company on the Fortune 200 list for almost 50 years. Currently employing 37,900 people, Weyerhaeuser is based in the state of Washington, but has locations throughout North America and 16 other countries.

**ON THE JOB**
Internships are available in accounting, business, finance, engineering, forestry, health, fitness and recreation, IT, manufacturing, operations, sales and marketing. Responsibilities vary by department. Most interns are placed near the corporate headquarters in Federal Way, Wash.

**GETTING HIRED**
- **Apply by:** Deadlines vary by department and location. Applications are accepted year-round, but positions are filled according to quarter and half-year markers (quarter assignments are filled by January, April, June and September and half-year assignments by January and late May to early June). Applicants should complete a profile on the Weyerhaeuser website. Most positions accept online applications; see the website for specific contact information and instructions.
- **Qualifications:** Open to college sophomores, juniors and seniors, as well as grad students. A minimum 3.0 GPA is required in most cases. Potential interns will need to pass a pre-employment drug screen and criminal background check.
- **Contact:**
Weyerhaeuser Company
P.O. Box 9777
Federal Way, WA 98063-9777
Email: college@weyerhaeuser.com
www.ywoodu.com

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WGBH

THE BUZZ
- “PBS’ legendary affiliate in Boston”
- “You’ll gain IQ points just working here”

THE STATS
Industry: Broadcast and Cable  
Location: Boston, MA  
Number of interns: 30  
Pay: Unpaid, academic credit  
Length of internship: Varies, available year-round  
Intern functions: Administrative, Education, Film, Television and Radio, Research

THE SCOOP
In 1951, WGBH began as WGBH Radio in Boston. The media force now consists of three public radio stations and three public TV stations across the state. Its reach extends far beyond New England, as WGBH produces almost one-third of PBS’s nationwide primetime TV and online lineups. Its Antiques Roadshow program is the highest-rated primetime television show on PBS, with 14 million regular viewers.

ON THE JOB
Internships are available with various WGBH programs and departments, including American Experience, Antiques Roadshow, Arthur, Basic Black, Frontline, Greater Boston, La Plaza, national programming, Nova, pledge production, research and the WGBH Media Library. Duties range from office support to answering viewer mail, to research and production. In addition, WGBH’s education department hires interns to do research and rights clearance, shut down products, handle office work and participate in production.

GETTING HIRED
Apply by: Rolling. Email or mail a resume and cover letter to the address below.

Qualifications: Open to current undergraduates. Students must be enrolled in an accredited college or university, and academic credit will be rewarded if the student would like to receive it. Qualifications vary by department, but basic requirements include strong communication, computer and organizational skills.

Contact:
WGBH  
Human Resources Department  
125 Western Avenue  
Boston, MA 02134  
Email: human_resources@wgbh.org  
careers.wgbh.org/internships/internships.html
WGN-CHICAGO

THE STATS

Industries: Broadcast and Cable, Music  
Location: Chicago, IL  
Number of interns: Annual: 20 to 30  
Pay: Unpaid  
Length of internship: Summer/fall/winter: 12 weeks each  
Intern functions: Advertising, Editorial, Finance, Internet, Public Relations, Sports

THE SCOOP

The Tribune Company has owned WGN since 1924. It’s been a history of firsts; WGN was the first radio station to broadcast a courtroom case (the Scopes Trial) and the first to broadcast an Indy 500 auto race (Memorial Day 500). WGN was once voted the most respected and admired radio station in the county by the radio industry. WGN has received numerous awards over the years, including Station of the Year at the 2008 IBA Silver Dome Awards. Today, it continues to be one of the top-grossing stations in the United States.

ON THE JOB

Internships are available in programming, news, sports and promotions, sales, finance, web and digital news content. Responsibilities may include editing, writing, developing show ideas and booking guests.

GETTING HIRED

Apply by: Programming, sports, promotions, finance and sales internships: Summer: February 20th; Fall: June 19th; Winter: September 30th. News internships: Summer: March 15th; Fall: July 1st; Winter: October 1st. Web internships: Spring/summer: December 12th; Fall/winter: June 19th. Send a resume and cover letter to the address below.

Qualifications: Open to college juniors and seniors, as well as grad students of any age. Previous radio or media experience is preferred.

Contact:
Internship Coordinator  
WGN Internship Program  
435 North Michigan Avenue  
Chicago, IL 60611  
www.wgnradio.com/about/internships

Programming  
Attn: Beth Swierk  
Email: programminginternships@wgnradio.com

News Writing  
Attn: Rob Hart  
Email: newsinternships@wgnradio.com

Sports  
Attn: Mark Carman  
Email: sportsInternships@wgnradio.com

Promotions and Web  
Attn: Jenny Eck  
Email: promotionsinternships@wgnradio.com or webinternships@wgnradio.com

Sales  
Attn: Jenny Morehead  
Email: salesinternships@wgnradio.com

Finance  
Attn: Michelle de los Santos  
Email: mdelossantos@tribune.com

Digital News Content  
Attn: Dave Marzullo  
Email: davemarzullo@wgnradio.com

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WHIRLPOOL CORPORATION

THE BUZZ

- “Join the No. 1 global home appliance manufacturer and marketing company”
- “Most interns work at the world headquarters along the beach of southwestern Michigan”

THE STATS

| Industries: | Consumer Products, Manufacturing, Technology |
| Locations: | Benton Harbor, MI (HQ); multiple manufacturing sites |
| Number of interns: | Summer: 75 |
| Pay: | Undergraduate: $3,000 to $3,500 a month; Graduate: $4,000 to $6,500 a month; housing allowance, academic credit, fitness center membership, eligible for the Whirlpool Employee Purchase Program |
| Length of internship: | Summer: 10 to 14 weeks |
| Intern functions: | Accounting, Arts and Design, Engineering, Finance, Human Resources, Management, Manufacturing, Marketing, Project Management, Sales, Technology, Transportation and Logistics |

THE SCOOP

Whirlpool Corporation is the world’s leading manufacturer and marketer of major home appliances, such as washers and dryers, refrigerators, dishwashers, ranges and cooktops and KitchenAid portable appliances. The company has annual sales of nearly $19 billion, more than 70,000 employees and 69 manufacturing and technology research centers around the world. It markets Whirlpool, Maytag, KitchenAid, Jenn-Air, Amana, Brastemp and other major brand names to consumers in nearly every country around the world.

ON THE JOB

Interns are placed throughout Whirlpool in all functions, including marketing, finance, supply chain (procurement and logistics), manufacturing, engineering, global consumer design, communications, human resources, sales, customer service and information systems. Each participant is given a high-level of responsibility, access to senior and executive leaders, and individual coaching and mentoring. Interns are also invited to participate in weekend trips, professional development programs and social activities. About 70 percent of the intern class is offered full-time positions upon graduation.

GETTING HIRED

Apply by: February 15th. Students should check with their campus career center about Whirlpool’s on-campus recruiting activities. All applicants must also apply online at www.whirlpoolcareers.com.

Qualifications: Open to students completing their sophomore or junior year of college or first year of graduate school with a minimum GPA of 3.0. Non-U.S. citizens are eligible.

Contact:
Whirlpool University Relations
2000 North M-63, MD 2002
Benton Harbor, MI 49022
Phone: (269) 923-3335
Email: campus_recruiting@whirlpool.com
www.whirlpoolcareers.com
THE WHITE HOUSE

THE BUZZ

- “The world’s most famous—and powerful—address”
- “Become part of a huge network of high-achieving alumni”
- Meet the President

THE STATS

Industry: Government
Location: Washington, DC
Number of interns: Spring/summer/fall: 90 to 100 each
Pay: Unpaid, academic credit available
Length of internship: Spring/summer/fall: 90 days
Intern functions: Administrative, Government

THE SCOOP

In 1792 while still in its infancy as a nation, the United States began building the official residence of its leaders. Construction of the White House was overseen by President Washington himself, though he never lived there. The White House has been home to presidents and their families ever since, and serves as the president’s office. The house has had a searing past: the British tried to burn it to the ground in 1814, and a fire in the West Wing in 1929 did some serious damage. Today, it holds 23 offices, including press secretary, political affairs, cabinet affairs, public liaison and presidential correspondence.

ON THE JOB

Interns work in any of the 23 offices at the White House. Some duties may include assisting White House staff with administrative tasks. Although the hours can be long and the workload heavy, this internship provides perks like no other. Interns get to meet the president, attend various White House functions and are invited to hear various prominent speakers, including members of the current administration and leading members of Congress.

GETTING HIRED

Apply by: Spring: September 20th; Summer: February 7th; Fall: June 1st. Candidates must complete the online application and upload three letters of recommendation. Only online applications will be accepted. Interns must pass a security clearance before starting.

