

Illinois Pre-Law Informer



We are part of the Campus Center for Advising and Academic Services (CCAAS)

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December 20, 2012

Winter Break: The Perfect Time to Look for Summer Internships!

Winter break is shorter this year so now is the time to research and apply to summer internships! Here are some resources to help you start your search as well as several pages of possible internships to consider.

Career Center: Look into internship opportunities that are overseen or administered by the Career Center. These can be found at <https://www.careercenter.illinois.edu/jobs/internships>. For a general job and internship database, in which you can **search by category, geographic area**, etc., see: <http://careercenter.illinois.edu/jobs/JobsDBInfo>. **The Career Center also offers iLINK**, the Career Management System housed at the Career Center. <https://www.careercenter.illinois.edu/jobs/ilink/faq>

- **Always Illinois** Jobs and internships can be found on this site and are posted by Illinois Alumni. You will need to register with the website if you do not already have an account. The link for Always Illinois is <https://www.alwaysillinois.org/uiuc/auth/login>.
- **Study Abroad Office** Consider gaining international experience with an internship in another country through **U of I's Study Abroad Office**. Programs and internships can be found at <http://www.studyabroad.illinois.edu/>
- **Local Agencies.** Try calling agencies and attorneys' offices wherever you will be located during summer 2013. Ask whether the office would be interested in having a paid or unpaid student intern for the summer. You can try your state, county, and town's attorney offices, State Attorney's office, Public Defender's office, the Office of the County Clerk, and local bar associations.

USA Jobs: USA Jobs is a website where many government opportunities available across America are posted, including many **summer internships**, some of which are PAID. To access the website go to: <http://www.usajobs.gov/>

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Mark Your Calendars



White House Internship Program: The White House Internship Program provides a unique opportunity to gain valuable professional experience and build leadership skills. This hands-on program is designed to mentor and cultivate today's young leaders, strengthen their understanding of the Executive Office and prepare them for future public service opportunities. **Applications** for the **Summer 2013** program are already posted and **are due January 27, 2013.** Applicants must submit **a one-page resume, two letters of recommendation and two essays of between 300 and 500 words.** For more information and to apply, go to: **<http://www.whitehouse.gov/about/internships/>**

Teach for America Applications: The **deadline** for teach for America's final cycle of applications this year is **February 15, 2013.** To apply for the program online and for more information go to **www.teachforamerica.org**.

Scholarship Opportunity: The **ABA Legal Opportunity Scholarship Fund** is being offered again this year and provides \$5,000 of financial assistance each year of law school, for a total of \$15,000. The scholarship is geared towards racial and ethnic minority students and the applicant must be a first year law student by Fall 2013. To apply a student must have a 2.5 GPA out of a 4.0 scale and be a US citizen or permanent resident. The **deadline is March 1, 2013.** For more information go to this link: **http://www.americanbar.org/groups/diversity/diversity_pipeline/projects_initiatives/legal_opportunity_scholarship.html**.

LAS 101 Freshman Seminar Internships — Will Soon Be Accepting Applications for Fall 2013!

Freshmen Seminar Interns are accomplished juniors and seniors who are willing to share Their college experiences with first-year students by serving as student mentors. Each Intern meets once a week, in one-hour sessions with a class of 20– 25 students in a course which is designed to assist first-term students in making the transition from high school to university both academically and socially. In the classes, Interns will familiarize their students with the university resources, facilitate dialogue and discussion, and will promote collaborative learning. An LAS 101 Internship offers our best and brightest students the opportunity to help others while enhancing their own skills and preparing for their chosen professions or advanced scholarship. Those chosen for this opportunity will be enrolled in LAS 399H Leadership and Professional Development. This will meet one hour a week for interns to plan for each week's classes and participate in mini seminars designed to further their own leadership and professional skills. Interns will receive **3 hours of advanced level credit.**

Eligibility: You must: (1) have junior or senior standing the fall semester during which you are applying to be an LAS 101 intern: (2) Have a desire to mentor first term students, and share your experiences to help them succeed as students in LAS; and (3) Have a cumulative GPA of 3.0 or higher.

We will post the deadline and application info on the PLAS Blog as soon as it is available so keep reading the blog!

Mark Your Calendars (Cont'd from Page 2)

Sidley Austin LLP Summer Pre-Law Scholars Program — Applications Due January 18!

The Sidley Prelaw Scholars Initiative aims to increase diversity in law schools, and eventually, within the legal profession by subsidizing the LSAT preparatory course and law school application expenses of talented, racially diverse college students who may have difficulty paying the expenses associated with applying to law school. **Successful applicants** will receive **funding** (\$2,500 maximum) for: (1) tuition for a Sidley-approved LSAT preparatory course; (2) registration fees for the June 2013 LSAT and the Credential Assembly Service (CAS); (3) law school application fees (up to seven); (4) CAS report fees (up to seven); (5) expert counseling on creating a successful law school application.

