

internships by field



CAREER  
DEVELOPMENT

Welcome to the Internship Resources Booklet. Here, you will find internships, fellowships, and programs for the most popular majors pursued by Macaulay students.

Opportunities included here are for the convenience of students and alumni only. Macaulay Honors College has no affiliation with these employers and can make no representation or guarantees concerning positions listed. Macaulay Honors College is not responsible for safety, wages, working conditions, or other aspects of employment.

It is the responsibility of the student or alumnus to take all necessary precautions when interviewing for or accepting a position. We strongly encourage you to check individual company websites, as well as career research sites such as Indeed, Glassdoor, LinkedIn, and Vault to read reviews and verify internship details as position specifics can change year to year.

If you have any questions or comments related to career opportunities, please email Gianina Chrisman at [gianina.chrisman@mhc.cuny.edu](mailto:gianina.chrisman@mhc.cuny.edu).

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# accounting, business, and finance

The following internships and programs are suited for anyone interested in pursuing accounting, business, and finance. For more information about industry positions, please refer to the addendum at the end.

Keep in mind that most companies within these fields recruit from early to mid-August to October for the following summer. Although some applications have January deadlines, we strongly encourage you to apply as soon as the applications open, as most are rolling and have the majority of spots filled before January.

## **BANK OF AMERICA**

Here at Bank of America, we're defined and united by a common purpose: to make opportunity possible for customers and clients at every stage of their financial lives. So every day, we strive to provide value, convenience, expertise and innovation to the individuals, businesses and institutional investors we serve around the world.

### **Business Analyst Technology Intern**

*Paid*

The Technology Intern Program is a 10-week summer intern program that begins with an orientation event that provides overviews of the organization, intern experience as well as networking opportunities. Our Business Analysts are called upon to: gather, analyze, and document business and system requirements; act as the liaison between business partners and software development teams; translate business requirements into technical requirements; coordinate the process of analyzing functional specifications, use cases, process flows and user interface requirements; ensure that systems and applications support and conform to business needs and specifications; and collaborate with software testers to develop valid test plans and test scripts.

### **Corporate Audit Intern**

*Paid*

Corporate Audit maintains robust processes for reviewing risk and controls throughout the Corporation. The audit plan for the company is developed based upon the risk profile of the Company and reviewed on a quarterly basis. The audit planning process includes considerations around strategic, market, credit, liquidity, compliance and operational risk.

We seek applicants who have a desire to adapt and learn the multiple businesses within Bank of America. As an intern, you will work on an audit team and learn the processes of Bank of America. Teammates in this program will build a valuable network with other interns in Audit and throughout Bank of America as part of the Global Campus program.

### **Finance Management Associate Intern**

*Paid*

Are you interested in a finance internship that focuses on experiential learning, training, and networking opportunities? Our finance intern program provides students with the opportunity to expand upon their academic foundation—specifically their technical skills, their knowledge of the industry and their familiarity with a corporate environment. This program will introduce the students to Bank of America, the Chief Financial Officer Group, which includes Corporate Accounting, Corporate Finance, and Corporate Treasury, and the Finance Management Associate Program.

### **Global Banking & Markets Sophomore Summer Program**

*Paid*

Are you a Sophomore eager to kick start a career in banking and markets? This program offers you the unique opportunity to gain early insight into our leading Investment Banking and Sales and Trading businesses. As a Sophomore summer analyst, you will be supported with extensive training and exposure to our most experienced leaders throughout the program. Your role during the internship will provide you with a valuable analytical based work experience focused on the financial markets that will give you true insight into life as an investment banker or markets professional and a strong platform to launch your career. You will also have the support of a mentor and buddy who can help you navigate the workplace and ensure you are best positioned for success.

## **BLACKROCK**

BlackRock's business is investing, and we are committed to making a difference in the lives of the parents and grandparents, the doctors and teachers who entrust us with their savings. That's why BlackRock works only for our clients—period. That's why we have built our world-class capabilities around our clients' greatest needs. And that's why we have embraced a new standard of fact-based investing that is used by many of the world's biggest companies and investors in these challenging times.

## **Analyst Program**

The Analyst Program is a global program designed to acclimate and train new college graduates joining the firm for a long-term career with BlackRock. New hires begin their careers as analysts and take part in a two-week orientation in New York to build a common knowledge base, prepare for their role at BlackRock and create a global peer network. Analysts hear from experts on a variety of topics including business fundamentals, company culture, strategic priorities and leadership principles. They also participate in activities to foster team building, professionalism and best practices. Once the orientation concludes, BlackRock provides ongoing training and professional development throughout the first two years of the program.

## **Summer Analyst Program**

Our 10-week Summer Analyst Program is designed to provide students a challenging, meaningful and supportive internship experience that replicates as closely as possible the experience of being a full-time BlackRock analyst. Intern orientation offers a thorough overview of the firm and includes a speaker series featuring many of BlackRock's senior leaders. Following orientation, interns receive on-the-job training and are given day-to-day responsibilities to contribute to assigned teams throughout the summer. The program also includes a team portfolio challenge, innovation challenge (hackathon), mentoring, and networking opportunities. BlackRock invites our most successful summer interns back to join our Analyst Program for a full-time position.

## **BLACKSTONE**

Our investments are designed to preserve and grow our limited partners' capital, provide financial security for millions of retirees, sovereign wealth funds, and other institutional and individual investors, and contribute to overall economic growth.

Blackstone is one of the world's leading investment firms. We seek to create positive economic impact and long-term value for our investors, the companies we invest in, and the communities in which we work. We do this by using extraordinary people and flexible capital to help companies solve problems.

## **Chief Financial Office Summer Internship**

*Paid*

The Blackstone Finance team provides analyses for the firm's senior leaders to assist them in making strategic business decisions, in addition to maintaining the books and records of the firm and its funds and financial controls. Interns will have the opportunity to focus on a particular area within the Chief Financial Office such as financial planning and analysis, Audit, Business finance, Treasury and Affiliated investor reporting.

## **BLOOMBERG L.P.**

Bloomberg, the global business and financial information and news leader, gives influential decision makers a critical edge by connecting them to a dynamic network of information, people and ideas. The company's strength delivering data, news and analytics through innovative technology, quickly and accurately is at the core of the Bloomberg Professional service, which provides real time financial information to more than 315,000 subscribers globally.

## **Corporate Functions Internships**

*Paid*

Global Technical Support (GTEC) provides support for the Bloomberg Professional service (the Terminal) and other Bloomberg products—addressing software, hardware, biometric security and networking challenges. 24/7. Global Customer Support (GCUS) gives our global clients live customer service and general assistance. We train our GTEC and GCUS interns to solve problems for clients, and give them the tools to do it. Corporate Functions internships include positions within Human Resources, Marketing, and Finance.

## **Financial Products Internships**

*Paid*

If the worlds of finance, news and technology excite you, this program is for you. You'll get to work with our Sales and Analytics departments, which directly support our Terminal customers. We'll pair you with a mentor, and after training in the financial markets and our analytical solutions, you'll speak directly with customers—from answering their questions to promoting product features. And, you might even help to pursue new business. You'll also work with other interns on various Sales and Analytics projects, meet plenty of leaders and attend countless networking events.

## **Bloomberg Analytics Boot Camp**

If you're an undergrad interested in a career in finance and technology, this program is your chance to spend a week in one of the world's fastest-paced business environments, learning the basics of the Bloomberg Terminal, networking and participating in group projects. You'll emerge with a deeper understanding of topics like fixed income and equity fundamentals, interest rates and derivatives. Do well, and you may get to interview for a summer internship.

## **Bloomberg New Energy Finance (BNEF)**

*Paid*

The 12-week BNEF program is for undergrads and postgrads who are interested in renewable and clean energy investments. In this program, your ability to process information and solve problems—independently and in teams—is as important to us as your academic background. You'll receive training in the Bloomberg Professional service and gain business exposure along with your fellow Bloomberg

interns, and then you'll join one of our clean-energy or carbon-focused teams.

### **Global Data Internships**

*Paid*

Our program gives you a first-hand look at our business areas, including the products we offer, and expands your knowledge of the financial and data markets. You'll be given immediate responsibility—helping to source, update and maintain data for designated market areas, including fixed income, equities, commodities, derivatives, pricing, foreign exchange (FX), economics statistics, funds and energy.

### **CREDIT SUISSE**

Founded in 1856, we have a global reach with operations in over 50 countries and employ 48,200 employees from over 150 different nations. We aim to be a leading private bank and wealth manager with distinctive investment banking capabilities. We take a balanced approach in order to capture the wealth management opportunities in emerging markets, the largest of which is in the Asia Pacific region, while also serving our key developed markets with an emphasis on our home market of Switzerland.

### **Asset Management Quantitative Program**

The Alternative Liquid Trading Strategies (ALTS) team provides liquid alternative investment solutions to a broad range of clients. ALTS forecasts risk and return across asset classes and leverages Credit Suisse's fundamental understanding of hedge fund strategies. This ten-week program is designed to offer an in-depth perspective of the ALTS business. During the course of the summer, Associates will work with Senior Researchers and Portfolio Managers on a combination of projects that seek to enhance the team's investment process. Research projects may include performing quantitative analysis of trading strategies and portfolios, testing investment ideas, developing risk and return forecasting models, and working on special projects and assignments.

### **Investment Banking Analyst Internship**

Fresh thinking and creative solutions to some of the most complex business problems are what goes on within Investment Banking at Credit Suisse. You'll learn how to put our expertise to work in some of the most intricate and challenging mergers, acquisitions, financings and restructurings in the world. Our Analyst program allows you to: train in a comprehensive nine week program in our New York office; gain an understanding of market data and technical skills; learn corporate valuation, accounting and modelling from some of the industry's top professionals; apply what you've learned by making final case study presentations to Credit Suisse senior bankers, simulating the experience of pitching to a company's board of directors; learn from the experience of our highly regarded in-house professionals who apply industry knowledge to our Credit Suisse environment.

### **Finance Analyst Internship**

As part of Shared Services, our Finance team is here to support the bank in its growth plans. Its remit is to act as a guardian of the bank's financial franchise. There are a number of specialist groups within the Finance team, which include: Financial Accounting, Group Controlling, Group Insurance, Investor Relations, New Business, Product Control, Strategic Process Change, Tax and Treasury. Our Analyst program allows you to: train in a comprehensive ten week program; develop specialist knowledge while enjoying a firm-wide perspective; learn how to deliver reliable and transparent information to our stakeholders and how to optimize the use of financial resources; apply what you've learned by making final team project presentations to Credit Suisse senior management; network and build relationships across a global organization.

### **Quantitative Summer Institute Program**

The Quantitative Summer Institute Program is a unique learning opportunity within the Equity and Fixed Income divisions. It is a tailored program that combines classroom and workshop sessions with quantitative project assignments. You'll be responsible for projects and tasks that matter to the business as you grow in knowledge, skills and confidence. The program features five weeks of training classes and five weeks of individual projects, formal mentoring, and events.

### **DELOITTE LLP**

Deloitte subsidiaries rank among the nation's leading professional services firms in audit, advisory, tax, and consulting services across more than 20 industries. Known as an employer of choice for innovative human resources programs, Deloitte is dedicated to helping clients and people excel.

### **Discover Internship**

*Paid*

The Discovery internship is designed to expose sophomore level summer interns to two different client service businesses at Deloitte. Interns will spend four weeks in each business. You'll gain real-world experience working as a rotational intern working in two different client service businesses (Audit, Advisory, or Tax). Throughout the internship there are ongoing learning events such as a lunch and learns, industry/service line spotlights, and regularly scheduled training offerings designed to help our interns develop technical and client service skills. Discovery interns are also invited to a three-day National Intern Conference at Deloitte University during the summer months. Each intern is assigned a mentorship team, including a counselor and onboarding advisor, to help offer guidance throughout the experience.

### **Internal Services Internship**

*Paid*

You'll gain real-world experience working on meaningful projects in one of our Internal Services such as Operations, Talent, Technology, Marketing and Communications. In

addition, throughout the internship there are ongoing learning events such as lunch and learns, industry/service line spotlights, and regularly scheduled training offerings designed to help our interns develop technical and leadership skills. As an Internal Services intern, you'll be guided by coaches and mentors who can help you to learn more about Deloitte and your opportunities.

### **ELLIOTT DAVIS DECOSIMO**

Elliott Davis Decosimo ranks among the top 30 accounting firms in the U.S. With 16 offices across seven states, we provide comprehensive assurance, tax and consulting solutions to diverse businesses, organizations and individuals.