Qualifications: Open to college students, grad students and recent college graduates (within two years of graduation). Graduating high school seniors who are enrolled in an undergraduate program may apply for the internship session immediately following their graduation. Interns must be at least 18 years of age and U.S. citizens.

Contact:
The White House Internship Program
1600 Pennsylvania Avenue
Washington, DC 20502
Phone: (202) 456-1414
Fax: (202) 456-7966
Email: intern_application@whitehouse.gov
www.whitehouse.gov/about/internships
WHITNEY MUSEUM OF AMERICAN ART

THE BUZZ

- A cutting-edge American art internship
- A first-rate opportunity with one of the nation’s most respected museums

THE STATS

Industries: Museum, Nonprofit
Location: New York, NY
Number of interns: Annual: about 80
Pay: Summer: transportation stipend; Academic year: unpaid; free admission to most New York museums, exhibit openings
Length of internship: Summer: full time for nine weeks; Academic year: two to three days per week
Intern functions: Administrative, Arts and Design, Editorial, Education, Marketing, Nonprofit, Research

THE SCOOP

The Whitney seeks to be the defining museum of 20th and 21st century American art. The museum collects, exhibits, preserves, researches and interprets art of the United States in the broadest global, historical and interdisciplinary contexts. As the preeminent advocate for American art, the Whitney fosters the work of living artists at critical moments in their careers.

ON THE JOB

Interns are placed in various museum departments, including administration, curatorial, publications and registration, development, education, exhibitions and collections management, graphic design and the library. Intern responsibilities include research and special projects as well as routine administrative and clerical tasks.

GETTING HIRED

Apply by: Academic year: rolling; Summer: March 1st. Applicants should mail a resume, cover letter (including a list of three museum departments in order of work preference, why you are interested in them and what you can contribute), letter of recommendation, official transcript and availability (if different from program dates), as well as a one-page statement of purpose. Check the website for more information.

Qualifications: Open to college juniors, seniors and arts-related grad students and recent graduates.

Contact:
Whitney Museum of American Art
Human Resources Department
945 Madison Avenue
New York, NY 10021
Email: hr@whitney.org
www.whitney.org
WIDMEYER COMMUNICATIONS

THE BUZZ
• Communication is key
• Learn to love controversy

THE STATS

Industry: Public Relations
Locations: Washington, DC (HQ); New York, NY
Number of interns: Fellows: four to six; Interns: one to three
Pay: Fellowship: paid, $600 a week, health benefits, $50 monthly metro subsidy; Internship: unpaid, monthly transportation stipend
Length of internship: Fellowship: four months; Internship: minimum eight weeks, available year-round
Intern functions: Administrative, Editorial, Marketing, Public Relations, Research

GETTING HIRED

Apply by: Rolling. Applicants should email a resume, cover letter and brief writing sample to the appropriate email address below.

Qualifications: Fellowship: recent college graduates and grad students with experience in journalism, media relations, political science, marketing or communications. Internship: college sophomores, juniors and seniors majoring in communications, journalism, English, political science or marketing. All candidates must be able to work regular business hours (9 a.m. to 5:30 p.m.) unless other arrangements are made.

Contact:
Laura Hamra
Vice President, Human Resources
Widmeyer Communications
1129 20th Street NW
Washington, DC 20036
Phone: (202) 667-0901
Email: fellowships@widmeyer.com or internships@widmeyer.com
www.widmeyer.com

THE SCOOP

Widmeyer Communications is an independent, full-service public relations agency. For more than 20 years, it has delivered communications solutions to a diverse array of clients, including industry-leading businesses, local and national associations and nonprofits, as well as a host of public sector agencies.

ON THE JOB

Interns and fellows usually work at the firm’s headquarters, but opportunities are sometimes available in the New York office as well. Widmeyer fellows gain hands-on experience through a wide range of real-life projects in education, public affairs, marketing and research. Fellows work closely with public relations professionals addressing today’s “leading issues, causes and organizations.” Undergraduate interns write press releases, update media kits, conduct research and maintain clip reports. In addition, interns perform administrative tasks and are involved in event planning.
WILDLIFE PRAIRIE STATE PARK

THE BUZZ

- “The animals of the prairie are waiting for you”
- Learn about the historic wildlife and environment of the Midwest

THE STATS

Industries: Education, Environment, Nonprofit
Location: Peoria, IL
Number of interns: Annual: six
Pay: Paid, minimum wage; on-site housing available, discounts on food and shop merchandise, two free guest passes for every month of employment, free admission to the park
Length of internship: Spring: March to May; Summer: mid May to mid August; Fall: September to November
Intern functions: Editorial, Education, Environment, Public Relations, Research

THE SCOOP

Established in 1978, Wildlife Prairie State Park is a nonprofit living heritage experience that provides guests with rare recreational and educational opportunities with animals, plants and culture native to Illinois. The 2,000 acre zoological park is home to wolves, bison, waterfowl, black bears, elk, cougars, bobcats, otters, a butterfly garden, wildflowers, lakes, restored prairie and a sightseeing train. The park also features rare, threatened and endangered animals housed in large enclosures replicating their natural habitats.

ON THE JOB

Interns work under a supervisor’s direction in the park’s education or animal departments and must complete a project in addition to daily duties. Common responsibilities include greeting visitors, presenting programs to school groups and the general public (including programs at special events), monitoring trails, assisting with special events and other tasks, such as opening and closing procedures, animal care and research. Interns are also given the opportunity to write a research-based article for the park’s member newsletter.

GETTING HIRED

Apply by: Rolling; Summer: February 28th. Applicants should submit a resume and cover letter.
Qualifications: Open to college juniors and seniors, recent graduates and grad students. Applicants must have completed at least two years toward a degree in outdoor/environmental education, parks and recreation, biology, education or a related field.
Contact:
Internship Coordinator
Wildlife Prairie State Park
3826 North Taylor Road, R.R. #2, Box 50
Peoria, IL 61615-0998
Phone: (309) 676-0998
www.wildlifeprairiestatepark.org
WILDLIFE SOCIETY

THE BUZZ

- A perfect setting for nature lovers
- Help save the world through education and science

THE STATS

- Industries: Education, Environment, Nonprofit
- Location: Bethesda, MD
- Number of interns: Annual: four
- Pay: Paid, $1,800 a month; academic credit, waived application fee for those interested in applying for Wildlife Biologist Certification
- Length of internship: Winter/spring: January to June; Summer/fall: July to December; flexible starting and ending dates
- Intern functions: Administrative, Editorial, Education, Environment, Nonprofit, Research, Science and Math

THE SCOOP

For over 70 years, the Wildlife Society has been an international, nonprofit scientific and educational association working to preserve wildlife with science and education. Society members try to improve wildlife professionals’ ability to conserve diversity, sustain productivity and ensure responsible use of wildlife resources. Current society issues include climate change and budgets for federal land management and research agencies.

ON THE JOB

Interns tasks include researching conservation issues, preparing background information for testimony or comments, writing for and assisting with the preparation of society publications and attending hearings. Actual activities depend upon the skills and interests of each intern, as well as the society’s need. Interns also get first-hand experience with the Congressional and administrative processes, and networking opportunities with professionals.

GETTING HIRED

- Apply by: Rolling. Submit a cover letter, one-page resume, college transcript, contact information for three references and two writing samples (one general and one technical writing sample are preferred).
- Qualifications: Open to college students, recent college graduates and grad students. Degrees in wildlife biology/management or other natural resource scientific disciplines are preferred.
- Contact:
  Laura Bies
  Associate Director of Government Affairs
  The Wildlife Society
  5410 Grosvenor Lane, Suite 200
  Bethesda, MD 20814-2144
  Phone: (301) 897-9770
  Email: laura@wildlife.org
  www.wildlife.org
WILHELMINA MODELS

THE BUZZ
- “A fashionista’s dream come true”
- “See how a first-rate modeling agency works”

THE STATS
Industries: Fashion, Public Relations
Location: New York, NY
Number of interns: Annual: five to eight
Pay: $35 a day stipend, opportunities to attend fashion events
Length of internship: Summer: May to August, flexible hours
Intern functions: Administrative, Arts and Design, Public Relations

THE SCOOP
Founded by Wilhelmina Cooper in 1967, the Wilhelmina Agency is one of the leading modeling agencies in the world. The agency represents talent ranging from models to recording artists. With locations in New York, Los Angeles and Miami, Wilhelmina Models works with hundreds of local model management companies in the United States and overseas to scout undiscovered talent. The agency places its clients with companies such as Versace, Donna Karan, Prada, Hugo Boss, Banana Republic, Clinique and Clairol, to name a few. Wilhelmina is also the first fashion company to develop a specific division exclusively representing premier talent in the worlds of music, sports and entertainment.