Selected scholars will also have the opportunity to attend the 2014 Sidley Scholars Summer Seminar ("S4"), a 2-3 day introduction to the structure of the American legal system and substantive instruction on the traditional first-year law school courses, as well as an opportunity to meet Sidley lawyers and other leaders in the legal community. In addition, upon successful completion of an approved LSAT preparatory course, completion of the LSAT, submission of at least five law school applications, confirmation of intention to matriculate to law school during Fall 2014, and attendance at the 2014 S4, each Scholar will receive an **additional \$2,500 scholarship** award. ***Last year three UIUC students were selected as Sidley Prelaw Scholars!*** For more information and **to apply by January 18**, go to: <http://www.sidley.com/careers/northamerica/about/prelawscholars/>.

Training and Recruitment Initiative for Admission to Leading Law Schools (Trials) — Applications Due February 1! New York City and Cambridge, MA

Trials is a collaboration of Harvard Law School, New York University Law School and the Advantage Testing Foundation, the public service arm of Advantage Testing, Inc., a private test preparatory company. Trials is a residential scholarship program that helps talented and motivated undergraduates of modest means earn acceptance to leading law schools.

For five weeks in the summer, Trials students take residence at Harvard or NYU (the residency alternates host schools from year to year). This year, the Harvard Law School will host the residential component of the program and Trials students will visit the NYU School of Law for a day of lectures and seminars. The program runs from June 30-August 4, 2013. **Students have no expenses associated with the program and will receive a \$3,000 stipend to supplement their summer income!!**

Applications for the 2013 session are due February 1st. Students can apply online by going to: <http://trials.atfoundation.org/index>.

Mark Your Calendars (cont'd from page 3)

Summer Study Abroad—Global Engagement Studies Institute at Northwestern University.

GESI is a two-course, summer-long study abroad program focused on teaching students about community development in a global context. The program focuses in part on Asset-Based Community Development, a framework for harnessing the resources of individuals and communities to ensure local ownership and sustainability of development efforts. Past projects have dealt with issues of: microfinance, youth education, environment, human rights, social entrepreneurship, women's right, community mobilization, and public health. The cost is \$8,200. The **final early application deadline is January 15**. Note: early applicants who are accepted are guaranteed their first-choice country. For more information and to apply, go to: <http://www.gesi.northwestern.edu/faqs/>.

Attention Students Applying for Law School NEXT Cycle! **Stay Tuned — PLAS will be sponsoring a** **LSAT Test Prep Scholarship Essay Competition in January!!**

Are you planning on taking either the June or October 2013 LSAT? Are you interested in taking an LSAT prep course but not sure you can afford to pay for it? Here is your chance to win a scholarship from Kaplan, PowerScore, Princeton Review or NextStepTestPrep! Look for more information in our **blog posting the first week of January! Essay submissions will be due by Wednesday, January 23, 2013.**

LSAT Update — The next LSAT is February 9, 2013.

Registration Deadline: January 8, 2013
Online registration: www.LSAC.org



Summer Internships (Cont'd from Page 1)

- **Idealist**. If you are interested in nonprofit work, such as human rights, HIV/AIDS, children's rights, unions, women's rights, etc., then try looking at **Idealist.org**. The website offers internships in Chicago, throughout America, and around the world. <http://www.idealist.org/>
- **Get That Gig** is a website listing lots of internships around the United States, in such categories as International Law & Public Safety and Non-profit and Political. <http://www.getthatgig.com>
- **Making the Difference** collects information about all Federal internships and entry-level jobs, putting them all in one searchable place. This website lists internships by agency or by geographic region. Check it out at <http://www.makingthedifference.org>
- **FindLaw**: FindLaw is a website that contains many postings about legal jobs and internships. Internships that are available to pre-law students are posted to the website and you can search throughout the country. To access FindLaw go to: <http://careers.findlaw.com/>
- **Simply Hired**: This website has an extensive list of **summer PAID internships** available across the U.S. Check it out!! <http://www.simplyhired.com/a/jobs/list/q-summer+internships>

Political Science Department. The UIUC Political Science Department oversees summer and semester-long internships. More information on all of these programs can be found at: <http://www.pol.illinois.edu/undergraduates/internships/>

Political Internships in Illinois with Academic Credit An application for political internships for academic credit requires:

- (1) application form;
- (2) A resume;
- (3) A three paragraph essay addressing why you want to do an academic internship, what qualifies you for an academic internship (this applies less to job skills than to how you plan to integrate job experience with academic work), and what you expect to get out of it. Submit these materials in paper or by email to mhenehan@illinois.edu.
- (4) An in-person interview with Professor Henehan. You are encouraged to come in for advising prior to applying.

Contact mhenehan@illinois.edu for more information.