#### **ENVISION Internship**

*Paid*

ENVISION is an internship designed to give you an opportunity to explore potential career paths within Elliott Davis Decosimo and obtain valuable work experience in the public accounting field. During the internship, interns will work on real tax and audit clients, complete an intern project, contribute to the community, and participate in leadership development activities. Interns get a firsthand look at what it is like to be an audit or tax staff.

### **ERNST & YOUNG**

At EY, we are committed to building a better working world—with increased trust and confidence in business, sustainable growth, development of talent in all its forms, and greater collaboration.

#### **Summer Internships**

An internship at EY is a great way to apply what you've learned in school, test the waters of the professional world and build a strong foundation for achieving your career goals. Your first week will be dedicated to orientation and training. We'll equip you with the essentials through a series of learning exercises including on-the-job training, coaching and technology training. You'll also receive functional and technical instruction related to one of our core practices: Assurance, Advisory, Tax and Transaction Advisory Services. Our intern assignments are as varied as our business. You'll gain exposure to a variety of clients and industry sectors. At EY's annual International Intern Leadership Conference, you'll network with peers and our professionals from around the world and meet EY leaders, gaining insights into our strategy and vision. In addition, you'll develop skills through professional workshops and teambuilding activities and gain a clear understanding of the scope and range of possibilities that EY offers.

### **EVERCORE**

Evercore is a premier independent investment banking advisory firm. Today, we serve a prominent and diverse set of clients and investors, including leading multinational

corporations, large institutional investors and financial sponsors, and high net worth individuals.

#### **Summer Analyst and Summer Associate Programs**

*Paid*

The Evercore Summer Program is a 10-week program (including one week of training) designed to provide highly motivated undergraduates and MBAs with a representative experience in investment banking. As part of the program, interns will work on a variety of assignments across industries including: acquisitions, restructurings, recapitalizations, divestitures, partnerships and joint ventures. Interns will be responsible for preparing for and attending client meetings, financial modeling, industry analysis, due diligence and process management and execution of transactions. The Evercore internship program is a great way to gain transaction experience as well as get hired full time--the firm sources a majority of its junior hires from its internship program. Evercore has a very high yield on offers extended, and practically every summer intern accepts their full-time offer to join the firm.

### **GOLDMAN SACHS**

The Goldman Sachs Group, Inc. is a leading global investment banking, securities and investment management firm that provides a wide range of financial services to a substantial and diversified client base that includes corporations, financial institutions, governments and individuals. Founded in 1869, the firm is headquartered in New York and maintains offices in all major financial centers around the world.

#### **Summer Analyst Internship**

A Goldman Sachs internship gives you a unique opportunity to learn about the finance industry by working side by side with the experts. Our interns don't learn by watching, they learn by getting involved in real projects. This is a ten-week program designed to fully immerse you in the day-to-day activities of one of our divisions. The program starts with an orientation where you'll learn about our culture, as well as the benefits and responsibilities of being a member of Goldman Sachs. You will also receive division-specific training designed to help you succeed in your division. After training, you will receive real responsibilities to give you a sense of what you would be doing, day to day, as a full-time Goldman Sachs employee. Along with fellow interns, you will work alongside leaders within our industry. Successful Summer Analysts may be invited back to join our New Analyst program in a full time position.

#### **New Analyst Program**

As a new analyst, you will learn about our businesses, develop important relationships, and build career-enhancing skills. This program is open to final year undergraduate and graduate level students from any field of study, and is ideally suited to those with little or no work experience. While

your discipline or major is not important, we're looking for students with an outstanding record of academic achievement and an interest in the financial markets. We provide our new analysts with the tools necessary for professional growth and career advancement. Upon joining the firm you will receive formal training followed by division-specific or department-specific training. You will gain the skills and knowledge necessary to support our businesses, and you will have unlimited access to the training and guidance to help you prepare for the next level.

## HSBC

Founded in 1865 to finance trade between Asia and the West, today HSBC is one of the world's largest banking and financial services organisations serving more than 47 million customers. Our aim is to be acknowledged as the world's leading international bank.

### Banking Internship

This 10-week internship offers penultimate-year degree students exposure to projects in a fast-paced investment banking environment, preparing you for a successful banking career with international opportunities. An induction will give you an overview of HSBC, our business and culture, and how Global Banking fits into the overall structure. After this, your placement will provide you with a combination of practical experience and classroom training. This will help you to develop your technical skills and give you a detailed insight into our markets. You'll be assigned a mentor and a buddy to share ideas with and who you can call on for advice. Perform well during the internship and you could secure a place on our Banking Global Graduate Programme—the next stage on the journey to becoming a successful investment banking analyst.

### Global Research Internship

This 10-week internship gives penultimate-year degree students a solid grounding in Global Research. By gaining an understanding of different research methodologies, and honing your analytical and communication skills, you have the ideal preparation for a successful international career as an analyst in investment banking. At the beginning of your internship, you'll have a detailed induction, after which you'll complete a nine-week placement where you'll learn about our macro, sector and company-scaled research and our strength in emerging markets and climate change. Throughout your internship, you'll be involved in projects and transactions. You'll be learning from specialised research analysts and economists, gaining a detailed insight into HSBC's strengths in the financial services industry.

### Markets Internship

This 10-week internship offers penultimate-year degree students experience of Sales or Trading within Markets, with a view to developing a successful international career

in investment banking. Markets at HSBC provides sales and trading services to a range of clients worldwide, including the world's central banks, government agencies, international corporations, financial institutions and hedge fund managers. After your IT and technical training, you'll complete a nine-week placement in either sales or trading. In sales, you'll learn about developing and nurturing relationships with customers, communicating general market views and specific investment solutions. In trading, the focus will be on helping with orders for customers and keeping them updated with news and order flows, as well as communicating information to sales.

## J.P. MORGAN

J.P. Morgan is a global leader in financial services, offering solutions to the world's most important corporations, governments and institutions in more than 100 countries. The Firm and its Foundation give approximately US\$200 million annually to nonprofit organizations around the world. We also lead volunteer service activities for employees in local communities by utilizing our many resources, including those that stem from access to capital, economies of scale, global reach and expertise.

### Audit Analyst Program

In our Audit Program, you'll learn to identify and analyze business and technology risks, and evaluate and recommend improvements to the firm's control environment. You'll gain experience working across businesses and with teams and management. Analysts work as either business or technology auditors in this 10-week program. Your experiences may range from analyzing inherent business risks and testing controls to reviewing digital technologies and evaluating information security. You'll begin the program with a week of core-audit and soft-skills training, including communication and Excel best practices. Over the course of the summer, you'll learn about the firm's lines of business via virtual trainings. Interns who successfully complete the program may receive offers of full-time employment.

### Finance Analyst Development Program

You'll spend 10 weeks working on critical initiatives for executives, supporting public filings and learning what it takes to close the books for the month or quarter. Because finance is ingrained in each of our businesses, you'll gain exposure across the firm. You'll spend the summer working with a team on various initiatives that drive key business results such as: preparing external reporting requirements, conducting internal and external data gathering, analysis, financial budgeting or forecasting. You'll then have access to various senior executives via our speaker events, mentors and training throughout the summer to increase your technical and soft skills. Top performing Analysts receive full-time employment offers.

### **Chase Leadership Development Program**

In this program you'll learn about the Chase business, our products, services and customers. Over the course of 10 weeks, you'll specialize in one of three tracks: Analytics, Marketing and Product Development, or Risk Management. You'll build skills translating data into business opportunities, helping to acquire new customers or enhancing our risk and controls framework. Additionally, you'll benefit from one-on-one coaching, networking events, and our speaker series. Your work may include analyzing consumer insights and behaviors, providing financial reporting, developing complex models, creating a social media strategy, assessing campaign performance, or reviewing data and metrics. High performing interns who successfully complete the program may receive full-time offers with the bank.

### **Global Investment Management Analyst Program**

Through Asset Management's Global Investment Management program, you'll analyze and develop investment strategies for retail and institutional clients. You may serve in a product role specializing in investing, or a distributions role focusing on delivering client solutions. You'll work with client portfolio managers, traders, research analysts, marketers and client advisors to analyze and execute investments strategies across asset classes - equities, fixed income, multi-asset solutions, real assets, hedge funds and private equity. As the summer progresses, you'll attend senior speaker events and skills-building workshops and enjoy networking opportunities. Interns who successfully complete the program may receive an offer for full-time employment.

### **Human Resources Analyst Development Program**

Experience the breadth of human resources strategies at one of the world's largest financial services firm in this 10-week program. You'll help drive the firm's programs for our 240,000 employees. Your responsibilities will include shaping policies, motivating staff and identifying talent. You'll develop core skills that can be applied across the firm, as you build a powerful network. You'll work on compensation, recruiting, talent and development, and employee relations projects. Your tasks might include organizing speaker events and collaborating on succession plans. Interns may receive full-time employment offers.

### **Risk Management Analyst Program**

Risk management is critical to every aspect of our businesses from developing trading models to structuring financing for M&A transactions. You will mitigate and manage risk, and maintain transparency with management, clients, regulators and shareholders. In this ten-week program, you'll be placed on our Credit, Country or Market Risk teams. You'll help build critical capabilities that allow the firm to manage any kind of market. You'll actively contribute to deals, such as M&A and financing transactions, and participate in all other aspects of client credit management. Over the course of the program,

you'll have the opportunity to hear from and meet senior leaders and network with colleagues and mentors. Top performers may receive a full-time offer upon successfully completing the program.

### **KPMG**

KPMG provides Audit, Tax and Advisory services and insights to help a wide range of organizations succeed in today's dynamic and challenging business environments. As one team, we turn knowledge into value for the benefit of our clients, our people and the capital markets.

### **Build Your Own Internship Program**

*Paid*

With KPMG's Build Your Own Internship (BYOIP) program, you can intern with KPMG in two practices chosen from Audit, Tax or Advisory. One practice provides your "core" experience. The other provides your "developmental" experience in which you'll work on a variety of client engagements. BYOIP lets you explore their options while being exposed to multiple practices early in their career. It also offers great networking opportunities with employees, clients and firm leadership. And as a BYOIP intern, you'll have a performance manager who will help you set goals, provide feedback and guide you during your internship and a mentor to answer your day-to-day questions.

### **Global Internship Program**

*Paid*

GIP internships begin in the U.S. at a KPMG office location. Next, it's four weeks on assignment working with international teams on major client accounts. KPMG covers the cost of visas, air travel, location transportation and lodging. We'll place you in a centrally located apartment or hotel. We arrange short-term medical insurance, safety briefings, local area orientations and driving lessons (if needed). Our network of Global Mobility and Human Resources professionals is always there to guide you on logistics, and your host performance manager/mentor will help you achieve your personal and professional internship goals. We'll even connect you with U.S. employees who are on assignment in your host city.

### **MORGAN STANLEY**

Founded in New York City in 1935, Morgan Stanley has evolved into one of the world's foremost financial institutions, with more than 55,000 employees in 43 countries. We offer our clients the personalized attention and service of a boutique, the intelligence and creativity of the brightest professionals in the industry and the global resources of Morgan Stanley.

### **Commodities Summer Analyst**

The Sales & Trading Commodities Summer Analyst Program lasts 10 weeks, beginning with one week of Firmwide classroom training, followed by desk placements across the

Commodities trading floor in Westchester, N.Y. The Program features scheduled weekly meetings with business and desk heads, with an emphasis on introducing Summer Analysts to the broad base of commodities markets in which the Commodities Division is active. Throughout the Program, Summer Analysts receive continued training on the job and exposure, allowing them to acquire an in-depth understanding of the role of a Full-time Analyst, Individual mentors will be assigned. Projects will be presented to the group at the end of the rotation.

### **Compliance Summer Analyst**

The Compliance Summer Analyst Program is a 10-week direct placement program that begins in June. The curriculum includes an orientation to the Firm, senior management speaker seminars, a group project, and social and networking events to build Summer Analysts' professional networks. The Program also includes peer and senior mentors, and community service events. Specific responsibilities may include: participating in compliance risk assessments and analysis of the compliance environment and controls for a line of business; conducting monitoring and surveillance of transactions; analyzing regulations, rules and various proposals; drafting and coordinating regulatory updates and compliance bulletins; reviewing and drafting policies, procedures and compliance manuals; conducting due diligence (financial crimes concerns) reviews of clients during the account opening process.