ON THE JOB
Interns work as assistants to agents, maintaining portfolios and client packages, answering phones and sending models comp. card information. In short, they assist with the daily upkeep of the agency. Interns may also help out during the agency’s casting calls and events.

$ GETTING HIRED
Apply by: Rolling.
Qualifications: Open to all current college students, grad students and recent college graduates.
Contact:
Wilhelmina Models
300 Park Avenue South
New York, NY 10010
Phone: (212) 473-0700
Fax: (212) 473-3223
www.wilhelmina.com

THE WILLIAMS COMPANIES, INC.

THE BUZZ
- Put some gas in your career’s engine

THE STATS
Industry: Energy
Locations: Tulsa, OK (HQ); Houston, TX; Denver, CO; Salt Lake City, UT; Aztec, NM; Green River, WY; Parachute, CO; Gillette, WY; Princeton, NJ
Number of interns: Summer: 56
Pay: Paid, $21 to $39 an hour, academic credit available
Length of internship: Summer: May to August
Intern functions: Accounting, Engineering, Finance, Geology, Human Resources, Information Technology

THE SCOOP
Founded in 1908, Williams is the 10th-largest natural gas company, transporting 12 percent of the natural gas consumed in the United States. The integrated natural gas company is headquartered in Tulsa, Oklahoma, and has 4,700 employees across the country. With an annual revenue of $12.3 billion, Williams is a Fortune 500 company.

ON THE JOB
There are several opportunities for students who want to learn the inner workings of a natural gas company, on both the engineering side and the business side. Engineering interns work in the reservoir, drilling, completions, production and non-operating departments, while business interns are exposed to human resources, credit, enterprise risk control, audit, accounting, and more. All interns participate in several educational and networking activities, including lunches with the CEO and executive team, health and wellness sessions, and instructional programs on how to manage personal finances after college. They are also invited to bond as a class during several social activities, such as bowling outings and a scavenger hunt. Upon completion of the internship, about 70 percent of the intern class is offered positions within the company, either another internship or full-time employment.

$ GETTING HIRED
Apply by: Summer: August/September. Check with your school’s career center to see if Williams recruits on your campus. If not, you can still apply online at www.williams.com/careers/collegegraduates.aspx.
Qualifications: Open to college students majoring in finance, accounting, MIS, management or engineering (petroleum, chemical, mechanical, civil, industrial, electrical and environmental). Check the website for specific program requirements.
Contact:
www.williams.com/careers

CUSTOMIZED FOR: Kristen (kspellman@ku.edu)
WILLIAMSTOWN THEATRE FESTIVAL

THE BUZZ

- Off-Off-Off-Broadway never looked so good
- Express yourself on stage or off

THE STATS

Industry: Fine and Performing Arts  
Location: Williamstown, MA  
Number of interns: Summer: 85  
Pay: Unpaid, academic credit, free admission to performances  
Length of internship: Summer: 14 weeks  
Intern functions: Arts and Design, Editorial, Management, Marketing, Public Relations, Technology

THE SCOOP

Since its founding in 1955, the Williamstown Theatre Festival has produced nearly 500 full productions and numerous workshops. Located on the Williams College campus, the festival offers over 200 performances to the Williamstown, Mass. community each summer. Productions include classic and new plays as well as a free outdoor theater series, a late-night cabaret, readings, workshops and events for children.

ON THE JOB

Interns work in the acting, directing, design, tech production, publicity, musical production, box office, general/company management, stage management, production management, house management, photography, literary management and publications management departments. Interns can create and design their own projects while working with industry professionals. Williamstown Theatre Festival hires about half of each intern class for full-time positions.

GETTING HIRED

Apply by: Rolling. Candidates should submit a resume and cover letter with a current address, phone number and email address, along with contact information for three references.

Qualifications: Open to all current college students, recent college graduates and grad students.

Contact:
Internship Coordinator  
Williamstown Theatre Festival  
229 West 42nd Street, Suite 801  
New York, NY 10036-7205  
Phone: (212) 395-9090  
Fax: (212) 395-9099  
Email: mcoglan@wtfestival.org  
www.wtfestival.org
WILMA THEATER

THE BUZZ
- "Pennsylvanians who love show business, look here"
- "Great stage theater experience in Philly"

THE STATS
Industry: Fine and Performing Arts
Location: Philadelphia, PA
Number of interns: Interns: about 18 to 24; Fellows: three
Pay: Internship: unpaid, academic credit; Fellowship: $300 a week; attendance welcome at symposia, script readings and preview performances, free tickets to Wilma productions and other local theaters, discounts on studio school classes
Length of internship: Internship: eight weeks beginning in August, January or June, 12 hours a week minimum; Fellowship: one year, full time
Intern functions: Editorial, Education, Marketing, Public Relations

THE SCOOP
Established in 1973, the Wilma Theater gets its name from a feminist collective asserting that Shakespeare’s sister was named Wilma(!). The theater brings the Philadelphia community performances by the Bread & Puppet Theatre, Mabou Mines, Charles Ludlam’s Ridiculous Theatrical Company, The Wooster Group, Ping Chong & the Fiji Company and Spalding Gray. Recent productions include works by Bertolt Brecht, Athol Fugard, Eugene Ionesco, Joe Orton and Tom Stoppard, as well as new American plays by Tina Howe, Romulus Linney, Quincy Long, Doug Wright, Amy Freed and many others.

ON THE JOB
Internships and fellowships are designed to promote maximum growth for administrative career paths in the arts and theater. Opportunities are available in Wilma Theater's marketing, production, development, special events and education departments.

GETTING HIRED
Apply by: Internship: rolling; Fellowship: May 1st. Send a resume and cover letter to the appropriate contact below. Fellowship candidates should also submit two sealed letters of recommendation.
Qualifications: Open to sophomore, junior and senior undergrads who have completed a minimum of one year of study. Grad students, recent college graduates and career changers currently enrolled in a degree program are also eligible.
Contact:
Anne K. Holmes, Education Director
The Wilma Theater
265 South Broad Street
Philadelphia, PA 19107
Phone: (215) 893-0895
Email: akh@wilmatheater.org
Marketing Internship
Attn: Aaron Immediato, Marketing Director
Email: ati@wilmatheater.org
www.wilmatheater.org
WINANT AND CLAYTON VOLUNTEERS

THE BUZZ
- Beyond tea and scones

THE STATS
Industries: Education, Hospitality and Tourism, Nonprofit
Locations: New York, NY; London, England
Number of interns: Summer: 15
Pay: Paid, $70 a week stipend, free housing and travel
Length of internship: Summer: nine weeks (seven weeks placement, two weeks independent travel)
Intern function: Nonprofit

THE SCOOP
Winant and Clayton Volunteers is the brainchild of John G. Winant, the U.S. Ambassador to Great Britain during World War II, and Reverend Phillip “Tubby” Clayton, a church vicar. They believed that a cultural exchange of volunteers would promote personal development and improve relations between Britain and the United States. Brits volunteering in the United States are called Claytons, while Americans volunteering in the United Kingdom are called Winants.

ON THE JOB
Winants volunteer for a variety of social service providers, primarily in London’s East End, joining other community members in addressing the area’s needs concerning playgrounds, rehabilitation programs, neighborhood associations and community health programs, among other projects. Winants should be prepared to volunteer independently and in the field.

$ GETTING HIRED
Apply by: January 31st. Download the application at www.winantclaytonvolunteers.org. Submit the completed form with two letters of reference. The application process includes an interview.

Qualifications: Open to all U.S. citizens over the age of 18. Candidates should have the independence, flexibility, willingness to roll up their sleeves and work hard, and the general social skills necessary for cooperative work.

Contact:
Winant and Clayton Volunteers
1393 York Avenue, at The Church of the Epiphany
New York, NY 10021
Phone: (212) 737-2720, ext. 31
Email: info@winantclaytonvolunteers.org
www.winantclaytonvolunteers.org

WINDSOR MOUNTAIN INTERNATIONAL

THE BUZZ
- A unique educational experience—for the campers and the counselors

THE STATS
Industries: Education, Environment
Location: Windsor, NH
Number of interns: Annual: four to six
Pay: Summer: paid, $1,600 to $2,500, room and board; Academic year: negotiable; academic credit may be available
Length of internship: Summer: June to August; Academic year: September to May
Intern functions: Administrative, Arts and Design, Education, Marketing, Project Management, Transportation and Logistics

THE SCOOP
For almost 50 years, Windsor Mountain International has been organizing summer camps and travel outings for international students. In 2002, Windsor Mountain was the first U.S. youth organization to be invited by the Cuban government to create a U.S.-Cuba youth camp. All Windsor Mountain students “learn by doing” and gain environmental awareness and cross-cultural understanding.