Illinois in Washington: Whether you are interested in our political process, in business and economics, in the myriad of ways in which government affects your life, or if you are just curious about what goes on in Washington, IIW has something for you. And no, you *don't* have to be a political science or business major to reap the benefits of IIW. In fact, IIW can be as interesting and beneficial to almost any major as it is to political science or business majors. **Summer Program Deadline: February 1, 2013; Fall Deadline: March 1, 2013.** This program is administered by the Office of the Vice Chancellor for Public Engagement. For more information on this program and to apply, go here: <http://www.washington.illinois.edu/>

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Listed on the following pages are some internships PLAS has found to which you can think about applying.

NOTE — several of these internships have *JANUARY APPLICATION DEADLINES* so if they sound interesting, begin the application process ASAP!!

Illinois

City of Chicago Internship Program

Chicago, IL

This program allows participants to “[g]row personally and professionally through internship opportunities in the areas of programming, farmer’s markets, film office operations, protocol, public relations, finance & administration, corporate sponsorship, neighborhood festivals, hospitality and sports.” In addition to individual internship opportunities, the City of Chicago has developed a **Student Intern Pool**. This process allows students interested in gaining valuable municipal government experience to submit their profile which is kept in a pool of pre-qualified candidates for consideration for available positions. For more information on City of Chicago internships and **to register for the Student Intern Pool**, go to:

<http://www.cityofchicago.org/city/en/depts/dhr/provdrs/emp/svcs/internships.html>

Environmental Law and Policy Center

Chicago, IL

The Environmental Law & Policy Center offers several internships for undergraduate and graduate students. Applicants should have a strong academic record, excellent writing and analytical skills, and a demonstrated interest in and commitment to public interest and environmental advocacy. For more information, including internship descriptions, please see: <http://elpc.org/category/jobs>.

To apply for Chicago office internships, submit a cover letter, resume and list of references via email to Katie Coleman at policyinternships@elpc.org, for Communications internships; and to Sarah Wochos for Science and Policy Internships. **Summer applications** are only accepted between **February 15 and March 15, 2013**.

To apply for Des Moines, Madison, Sioux Falls or Jamestown office internships, please contact the appropriate staff member for each office, as listed below. Applications are accepted on a rolling schedule.

Des Moines: Steve Falck sfalck@elpc.org.

Madison: Andy Olsen aolsen@elpc.org

Sioux Falls: Matt McLarty mmclarty@elpc.org

Jamestown: Mindi Grieve mgrieve@elpc.org

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Illinois Legislative Studies Internship Program

Springfield, IL

This program is for those who have received their Bachelor's degrees by Summer 2013. ILSIP interns have a 10.5 month appointment (August 16 to June 30), and receive a monthly stipend of \$2,026 as well as eight graduate credits in Political Science through University of Illinois at Springfield. There are 24 positions: Five legislative analysts with each of the four partisan leadership staffs, three research positions, and one science writing position. For more information, contact:

Barbara Van Dyke-Brown, Director,
Legislative Internships and Advocacy Programs
Institute for Legal, Legislative and Policy Studies
University of Illinois at Springfield
One University Plaza, MS PAC 451
Springfield, Illinois 62703-5407;
Phone: (217) 206-6579
Email: vandykebrown.barbara@uis.edu.

Applications for FY2013 are due **March 1** and should be available in **January** at: <http://cspl.uis.edu/ILLAPS/ILSIP/application.htm>

Just the Beginning Foundation

Chicago, IL

Just the Beginning Foundation (JTBF) was founded in 1982, as a not-for-profit organization of judges, lawyers, and other citizens who are dedicated to improving the legal system, preserving the history and honoring the legacy of African-Americans in the federal judiciary. JTBF is offering two different types of summer opportunities to undergrads:

1) Team Leader Positions: JTBF offers summer programs for high school students in six cities: Chicago, Detroit, Indianapolis, Minneapolis, New Orleans, Springfield, Massachusetts, Washington, D.C., and an overnight camp at Southern Illinois University School of Law in Carbondale IL. Detroit and Washington, D.C. Team Leaders will be hired to work on JTBF programs throughout the summer. These positions only last 1-2 weeks but give the students a chance to work with high school students and meet with numerous lawyers and judges. Team Leaders are paid positions.

2) Internship Position: JTBF has two summer internship positions available for an undergrad. The interns would work in Chicago with the JTBF Program Director and the Development Director on logistics, as well as marketing and fundraising strategies, for the summer program for high school students. The interns would have the opportunity to meet many of the lawyers and judges that work with JTBF. It is an unpaid position, but JTBF would be flexible on hours if the students needed to work a paying job outside the internship.

Students interested in either of these positions should **submit a cover letter and resume by March 1** to JTBF Program Director, Laura Ramsey at lramsey@jtbf.org, or via phone at (312) 258 - 4868. For more information about JTBF, check out their website at <http://www.Jtbf.org>.