### **Freshmen Enhancement Program**

This 10-week program provides exposure to a myriad of career possibilities within our Institutional Securities Group divisions. Program participants are staffed on day to day projects and provided real exposure to the business to gain an understanding of the role of an analyst.

### **Equity Research Full-time Junior Associate**

As a Junior Associate, you will work within a sector team within Equity Research. The Program runs for two to three years, during which time you will work on a team collaborating with a lead Analyst. The Junior Associate Program begins with a five-week training and development curriculum, including course work in financial statement analysis, corporate finance and financial modeling in Excel, and a customized series of seminars presented by experienced members of the department. You will participate in training and study sessions to prepare you for the Series 7, 63, 86 and 87 exams. Along with formal training, you will be assigned a mentor. Responsibilities include: analyze a specific industry, the companies within a sector, and prepare materials for a specific audience; analyze industry data to develop an industry-specific vision; update and create financial models on the companies and industry you follow; analyze emerging trends in an industry or macro-economy; assess relative stock valuations and review findings with your team, and with internal and external clients.

## **PRICEWATERHOUSECOOPERS**

PwC provides industry-focused Assurance, Tax, and Advisory services to build public trust and enhance value for our clients and our stakeholders. More than 208,000 people in 157 countries across our network share their thinking, experience, and solutions to develop fresh perspectives and practical advice.

### **Advance Internships**

#### *Paid*

With over 90% of our interns receiving full time offers, the right internship can help you take the next critical step in shaping a successful and rewarding career. Experience client assignments, while working directly with PwC partners, principals, and staff. Engage in dialogue with a dedicated coaching team focused on developing you as a leader. Select interns will also have the opportunity to shadow members of our US Leadership Team, including Bob Moritz, chairman and senior partner of the US firm. This shadow experience provides interns with the opportunity to understand leadership's vision for PwC US, and experience a day in the life of a professional services firm executive.

## **UBS**

We are a global firm that relies heavily on the drive, ability, insight and expertise of our employees. Every day, we work across geographic and organizational boundaries, bringing together the skill and expertise of people in 893 offices in 56 countries to meet the needs of our clients and build our businesses.

### **Summer Internship Program**

#### *Paid*

Our internship program is the best way to prepare you for a graduate position at UBS. As an intern at our firm you will work with and learn from some of the most successful people in finance. As an intern, you'll better understand what we do and how things work by participating in orientation and training, work in a specific business area as a contributing member on a team in which your ideas and perspectives will be sought out and respected, be matched with a mentor/buddy who will give you insights into our organization, have opportunities to meet other interns and employees from across the firm so you can learn more about our business and expand your network, and receive feedback to help you improve your work and develop your skills. High-performing interns may be considered for our graduate training program.

## **INDUSTRY POSITIONS DESCRIPTIONS ADDENDUM**

### **ACCOUNTING**

Typical accounting positions include:

- **Public Accountant:** Works with corporations, governments, and individuals fulfilling a broad range of accounting, auditing, tax and consulting duties.
- **Management Accountant:** Record and analyzes financial information for manages within an organization.
- **Government Accountant:** Maintains and analyzes records of government agencies, business, and individuals in relation to government regulations and taxations.
- **Internal Auditor:** Handles risk management for an organization's funds and provides improvements or solutions.

### **BUSINESS**

Typical business positions include:

- **Chief Executive Officer/ President:** Helms the company, overseeing the resources necessary to support the company and bring its products to the market place.
- **Chief Operating Officer/ Vice President of Operations or General Manager:** Assures all company operations are running efficiently and economically.
- **Vice President of Marketing/ Marketing Manager:** Oversees all responsibilities in relation to marketing.
- **Chief Financial Officer/ Controller:** The responsibility of this role is to seek investors, deal with banks, lenders, etc., and manage company funds and assets.
- **Vice President of Production/ Production Manager:** Oversees product production and implementation.
- **Quality control, safety, environmental manager:** Responsible for handling OSHA compliance, EPA compliance, monitoring air and water quality, product quality, training of employees in each of these areas and filing all necessary monthly, quarterly and yearly reports.
- **Purchasing manager:** Handles purchasing responsibilities.
- **Shipping and receiving manager:** Handles the packaging of products, the ordering of transportation for delivery, and the receiving incoming material and warehousing of finished goods and stock.

### **FINANCE**

Typical finance positions include:

- **Investment Banking:** A specific division of banking related to the creation of capital for other companies. Investment banks underwrite new debt and equity securities for all types of corporations. Investment banks also provide guidance to issuers regarding the issue and placement of stock.
- **Sales and Trading:** The sales component refers to the

investment bank's sales force, whose primary job is to call on institutional and high-net-worth investors to suggest trading ideas and take orders. Sales desks then communicate their clients' orders to the appropriate trading desks, which can price and execute trades, or structure new products that fit a specific need.

- **Market Risk:** The possibility for an investor to experience losses due to factors that affect the overall performance of the financial markets. Market risk, also called "systematic risk," cannot be eliminated through diversification, though it can be hedged against.
- **Credit Risk:** The risk of loss of principal or loss of a financial reward stemming from a borrower's failure to repay a loan or otherwise meet a contractual obligation. Credit risk arises whenever a borrower is expecting to use future cash flows to pay a current debt.
- **Asset Management:** Asset Management is a team within a financial firm that is dedicated to managing the assets (cash, investments etc.) of clients. The asset management firm has dedicated portfolio managers as well as access to internal, detailed equity reports, which should give it an edge over investors controlling their own money.
- **Private Wealth Management:** A service offered by institutions to high net worth individuals and firms. The services typically offered with private wealth management include: Investment advisory, Money management, Wealth planning, First priority product offerings
- **Equity Research:** Analysts closely analyze small groups of stocks in order to provide insightful investment ideas and recommendations to the firm's sales force, traders, and directly to institutional investors and increasingly to the general investing public.

# computer science

The following internships and programs are suited for anyone interested in pursuing computer science and/or technology work.

Before applying for internships and other opportunities, be sure to prepare both a resume and a portfolio. For more information, be sure to check out our "Tips for Creating Computer Science and Graphic Design Portfolios" worksheet under Building Your Online Portfolio in the Resource Library on CareerPath.

We also strongly encourage students interested in technology to attend the numerous hackathons hosted in NYC. Hackathons provide participants with the unique experience of networking with students and seasoned developers while executing projects with real-life application. After a weekend of hacking, students walk away with strengthened technical and soft skills, as well as a completed project to showcase in their portfolios. Hackathons are especially useful opportunities for beginners to learn code and other web development basics. To find upcoming hackathons, visit NY Hackathons.

Students should also take time to learn additional coding languages on their own.

Finally, students should take advantage of the opportunity to learn more about big data at Macaulay. This summer, we will be offering a course in big data coupled with a pipeline program that will provide opportunities for applied experience with big data, including work in research, policy, and tech. The pipeline program will also match students with mentors who can provide ad hoc support to students throughout the academic year. For more information and to apply to the program, visit <http://macaulay.cuny.edu/eportfolios/bigdata/>.

## RESEARCH EXPERIENCES FOR UNDERGRADUATES (REU)

### CARNEGIE MELLON

*Paid*

Carnegie Mellon's Research Experiences for Undergraduates in Software Engineering (REUSE) program is an opportunity for undergraduate students to spend a summer working with some of the world's leading Software Engineering faculty researchers with the potential for publication. A number

of projects are available, including automated bug repair, mining software repositories, green computing, requirements engineering, program analysis, programming languages, and usable programming tools. A stipend, free housing, and meal allowances are included. REUSE students will also receive travel compensation to and from Carnegie Mellon, and will participate in social events throughout the summer (e.g., whitewater rafting, amusement parks, baseball games).

### COLLEGE OF STATEN ISLAND

*Paid*

The Computer Science Department of The College of Staten Island in collaboration with The City University of New York High Performance Computing Center (CUNY HPCC), is pleased to offer a REU summer program in an area of national importance: computational methods in high performance computing with applications to graph theory, network reliability, cryptography, network security, wireless ad-hoc and sensor networks, large-scale and complex system modeling and simulation, and image processing. Travel expenses, lodging, and stipend provided.

### UNIVERSITY OF ARKANSAS AT LITTLE ROCK

*Paid*

This REU site, CyberSAFE@UALR, is focused on the integration of fundamental security and forensics research with latest technology advances in mobile computing, cloud computing, and social networks. The Site aims to advance basic understanding of cyber attacks, explore novel and practical techniques and methods of collecting and analyzing digital evidence for cyber forensics, and investigate more secure and user friendly approaches to protecting people in using their smartphones, visiting their social networks, and accessing their apps and data in computing clouds. The diverse but closely related research projects will provide opportunities for participants to gain hands-on experiences of cyber security and forensics practices and tackle significant and interesting problems in cyber defense. Travel expenses, on-campus housing, and stipend provided.

## INTERNSHIPS AND WORKSHOPS

### BLOOMBERG L.P.

Bloomberg, the global business and financial information and news leader, gives influential decision makers a critical edge by connecting them to a dynamic network of information, people and ideas. The company's strength delivering data,

news and analytics through innovative technology, quickly and accurately is at the core of the Bloomberg Professional service, which provides real time financial information to more than 315,000 subscribers globally. Bloomberg's enterprise solutions build on the company's core strength, leveraging technology to allow customers to access, integrate, distribute and manage data and information across organizations more efficiently and effectively.

### **Software Engineer Intern**

*Paid*

As a Software Development Intern at Bloomberg you will explore exciting aspects of the intersection of finance and technology. The person in this role will join a team that owns all phases of the development life-cycle for some of Bloomberg's premier products where they will be given real world assignments. Interns are given the chance to learn more about Bloomberg while taking part in our software development efforts. All interns receive classroom and on-the-job training to help enhance their programming skills and to instill a working familiarity with Bloomberg's systems.

### **FOG CREEK SOFTWARE**

Fog Creek was conceived as a Silicon-Valley style tech company located in New York. All of our development teams do their work fully online. That means any team member can work from just about anywhere with high-speed Internet. We proudly offer private offices for every developer, free catered lunch, snacks, and high-quality espresso, Aeron chairs, height-adjustable desks, and all the 30" monitors you can eat. We know our employees are brilliant, so we help them incubate their ideas and create products that support future development. Our products include FogBugz, Stack Overflow, Kiln, and Trello.

### **Software Development Intern**

*Paid*

As a Fog Creek Summer Intern in Software Development you will be given a real project to work on that will ship as a part of one of our products. You'll receive mentoring from the team at Fog Creek, and learn about the software development industry from the experts, with exposure to coding, testing, marketing, sales, documentation, customer support, and user interface design. In 2005, our interns teamed up to build a completely new product from the ground up. By the end of the summer, they had launched Fog Creek Copilot to paying customers. Our Summer 2009 interns built Kiln, and our Summer 2011 interns pushed Trello to v1.0. Our internship program includes a great salary, free housing, free lunch, free MetroCards, and free weekly events, like Yankees games, a boat trip around Manhattan, walking tours, museum trips, Broadway shows, movie openings, a trip to the Hamptons, and parties. Internships last between 10 and 12 weeks. Co-ops are also available in the fall and spring semesters.

### **GOOGLE**

Google's mission is to organize the world's information and make it universally accessible and useful. Since Google was founded in 1998, we've grown to serve millions of people around the world.

### **Engineering Practicum Intern**

*Paid*

Are you an aspiring computer scientist interested in developing your technical and professional skills while working on Google products and services? The Engineering Practicum program is a 12-week developmental opportunity for first and second-year undergraduate students with a passion for technology. During the summer you will work alongside other Practicum interns on a software project, attend skills-based and professional development trainings, and receive mentorship from Google engineers.

### **MICROSOFT**

Founded in 1975, Microsoft is the worldwide leader in software, services, devices and solutions that help people and businesses realize their full potential. Our mission is to empower every person and every organization on the planet to achieve more.

### **Explore Microsoft Program**

*Paid*

Explore Microsoft is a 12-week summer internship program specifically designed for college undergrads, offering a rotational experience that enables you to gain experience in our different software engineering roles. This program is designed to give you hands-on experience with various tool and programming languages in the field of software development, and encourage you to pursue degrees in computer science, computer engineering, or related technical disciplines. Your on-the-job learning will be augmented with mentoring, community building and networking opportunities.

### **NPOWER**

With locations in New York, New Jersey, North Texas, the San Francisco Bay Area, and Toronto, NPower mobilized the tech community and provides individuals, nonprofits, and schools with opportunities to build tech skills and achieve their potential through four programs.