ON THE JOB
Windsor Mountain seeks camp counselors and travel leaders with a broad range of skills. Staff members are needed with skills in diverse areas such as rock climbing, theater, music, sports, swimming instruction, photography, Spanish and ESL. Administrative staff members would work in the main office and learn about international youth camp and education management. Windsor Mountain provides training and certification classes at reduced rates prior to orientation in June.

$ GETTING HIRED
Apply by: April 1st, though candidates are encouraged to apply by January. Applicants must complete the online application.

Qualifications: Open to undergrads who have completed at least one year, recent graduates and grad students. Non-U.S. citizens are eligible. Counselors must be at least 18; travel leaders must be at least 23 and certified in CPR and first aid. Applicants should have experience working with children in a residential education and/or camp setting. Wilderness first responder training is required for wilderness adventure program staff.

Contact:
Windsor Mountain International
1 World Way
Windsor, NH 03244
Phone: (603) 478-3166
Fax: (603) 478-5260
Email: sarah@windsormountain.org
www.windsormountain.org or windsormountain.org/general/staff_jobs.html

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WIRED

THE BUZZ
- Literate technology lovers needed
- “A wonderful work environment and the internships were a great way to get experience with the magazine industry”

THE STATS
Industries: Publishing/Journalism, Technology
Location: San Francisco, CA
Number of interns: Annual: eight
Pay: Paid, $12 an hour; free copies of the magazine
Length of internship: Six months, 40 hours a week, terms run from January to June and from July to December
Intern functions: Editorial, Print Media, Technology

THE SCOOP
Wired is a magazine for technophiles. Founded in 1993, its mission is to “uncover the most surprising and resonant stories about the people, companies, technologies and ideas that are transforming our lives.” Through its standard coverage of the digital age, Wired helps readers navigate the hottest issues of the 21st century, including business, science, entertainment, education, culture and politics. Wired was nominated for a National Magazine Award for General Excellence in 2004, 2005, 2006, 2007, 2008 and 2009; it won in that category in 2005, 2007 and 2009.

ON THE JOB
Interns work in the editorial department with the research chief, products editor and senior editors in the Start and Play sections. Their attendance is required at Wired staff meetings and more than welcome at parties and social events. Interns also receive acknowledgement in the magazine’s masthead, enjoy a young and casual office culture and have access to free copies of the magazine and other perks.

GETTING HIRED
Apply by: Applicants should apply in May and November. Check the website for specific deadlines, as advance applications are not accepted.
Qualifications: Open to recent college graduates and grad students. International applicants are welcome, but they must have proof of eligibility to work in the United States. Not appropriate for full-time students.
Contact: Email: internships@wiredmag.com
www.wired.com/wired

WISH-TV 8

THE BUZZ
- One of the Midwest’s major news programs

THE STATS
Industries: Broadcast and Cable, Publishing/Journalism
Location: Indianapolis, IN
Number of interns: Summer: 10 to 15; Fall/spring: five to 10
Pay: Unpaid, academic credit required
Length of internship: Summer: 10 to 12 weeks, 32 hours a week; Fall/spring: 15 weeks each, 16 hours a week
Intern functions: Advertising, Arts and Design, Editorial, Engineering, Film, Television and Radio, Internet, Marketing, Public Relations, Research, Sales

THE SCOOP
Indianapolis’ WISH-TV Channel 8 news went on the air with a 6 p.m. news broadcast on July 1, 1954. Though, in truth, this wasn’t the birth of WISH, as WISH Radio started broadcasting 13 years earlier. Initially affiliated with all networks, the station primarily allied with CBS in 1956. WISH-TV has earned numerous awards over the years, including a Peabody Award and two Edward R. Murrow Awards. Today, WISH-TV 8 is run by LIN Television, a company that owns or operates 30 stations around the nation.

ON THE JOB
Interns work in news reporting, sports, photography, promotion, graphic arts, sales and marketing, internet, community affairs and broadcast engineering. Interns work closely with trained professionals who act as mentors. Throughout their time at the station, interns are given specific projects or stories to work on independently.

GETTING HIRED
Apply by: Summer (news and sports): February 28th; Summer (all other departments): March 30th; Fall: June 15th; Spring: October 15th. Send a resume and cover letter specifying the department in which you want to work to the address below. An interview is required.
Qualifications: Open to all college juniors, seniors, and graduate students. Participants must receive academic credit for the internship.
Contact: WISH-TV Internship Program
1950 North Meridian Street
Indianapolis, IN 46202
Phone: (317) 923-8888
Email: careers@wishtv.com
www.wishtv.com/dpp/about_us/internship_opportunities
**WITCH HOUSE (CORWIN HOUSE)**

**THE BUZZ**
- Intern in historic Salem
- Crucible enthusiasts welcome

**THE STATS**
- **Industries:** Education, Fine and Performing Arts, Museum
- **Location:** Salem, MA
- **Number of interns:** Summer/fall: five to seven; Winter/spring: one or two
- **Pay:** Varies, Part time: unpaid; Full time: stipend; 20 percent discount on gift shop purchases, NEMA (New England Museum Association) membership
- **Length of internship:** Varies, average 11 to 12 weeks
- **Intern functions:** Administrative, Advertising, Arts and Design, Editorial, Education, Management, Marketing, Nonprofit, Public Relations, Sales

**THE SCOOP**
The Corwin House, also called the Witch House, was the 17th century home of merchant and witchcraft trial judge Jonathan Corwin. Built prior to 1675, it is the only surviving structure in Salem with direct ties to the 1692 witchcraft trials. Today, it is owned by the city of Salem and offers tours that blend information about 17th century lifestyle, furniture and architecture, as well as history of the Salem Witch Trials.

**ON THE JOB**
Interns work in several of the departments that run the house museum, including education, publicity and marketing, collections management, facilities management and gift shop management. They also assist visitors and are involved in sales. During the busy season from May to early November, interns give two- to three-hour tours in the house's six period rooms.

**$ GETTING HIRED**
- **Apply by:** Summer: March 31st; Fall: July 31st; Winter: November 14th; Spring: February 14th. Send a resume and cover letter to the address below.
- **Qualifications:** Must be enrolled in bachelor's degree-granting program or already hold a BA. Applicants with an interest in American history and literature, theater, art or architectural history are encouraged to apply, but students in all majors are welcome.
- **Contact:**
  Elizabeth Seater
  The Witch House
  P.O. Box 465
  Salem, MA 01970
  Phone: (978) 744-8815
  Fax: (978) 741-0578
  Email: info@corwinhouse.org
  www.salemweb.com/witchhouse
  www.salemweb.com/witchhouse/opps.html
**WNYC FM 93.9/AM 820 RADIO**

**THE BUZZ**

- “Help spread the word around New York”

**THE STATS**

- **Industries:** Broadcast and Cable, Publishing/Journalism
- **Location:** New York, NY
- **Number of interns:** Varies
- **Pay:** Unpaid, possible academic credit
- **Length of internship:** Varies according to intern schedule and station needs, three-month commitment preferred
- **Intern functions:** Film, Television and Radio

**THE SCOOP**

Founded in June 1922, WNYC is the oldest continuously operational radio station in New York. As 820 AM, it partnered with the classical music station 93.9 FM 21 years later, in 1943. The two stations were owned and operated by New York City until they were purchased by the WNYC foundation in 1995. From news and politics to opinion and comedy, the two public radio stations feature many popular shows such as Fresh Air, a program about popular culture, and NPR's All Things Considered.

**ON THE JOB**

Volunteers—or interns, if you prefer—have always been in demand at WNYC for financial reasons. There are no departments or even strict walls between interns and volunteers, as neither is paid a salary. Interns and volunteers can be as peripherally or deeply involved as they would like, working as late as they please on projects they choose for themselves, or leaving early if they so choose. The flexibility allows interns to learn about many aspects of the radio business, or specialize in just a few.

**GETTING HIRED**

- **Apply by:** Rolling. Register your interest to volunteer or intern by sending a cover letter and resume to the email address below.
- **Qualifications:** Open to high school graduates, current college students and college graduates. Interns are able to get academic credit if enrolled in an accredited program. Otherwise, WNYC welcomes all applicants.
- **Contact:**
  
  Human Resources
  WNYC Radio
  160 Varick Street
  New York, NY 10013
  Email: employment@wnyc.org
  www.wnyc.org/about/volunteer.html
WOLF TRAP FOUNDATION FOR THE PERFORMING ARTS

THE BUZZ

- “The experience was exactly what I was looking for”
- “It’s made me realize that even the arts have a strong business side to them”
- “I will always have Wolf Trap there for me”

THE STATS

Industries: Education, Fine and Performing Arts, Music
Location: Vienna, VA
Number of interns: Fall: five; Spring: five to 10; Summer: 25 to 30
Pay: Paid, Full time: $3,480; Part time: up to $2,088; academic credit available, free concert tickets, discounts at gift shops
Length of internship: 12 weeks; Summer: May to September, full time; Fall: September to December, part time (maximum 24 hours a week); Spring: January to April part time (maximum 24 hours a week)
Intern functions: Administrative, Arts and Design, Editorial, Education, Human Resources, Marketing, Nonprofit, Public Relations, Sales, Technology

GETTING HIRED

Apply by: Summer: March 1st; Fall: July 1st; Spring: November 1st.
Applicants must submit a resume, cover letter with a brief personal statement detailing career intentions and department(s) of interest, two letters of reference and two contrasting samples of writing no more than three pages each (technical, scenic painting, costuming, stage management, accounting, graphic design, information systems or photography applicants don’t need this). Graphic design, multimedia, web design and photography applicants should include three design portfolio samples.