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Phebus & Koester LLP

Urbana, IL

Phebus & Koester LLP, an Urbana law firm, is interested in hiring a few part time pre-law clerks for Summer 2013. Although the position is unpaid, this clerkship/internship presents an excellent opportunity for students to get exposure to the everyday workings of a law office and develop an understanding of what it means to be a practicing attorney. Applicants must have a competitive undergraduate transcript. Previous law related experience is desirable, but not required. Job responsibilities may include: (1) working on abstracts for depositions (summaries and indexes) on a variety of matters, including mass tort litigation; (2) document organization for litigation files; (3) fact finding for various cases; (4) attending/shadowing depositions or hearings, as needed; (5) some administrative/clerical work. Since the position is unpaid, hours will be flexible, in the range of 10-20 hours per week. **Please send your cover letter, resume and transcript by March 15 to: Ryan Bradley, Esq., Phebus & Koester LLP, 136 West Main Street, Urbana, Illinois 61801**

U.S. Equal Employment Opportunity Commission (EEOC) Chicago, IL

Positions Available: Externships are available in the following units of the Chicago District Office of the EEOC: Alternative Dispute Resolution, Enforcement, and Legal. EEOC internships are unpaid; however, interns may receive academic credit for their services with approval from their schools. **For a detailed description of these internships opportunities, go to: <http://www.eeoc.gov/eeoc/jobs/intern-chicago.cfm>.**

To Apply: Most units require applicants to submit a letter of interest and a resume. While ADR and Enforcement do not list a deadline, **Legal** notes that while they list February 15 as a deadline, **because decisions are made on a rolling basis, applicants are urged to apply as early as possible.** Applicants applying to **Legal**, should email a cover letter, resume and transcript, preferably in a **single PDF**, to Ethan Cohen at chilawextern@eeoc.com. In the subject line, indicate that you are a college student applying for a summer externship. **Students should not apply via Symplicity.** Applicants applying to the **Enforcement Unit** should send their information to Ernestine Harris, Ernestine.Harris@eeoc.gov. Applicants applying to the **ADR Unit** should send their information to Julie Bretz, Supervisory Attorney, Julie.Bretz@eeoc.gov.

What to Expect: The EEOC is the agency of the United States of America charged with the administration, interpretation and enforcement of Title VII which prohibits employment discrimination based on race, religion, sex or national origin; the Equal Pay Act of 1963 which requires that men and women performing the same work be given equal wages; the Age Discrimination in Employment Act of 1967, which prohibits discrimination against workers over the age of 40; and Title I of the Americans with Disabilities Act, which prohibits employment discrimination on the basis of disability. The Chicago District Office of the EEOC is responsible for enforcing these laws in several Mid-Western states.

Requirements: Summer externs are asked for a total of 400 hours during the course of the summer. Candidates will be evaluated based on academic performance, demonstrated writing skills, and interest in furthering the mission of the agency.

Internships outside of Illinois begin on the next page. Note — some of the US government agencies, such as the Securities and Exchange Commission (see page 15), also have opportunities in their Chicago regional offices!

Outside Illinois

American Association for the Advancement of Science (AAAS) Washington, D.C.

For information on AAAS, go to: <http://srhrl.aaas.org/about/internships/>.

Center for Science, Technology and Congress

The Center is currently seeking a qualified undergraduate or graduate student to intern with the program. Activities may include attending hearings, writing articles for our newsletter, *Science and Technology in Congress*, preparing and maintaining issue briefs published on the Web, and assisting with other activities, such as congressional briefings. **Applications are due March 1.** Send a cover letter, a resume, and a writing sample of no more than 600 words by email to congress_center@aaas.org. For the subject line, type "GR Internship"; **see also** <http://www.aaas.org/spp/cstc/about/intern.shtml>

Scientific Responsibility, Human Rights and Law Program Internship Opportunities

To apply or inquire about current internship opportunities, send a cover letter indicating your dates of availability and a resume to Rebecca Carlson by email, srhrl@aaas.org, with "AAAS Internship" as the subject line.

American Bar Association (ABA)

Washington, D.C.

Standing Committee on Law and National Security

The Standing Committee on Law and National Security conducts studies, sponsors programs and conferences, and administers working groups on law and national security related issues. The committee's activities are designed to assist policymakers, to educate lawyers, the media and the public, and to enable the committee to make recommendations to the American Bar Association governing body. The unpaid internship is open to **anyone of Junior standing or higher**. Cover letter and resume should be submitted to:

Holly McMahon, Staff Director
ABA Standing Committee on Law and National Security
740 15th Street, NW
Washington, DC 20005
hmcmahon@staff.abanet.org

See also: http://www.abanet.org/natsecurity/intern_opportunities.shtml

ABA Center on Children and the Law

There are approximately 5-7 unpaid internship positions available during the summer months, in which interns are expected to work either full or part-time for a period of at least 2 months. All applicants must demonstrate an interest in child welfare issues and the law. Historically, almost all of the Center's undergraduate interns have continued on to law school and most interns pursue a career in the area of child welfare and the law. All those interested should contact: Howard A. Davidson, J.D., Director; ABA Center on Children and the Law; 740 15th Street, N.W. Washington, D.C. 20005 ctrchildlaw@abanet.org; <http://www.abanet.org/child/jobsandinternships.shtml>

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American Enterprise Institute for Public Policy Research

Washington, D.C.