### **The Community Corps**

*Unpaid*

The Community Corps is a skills-based volunteering program engaging technology professionals with high impact schools, innovative nonprofits, and our own custom opportunities. Our tech volunteers work hand-in-hand with schools and nonprofits across North America to help them use technology more effectively and inspire the next generation of science, technology, engineering and math (STEM) professionals.

Our services are available via our online platform and free to individuals, nonprofits and schools.

### **Technology Service Corps**

#### *Paid & Unpaid*

The Technology Service Corps builds brighter futures for underserved young adults and veterans through free technology and professional skills training. The program includes technical classes, mentoring from business leaders, internships and career development workshops at leading corporations and nonprofits, industry-recognized certifications as well as employment and alumni services. More than 80% of our alumni are employed or pursuing higher education within one year of graduation.

### **TechCareer Accelerator**

#### *Unpaid*

NPower's free TechCareer Accelerator training program helps you earn your Information Technology Infrastructure Library (ITIL) and ServiceNow Certifications in only 8 weeks. This program includes hands-on training that will potentially lead to full-time employment as an accredited System Admin or Implementation Specialist. Free transportation vouchers and refreshments included.

### **Symantec Cyber Career Connections (SC3)**

#### *Paid*

SC3 is a collaboration between Symantec, the Symantec Foundation, Year Up, NPower, and companies around the world working to prepare young adults and veterans for careers in the cybersecurity field. SC3 provides a mix of classroom and hands-on education, followed by on-the-job experience at 12 week cybersecurity internships with some of America's leading employers. The graduates of SC3 leave the program well prepared to step into the vacant jobs and help solve today's cybersecurity challenges.

### **NYC TECH TALENT PIPELINE**

The NYC Tech Talent Pipeline works with public and private partners to define employer needs and develop training and education opportunities to equip New Yorkers with the skills to succeed in 21st century jobs. Industry leaders from 60+ companies have reviewed RFPs, evaluated and shaped curricula, assessed potential talent, and trained program teams to effectively support the delivery and assessment of 9 new and expanded programs.

### **NYC Web Development Fellowship**

#### *Unpaid*

The NYC Web Development Fellowship is an intensive, 22-week training program designed to equip New Yorkers with the skills necessary to launch careers in web development. This iteration of the Fellowship serves foreign-born New Yorkers who are authorized to work in the United States. In partnership with the Flatiron School, with support from the

Robin Hood Foundation, training is provided free of cost to participants and includes five-months of on-campus training, and connection to jobs in technology. Lunch and MetroCards will also be provided.

### **Series A: IT**

#### *Unpaid*

Series A: IT is a part-time program, designed for eligible New Yorkers with no previous professional tech experience. With curricula developed in partnership with NYC employers and training delivered by Per Scholas, this 20-week program is a flexible path for New Yorkers, offering part-time training and connections to full-time employment as entry-level IT Engineers upon completion of the program.

### **Series A: QA**

#### *Unpaid*

Series A: QA is a part-time program, designed for eligible New Yorkers with no previous professional tech experience. With curricula developed in partnership with NYC employers and training delivered by Per Scholas, this 20-week program is a flexible path for New Yorkers, offering part-time training and connections to full-time employment as entry-level IT Engineers upon completion of the program.

### **CUNY Tech Prep**

#### *Unpaid*

CUNY Tech Prep is an industry-designed course for computer science majors in the CUNY senior college system. Developed and delivered with the CUNY Institute for Software Design and Development and industry leaders, CUNY Tech Prep provides students with an opportunity to learn applied skills at no cost through an intensive 8-week, java-based, full-stack web application development sprint, followed by a semester of additional project-based coursework and a connection to tech jobs post-graduation.

### **Tech Jobs Academy**

#### *Unpaid*

Tech Jobs Academy, a collaboration between Microsoft Corporation, the NYC Tech Talent Pipeline, and CUNY's New York City College of Technology (City Tech), serves New Yorkers who are passionate about technology and ready to launch a new career in the field. Students spend 16 weeks developing highly sought-after skills in cloud and server administration and the professional skills needed to secure and excel in careers following the program.

### **Mobile Dev Corps**

#### *Unpaid*

Mobile Dev Corps is a full-time, intensive training program, designed to train New Yorkers with no prior experience in web or mobile development to become production-ready mobile developers. Delivered in partnership with the Flatiron School, participants will

complete four months of hands-on training and connections to jobs in technology.

### **Series A: Data**

#### *Unpaid*

Series A: Data is a part-time program, designed for eligible New Yorkers with no previous professional tech experience. With curricula developed in partnership with NYC employers and training delivered by General Assembly, this 12-week program is a flexible path for New Yorkers, offering part-time training and connections to full-time employment as entry-level data analysts upon completion of the program.

### **TTP Residency @ Queens College**

#### *Unpaid*

TTP Residency is a three-month program designed to connect local talent to paid technical internships at tech businesses throughout New York City. Delivered in partnership with the City University of New York's Queens College and the NY Code and Design Academy, TTP Residency connects qualified CUNY computer science majors to local businesses throughout NYC.

### **Brooklyn Tech Triangle Internship Program**

#### *Unpaid*

The Brooklyn Tech Triangle Internship Program (BTTIP) is a three-month training program providing work-based learning and supplemental technical skills to Brooklyn-based students. Delivered through a partnership between the NYC Tech Talent Pipeline, Downtown Brooklyn Partnership, CUNY's New York City College of Technology (City Tech) and the Mayor's Office of Media and Entertainment, BTTIP provides work-based learning experience and supplemental technical skills to undergraduate students.

### **RUTGERS CODING BOOTCAMP**

#### *Unpaid*

Rutgers, The State University of New Jersey, is a leading national research university and the state of New Jersey's preeminent, comprehensive public institution of higher education. Students in our Coding Bootcamp will learn a full-stack, including HTML5, CSS3, JavaScript, jQuery, Node.js, Responsive Design, Meteor.js, React.js, MySQL, MongoDB, and more. Students are given the opportunity to participate in experiential learning opportunities with employers providing access to new employment opportunities. Students also receive career-planning services, portfolio review, demo days, and recruiting help to position students for success in the field. Graduates of our program receive access to thousands of employers looking to hire Rutgers Web Development graduates, a certificate from Rutgers University, and a robust portfolio of projects to demonstrate your working knowledge of web development to employers.

# engineering

## AECOM

*Paid*

AECOM is a global provider of professional technical and management support services to a broad range of markets, including transportation, facilities, environmental, energy, water and government. If you're ready to go farther and faster as you develop your career, AECOM gives you a unique opportunity to plug into our global network of experience and support. Bring us your energy and knowledge, and we'll help you change the landscape of your future.

At AECOM, you'll hit the ground running, connecting with our industry experts on work that makes a big impact. With access to our vast portfolio of award-winning projects, you could potentially point to an iconic skyscraper or bridge and say, "I helped build that."

## BECHTEL

*Paid*

Bechtel Corporation is the largest construction and civil engineering company in the United States, ranking as the 4th-largest privately owned company in the United States. Their businesses include Civil Infrastructure, Oil and Gas, Chemicals, Government Services, Mining and Metals, and Power.

## GILBANE BUILDING AND CO.

*Paid*

Gilbane, Inc., based in Providence, Rhode Island, is a family-owned, national construction and real estate development company. They cover everything from pre-construction, construction, development, planning, and consulting.

## GOLDER ASSOCIATES

*Paid*

You'll have opportunities to deepen your expertise in your areas of interest and to try new things. Bring along your ideas and your ability to learn, grow and to connect. Interesting projects are taking place throughout the company and students with a passion for excellence are always in demand. The businesses at Golder include Civil Engineering, Environmental sciences, Hydrogeology, Mining Consulting.

## NYC DEPT. OF DESIGN AND CONSTRUCTION

*Paid*

The Department of Design and Construction's portfolio includes more than 3500 completed public building and complex underground infrastructure projects in all five boroughs. Our commitment does not stop there; it extends to our dedicated professional staff whose valuable contributions can be seen and appreciated by our vibrant communities. Job opening include Project Management, Civil Engineering, Architecture, Design.

## NYC TRANSIT AUTHORITY (MTA)

*Paid*

The MTA offers student internships in the following departments:

- **Computer Science:** GIS Systems, Database Management, Network Security, Programming, System Administration, Computer Science, Graphics & Web Design, Information Systems, Information Technology
- **Miscellaneous:** Forensic Science, Biology, Museum Studies, Criminology, Other, Aviation Management, Education, Library Science, Mathematics
- **Business Administration:** Advertising, Finance, Public Administration, Accounting, Business Management, Statistics, Management, Marketing, Public Policy, Economics, Business Administration
- **Liberal Arts:** Liberal Arts
- **Human Resources/Social/Health Sciences:** Instructional Design, Social Science, Industrial Psychology, Political Science, Organizational Development, Sociology, General Psychology, Occupational Health, Environmental Health Science, Training
- **American Art / History:** History, Library Science, Historic Preservation
- **Law / Labor Relations:** Criminal Justice, Law, Paralegal & Legal Studies, Labor Relations
- **Architecture & Engineering:** Electrical Engineering, Architecture, Computer Engineering, Architectural Engineering, Structural Engineering, Engineering Management, Systems Engineering, Chemical Engineering, Environmental Engineering, Mechanical Engineering, Environmental Design, Construction Management, Civil Engineering
- **Communications:** Photography, Communication, Broadcast Journalism, Journalism, Film, TV, Video Productions
- **Transportation:** Transportation, Supply Logistics, Urban Planning, Geography

## **NYS DEPT OF TRANSPORTATION**

*Unpaid*

The Department of Transportation offers challenging internship opportunities. It is the mission of the New York State Department of Transportation to ensure our customers—those who live, work and travel in New York State—have a safe, efficient, balanced and environmentally sound transportation system. We are always interested in having student interns work in the agency to provide them with an educational experience that exposes them to state government and public policy.

## **PARSONS BRINCKERHOFF**

*Paid*

Parsons Brinckerhoff is committed to recruiting and retaining qualified, motivated staff who can support our clients effectively on projects around the world. We are involved in a wide array of projects, large and small, in various markets. Our extensive portfolio provides numerous opportunities for our staff to hone their skills and to meet new challenges.

## **SKANSKA**

*Paid*

Skanska provides critical support to college students and recent college graduates with an unparalleled internship program. We help you translate classroom knowledge into valuable skills while introducing you to the broad range of opportunities available at Skanska.

Additionally, Skanska does not only seek engineers! At Skanska, our client base is becoming increasingly diverse. We need people who are able to understand our clients' needs and view challenges through their eyes.

## **TURNER CONSTRUCTION AND CO.**

*Compensation: Paid*

While your friends may get jobs working in a landmark building, at Turner, you might be working on the next landmark building. Whether you realize it or not, you have probably already been inside a building built by us. Our portfolio is diverse and many of the buildings we work on are impressive in size but, as an industry leader in green construction methods, we are trying to impress with our respect for the environment and our commitment to sustainability. Whether we are building big or building green or both, we develop our people to imagine on a large scale but to care about what and how they build. From projects that engage and challenge you to physical structures you can see, from a commitment to social responsibility in our communities to building strong business and personal relationships, we are confident you will be proud of the work you do here.

## **WHITING-TURNER CONTRACTING**

*Paid*

Whiting-Turner is one of the fastest growing construction firms in the nation—but not through acquisitions of other firms. Our growth is completely organic and derived from the pride our people take in applying ethics and talent to the opportunities presented, and their unwavering dedication to our primary mission—delighting our customers.

## **ARUP**

*Paid*

Arup offers paid summer internships in most of our ten offices in the Americas. You will work alongside talented professionals and contribute to the success of real projects. In addition to on-the-job experience, we offer learning sessions with top leadership, site visits to local projects and social events including scavenger hunts and baseball games.

## **CAMP DRESSER AND MCKEE**

*Paid*

We seek to employ the best professionals in the industry. Partnering with educational institutions to enhance the student experience through our Co-op & Intern Program is an important facet of this goal. Co-ops and interns join us at various stages of their education, including students working toward their bachelor's, master's, and doctoral degrees. They are not only exposed to a variety of projects, but are also introduced to the exciting field of consulting.

## **GENERAL DYNAMICS**

*Paid*

From internships for high school and college students to entry-level opportunities in many areas of the organization, Electric Boat is a great place to get your career underway.