Qualifications: Open to college sophomores, juniors and seniors, grad students, recent college graduates (up to two years out of school), and career changers currently enrolled in a degree program. African-American and Hispanic/Latino students may receive housing and local transportation support during the internship due to individual, corporate and foundational support.

Contact:
Internship Program
Wolf Trap Foundation for the Performing Arts
1645 Trap Road
Vienna, VA 22182
Phone: (703) 937-6304 or (800) 404-8461
Fax: (703) 255-1924
Email: internships@wolftrap.org
www.wolftrap.org/education/Internships_for_college_students.aspx

THE SCOOP

As America's National Park for the Performing Arts, Wolf Trap’s two performance venues—the Filene Center and the Barns at Wolf Trap—present pop, country, folk, classical, opera, jazz and blues, dance and performance art throughout the year. Wolf Trap's education programs include the Institute for Early Learning through the Arts (an internationally respected program that provides innovative arts-based teaching strategies) and Wolf Trap Education Outreach programs, which offer unique learning opportunities for all ages. The Wolf Trap Opera Company is a summer training company for emerging professional singers.

ON THE JOB

The Wolf Trap internship program provides meaningful hands-on, project-based training and experience in a specific department. Opportunities are available in communications and marketing, education, development, programming and production, human resources, accounting, ticket services, information systems, planning and initiatives, production and sound. As part of the program, Wolf Trap offers participants a guest speaker series, field trips, performance facility tours, a mentorship program and professional development training workshops.
WOMEN MAKE MOVIES

THE BUZZ
• Learn how to make flicks
• Make a beautiful picture behind the scenes

THE STATS
Industries: Broadcast and Cable, Film/Entertainment, Nonprofit
Location: New York, NY
Number of interns: Fall/winter/summer: six to 10
Pay: $4 daily travel reimbursement, access to in-house screening room, invitations to events, free movie rentals
Length of internship: Fall/winter/summer: three months minimum, interns must work a minimum of 15 to 24 hours a week
Intern functions: Administrative, Arts and Design, Editorial, Film, Television and Radio, Internet, Marketing, Nonprofit, Public Relations

THE SCOOP
Women Make Movies was founded in 1972 to address the misrepresentation of women in the media industry through an internationally recognized nonprofit. The nonprofit organization provides services to both users and makers of film and video programs. As the leading distributor of women’s films and videotapes in North America, Women Make Movies works with institutions that employ noncommercial, educational media outlets. This includes museums, colleges and universities, as well as other nonprofit organizations and agencies.

ON THE JOB
Interns work as assistants in distribution, promotions, the general office, artist services and media workshop, editorial/PR, marketing and graphic production/website maintenance.

$ GETTING HIRED
Apply by: Rolling. Send a completed application (available online), cover letter, resume and writing sample to the address below.
Qualifications: Open to college and grad students. International applicants are welcome.
Contact: Women Make Movies
Internship Coordinator
462 Broadway, Suite 500WS
New York, NY 10013
Phone: (212) 925-0606
Fax: (212) 925-2052
Email: adminassist@wmm.com
www.wmm.com/about/jobs.shtml#internship
www.wmm.com

WOMEN’S INSTITUTE FOR FREEDOM OF THE PRESS

THE BUZZ
• Political powerhouses wanted
• Affinity for women’s rights advocates

THE STATS
Industries: Education, Internet and New Media, Nonprofit, Publishing/Journalism
Location: Washington, DC
Number of interns: Annual: up to 20
Pay: Unpaid, academic credit; activities and events
Length of internship: Varies (two-month commitment required)
Intern functions: Education, Internet, Print Media

THE SCOOP
The Women’s Institute for Freedom of the Press (WIFP) was founded in 1972 by Dr. Donna Allen as a nonprofit research, education and publishing organization operated by a completely voluntary, unpaid staff. It advocates freedom of the press through democratizing media communications. WIFP also publishes the annual Directory of Women’s Media, as well as an annual print newsletter and a monthly online newsletter, both titled Voices for Media Democracy.

ON THE JOB
Interns work as part-time assistants focusing on various independent projects, which may include writing and editing articles for the newsletters and publications, working on the website, and/or representing WIFP at meetings with other organizations.

$ GETTING HIRED
Apply by: Rolling. Submit a resume and cover letter explaining the reason for your interest in an internship with WIFP.
Qualifications: Open to all college students, recent college graduates and grad students with a concern for media democracy issues and extending women’s voices.
Contact: Women’s Institute for Freedom of the Press
Director: Dr. Martha Leslie Allen
1940 Calvert Street NW
Washington, DC 20009-1502
Phone: (202) 265-6707
Email: allen@wifp.org
www.wifp.org/internship.html
WOMEN’S INTERNATIONAL LEAGUE FOR PEACE & FREEDOM

THE BUZZ
- Work for world peace in the suffragette tradition

THE STATS
Industries: Government, Law, Nonprofit  
Locations: Philadelphia, PA (HQ); New York, NY; Geneva, Switzerland  
Number of interns: Annual: NYC: three to six; Philadelphia: seven to 12  
Pay: Possible stipend, amount varies  
Length of internship: Spring: January to March; Summer: June to August; Fall: September to December  
Intern functions: Government, Law, Nonprofit

THE SCOOP
Founded in 1915 by Jane Addams, the first female Nobel Peace Prize winner, along with women from 12 other countries, the Women’s International League for Peace & Freedom (WILPF) is the oldest and largest feminist peace group in the world. The organization stemmed from a meeting at The Hague only 10 months before the outbreak of World War I. The secretary general’s office is in Geneva, Switzerland, with the U.S. headquarters in Philadelphia and an office in New York.

ON THE JOB
Interns work with the all-female staff that runs the office in a feminist mode. Positions are usually available in leadership/outreach and development. There is also a Dean Reed Program intern who works with WILPF branches around the country.

GETTING HIRED
Apply by: Spring: November 15th; Summer: April 1st; Fall: July 15th. Send a resume, writing sample and letter stating internship goals, dates of availability and desired position to the address below. An interview is required.  
Qualifications: Open to all college and grad students and recent college graduates.  
Contact:  
Internship Coordinator  
WILPF National Office  
565 Boylan Street, 2nd Floor  
Boston, MA 02116  
Phone: (617) 266-0999  
Fax: (617) 266-1688  
Email: internships@wilpf.org  
www.wilpf.org
WOMEN'S SPORTS FOUNDATION

THE BUZZ
- Strong women wanted
- "A great mission of getting girls active and advocating for women’s equality in sport"
- You are women, time to roar

THE STATS
Industries: Nonprofit, Sports
Locations: East Meadow, NY (HQ); New York, NY
Number of interns: Annual: 29
Pay: Paid, $7.25 an hour; personal/vacation days, sick time, eligible for comp. time
Length of internship: Six months to a year; Winter/spring: January to June; Summer/fall: June to December
Intern functions: Administrative, Advertising, Education, Editorial, Management, Marketing, Nonprofit, Print Media, Public Relations

THE SCOOP
Billie Jean King founded the Women's Sports Foundation in 1974, building on her legacy as a champion athlete, advocate of social justice and agent of change. The foundation strives for gender equity and fights discrimination in sports. Its work shapes public attitudes about women's sports and athletes, supports organizations that get girls active, provides equal opportunities for girls and women, and encourages physically and emotionally healthy lifestyles.

ON THE JOB
The first part of an intern's day deals with activities in the foundation's information referral service, where the interns answer phones, respond to requests and refer people to other sources for information. The rest of the day is spent working with department supervisors to complete various projects. Past projects have included researching events, writing articles and helping to gather information related to distributing grants. Interns are assigned to education, fundraising, public relations, advocacy, special events, marketing, corporate relations, program management, communications, special events, publications, online media and athlete services.

GETTING HIRED
Apply by: Rolling. Apply online or send the completed application form along with a resume and cover letter to the email address below.

Qualifications: Open to students 18 years of age or older, all current college students, recent college graduates and grad students. International applicants are welcome.