Applications are processed on a rolling basis, so apply early as positions fill quickly. The dates of our internships are flexible in order to accommodate various school schedules. In general, summer internships run from May through August. **Deadline** for summer applicants is **April 1, 2013**. All applications and supporting documents must be submitted online. See: <https://aeiinternships.silkroad.com/>. Click on "Employment Listings" and then click on "Interns" for a listing of currently available internships.

Congressional Black Caucus Foundation

Washington, D.C.

This organization sponsors a number of internships with the goal of increasing the pool of black leaders in community-based programs and public service careers. Internships are offered in areas such as health policy, emerging leaders, and communications. **Interns will receive a \$3,000 stipend.** Applications are due **February 21, 2013**. For more information and to apply, visit <http://cbcfinc.org/congressional-internship-program>.

Environmental Protection Agency (EPA)

Washington, D.C. and other locations

Some internships are available to college students. Summer positions will be posted from now through the spring. Complete application information and materials can be obtained at: <http://www.epa.gov/internships/#paidepa>. You can even sign up for email updates. Note: if you are interested in interning with EPA's Office of the Administrator, **applications for Summer 2013 are due January 28, 2013**.

Ethics and Public Policy Center — Washington, D.C.

The Ethics and Public Policy Center welcomes inquiries from undergraduate and graduate students for the opportunity to intern with a program. As of the date of this publication, no deadline for Summer 2013 internships is listed. Internships with the Ethics and Public Policy are voluntary and unpaid. The internship program is designed to allow undergraduate and graduate students to gain experience in a non-profit research setting. Interns are required to secure their own housing arrangements. Submit applications By e-mail to internships@eppc.org,

See: <http://www.eppc.org/about/pageID.26/default.asp>

Federal Communications Commission (FCC) Internships

Washington, D.C.

The Federal Communications Commission offers legal and non-legal internship opportunities throughout the year. Internships provide opportunities for interested students to increase their knowledge of the issues and technologies that are shaping the telecommunications market, while at the same time providing invaluable support to the Commission. The summer program typically **offers 12-week positions in the bureaus and offices between May and September**. The summer program also incorporates weekly meetings and group activities so that the interns from the separate offices and bureaus can participate in shared experiences and tasks. For more information visit: <http://www.fcc.gov/encyclopedia/internships-available-fcc>

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FCC Internships (cont'd)

Office of Inspector General

Located in Washington DC; No deadline listed; Mostly unpaid but one is paid. See: <http://www.fcc.gov/oig/oiginternships.html>. To apply, contact:

Federal Communications Commission
Office of Inspector General
Harold Shrewsberry
445 12th Street SW
Washington, DC 20554
E-mail: Harold.Shrewsberry@fcc.gov

Federal Deposit Insurance Corporation

Washington, D.C.

This program is looking for capable and self-motivated students who are comfortable working in a professional setting with significant responsibility, possess a strong academic record, written and oral communication skills and a functional knowledge of Microsoft Outlook, Word and Excel. In addition, applicants should have a sincere interest in the fields of accounting and finance with a current GPA of at least 3.0. For more information visit:

<http://www.fdic.gov/about/dofinterns/>

Federal Energy Regulatory Commission

Washington, D.C.

This Summer Intern Program is designed to help students bridge the gap between academic achievements and the first experience in a corporate office environment. Opportunities allow students to gain valuable experience in a wide variety of fields, to include business and engineering. The program introduces students to the challenging world of energy regulation. It provides opportunity to serve the public by protecting consumers and the environment, and promoting fair and competitive energy markets that benefit the entire nation. No deadline is listed. Submit your Resume to: work@ferc.gov. For more information see: <http://www.ferc.gov/careers/student-rel/intern.asp>

Food and Drug Administration Office of Policy

Washington, D.C.

The FDA offers several different internship programs, including one in its Office of Policy. Past interns have had diverse educational interests, such as pharmacy, law, government, economics, and management. These interns have worked on congressional hearings, drug importation investigations, novel disease outbreak issues, and briefings for senior agency officials. Applications are accepted on a **rolling basis; email: FDA.Policy.Internships@fda.hhs.gov**. For more information on this and other internship opportunities at the FDA, visit: <http://www.fda.gov/AboutFDA/WorkingatFDA/FellowshipInternshipGraduateFacultyPrograms/default.htm>

HALT (Help Abolish Legal Tyranny)

Washington, D.C.

HALT is a national non-profit legal reform group working to improve America's civil legal system. Interns work on all aspects of the organization's projects, including writing and research, education, legislation and advocacy efforts. Working closely with the program staff, each intern is responsible for one major research project during the semester, contributes at least one article to HALT's quarterly newsletter and has the opportunity to participate in educational and advocacy projects. All applicants should submit a cover letter explaining their specific interest in HALT, a resume and brief (3-10 page) writing sample to: Terri Rudy Interim Executive Director, @ internship@halt.org.