## **HATCH**

*Paid*

Hatch offers a wide variety of programs across the globe, which are an excellent opportunity for students to connect with industry and gain practical work experience based in the office or on site. Students work alongside and are supported by experienced engineers in our mining, metals, energy and infrastructure sectors. Please check with your local office to determine which program applies in your country and our process.

## **HNTB**

*Paid*

To embark on a career at HNTB is to be part of a team dedicated to accomplishing great things together. You'll discover how we take personal responsibility for making success happen, and how individual skill sets mesh in a collaborative culture that benefits everyone.

HNTB offers internship, co-op, and new graduate positions for the following majors:

- Civil Engineering
- Environmental Engineering
- Structural Engineering
- Architecture
- Planning
- Landscape Architecture

## STANTEC

*Paid*

The program generally commences after a student has completed two years of a degree program with an acceptable academic standing at a recognized educational institution. Stantec will choose suitable students through an application and interview process. Work assignments are usually related to the student's field of study.

The following are examples of opportunities for students attending an educational institution in Canada, the United States and other locations:

- Administrative Assistants
- Architects
- Engineers and Assistants/Techs (Chemical/Civil/Electrical/Environmental/
- Mechanical/Structural)
- Inspectors (Field/Municipal)
- Interior Designers
- Support Functions (Communications/HR/IT/Marketing/Payroll/Finance)
- Surveyors

## STV

*Paid*

If you're looking for a rewarding position working for an industry leader, then STV is the place for you. And, even better, we're 100-percent employee owned, which means that in five years you can be an owner. Employee ownership gives you a stake in the company – so as the firm prospers, your investment in the company grows, too. At STV, we pride ourselves on being a little different.

We are recruiting for full-time, part-time, co-op and internship employment for:

- Engineers
- Architects
- Construction managers
- Planners
- Environmental scientists
- Cost estimators
- Schedulers
- Document control specialists
- Contract specialists
- Marketing/Communications specialists
- Creative services/graphics specialists

## WOODARD AND CURRAN

*Paid*

Ever since college professor Frank Woodard, and one of his students, Al Curran, founded the firm, we have thrived by learning from and teaching each other. Just as Frank's textbook, Industrial Waste Treatment Handbook, is used in classrooms across the country, his legacy of mentoring and teaching permeates Woodard & Curran.

## BRIGHT POWER

Bright Power's interns have a hands-on learning experience in an exciting green company.

## GLOBALGREEN

*Unpaid*

Global Green USA is the American affiliate of Green Cross International. We create transformative model projects and advance new policies that build sustainable and resilient communities and affordable housing. We help local governments, schools, and public agencies integrate sustainable design, clean energy, and water reduction measures. And we help people reduce waste, live better, and act more sustainably today--and in the future.

## HESS ENERGY

*Paid*

Hess interns see our operations first hand, participate in real project teams and learn how the business works. They are exposed to top executives and some of the most highly skilled professionals in the business. Like a Hess employee, interns get feedback on how they are doing and receive invaluable coaching. They also build relationships and connections with other interns and professionals.

If you're a dedicated, top-performing individual with a willingness to take on challenging assignments, we invite you to explore a Hess Internship in the following areas:

Engineering (Mechanical, Chemical & Petroleum)

Geosciences

Operations

Global Supply Chain

Information Technology

## URBAN GREEN ENERGY

*Unpaid*

UGE is a full service renewable energy provider. UGE offers a full service solution for renewable energy systems. We take care of everything from system design to maintenance. We started UGE because of a deep desire to help the world go green. We exist to make the world a more sustainable place, in the solutions we offer, the way we operate our business, and the way we behave as individuals. Care for the environment permeates every thing we do and we will leave the world a better place than when we started.

## CONEDISON

*Paid*

Con Edison's Summer Internship program provides college students with work experiences that help them connect textbook knowledge with real-world settings while gaining an understanding of the way we work at Con Edison. With this program, Con Edison identifies students who demonstrate high energy, intellect, and a genuine thirst for learning and who, upon graduation from college, may qualify as candidates for the company's Growth Opportunities for Leadership Development (GOLD) Program.

## CH2M HILL

*Paid*

We are pleased to offer you a variety of internship opportunities. If you are a student on break looking for an engineering, construction, or business internship to build your curriculum vitae while filling time, or a student needing an internship specifically for your educational program, we have an opportunity for you.

We are pleased to offer you a variety of internship opportunities. If you are a student on break looking for an engineering, construction, or business internship to build your curriculum vitae while filling time, or a student needing an internship specifically for your educational program, we have an opportunity for you.

## US ENVIRONMENTAL PROTECTION AGENCY

*Paid*

EPA internships and fellowships provide a great introduction to our work, giving you a sense of whether EPA might be the right place for you. Internships, fellowships and other opportunities are available at our Washington D.C. headquarters

EPA hires high school and college interns for administrative/clerical positions as well as technical positions in areas such as life sciences, program or policy analysis, and engineering.

## HYDROQUAL INC

We believe our greatest investment is in our people. We empower our employees to grow as individuals and contribute toward making our world a better place.

Together, we can make modern cities more efficient, improve the quality of healthcare and provide cleaner drinking water. We design solutions to the world's greatest challenges. Continue your journey, and join our family.

## LANGAN ENGINEERING

*Paid*

This position provides a great opportunity to get exposure to corporate sustainability program implementation and tracking, and environmental site assessments and

remediation, which may involve fieldwork and technical report preparation. The successful candidate will complete assignments under the close supervision of a project or task manager in the office and may perform duties in the field. Typical assignments include: records review, data tabulation, chemical data evaluation, engineering calculations, report and proposal preparation, performing site investigations including soil and groundwater sampling, contractor oversight, and supporting green practices and initiatives in the office.

## NYC DEPT. OF ENVIRONMENTAL PROTECTION

DEP is looking for bright, motivated, and inspired young talent to share our commitment to preserving and protecting NYC's water supply and making New York City more sustainable. The internship program will give students an in-depth work experience that supports our core functions while also providing a broad overview of our responsibilities and operations through site visits, seminars, and projects.

## EXELON

*Paid*

Exelon's Summer Intern Program provides undergraduate students with the opportunity to exercise classroom knowledge in a real-world work environment. We look for students with excellent academic record, strong interpersonal and communication skills and demonstrated leadership abilities. Many of our interns complete multiple internships at Exelon and ultimately receive offers for full-time positions upon graduation.

## AMEREN

*Paid*

Ameren's internship and co-op programs are all about hands on experience and provide professional growth and experience with substantial benefits. Ameren focuses on securing an energy future.

## DUKE ENERGY

*Paid*

Want to find out what it's like to work for a Fortune 250 company? If you're in good academic standing and are a motivated student, you can gain hands-on experience by participating in one of our paid internships or co-op programs. These coveted spots provide challenging projects, opportunities to network and learn from some of the brightest minds in business.

Exciting intern and co-op opportunities are often available in the following areas:

Customer Service, Distribution, Finance, Gas Operations, Human Resources, Information Technology, Nuclear, Power Generation, Transmission

## **MARYLAND SEA GRANT COLLEGE**

*Paid*

Research Experiences for Undergraduates (REU)

The program is especially designed for students majoring in such fields as biology, chemistry, ecology, environmental science, engineering, physics, marine science and mathematics.

## **HARBOR BRANCH OCEANOGRAPHIC INSTITUTION**

**Marine Science and Engineering Summer Internships**

*Paid*

Open to qualified undergraduate and graduate students, the 10-week program is designed to provide hands-on experience in a research environment in areas that include aquaculture, biomedical marine research, marine biology, marine mammal research, marine natural product chemistry, marine microbiology, ocean engineering, ocean technology, and oceanography.

## **FERMI NATIONAL ACCELERATOR LABORATORY**

**Summer Internships in Science and Technology**

*Paid*

The program focuses on giving opportunities in science and technology to undergraduate college students currently enrolled in four-year colleges and universities in the United States. Internships are offered to students majoring in physics, electrical engineering, mechanical engineering and computer science.

# government, politics and economics

The following internships/programs are suited for anyone interested in aspects of public policy. This includes work in the public sector as well as work in non-profits—with the common goal of understanding, communicating, and influencing policy. Programs can focus on policy research, professional development, and advocacy.

## NONGOVERNMENTAL INTERNSHIPS

### **HISPANIC ASSOCIATION OF COLLEGES AND UNIVERSITIES (HACU)**

HACU represents more than 470 colleges and universities committed to Hispanic higher education success in the U.S., Puerto Rico, Latin America, and Spain. Although our member institutions in the U.S. represent only 10% of all higher education institutions nationwide, together they are home to more than two-thirds of all Hispanic college students. HACU is the only national educational association that represents Hispanic-Serving Institutions (HSIs).

### **Hispanic Association of Colleges and Universities (HACU) National Internship Program (HNIP)**

In order to be eligible for the HACU National Internship Program (HNIP), applicants must have completed freshman year of college before the internship begins. Participants are undergraduate and graduate students, have a minimum 3.0 GPA and are active in community and campus activities.

### **LEADERSHIP CONFERENCE ON CIVIL RIGHTS AND THE LEADERSHIP CONFERENCE EDUCATION FUND**

#### *Need-based Scholarship*

The Leadership Conference on Civil and Human Rights is a coalition charged by its diverse membership of more than 200 national organizations to promote and protect the civil and human rights of all persons in the United States. The Leadership Conference and The Education Fund offer a substantive, fast-paced internship program designed to give undergraduate students interested in civil and human rights, public service, advocacy, journalism and online communications, real-world work experience in the policy arena.

### **MORRIS K. UDALL FOUNDATION — AWARDS AND EDUCATION PROGRAMS**

#### *Paid*

The Udall Foundation was established by the U.S. Congress

in 1992 as an independent executive branch agency to honor Morris K. Udall's lasting impact on this nation's environment, public lands, and natural resources, and his support of the rights and self-governance of American Indians and Alaska Natives.

### **NUCLEAR AGE PEACE FOUNDATION—INTERNSHIPS**

#### *Paid & Unpaid*

The Nuclear Age Peace Foundation was founded in 1982. Its mission is to educate and advocate for peace and a world free of nuclear weapons and to empower peace leaders. The Foundation is a non-partisan, non-profit organization with consultative status to the United Nations and is comprised of over 70,000 individuals and groups worldwide who realize the imperative for peace in the Nuclear Age.

### **PARTNERSHIP FOR PUBLIC SERVICE PUBLIC SERVICE FELLOWS INTERNSHIP PROGRAM**

#### *Paid*

The Public Service Fellows internship program is an opportunity for undergraduate and graduate students as well as recent graduates to contribute to the Partnership's mission while developing valuable professional skills.

Fellows work in a fast-paced, collaborative environment; their responsibilities vary across the Partnership's internal teams but often include event planning and execution, conducting research, writing and preparing correspondence, and conducting outreach to external partners, such as government agencies and colleges and universities. Additionally, there is time allocated to support the organization by taking shifts to staff the front desk and assisting other teams as needed. The program also incorporates opportunities for professional and personal growth through workshops and trainings specifically geared toward students and young professionals. Compensation provided.

## FELLOWSHIPS

### **AMERICAN ECONOMIC ASSOCIATION**

The American Economic Association was organized in 1885 at a meeting in Saratoga, New York, by a small group interested in economics. It was incorporated in Washington, DC, on February 3, 1923. The purposes of the Association are: The encouragement of economic research, especially the historical and statistical study of the actual conditions of industrial life; The issue of publications on economic subjects; The

encouragement of perfect freedom of economic discussion. The Association as such will take no partisan attitude, nor will it commit its members to any position on practical economic questions.

### **AEA Summer Training Program and AEA Minority Fellowships**

The program is designed to prepare undergraduates for doctoral studies in Economics by offering honors courses that bridge the gap from undergraduate coursework to first-year PhD work. Applicants considering a Master's degree rather than a doctorate also are encouraged to apply, as are those interested in graduate study in related fields (e.g., demography, public health, regional science, statistics).

### **CARNEGIE ENDOWMENT FOR INTERNATIONAL PEACE Junior Fellows Program**

*Paid*

Each year the endowment offers approximately 10-12 one-year fellowships to uniquely qualified graduating seniors and individuals who have graduated during the past academic year. They are selected from a pool of nominees from close to 400 participating colleges. Carnegie junior fellows work as research assistants to the endowment's senior associates.