Contact:
Internship Program Manager
Women's Sports Foundation
1899 Hempstead Turnpike, Suite 400
East Meadow, NY 11554
Phone: (516) 542-4700 or (800) 227-3988
Email: info@womenssportsfoundation.org
www.womenssportsfoundation.org

THE BUZZ
• Strong women wanted
• "A great mission of getting girls active and advocating for women’s equality in sport"
• You are women, time to roar
WOODROW WILSON INTERNATIONAL CENTER FOR SCHOLARS

THE STATS

Industries: Government, Publishing/Journalism
Location: Washington, DC
Number of interns: Spring/fall: 50 each; Summer: 10
Pay: Unpaid, Metrocard if traveling to Library of Congress
Length of internship: Spring/summer/fall: 10 to 16 weeks
Intern functions: Editorial, Research

THE SCOOP

The Woodrow Wilson International Center for Scholars was established under an act of Congress in 1968. Today, it functions as a nonpartisan institute for advanced study and produces The Wilson Quarterly magazine. The center also allows scholars to interact with policymakers, taking a historical and broad perspective on topics such as America and the global economy, the Cold War, urban studies, preventing conflict and the environment.

ON THE JOB

Interns assist scholars with research-related tasks, such as using academic databases or other publications to search for necessary information. Interns are encouraged to participate in “panel discussions, conferences and other meetings, beyond the confines of their particular internship responsibilities, as well as join staff and scholars during social events.”

GETTING HIRED

Apply by: Summer: March 14th; Fall: July 11th; Winter/spring: November 2nd. To apply, mail the completed application (available at www.wilsoncenter.org/internships/internappform.doc), resume and cover letter to the address below. Applicants must also arrange for an official transcript and two letters of recommendation to be sent to the same address.

Qualifications: Open to college seniors (though strongly qualified juniors are considered) and graduate students. International applicants with a valid F-1 or J-1 visa and appropriate work authorization are eligible. Applicants must have a GPA of 3.5 or higher.

Contact:
Internships Coordinator, Woodrow Wilson Center
One Woodrow Wilson Plaza
1300 Pennsylvania Avenue NW
Washington, DC 20004-3027
Phone: (202) 691-4000
Fax: (202) 691-4001
Email: internships@wilsoncenter.org
www.wilsoncenter.org

THE BUZZ

• Ideal for international thinkers
WORLD SECURITY INSTITUTE

THE BUZZ

- Keep your eye on the military
- Keep the world safe

THE STATS

Industries: Nonprofit, Publishing/Journalism
Location: Washington, DC
Number of interns: Spring/summer/fall: 10 to 12 each
Pay: Paid, $1,000 a month
Length of internship: Spring: five months; Summer: three months; Fall: four months
Intern functions: Administrative, Editorial, Film, Television and Radio, Internet, Law, Print Media, Research, Science and Math, Technology

THE SCOOP

The World Security Institute (WSI) is a 21st century global think tank and leading nonprofit media organization committed to independent research and journalism. WSI provides a unique approach to addressing the social, economic, environmental, political and military components of international security. Its divisions include the Center for Defense Information, International Media, the Pulitzer Center on Crisis Reporting, Azimuth Media and international programs. WSI has offices in Washington, D.C., Brussels, Cairo, Moscow and Beijing.

ON THE JOB

Interns work in foreign affairs research; reporting in Farsi, Arabic, Russian and Chinese; TV and documentary production; legal analysis; science and technology policy; IT and website administration; and communications. Research interns write for print and online publications on topics such as military policy, media affairs, child soldiers, landmines and missile defense. TV interns assist with the production process for WSI’s shows, such as Foreign Exchange with Daljit Dhaliwal.

GETTING HIRED

Apply by: Spring: October 1st; Summer: March 1st; Fall: July 1st. Send a resume, cover letter, three- to five-page writing sample, transcripts and two letters of recommendation to the address below. Check the website for more details.

Qualifications: Open to recent college graduates and graduate students, as well as highly qualified undergraduates.

Contact:
Suzanne Ostrofsky, Internship Coordinator
World Security Institute
1779 Massachusetts Avenue NW
Washington, DC 20036
Phone: (202) 332-0900
Fax: (202) 462-4559
Email: internships@cdi.org
www.worldsecurityinstitute.org
WORLD WILDLIFE FUND

THE BUZZ

- “Save more than the whales”
- “Get a jump on science research”

THE STATS

Industries: Environment, Nonprofit
Location: Washington, DC
Number of interns: Varies
Pay: Stipend for some positions, academic credit
Length of internship: Three to six months
Intern functions: Administrative, Editorial, Education, Environment, Internet, Research, Science and Math

THE SCOOP

The World Wildlife Fund (WWF) began in 1961 when a small but powerful group of European scientists, naturalists, business heads and political leaders banded together in response to a growing need for global conservation. Since then, WWF has evolved to include over one million members worldwide and has helped environmental and conservation efforts in over 13,100 projects across 157 countries. Some of its ongoing issues include climate change, toxic chemicals in the environment and endangered species preservation.

ON THE JOB

WWF accepts interns into many departments, including environmental education, global forest and trade, and its annual fund drive. Responsibilities and qualifications vary with each position, but may include scientific research, writing/editing, developing curricula, database and/or website maintenance, compiling information sheets and background detail and handling administrative tasks. Many interns are assigned to specific projects and work closely with WWF staff, and all participants attend weekly brown bag lectures and have contact with top scientists.

GETTING HIRED

Apply by: Rolling. Visit the website for open positions and to apply online. Candidates may also submit a resume and cover letter to the appropriate contact listed on the website.

Qualifications: Open to recent college graduates and grad students majoring in science or environmental education, natural history, conservation biology or related fields. Program needs vary.

Contact:
World Wildlife Fund
Human Resources
1250 24th Street NW
P.O. Box 97180
Washington, DC 20090-7180
Phone: (202) 293-4800
www.worldwildlife.org/who/careers/internships.html
www.worldwildlife.org/who/careers/jobs.html

THE BUZZ

• “Save more than the whales”
• “Get a jump on science research”

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WORLDTEACH

THE BUZZ

- For those who love children and learning
- “Gain a global perspective”
- “Better than the Peace Corps”

THE STATS

Industries: Education, Nonprofit
Locations: Cambridge, MA (HQ); American Samoa, Bulgaria, Chile, China, Columbia, Costa Rica, Ecuador, Guyana, Namibia, Micronesia, Poland, Rwanda, South Africa, Thailand
Number of interns: Annual: 400 to 550
Pay: Paid, varies; program fee (up to $5,900) covers international airfare, in-country orientation and conferences, ESL training, language classes, health insurance, field support and placement with a host family and school
Length of internship: Yearlong, semester and summer positions available
Intern function: Education

THE SCOOP

Based at Harvard University’s Center for International Development, WorldTeach is a nonprofit organization that gives individuals a chance to make a difference by helping them find positions as volunteer teachers in developing areas around the world. Since 1986, WorldTeach has upheld its commitment to active intercultural exchange and placed thousands of participants in teaching positions in Asia, Latin America, Africa, Eastern Europe and the Pacific Islands.

ON THE JOB

Volunteers become a vital part of the community in which they are placed, living with a host family or sharing quarters with other volunteer teachers. Beyond their teaching responsibilities, volunteers are encouraged to get involved in community service and extracurricular activities.

Getting Hired

Apply by: Rolling. Applicants should apply five to six months prior to the program departure date. Complete the application available at www.worldteach.org/apply and submit three essays, a resume, transcript (for semester or yearlong programs only) and two professional or academic references. An interview is required for semester and yearlong programs.

Qualifications: Open to high school graduates, college students and college graduates. Applicants must have a bachelor’s degree for yearlong programs. Summer programs are open to all applicants over 18. Long-term volunteers are required to be native English speakers and have 25 hours of ESL teaching experience (paid or volunteer).

Contact:
WorldTeach
Center for International Development
Harvard University
79 JFK Street, Box 122
Cambridge, MA 02138
Phone: (800) 438-2240 or (617) 495-5527
Fax: (617) 495-1599
Email: admissions@worldteach.org
www.worldteach.org
WRITERS GUILD OF AMERICA, WEST

THE BUZZ

• “You can work on one of your favorite shows”

THE STATS

Industries: Film/Entertainment, Internet and New Media, Publishing/Journalism
Location: Los Angeles, CA
Number of interns: Annual: 60
Pay: Paid, $672 a week
Length of internship: Varies, usually six to 20 week
Intern functions: Editorial, Film, Television and Radio

THE SCOOP

The Writers Guild of America was originally established as the Authors Guild in 1912 to protect the rights of authors of books, short stories and articles. A short time later, drama writers (for the radio medium) formed their own association, which joined forces with the authors, renaming the new entity the Authors League. In 1921, the Screenwriters Guild was born in response to the new motion picture industry, becoming a branch of the Authors League. After more branches merged and the group discovered the art of bargaining, the group renamed itself the Writers Guild of America and evolved into the formidable organization with which movie studios haggle today. In November 2007, the WGA brought the television and motion picture industry to its knees when it went on a strike regarding its minimum basic agreement with the Alliance of Motion Picture and Television Producers, which represents many major motion picture and TV corporations. An agreement was reached in February 2008.