See: http://www.halt.org/internship_program/

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Human Rights Campaign

Washington, D.C.

The HRC is the largest civil rights organization working to achieve equality for lesbian, gay, bisexual and transgender Americans. Applications for summer should be available in **early February** and are accepted on a rolling basis. For specific descriptions of each available internship see: <http://www.hrc.org/the-hrc-story/internships>.

Inter-American Foundation

Washington, D.C.

The Inter-American Foundation (IAF) is a federal government agency created by Congress to support the self-help efforts of people living in poverty in Latin America and the Caribbean. IAF offers semester and summer non-paid volunteer positions within the organization. Student volunteer assignments may include a variety of administrative, analytical, and research tasks, including assistance with the preparation of grant portfolio briefings, assembling and updating grant records, and conducting research for studies of special interest. Summer employment begins on **May 15**.

Applications are accepted all year long. Applicants must submit (1) the IAF Student Application Form, (2) a statement of interest essay, and (3) a resume or Optional Application for Federal Employment (OF-612) by mail or fax to:

Inter-American Foundation

901 N. Stuart Street, 10th Floor

Arlington, VA 22203

Attention: Personnel/Student Volunteer Service Program

FAX: 703-306-4369

See: <http://www.iaf.gov/index.aspx?page=17>

Leadership Conference on Civil Rights

Washington, D.C.

The Leadership Conference and The Education Fund offer a substantive, fast-paced internship program designed to give undergraduate and graduate students interested in civil and human rights, public service, advocacy, journalism and online communications, real-world work experience in the policy arena. The program provides interns the chance to increase their knowledge and awareness of civil and human rights issues, enhance their understanding of coalition politics, and observe the legislative process of our federal government. A summer internship runs from May 30 to Sept. 1, with the **application deadline April 14, 2013**. Unpaid, but need-based scholarships are available. For more information see:

<http://www.civilrights.org/about/internships/>

National Labor Relations Board

Washington, D.C. and other locations

The NLRB offers several exciting and challenging opportunities for students, at its Washington, D.C. headquarters, and at its field offices. For more info contact the NLRB at (202) 273-3980 or go to: <http://www.nlr.gov/who-we-are/careers/job-descriptions-and-listings/student-positions-law-non-legal>.

Sierra Club

San Francisco, CA or Washington, D.C.

With over 1.4 million members, the Sierra Club is one of the nation's largest grassroots conservation organizations. There is no deadline, so **apply early**. Internships are unpaid, but academic credit may be a possibility. See: <http://www.sierraclub.org/careers/internships/>.

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National Women's Law Center

Washington, D.C.

For 35 years, the National Women's Law Center (NWLC) has expanded possibilities for women and girls in the United States. NWLC uses the law in all its forms to protect and advance the progress of women and girls at work, in school, and in virtually every aspect of their lives. NWLC takes on the issues that cut to the core of women's and girls' lives in education, employment, family economic security, and health, with special priority given to the needs of low-income women and their families.

If applying for an internship position, please include a cover letter indicating what program area you are interested in, when you are available to intern (Spring, Summer or Fall), and how many hours per week you can intern. A full application includes a cover letter, resume, transcript, a 5-10 page writing sample, and contact information for three references. Please submit your complete application to humanresources@nwlc.org; see also: <http://www.nwlc.org/jobs>.

Overseas Private Investment Corporation Internship

Washington, D.C.

Summer internships are unpaid (academic credit may be earned). Applications for summer are not yet available but should be posted in January. In the past, OPIC has accepted 30 interns for the summer. See <http://www.opic.gov/careers/internship/general>.

Student Conservation Association Internships

All over US

Each year the SCA places over 2,000 interns in a diverse array of businesses, public land agencies and non-profit organizations throughout the U.S. For more information on the wide variety of opportunities through the SCA, go to: <http://www.thesca.org/serve/internships>.

U.S. Agency for International Development Internships

Washington, D.C.

Some internships are paid, while others unpaid. Minimum GPA requirements are 2.0 – 3.0. According to the website, the office has a variety of programs, including a limited number of paid internships, plus volunteer internship positions and fellowships, which allow students to participate in projects concerning U.S. foreign policy. Positions can be overseas or in Washington D.C. For more information about internship opportunities at USAID, visit <http://www.usaid.gov/work-usaid/careers/hiring-mechanisms/student-internships>

USAID's Africa Bureau expects to have a limited number of Summer 2013 internships available in a few of our overseas missions in sub-Saharan Africa as well as in Washington, D.C. This is an excellent opportunity for outstanding students interested in pursuing careers in international development. In sub-Saharan Africa, USAID works to help build sustained and well-governed states that respond to the needs of their people, reduce widespread poverty, and conduct themselves responsibly in the international system. Interns will have the opportunity to contribute to USAID's work in Africa while learning valuable lessons about international development and working closely with our staff members. The work assigned to an intern in most office divisions includes research, writing program memoranda, drafting documents, facilitating meetings and special events, attending program discussions in the Agency and at the Department of State, and communicating on program issues for USAID field Missions abroad. **Applications are due January 31, 2013.** For more information or **to apply, go here:** <http://www.usaid.gov/node/10546>.