### **CHARLES KOCH INSTITUTE**

*Paid*

The Koch Fellow Program: Policy uniquely combines policy work experience with professional education. Through the program, fellows are connected to policy and research roles at more than 80 think tanks and non-profit organizations across the country, as well as directly with professors. Alongside this in-depth work experience on a variety of federal and state issues, fellows undertake a rigorous curriculum of market-based policy analysis, participate in professional education seminars, and engage in theoretical discourse on the ideas of a free society.

### **HUMANITY IN ACTION**

*Need-based Scholarships*

Intensive and demanding, the Humanity in Action Fellowship brings together international groups of university students and recent graduates to explore national histories of discrimination and resistance, as well as examples of issues affecting different minority groups today.

### **HOPE REICHBACH FUND**

*Paid*

The Hope Reichbach Fund actively seeks passionate, enthusiastic, driven college students looking for a future in civic leadership in the non-profit sector. The Hope Fund facilitates paid summer internships at Brooklyn-based

organizations, provides mentorship and a network of contacts to our students, and the opportunity to gain valuable real-world experience without working for free.

### **FEDERAL GOVERNMENT**

#### **PRESIDENTIAL MANAGEMENT FELLOWS PROGRAM**

*Paid*

For more than three decades, the PMF Program has been the Federal government's premier leadership development program for advanced degree candidates. This program is now for individuals who have received a qualifying advanced degree within the preceding two years.

#### **EDWARD T. ROGOWSKY INTERNSHIP PROGRAM IN GOVERNMENT AND PUBLIC AFFAIRS**

The ETR Program is a CUNY-sponsored group of professional and academic enrichment programs, engaging small cohorts of qualified interns in the public policy world of New York and the United States. Programs involve full-time work with policy institutions or branches of government, as well as discussions with leaders in the policymaking and policy-influencing world and academic engagement.

#### **New York State Assembly Session Intern Program**

*Paid*

New York State Internships are semester-long internships in Albany, NY. Albany internships include an academic component. Students receive awards to offset living expenses in Albany (\$5,025 from New York State + \$2,000 from CUNY.) Graduate and undergraduate students may apply. All majors may apply.

#### **New York State Senate Session Assistants Program**

*Paid*

New York State Internships are semester-long internships in Albany, NY. Albany internships include an academic component. Students receive awards to offset living expenses in Albany (\$5,025 from New York State + \$2,000 from CUNY.) Graduate and undergraduate students may apply. All majors may apply.

#### **CUNY Washington, D.C.**

*Paid*

The CUNY Washington D.C. is an intensive program that offers CUNY students the opportunity to work in the offices of U.S. Representatives and Senators, congressional committees, federal agencies, and at a variety of national and international non-governmental organizations. CUNY Washington, D.C. Internship students work full-time at their placements and are provided with an award to offset living costs. CUNY also covers housing costs

#### **CONGRESSIONAL BLACK CAUCUS FOUNDATION**

CBCF's internship and fellowship programs prepare college

students and young professionals to become principled leaders, skilled policy analysts, and informed advocates by exposing them to the processes by which national policies are developed and implemented on Capitol Hill and in the federal government.

### **CBCF Communications Internship Program**

*Paid*

The CBCF Communications Internship, sponsored by State Farm, is a semester-long program for college students who are interested in learning about media relations on Capitol Hill.

### **CBCF Emerging Leaders Internship Program**

*Paid*

The goal of the Emerging Leaders Internship Program, sponsored by Walmart, is to train a corps of young leaders with the skills, outlook, and connections necessary to generate and sustain positive change in Washington, D.C., and their local communities.

### **CBCF Summer Congressional Internship Program**

*Paid*

The CBCF Communications Internship, sponsored by State Farm, is a semester-long program for college students who are interested in learning about media relations on Capitol Hill.

### **CONGRESSIONAL HISPANIC CAUCUS INSTITUTE (CHCI)**

"CHCI is the premier Hispanic nonprofit and nonpartisan 501(c)(3) leadership development organization in the country firmly rooted in the same three mission cornerstones laid by our founders: Educate. Empower. Connect."

#### **CHCI Congressional Internship Program**

*Paid*

The purpose of the Congressional Internship Program (CIP) is to expose young Latinos to the legislative process and to strengthen their professional and leadership skills, ultimately promoting the presence of Latinos on Capitol Hill and in Federal Agencies.

### **HISPANIC ASSOCIATION OF COLLEGES AND UNIVERSITIES (HACU)**

HACU represents more than 470 colleges and universities committed to Hispanic higher education success in the U.S., Puerto Rico, Latin America, and Spain. Although our member institutions in the U.S. represent only 10% of all higher education institutions nationwide, together they are home to more than two-thirds of all Hispanic college students. HACU is the only national educational association that represents Hispanic-Serving Institutions (HSIs).

#### **Hispanic Association of Colleges and Universities (HACU) National Internship Program (HNIP)**

*Paid*

In order to be eligible for the HACU National Internship Program (HNIP), applicants must have completed freshman year of college before the internship begins. Participants are undergraduate and graduate students, have a minimum 3.0 GPA and are active in community and campus activities.

### **NEW YORK CITY GOVERNMENT**

#### **EDWARD T. ROGOWSKY INTERNSHIP PROGRAM IN GOVERNMENT AND PUBLIC AFFAIRS**

##### **New York City Internship Program**

The New York City Internship Program in Government and Public Affairs is coordinated by ETR Internship Program and operates on all the CUNY college campuses. Internship faculty on each campus provide students with guided and rigorous academic course work to produce a theoretically grounded, yet practical understanding of New York City government and public affairs. Students are placed throughout the five boroughs, in governmental and non-governmental agencies and organizations. Students are able to network, gain office experience and begin grasp the culture of public service professionals.

#### **NYC DEPARTMENT OF CITYWIDE ADMINISTRATIVE SERVICE (DCAS)**

The Department of Citywide Administrative Services (DCAS) ensures that City agencies have the critical resources and support needed to provide the best possible services to the public. Specifically, the agency: supports City agencies' workforce needs in recruiting, hiring and training City employees; provides overall facilities management for 50 public buildings; purchases, sells and leases real property; purchases, inspects and distributes supplies and equipment; establishes, audits and pays utility accounts that serve more than 4,000 buildings; implements energy conservation programs throughout City facilities.

##### **Urban Fellows Program**

*Paid*

The Urban Fellows Program is a highly selective, nine-month fellowship which combines work in Mayoral offices and City agencies with an intensive seminar series that explores current urban issues impacting public policy. Program participants are diverse and come from all over the country to work in New York City.

##### **NYC Service Fellowship**

*Paid*

The NYC Service Fellowship is a one-year program offered to recent graduates no more than four years out college and provides a unique opportunity to obtain practical City government experience in the areas of volunteerism and community service at the City level.

##### **Public Service Corps**

*Paid*

The New York City Public Service Corps is the nation's first

and largest off-campus internship program for college students. The Public Service Corps is dedicated to providing undergraduate and graduate students with opportunities to serve their communities, build professional skills and learn about careers in the public sector. A Public Service Corps internship links meaningful community service experience with academic learning, personal growth, and civic responsibility. While students apply their classroom studies to the real world, community needs are met.

## **MAYOR'S OFFICE INTERNSHIP PROGRAM**

### *Unpaid*

From the Community Affairs Unit to the Office of Immigrant Affairs, the Mayor's Office for International Affairs to the Mayor's Office of Special Projects and Events, and many more in between, the Office of the Mayor offers internships that help support the City of New York. Whether you're looking to see policy made first-hand, give back to your community, or get the tools you need to succeed in any office, there is a department within the Mayor's Office sure to capture your interest while furthering your professional development.

## **OFFICE OF THE NEW YORK CITY COMPTROLLER**

The New York City Comptroller is an independently elected official who serves as the Chief Financial Officer of the City of New York. The mission of the Office is to ensure the financial health of New York City by advising the Mayor, the City Council, and the public of the City's financial condition. The Comptroller also makes recommendations regarding City programs and operations, fiscal policies, and financial transactions.

### **Summer Internship Program**

Interns may be needed by a number of Bureaus throughout the Office; possible areas include: Asset Management, Accountancy, Budget, Audit, Press Office, Economic Development, Contract Administration, Public Affairs, Policy, Information Systems, Engineering, and the Office of the General Counsel.

# health sciences

**The following internships and programs are suited for anyone interested in pursuing careers in the health sciences.**

**While there are a number of diverse opportunities highlighted here, students are encouraged to research other internships online, as programs change year by year. It is additionally beneficial for students to pursue volunteering experiences outside of internships and programs.**

## **ALBERT EINSTEIN COLLEGE OF MEDICINE**

Albert Einstein College of Medicine, a part of Montefiore, is a premier, research-intensive medical school dedicated to innovative biomedical investigation and to the development of ethical and compassionate physicians and scientists. Inspired by the words of our namesake, we have from our inception welcomed students, faculty and staff from diverse backgrounds who strive to enhance human health in the community and beyond.

### **Einstein Summer Undergraduate Research Program (SURP)**

*Paid*

The program is designed for undergraduates with a strong background in science who are considering a research career. SURP students also participate in small-group meetings to discuss their research with other students, weekly faculty seminars on leading-edge research topics, a workshop on ethical issues in science and medicine and a career planning workshop. At the end of the program, students present their research in a poster session. Students receive free housing in the student residence complex on the Einstein campus, a stipend, and transportation assistance.

## **AMGEN SCHOLARS**

*Paid*

Made possible through a 12-year, \$50 million commitment from the Amgen Foundation, Amgen Scholars allows undergraduates from across the globe to participate in cutting-edge research opportunities at world-class institutions. 17 leading institutions across the U.S., Europe and Japan currently host the summer program. Undergraduate participants benefit from undertaking a research project under top faculty, being part of a cohort-based experience of seminars and networking events, and taking part in

a symposium in their respective where they meet their peers, learn about biotechnology, and hear from leading scientists. During the program, students work full-time on independent research projects under the guidance of a research scientist. Amgen Scholars learn how to collaborate effectively in research settings while investigating areas of research interest within a specific discipline and gaining practical skills and knowledge for both graduate study and post-graduate careers.

## **BARUCH COLLEGE**

*Paid*

This program provides concentrated research experience in which each student plans and executes an independent project, and works with a faculty mentor and their research team on existing research projects. Students will develop knowledge and skills in all phases of psychological research, including hypothesis development, research design, data analysis, and scientific writing. Faculty will guide REU students through the process of formulating a research hypothesis, designing and implementing the project, and analyzing and summarizing the findings. Students will present their research at the Baruch REU conference and potentially at regional or national conferences in psychology. REU students will complete a year-long graduate school preparation course taught at Baruch College, learning about the graduate school admission process, how to build one's credentials through research and practicum experiences, the GRE, soliciting letters of recommendation, and applying for fellowships. Stipend provided.

## **CHARLES DREW UNIVERSITY OF MEDICINE AND SCIENCE**

Charles R. Drew University of Medicine and Science (CDU) is a private, nonprofit, nonsectarian, medical and health sciences institution. Located in the Watts-Willowbrook area of South Los Angeles, CDU has graduated more than 550 medical doctors, 2,500 post-graduate physicians, more than 2,000 physician assistants and hundreds of other health professionals.

### **Undergraduate Cancer Research Training Program**

*Paid*

The Undergraduate Cancer Research Training Program (UCRTP) is a 12-week summer internship hosted by

the Center to Eliminate Cancer Health Disparities in partnership with the Jonsson Comprehensive Cancer Center at UCLA. Students will conduct research alongside a designated mentor on cancer research projects. UCRTF strives to ensure that each undergraduate student acquires the knowledge, skills, and attitudes to become a proficient cancer researcher. Upon completion of the program, each trainee will have developed a research paper and will then have the opportunity present their findings at a professional research conference or symposium. Stipend provided.

### **COLUMBIA UNIVERSITY COLLEGE OF PHYSICIANS AND SURGEONS**

The Columbia University College of Physicians and Surgeons (P&S) conferred the first Doctor of Medicine degree in the North American Colonies in 1770 and, for the last 242 years, has upheld the belief that "Of the Most High Cometh Healing." The practice of medicine is a convergence of science, research and technology, which are elevated, transformed, and given relevance by physicians through compassion, listening, and a desire to reduce suffering and promote health.

#### **Summer Public Health Scholars Program (SPHSP)**

*Paid*

The Summer Public Health Scholars Program (SPHSP) is designed for undergraduate students to increase interest in and knowledge of public health and biomedical science careers. This rigorous program includes Public Health course work at Columbia University; hands-on field experience and immersion in a diverse, economically disadvantaged urban environment; seminars and lectures with public health leaders; and mentoring by faculty members, ensuring students' exposure to the breadth and importance of public health as a career option. A stipend, round trip travel, and housing will be provided to all students.