ON THE JOB

Interns work for one of the guild’s member companies in the television writing field. They work closely with seasoned writers, learning how to write dialogue for dramas, sitcoms or other shows. There are great opportunities to make contacts in the field.

GETTING HIRED

Apply by: Rolling. Applicants should submit a resume and cover letter.
Qualifications: Open to college sophomores, juniors and seniors, recent college graduates and grad students.
Contact:
Internship Coordinator
Writers Guild of America, West
7000 West 3rd Street
Los Angeles, CA 90048
Phone: (323) 782-4615
Fax: (323) 782-4782
www.wga.org
INTERNERSHIP PROFILES
‘X’
Vault Guide to Top Internships, 2010 Edition
XCEL ENERGY

THE BUZZ

- “Interns here are treated very well and are welcomed workers”
- “I couldn't be happier; there is no other place I would rather work”
- “I learned so much and enjoyed all the people that I worked with”
- “An unforgettable experience”

THE STATS

Industry: Energy
Locations: Minneapolis, MN (HQ); Denver, CO (regional HQ); Amarillo, TX (regional HQ); Eau Claire, WI (regional HQ); additional locations in Colorado, Minnesota, Wisconsin, Texas, New Mexico and Washington, DC
Number of interns: Annual: 120; Summer: 90
Pay: Paid, varies; Engineering/technical interns: $12 to $20 an hour; Business interns: $11 to $20 an hour; High school interns: $7.25 to $10 an hour
Length of internship: Summer: eight to 10 weeks (May/June to August); Fall/spring: semester, academic year or co-op

THE SCOOP

Serving the heartland, Xcel Energy is a major U.S. electric and natural gas utility, with a comprehensive portfolio of energy-related products and services. With 11,000 employees, the company is also the No. 1 wind power provider in the country and received the United Way Spirit of America Award in 2006.

ON THE JOB

This isn’t a coffee-fetching internship; participants are part of department meetings and encouraged to give their input. Interns generally begin by shadowing a supervisor and then move into working on independent projects. At the end of the internship, students are evaluated by Xcel Energy’s management team to decide if they will return next summer or be hired as full-time employees. Approximately 10 to 20 percent of interns are offered employment at Xcel Energy.

GETTING HIRED

Apply by: Rolling. Applicants should apply online at www.xcelenergy.com (follow “Career Opportunities” to “Internships and College Recruiting”). Application materials vary by position.

Qualifications: Engineering internships: open to undergrads with a minimum GPA of 2.5 who have completed their sophomore or junior year in electrical, mechanical, civil, nuclear or chemical engineering. Business internships: open to undergrads with a GPA of at least 3.0 who have completed their sophomore year in accounting, finance, business or economics.

Contact:
Simon Riordan
Recruiter, Internships and Campus Relations
414 Nicollet Mall
Minneapolis, MN 55401
Phone: (612) 330-5699
Fax: (612) 330-7935
Email: recruiting@xcelenergy.com or apply@xcelenergy.com
www.xcelenergy.com

THE BUZZ

- “Interns here are treated very well and are welcomed workers”
- “I couldn't be happier; there is no other place I would rather work”
- “I learned so much and enjoyed all the people that I worked with”
- “An unforgettable experience”

THE STATS

Industry: Energy
Locations: Minneapolis, MN (HQ); Denver, CO (regional HQ); Amarillo, TX (regional HQ); Eau Claire, WI (regional HQ); additional locations in Colorado, Minnesota, Wisconsin, Texas, New Mexico and Washington, DC
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Pay: Paid, varies; Engineering/technical interns: $12 to $20 an hour; Business interns: $11 to $20 an hour; High school interns: $7.25 to $10 an hour
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GETTING HIRED

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Qualifications: Engineering internships: open to undergrads with a minimum GPA of 2.5 who have completed their sophomore or junior year in electrical, mechanical, civil, nuclear or chemical engineering. Business internships: open to undergrads with a GPA of at least 3.0 who have completed their sophomore year in accounting, finance, business or economics.

Contact:
Simon Riordan
Recruiter, Internships and Campus Relations
414 Nicollet Mall
Minneapolis, MN 55401
Phone: (612) 330-5699
Fax: (612) 330-7935
Email: recruiting@xcelenergy.com or apply@xcelenergy.com
www.xcelenergy.com
XEROX

THE BUZZ

- Advance your career amidst the smell of toner

THE STATS

Industries: Consumer Products, Consulting, Technology, Transportation and Logistics
Locations: Norwalk, CT (HQ); El Segundo, CA; Wilsonville, OR; Webster, NY
Number of interns: Annual: 150 to 200
Pay: Paid, varies
Length of internship: Co-op: 12 to 24 weeks, available year-round; Summer: 12 weeks; Work study: varies; Internship for credit: varies
Intern functions: Finance, Engineering, Sales, Marketing, Human Resources, Technology

THE SCOOP

How many companies also get to be a verb? Xerox is a $17.6 billion enterprise that specializes in document management systems and services that help people deliver information in a timely manner. As a leading technology and services company, Xerox offers one of the widest varieties of printers, copiers, color presses, digital imaging, scanners, fax machines and document management software programs in the world. The company also offers consulting services that range from digitizing content to streamlining office processes.

ON THE JOB

The paid co-op program is for full-time students enrolled in their school’s co-op program. Work study is a paid internship where students work part time (20 hours a week) while going to school. Xerox also offers unpaid internships for which students receive academic credit.

GETTING HIRED

Qualifications: Open to all current college students and grad students in the engineering, math sciences, business, economics and information management fields. Students must be U.S. citizens to be eligible. Applicants must have a 3.0 GPA or higher.
Contact:
Maribel Zayas
Internship Program Manager
Email: college@xerox.com
www.xerox.com

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Y.E.S. TO JOBS

THE BUZZ

• “People can’t be what they don’t know exists”
• “Very professional high school internship”
• “Say yes to this one”

THE STATS

Industries: Broadcast and Cable, Film/Entertainment, Music
Locations: Atlanta, GA; Los Angeles, CA; Miami, FL; Nashville, TN; New York, NY; Washington, DC
Number of interns: Varies
Pay: Usually paid, minimum wage
Length of internship: Eight to 10 weeks, available year-round
Intern functions: Accounting, Marketing, Public Relations, Sales

THE SCOOP

The Y.E.S. (Youth Entertainment Summer) to Jobs program was established when the NAACP noted a significant lack of diversity in the entertainment industry and called for action. A&M Records founded the nonprofit program in 1987 to give qualified high school students of color a peek inside the professional world of entertainment, providing them early exposure and career guidance. In 2003, the program was expanded to include college students in Los Angeles and New York.

ON THE JOB

Interns work in entry-level positions, often in promotions, sales, merchandising, publicity, accounting and marketing. Arista, Disney, MGM Studios, New Line Cinema, Warner Bros., Fox Sports, Sony Music Entertainment, CNN and DreamWorks are some of the companies that have sponsored interns in the past. All interns attend a mandatory training program and most companies have on-site training. Y.E.S. also runs bimonthly career seminars for interns on key aspects of the industry during lunch or after work. Interns are recognized with an awards/fulmination event at the end of the summer.

GETTING HIRED

Apply by: High school/summer: March 15th. College/year-round: rolling. High school: applicants must fill out an application and send it in with a report card, resume, letter of recommendation and statement of interest. Interviews will follow. College: send a resume and cover letter to ytjcollegedir@aol.com (no attachments, no application form necessary).

Qualifications: The high school program is open to all minority junior and senior high school students, ages 16 to 18; the college program is open to all current college students of color, ages 18 to 25. High school: 2.8 GPA or higher and 90 percent attendance. College: minimum 2.5 GPA.

Contact:
Morgan Fouch, College Program Manager
Y.E.S. to Jobs
P.O. Box 3390
Los Angeles, CA 90078
Email: ytjcollegedir@aol.com
YAHOO! INC.