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U.S. Department of Education

Washington, D.C.

The Department of Education Intern Program seeks to provide students with an experience that exposes them to government and federal education policy while providing students with meaningful responsibilities. Applicants for the ED Intern program will be accepted throughout the year on a rolling application schedule. Applications need to be received at a minimum of a month before the proposed start date to be considered, however, it is highly recommended that applications are submitted much further in advance due to high demand for spots in the program (especially during the summer season). No application will be considered complete until three items are received by ED: a cover letter; an up to date resume; and a copy of the intern application (located on the website below). For more information and to obtain a copy of the application, go to: <http://www.ed.gov/students/prep/job/intern/index.html>. Questions? Send an email to **StudentInterns@ed.gov**.

U.S. Department of Energy Office of General Counsel Intern

Washington, D.C.

The Department of Energy's Office of the General Counsel Undergraduate Intern Program offers an exciting opportunity for college students to gain firsthand exposure to cutting-edge issues in energy law and policy. Interns will have an opportunity to attend meetings, observe hearings, and learn first-hand about the work of DOE and the Office of the General Counsel. Interns can expect work assignments concerning an array of energy related issues, such as energy efficiency enforcement, implementation of energy law, renewable technologies, and increasing transparency, accountability and efficiency within the DOE. Washington, DC. Applications are due **February 1, 2013 and should be emailed to:** gcintern@hq.doe.gov. For information see: <http://energy.gov/gc/general-counsel-undergraduate-intern-program>.

US Department of Health and Human Services Office of Inspector General — Chicago, IL, Washington, D.C. and other locations

Over 70 locations including **Chicago**. Can intern in Investigations, Computer Forensics, or Mission Support; No listed deadline but at least 1 month before you wish to start, would probably want to get the application in even earlier. Requirement of GPA 3.0 or higher. Applications may be emailed to: OI.Internships@oig.hhs.gov. For more information, go to <https://oig.hhs.gov/faqs/student-diversity-volunteer-internship-program-faq.asp>

US Department of Homeland Security Federal Law Enforcement Training Center — Various Locations

The FLETC College Intern program provides a unique opportunity for college students majoring in Criminal Justice, Criminology, or a related field of study from across the country, to participate in a Federal Law Enforcement training environment. Each year, three intern sessions lasting twelve (12) weeks, are conducted at the FLETC, exposing selected interns to world-class training, broadening their horizons and helping to develop a foundation for a career in federal law enforcement. **The Summer 2013 application period runs from January 14, 2013-February 1, 2013**, with the summer program running from **May 13 – August 2, 2013**. For more information see: <http://www.fletc.gov/student-information/college-intern-program>

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US Department of Housing and Urban Development (HUD) Washington, D.C.

Student Temporary Employment Program (STEP) hires students to work in the Department for temporary/summer positions. Students work flexible work schedules, and are from all educational levels. Work assignments may be, but are not required to be, related to your academic field of study. See: <http://www.hud.gov/offices/adm/jobs/internship.cfm>

U.S. Department of Justice

Washington, D.C.

Community Relations Service

The Director of the Community Relations Service at the U.S Department of Justice offers a **paid** summer internship at CRS' national headquarters in Washington, DC. The Director's Internship Program will be an opportunity for an undergraduate or graduate student to work directly with the Director and to gain substantial experience working in a federal agency. Many field offices including Chicago. Applicants must have a 3.0 or higher GPA and have completed their junior year in college. Applications are due **March 15, 2013**. See: <http://www.justice.gov/crs/crsinternship.htm>

Office of Legislative Affairs

Students with an interest in law, government, and public service are encouraged to apply. A position as a legislative intern provides an excellent opportunity for learning about the interplay between the U.S. Department of Justice and the Congress. Please apply by forwarding a cover letter, resume, and a writing sample of approximately 10 pages or less to:

By Mail: OLA Intern Coordinator, Office of Legislative Affairs

U.S. Department of Justice
950 Pennsylvania Avenue, NW
Room 1145

Washington, D.C. 20530

By Fax: (202) 305-2643

By Email: OLAinternship@usdoj.gov

For more information, go to: <http://www.justice.gov/oipl/internopportunities.htm>

U.S. Department of the Treasury

Washington, D.C.

Departmental Offices (headquarters) of the Department of the Treasury is now accepting applications for the **2013 Summer Volunteer Internship Program**. During the internship, students will have the opportunity to witness and contribute to the Department of the Treasury's mission of "managing the U.S. Government's finances effectively, promoting economic growth and stability, and ensuring the safety, soundness, and security of the U.S. and international financial systems." For more information and to apply, go here: **Applications are due by March 1, 2013**. Because **decisions** will be made on a **rolling basis** so interested candidates are encouraged to **apply as early as possible**. Candidates will be contacted directly for interviews. For more information and to apply, go to: <https://www.usajobs.gov/GetJob/ViewDetails/332672700>, **Job Announcement Number:2013-DO-VS-002**.