### **ERNEST MARIO SCHOOL OF PHARMACY AT RUTGERS**

The Ernest Mario School of Pharmacy at Rutgers, The State University of New Jersey, is dedicated to excellence in healthcare and biomedical education, innovative and visionary research and scholarship in the pharmaceutical sciences, exemplary clinical practice, and outreach and community services that address the needs of the citizens of New Jersey and society at large. The School has a historic and profound commitment to public service—to pharmacists, the pharmaceutical industry, the health care community, government agencies, and the citizens of New Jersey.

#### **Summer Research Fellowship Program**

*Paid*

This program is intended for highly motivated undergraduates interested in a research career in the pharmaceutical and environmental sciences. Students are provided with an

opportunity to conduct full-time research in areas related to Pharmacology and Toxicology, Environmental Health Sciences, Pharmaceuticals, Medicinal Chemistry, Chemical Biology, and Clinical Pharmacy. Training includes hands-on research conducted in the laboratories or clinical practices of faculty members, round table discussions of research progress, and seminars on research careers and activities of the faculty. Students also participate in career development workshops and a field trip to a pharmaceutical company. At the end of the fellowship, each student will provide a brief oral presentation on his or her summer research project. A stipend will be provided.

### **FAS CENTER FOR SYSTEMS BIOLOGY AT HARVARD UNIVERSITY**

The FAS Center for Systems Biology is an Interdepartmental initiative at Harvard University. Our overall goal is to combine a variety of experimental and theoretical approaches to find general principles that help to explain the structure, behavior and evolution of cells and organisms.

#### **Systems Biology Internship**

*Paid*

The Systems Biology community at Harvard invites interested undergraduates to apply for our 10-week summer research internship. Interns will work on research projects in the labs of the Bauer Fellows and Systems Biology faculty whose work spans many fields of science, from biology (including systems biology, biophysics, bioinformatics and genomics) to applied mathematics and computation. Interns will receive a competitive stipend and Harvard housing. In addition to the research program, the internship includes field trips to local research institutes, weekly seminars, lectures by distinguished faculty, and social and career events coordinated with other Harvard internship programs.

### **HARVARD MEDICAL SCHOOL**

Harvard Medical School has been synonymous with excellence in education, research and clinical care for generations. Since the school was established in 1782, faculty members have improved human health by innovating in their roles as physicians, mentors and scholars. Our mission is to create and nurture a diverse community of the best people committed to leadership in alleviating human suffering caused by disease.

#### **BCMP Summer Scholars Program**

*Paid*

BCMP Summer Scholars is a summer internship program for motivated undergraduates with a strong interest in pursuing graduate studies focused on molecular mechanisms in biology. The program offers students the opportunity to gain experience in hands-on laboratory research; to interact with faculty, postdoctoral fellows, graduate students, and other summer interns; to attend weekly luncheon/seminar pre-

presentations by department members on specific research projects and cutting-edge research tools; and to improve presentation, writing, and communication skills. Students receive a stipend and will work full-time (40 hours/week) on research projects under the guidance of a BCMP research scientist.

### **HARVARD STEM CELL INSTITUTE**

As the largest collaborative of its kind, the Harvard Stem Cell Institute is a unique scientific enterprise -- a community of scientists and clinical experts in stem cell science seeking to bring new treatments to the clinic and new life to patients with a wide range of chronic illnesses.

#### **HSCI Internship Program (HIP)**

*Paid*

The Harvard Stem Cell Institute (HSCI) Internship Program (HIP) provides undergraduate students with a focused and challenging summer research experience in a cutting-edge stem cell science laboratory. Interns are exposed to different professional options within the scientific arena through a stem cell seminar series, a career pathways presentation, and a weekly stem cell companion course. Students present their summer research findings, both orally and in poster format, at the HIP Symposium—a requirement of all program participants. A stipend will be provided.

### **HARVARD T.H. CHAN SCHOOL OF PUBLIC HEALTH**

Harvard T.H. Chan School of Public Health traces its roots to public health activism at the beginning of the last century, a time of energetic social reform. Today, the Harvard T.H. Chan School of Public Health brings together dedicated experts from many disciplines to educate new generations of global health leaders and produce powerful ideas that improve the lives and health of people everywhere.

#### **Summer Program in Biological Sciences in Public Health**

*Paid*

This intensive 8-week laboratory-based biological research program is for undergraduates during the summer following their sophomore or junior years. The program goal is to expose college science students to the rewards of laboratory research directed toward solving important public health problems. We strive to recruit qualified students for graduate-level training leading to research careers in the biological sciences. Interns apply state-of-the-art technology in their own research projects under the direction of a Harvard faculty member. Research projects focus on biological science questions that are important to the prevention of disease. Financial support includes a stipend, a travel allowance, and free dormitory housing.

### **HARVARD UNIVERSITY PROGRAM IN MOLECULES, CELLS AND ORGANISMS (MCO)**

MCO is an innovative doctoral program that trains future

leaders of scientific research in all areas of modern biology. It hosts faculty members from five departments on Harvard University's Cambridge campus--Molecular and Cellular Biology, Organismic and Evolutionary Biology, Chemistry and Chemical Biology, Stem Cell and Regenerative Biology, and Physics where students work in close collaboration with both faculty and peers.

#### **MCO Summer Internship Program**

*Paid*

In partnership with Harvard University's Graduate School of Arts and Sciences (GSAS) Office of Diversity and Minority Affairs and the Leadership Alliance Consortium, the MCO Graduate Training Program offers a 10-week summer internship to well-qualified undergraduates who are considering Ph.D. careers in the life sciences. Each summer, interns are placed in MCO faculty labs and take part in current research projects, attend weekly faculty lectures, work with current MCO graduate students as peer mentors, and take part in joint field trips with other Harvard summer programs. The program provides all research-related expenses, room and board, travel to and from the program, as well as a stipend.

### **H RTP: A PUBLIC HEALTH INTERNSHIP PROGRAM**

*Paid & Unpaid*

H RTP: A Public Health Internship Program at the NYC Health Department is one of the oldest and largest public health traineeships in the country. By working on current relevant public health issues under the close supervision and mentorship of experienced professionals, students apply classroom learning to practical problems in a closely matched practicum and, in the process, learn critical skills needed to excel in the field. In addition to direct hands on experience, interns are exposed to a rigorous curriculum of seminars, workshops, and other activities to broaden their understanding of how the agency works to promote the health of New Yorkers. In many cases, financial support is available for H RTP students.

### **KENNEDY KRIEGER INSTITUTE**

Kennedy Krieger is committed to improving the lives of children and adolescents with disorders of the brain, spinal cord, and musculoskeletal system, either of congenital onset or acquired through injury or illness. Its focus on pediatric brain disorders, interdisciplinary treatment, ground-breaking research, and application of specific and proven therapies are what make Kennedy Krieger world-renowned.

#### **Maternal Child Health Careers/Research Initiatives for Student Enhancement (MCHC/RISE-UP)**

*Paid*

This 10-week program provides opportunities for enhanced public health training to focus on elimination of health disparities and promotion of health equity. Scholars rotate through clinical experiences provided by Maternal and Child

Health disciplines, work with professionals in the University Center of Excellence in Developmental Disabilities, Public Health and related systems on the formation, implementation and evaluation of health care and disability legislation, regulations and practice guidelines, and work with research mentors on a wide range of public health prevention, treatment and epidemiological studies. A stipend, housing, and travel compensation are included.

### **MEMORIAL SLOAN KETTERING CANCER CENTER**

Memorial Sloan Kettering Cancer Center—the world's oldest and largest private cancer center—has devoted more than 130 years to exceptional patient care, innovative research, and outstanding educational programs. Today, we are one of 45 National Cancer Institute–designated Comprehensive Cancer Centers, with state-of-the-art science flourishing side by side with clinical studies and treatment.

#### **Summer Internship Program in Epidemiology and Biostatistics**

*Paid*

The Department of Epidemiology and Biostatistics at Memorial Sloan Kettering Cancer Center will sponsor summer interns under the direct supervision of a faculty member or senior staff member in Biostatistics, Epidemiology, Health Outcomes or Health Administration. Students will have a chance to interact with distinguished investigators and other healthcare professionals to contribute to the department's research endeavors, enrich their understanding of statistics, survey development, participant recruitment and research administration, as well as perform specific tasks assigned and present the results of their work. Additionally, interns will have an opportunity to explore the wider MSK community through attendance at seminars, employee events, and facility tours

### **NEW YORK METHODIST HOSPITAL**

A voluntary, acute-care teaching hospital, New York Methodist Hospital's mission is to provide excellent health care services in a compassionate and humane manner to the people who live and work in Brooklyn and its surrounding areas.

#### **Summer College Intensive Program (SCIP)**

*Unpaid*

As a student in our Summer College Intensive Program (SCIP) you can gain hands-on patient care experience and exposure to unique educational opportunities that will further your understanding of healthcare. You will be an integral part of the healthcare team and will communicate directly with patients, offering support and assistance as needed to enhance care. In addition, you will augment your educational experience through exposure to real world healthcare situations, interacting with patients and staff members, shadowing physicians, completing reading

assignments and attending health lectures. After fulfilling the requirements, students are eligible for a letter of completion and recommendation that can be used to enhance applications for medical, physician assistant, nursing or other health career programs.

### **NORTHWELL HEALTH**

Northwell Health strives to improve the health of the communities it serves and is committed to providing the highest quality clinical care; educating the current and future generations of health care professionals; searching for new advances in medicine through the conduct of bio-medical research; promoting health education; and caring for the entire community regardless of the ability to pay.

#### **Summer Pre-Medicine Program for College Students**

*Unpaid*

This selective program has evolved into a joint program between Northwell Health and the Hofstra Northwell School of Medicine, offering an exposure into the complexity of medical care and medical education today through a four-week exposure to a "mini" medical school. During the program, students participate in Problem Based Learning-PEARLS sessions at the School of Medicine and rotate through hospital services such as the operating room, emergency department, radiology, geriatrics, laboratory/pathology, psychiatry, general medical surgical care, intensive care units, rehabilitation services, wound-care, nursing, and administration. Complementing the medical school sessions and clinical medical exposures are daily seminars offered by representative physicians during which insights into their fields and their reasons for choosing their professional pursuits are highlighted.

### **NYU CENTER FOR BEHAVIORAL STATISTICS AND THE STUDY OF MOTIVATED PERCEPTION**

*Paid*

Dr. Emily Balcetis and Dr. Tessa West, social psychologists at New York University, invite interested and enthusiastic undergraduates to apply for this summer REU internship program. Interns work in small research teams with 2-3 other students, led by one intern, with supervision from a PhD student and faculty mentor. The internship will take a hands-on approach to training in experimental research design and behavioral statistics. Interns will receive training in eye-tracking, psychophysiology, dyadic interactions and video analysis. Interns will have opportunities to contribute to interdisciplinary and transformative research across multiple domains including emotion, health, relationships, jury decisions, politics, and others while maintaining a single intellectual focus on the study of motivated perception. NYU housing, meals, and stipend provided.

### **THE ICAHN SCHOOL OF MEDICINE AT MOUNT SINAI**

The Icahn School of Medicine at Mount Sinai is an interna-

tional leader in medical and scientific training, biomedical research, and patient care. It is the medical school for the Mount Sinai Health System, which includes seven hospital campuses, and has more than 5,000 faculty and nearly 2,000 students, residents and fellows.

### **Summer Undergraduate Research Program (SURP)**

*Paid*

SURP provides intensive research training in a cutting-edge biomedical laboratory, giving you an insider's perspective into academic life. As a SURP fellow, you will choose a mentor from among the 200 ISMMS Graduate School faculty, enhancing your technical skills and independence in the lab. Students attend a weekly seminar series to introduce you to research-intensive career options and role models for career pathways. You also will participate in departmental seminars, journal clubs, work-in-progress meetings, and a presentation project for SURP Fellows' Research Day. You will also meet with directors of our graduate programs (e.g., PhD and MD/PhD) to discuss and answer questions about their programs. You are also encouraged to meet with directors of the multidisciplinary training areas (MTA) that you are interested in, to better understand each MTA's admissions process and opportunities. Each year, select SURP fellows may be chosen for an accelerated admissions process into the graduate programs offered at ISMMS. Benefits of this program could include an expedited interview process and early acceptance into graduate school.