THE BUZZ

• “Develop internet technologies for a world of users”

THE STATS

Industries: Financial Services, Internet and New Media, Technology
Locations: Sunnyvale, CA (HQ); Atlanta, GA; Berkeley, CA; Boston, MA; Burbank, CA; Carlsbad, CA; Chicago, IL; Coral Gables, FL; Dallas, TX; New York, NY; Santa Monica, CA; San Francisco, CA; international locations
Number of interns: Annual: 300
Pay: Paid, varies; housing and transportation stipend
Length of internship: Summer: 10 to 12 weeks; Fall/winter: varies
Intern functions: Finance, Human Resources, Law, Marketing, Product Management, Research, Sales, Software Engineering, Technology

THE SCOOP

With over a billion users worldwide, Yahoo! is an internet powerhouse. The company was founded in 1994 by graduate students Jerry Yang and David Filo—it went public the very next year. Yahoo! offers its loyal following a wide range of online products and services, including email, home pages, personal webpages, ad and networking services and news sites, among other things.

ON THE JOB

Yahoo! interns work in both technical and nontechnical fields. Interns can work in IT, technology and ad systems development, on applications like Yahoo!’s calendar widget and My Yahoo!, and on the company’s production network. Past projects have included developing a global AIDS awareness campaign with Yahoo! for Good, conducting applied machine-learning research, managing creative design and execution for Yahoo! Answers and getting Yahoo! Anecdotal off the ground. In addition, the firm offers intern positions in its software engineering, product management, sales, business development, corporate development, finance, marketing, HR, legal, customer care and surfing departments. Interns work closely with Yahoo! employees (known affectionately as “Yahoos”), doing everything from negotiating deals to developing new technologies and products. They also have the opportunity to present their research in a poster session at the end of the internship.

GETTING HIRED

Apply by: Rolling. Check the website for open positions, and apply online.
Qualifications: Open to students currently enrolled in a full-time academic program. Preference is given to college, graduate (MA and PhD) and MBA students.
Contact: www.careers.yahoo.com
YAI/NATIONAL INSTITUTE FOR PEOPLE WITH DISABILITIES

**THE BUZZ**
- “Good social health program”

**THE STATS**
- **Industries:** Education, Health Care, Nonprofit
- **Locations:** New York, NY; Westchester, NY; Rockland, NY; Nassau, NY; Suffolk, NY; Bergen County, NJ
- **Number of interns:** Varies
- **Pay:** Unpaid, academic credit available
- **Length of internship:** Varies
- **Intern functions:** Administrative, Education, Human Resources, Management

**THE SCOOP**
The YAI/National Institute for People with Disabilities was established in 1957 to provide services, education and training to individuals who are developmentally disabled and/or have learning disabilities. Services offered include direct care (providing temporary relief for home caregivers), health care, family therapy and professional development, among many others. As a not-for-profit, the network assists over 300 community-based programs in and around the New York City area, as well as some programs in Puerto Rico.

**ON THE JOB**
Interns can choose to work on the administrative side of operations, doing research, gathering professional information, planning special events, assisting with human resources, fundraising and development, and managing the office. Alternatively, interns can elect to work as educators and supporters of the network’s clients, people with developmental disabilities. Since students from all academic backgrounds are invited to apply, the organization works to give interns the support they need to become trained in whatever skills needed to achieve their goals.

**GETTING HIRED**
- **Apply by:** Rolling. Apply online at careers.hodes.com/yai.
- **Qualifications:** Open to all current college students, college graduates and grad students of any major.
- **Contact:** YAI/NIPD Network Internship Program 460 West 34th Street New York, NY 10001-2382 Phone: (866) 492-4562 www.yaidreamcareers.org/internship.asp

YMCA

**THE BUZZ**
- “Give Y-kids a great summer”
- “Learn about how YMCAs address community issues”

**THE STATS**
- **Industries:** Education, Nonprofit
- **Locations:** More than 2,600 local YMCAs across the United States
- **Number of interns:** Summer: more than 1,000
- **Pay:** Paid and unpaid, some positions pay minimum wage ($350 a week) or more; pay varies by position and location
- **Length of internship:** Varies, typically eight to 10 weeks
- **Intern functions:** Administrative, Education

**THE SCOOP**
The YMCA (Young Men’s Christian Association) was established in London in 1844 by George Williams and a group of friends to counteract the unhealthy social state borne from the industrial revolution. Today, the organization boasts over 2,600 U.S. locations alone. The YMCA also works in 124 other countries, serving over 45 million people globally. YMCAs across the world aim to unite those of all ages, races, faiths, backgrounds, abilities and income levels.

**ON THE JOB**
Interns are accepted in almost every department and may include working as camp counselors, activity counselors, site supervisors, program specialists, administrative support, cooks, trip coordinators, aquatic instructors and lifeguards. Positions are also available in the finance and marketing departments, or in a YMCA management office. Responsibilities vary by position and location, but may include working on children’s programs, promoting health and well being or assisting YMCA management. Interns learn supervision and organizational skills as well as about the YMCA’s mission and programs.

**GETTING HIRED**
- **Apply by:** Rolling. Send a letter of interest to the appropriate YMCA supervisor or executive. Visit the websites listed below to find the nearest YMCA location and job opportunities.
- **Qualifications:** Open to high school graduates, current college students, recent college graduates and grad students. Some camp positions require interns to live on site.
- **Contact:** www.ymca.net or www.ymca.net/careers
YOUTH FOR UNDERSTANDING INTERNATIONAL EXCHANGE

THE BUZZ

• “Bring your lederhosen”

THE STATS

Industries: Cultural Immersion, Education, Nonprofit
Locations: Washington, DC; Boston, MA
Number of interns: Varies
Pay: Unpaid, academic credit, mass transportation stipend
Length of internship: Summer: nine to 12 weeks; Fall/spring: 12 to 16 weeks; year-long internships also available.
Intern functions: Advertising, Education, Nonprofit, Marketing, Public Relations

THE SCOOP

Youth For Understanding (YFU) is one of the world’s oldest and largest international exchange programs. YFU began in 1951 when Minister John Eberly suggested to church leaders that a program be established for German teens to live with U.S. families and attend American high schools. His theory was that this would help the war-scarred country heal and foster new international relations. Since 1951, YFU offices around the world have exchanged more than 225,000 high school students. In one year alone, approximately 4,000 students participate in YFU’s programs.

ON THE JOB

Intern responsibilities include entering data, managing files, preparing mass mailings, making presentations with staff at schools and events, communicating with students and parents, undertaking special projects and representing YFU at all times.

GETTING HIRED

Apply by: Rolling. Email a cover letter and resume to admissions@yfu.org with “Internship” in the subject line.

Qualifications: Open to all current college and grad students, as well as recent college grads.

Contact:
Youth for Understanding USA
American Overseas Office
6400 Goldsboro Road, Suite 100
Bethesda, MD 20817
Phone: (240) 235-2100
Fax: (240) 235-2104
Email: admissions@yfu.org
www.yfu-usa.org
INTERNSHIP PROFILES
‘Z’

Vault Guide to Top Internships, 2010 Edition
ZIMMER HOLDINGS

THE BUZZ

- “Get hip”
- “See orthopedics from product to patient”

THE STATS

Industries: Health Care, Technology
Location: Warsaw, IN (HQ)
Number of interns: Fall/spring/summer engineering co-op: eight to 10; Summer internships: 80
Pay: Paid, $15 to $17 an hour; housing, academic credit
Length of internship: Fall/spring engineering co-op: 12 to 16 weeks; Summer internship: 10 to 12 weeks
Intern functions: Accounting, Engineering, Finance, Marketing, Manufacturing, Science and Math, Technology

GETTING HIRED

Apply by: Fall/spring engineering co-op: rolling. Summer internship: February.
Qualifications: Fall/spring engineering co-op: open to sophomores, juniors and seniors. Summer internship: open to college juniors and seniors. All applicants should have a minimum GPA of 3.2.
Contact: www.careers.zimmer.com

THE SCOOP

Founded in 1927, Zimmer is a global leader in joint replacement and orthopedic products, including knee and hip replacements, trauma treatments, and spinal and dental implants. With approximately 8,500 employees in 24 countries, the company pulled in sales of $4.1 billion in 2008.

ON THE JOB

Through the Zimmer internship program, participants get to know the orthopedic industry. The firm hires interns in several departments, including computer-assisted surgery, research and development, engineering, marketing communications, finance, accounting, manufacturing, IT, marketing and brand management. Interns work on various projects and participate in company activities. These include assisting in planning, observing live computer-assisted surgery, networking and attending conferences.
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About the Editors

Carolyn C. Wise
Carolyn C. Wise is the senior education editor at Vault. She oversees the production of 10 annual guides covering undergraduate and graduate admissions, top internships and career advice compilations for entry-level and MBA job seekers. Her team is responsible for all educational content on Vault.com, including school profiles, admissions advice and education industry trends articles. Born and raised in Brooklyn, N.Y., Carolyn graduated from Princeton University with a degree in English literature. In her spare time, she is a volunteer firefighter in Saltaire, N.Y.

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