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U.S. Equal Employment Opportunity Commission

Washington, D.C. and Chicago

Internships at EEOC are designed to provide high school, college, graduate and law students with the opportunity to gain hands on experience working on challenging projects and/or cases involving issues of federal anti-discrimination law. Interns work closely with experienced attorneys and specialists on a variety of diverse assignments. The EEOC encourages students of all majors to apply as our internship allows students to explore career fields in public service while gaining superior work experience. Internships are **unpaid and last eight to ten weeks**. Applications are accepted on a rolling basis, though applying several months in advance is recommended. Go to **page 8 of this newsletter for information about summer internship opportunities with the Chicago District Office**. For general information see: <http://www.eeoc.gov/eeoc/jobs/internships.cfm>

U.S. House of Representatives/U.S. Senate

Washington, D.C. or Illinois Offices

A Congressional internship offers a unique opportunity to witness and experience first-hand the legislative process as well as assist in helping your representative or senator represent the citizens of Illinois. Interested applicants should also contact the office of their representative to inquire about internships. To find your representative's contact info, go to: <https://writerep.house.gov/writerep/welcome.shtml>. See also internship information and applications for U.S. Senator Richard Durbin, <http://durbin.senate.gov/public/index.cfm/internships-in-illinois>; U.S. Senator Mark Kirk, <http://kirk.senate.gov/?p=internships>. **Senator Durbin has listed deadlines of February 7, 2013 for D.C. internships and February 28, 2013 for Illinois internships**. Senator Kirk's website does not provide deadlines.

U.S. Immigration and Customs Enforcement

Washington, D.C. and other locations

According to the website: "ICE is actively seeking talented students interested in pursuing a non-paid internship through our Student Volunteer Program. The position is being offered within numerous field offices nation wide. Selected students will be eligible to earn college credits, valuable on the job experience, and an opportunity to explore the exciting career paths offered within ICE. Please contact the Office of the Chief Diversity Officer to determine availability in your local area. See: <http://www.ice.gov/careers/internships/#svp>

U.S. Securities and Exchange Commission

Washington, D.C. and Chicago

The Summer Honors College Program is a 10-week long internship that introduces undergraduate students pursuing degrees in such areas as accounting, economics, finance, human resource management and information technology/information security, among others, to the regulation of the securities markets and the work of the Commission. Applicants must be a U.S. citizen with at least a 3.0 GPA. Furthermore, The SEC seeks applicants with high academic qualifications and preferably some knowledge of or a significant interest in the securities industry. The SEC hires about 55-60 college students nationwide. **Applications for Summer 2013 Internships are due February 8, 2013. Because applications are reviewed on a rolling basis, interested applicants are encouraged to apply early**. See: <http://www.sec.gov/jobs/shcpfaq.htm>

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U.S. Trade Representative

Washington, D.C.

Students are required to submit a cover letter and resume. The cover letter must state the dates of availability and the approximate number of hours per week you can work. Also in your cover letter, briefly state the reason for applying and your expectations from an internship with USTR. A detailed writing sample may be required at a later date. APPLICATION MUST BE SUBMITTED VIA E-MAIL TO ustr_hr@ustr.eop.gov or faxed to 202-395-967. Applications for summer are due **March 15, 2013.**

<http://www.ustr.gov/about-us/human-resources/employment/student-internship-program>

U.S. Trade and Development Agency

Washington, D.C.

The U.S. Trade and Development Agency accepts student internship applications on a rolling basis to fill positions in the regional programs of East Asia, South East Asia, Sub Sahara Africa, Latin America, and Middle East-North Africa, as well as in our Congressional and Public Affairs, Grants and our Economic/Evaluations offices. All internships take place in our office located in Arlington, Virginia and are available year-round to students who are U.S. citizens and who are currently enrolled in an undergraduate or post graduate program with a focus on international business, trade, or finance; economics; public relations or communications. All internships are **unpaid**. All student interns are eligible for mass transit subsidy. A security clearance is required and will be sponsored by USTDA. USTDA requests a **40 hour work week for a 12 week period during the summer. The application deadline is January 15, 2013.** For more information, go to: <http://www.ustda.gov/about/internships.asp>. To apply, please submit a resume, letter of recommendation, unofficial transcript, and a cover letter indicating the area of assignment preference and dates of availability to Carolyn Hum at chum@ustda.gov.

White House Internship Program

Washington, D.C.

See more information on **page 2** of this newsletter. **Applications** for the **Summer 2013** program are already posted and are **due January 27!** See: <http://www.whitehouse.gov/about/internships/>

If any of the above-listed opportunities sound interesting, DO NOT DELAY — APPLY NOW!! Remember: This is not intended to be your only resource. We encourage you to do your own research into internships by networking, searching the internet, calling places, etc. You never know what you might find.