### **THE SACKLER INSTITUTE AT THE NYU SCHOOL OF MEDICINE**

The Sackler Institute at the NYU School of Medicine is a division of the Graduate School of the Arts and Science of New York University. Students can complete their thesis research in the laboratories of more than 180 NYUSoM faculty members who have appointments in basic science or clinical departments, as well as associated faculty located at the NYU main campus.

### **Summer Undergraduate Research Program (SURP)**

*Paid*

This a summer research internship program in the biomedical sciences is located at the NYU Langone Medical Center. The purpose of the program is to give students who may be interested in pursuing careers in the biomedical sciences (PhD, MD or MD/PhD) the opportunity to conduct research and to be exposed to the excitement of an academic medical environment at a major research center. Each student receives a research project with an established scientist mentor and present their work at the end of the program at the Leadership Alliance meeting and at a poster session/reception. Those students who are interested in having a Physician Mentor may request assignment to a physician in an area of medicine of their choice. This student will meet weekly with the physician, attend "Grand Rounds" and clinical

conferences, and where applicable, observe the physician with patients. Students also partake in weekly seminar series, lunch discussions with scientists, and events around NYC. A stipend, free NYU housing, and travel expenses are included.

### **THE ROCKEFELLER UNIVERSITY**

The Rockefeller University is a world-renowned center for research and graduate education in the biomedical sciences, chemistry, bioinformatics and physics. The university's 78 laboratories conduct both clinical and basic research and study a diverse range of biological and biomedical problems with the mission of improving the understanding of life for the benefit of humanity.

### **Summer Undergraduate Research Fellowship Program (SURF)**

*Paid*

The SURF program provides a unique opportunity for undergraduates to conduct laboratory research. SURF students work with leading scientists in a broad range of areas including biochemistry; structural biology and chemistry; molecular, cell and developmental biology; immunology; virology and microbiology; neuroscience; physics; and mathematical biology. SURF students also attend a special lecture series where Rockefeller faculty discuss their research and the evolution of their scientific interests. At the end of the program, SURF students will present their research results to fellow students and mentors at a poster session. Stipend included.

### **TRI-INSTITUTIONAL MD-PHD PROGRAM**

The Tri-institutional MD-PhD Program is training physician-scientists who will become the next generation of leaders in biomedical research. Weill Cornell Medical College, The Rockefeller University, and the Sloan Kettering Institute combine to form one of the few inter-institutional collaborations dedicated to joint MD and PhD training.

### **Gateways to the Laboratory Summer Program**

*Paid*

The Weill Cornell/Rockefeller/Sloan-Kettering Tri-Institutional MD-PhD summer program was created for underrepresented minority and disadvantaged college students who wish to pursue the combined MD-PhD degree. Over the 10-week summer program, students will work independently on a research project, and present and participate in weekly journal clubs. Students additionally sit for a Mock MCAT exam, participate in career enhancing workshops, observe surgeries at the New York-Presbyterian Hospital, and have ongoing mentorship from a current MD-PhD student. Students receive a stipend and are reimbursed for their travel expenses.

## **UNIVERSITY OF MARYLAND SILVIO O. CONTE CENTER FOR TRANSLATIONAL NEUROSCIENCE RESEARCH**

*Paid*

This program provides undergraduate students with the opportunity to conduct research in preclinical and clinical laboratories at the MPRC and other laboratories of the Department of Psychiatry, University of Maryland School of Medicine in Baltimore.

In addition, students will participate in a didactic lecture series, research and ethics discussions with faculty, literature journal club, a career development seminar, and a Scholars' Research Day at the end of the summer. Students will work and interact with various faculty, graduate students, postdoctoral fellows and research assistants while gaining experience in preclinical and/or clinical research. Summer scholars will receive a stipend.

## **WEILL CORNELL GRADUATE SCHOOL OF MEDICAL SCIENCES**

The Weill Cornell Graduate School of Medical Sciences (WCGS), a joint program between the Sloan-Kettering Institute and Weill Cornell Medical College, offers a unique and diverse learning environment. Students in the WCGS take advantage of the rich scientific collaborations among these institutions, fostered by shared core facilities, projects and programs that connect laboratories and investigators, and a collegial spirit that capitalizes on the unique features of each part of the campus.

### **Advancing Cornell Career Experiences for Science Students (ACCESS)**

*Paid*

The ACCESS is designed for undergraduate students to enhance their understanding of modern biology and medical research. Interns gain hands-on experience in a biomedical research laboratory and are encouraged to apply to PhD programs. Additionally, students attend lectures and discussions exploring the pathways available for entering research careers. Students also participate in weekly journal clubs, attend workshops that teach them how to prepare for interviews and seminars, and take part in social activities. At the end of 10 weeks, a celebratory award ceremony is held in which students give oral presentations on their research. Each student receives a stipend and travel compensation. On-campus housing is provided free of charge to those who are not from the New York City area.

# museums

## **LIBRARY & ARCHIVES**

### **JOHN F. KENNEDY LIBRARY FOUNDATION**

The John F. Kennedy Library Foundation awards several paid archival internships each year to undergraduate and graduate students majoring in history, government, archival administration, library science, English, journalism, communications and other related disciplines.

### **NEW YORK PUBLIC LIBRARY**

#### **Exhibition Intern**

*Unpaid*

The Library for Performing Arts Exhibition Department has an exciting internship program available to students who want to gain hands on experience in Museum Studies. This internship will provide students with the opportunity to learn the roles and processes of exhibition development. Interns will participate in the development of current and future exhibitions as well as gallery interpretations. Interns will also gain exposure to various topics such as popular early television, street theater, popular music, and dance. Interns will gain professional insight and exposure to different museum career trajectories. This is an excellent opportunity for students interested in museum studies and/or art history.

## **LOCAL HISTORY**

### **MUSEUM OF THE CITY OF NEW YORK**

#### **Development Internship**

Development seeks an intern who is currently attending college or graduate school and has an interest in fund raising. The intern will assist with researching prospective foundation, corporate, and individual donors; coordinating special events; filing, data entry, and other administrative tasks.

#### **Public Programs Internship**

Public Programs seeks an intern who is currently enrolled in college or graduate school to assist with all aspects of Museum programming. A passion for New York City history, cultural life, urban planning, architecture and design, and event planning is required. Please review current and past public programs on the museum's website.

#### **Frederick Schwarz Children's Center Internship**

Frederick A.O. Schwarz Children's Center at the Museum offers programs that help children learn about New York City and their place in it. The Center provides a rich mix of lessons and hands-on activities, semester-long programs that explore

East Harlem's evolving neighborhood, and a citywide history competition that encourages independent student research. Interns are needed to work on different projects throughout the year to support Saturday Academy, NYC History Day, Professional Development, and general administrative needs.

#### **Graphic Design Internship**

Graphic Design seeks an intern who is currently attending college or graduate school for Graphic Design. The candidate will assist the Senior Graphic Designer with layout and production of internal and external projects, both online and print, and will assist in updating the Museum's website.

#### **Information Technology Internship**

The Museum's IT Department is currently looking for student interns to learn and assist with integrating technology into a business infrastructure.

#### **Marketing and Communications Internship**

The Museum seeks interns currently attending college or graduate school to assist with all aspects of promoting the Museum, including audience development, media research, campaign design, social media marketing, digital advertising, event planning, media tracking, data reporting and analysis, and some administrative tasks.

### **NEW YORK HISTORICAL SOCIETY**

*Paid or Academic Credit*

From modeling creative exhibition layouts to researching with our curators, college and graduate interns experience unparalleled career development and cultivate fruitful professional relationships.

### **NATIONAL 9/11 MEMORIAL AND MUSEUM**

*Paid or Academic Credit*

#### **Office of the President Intern**

The National September 11 Memorial & Museum is seeking a student to support the Office of the President & CEO. The student extern/intern will have exposure to a number of different activities related to the various areas of concentration of the organization, including operations, administration, marketing, and community outreach. The student extern/intern will be considered a key member of the President's Office and will have the opportunity to learn and contribute in a meaningful way to high-priority projects that support the mission of the Memorial and Museum. He or she will also

provide also provide administrative support to the members of the President's office.

### **Oral History Intern**

The Oral History Intern will work under the supervision of the Senior Oral Historian / Director of Collections and the Associate Oral Historian. The internship will provide the opportunity to develop practical skills in a museum environment, will introduce the student to a diversity of museum professionals and practices, and will enable the intern to interact with museum collections curators and oral historians on all aspects of their work, including research, writing, and outreach.

### **Communications Intern**

The communications intern will work closely with members of the department, specifically in the areas of news media, online content and digital communications. The intern would help manage, coordinate and create content for the 9/11 Memorial's website, blog and social media sites and act as a liaison for members of the news media as well as TV and documentary film crews. The intern will be expected to give a critical eye on existing 911memorial.org web pages for updating and suggest improvements. The person could also contribute to the MEMO blog and assist in filmings on the Memorial and in the Museum. The intern will also help organize important documents, files and other content.

### **Exhibition Intern**

The Exhibition Intern will work under the supervision of the Assistant Project Manager for Exhibitions in moderating, documenting, and developing content for online and physical exhibitions, as well as providing project management support for exhibition development at the 9/11 Memorial Museum. The internship will provide the student with the opportunity to develop practical skills in a museum environment, to interact with a diversity of museum professionals, to receive routine and instructive feedback on their work, and to learn how content developers, curators, researchers, media producers, and project managers are involved in the process of creating, sustaining, and evaluating exhibitions.

### **Institutional Advancement Extern**

The Institutional Advancement department will require a dedicated and driven individual to assist the Institutional Advancement Director with administrative duties, international receptions, events in the Museum, annual benefit dinner, corporate membership, and anniversary commemoration ceremony.

### **Memorial Exhibition Intern**

The Memorial Exhibition Intern will work under the supervision of the Memorial Exhibition Manager in a digital cataloguing, research, and remembrance audio project of the 9/11 Memorial Museum. The internship will provide the student with the opportunity to develop practical skills in a museum environment,

to interact with a diversity of museum professionals, to receive routine and instructive feedback on their work, and to learn how curators, cataloguers, and exhibitions developers are involved in the process of developing and sustaining exhibition content.

### **Special Events Extern**

The special events extern will assist the Senior Project Manager in the Institutional Advancement department with events in the museum and preparation for the Benefit Dinner and Commemoration ceremony

## **NEW YORK CITY CENTER**

### *Academic Credit*

The General Management intern will assist the Manager of Musical Theater programs and the Admin Assistant with the day-to-day responsibilities of the General Management department during the Encores! Off-Center season. Main responsibilities include: processing contracts, assisting with ticketing and seating, assisting with event planning and execution, filing, collecting and organizing logistical paperwork, processing invoices and running errands as needed.

## **STATEN ISLAND MUSEUM**

### *Unpaid*

The Public Relations and Marketing Department is responsible for all public communications, crafting the institution's voice and following institutional branding protocols. The PR and Marketing Department seeks an intern to work in a highly collaborative environment. This internship affords the successful candidate valuable experience and provides an excellent opportunity to explore a career in the field of Public Relations.

## **TENEMENT MUSEUM**

The Lower East Side Tenement Museum will be seeking Eloise Susanna Gale Fellows for its summer 2016 internship program. The internship program at the Tenement Museum offers interns hands-on-training in the museum profession as well as a comprehensive overview of museum operations. Interns are paired with senior museum professionals in the Curatorial and Education departments. Internships will be open to college and graduate students interested in pursuing experiences in a small museum setting in their particular field.

## **VISUAL & PERFORMING ARTS**

### **BROOKLYN MUSEUM**

#### **Gallery/Studio Program Summer Intern**

### *Unpaid*

The Intern will be the face of the program for participating families. He or she will maintain the supplies and studios, attend the semester's planning meeting with the Teaching Artist staff, assist teachers in certain classes, and act as a liaison between the Instructors and other activities at the

Museum. The Intern will also compile results from three semesters of student evaluations.

### **Summer Photography and Imaging Intern**

*Paid*

The Summer Photography and Imaging Intern will serve as a candid photographer. The Intern will attend Museum events and activities, and shoot and edit images for Museum print and web publications. This project will give the Intern the opportunity to experience the challenges of composing shots on the fly, dealing with difficult lighting conditions, obtaining releases from parents, and selecting and editing usable images from the many obtained during a shoot. Interns will scan and edit images of works of art from the negative collection and add them to the Museum's online collections and Luna image repository. This project will introduce the student to the detailed work of creating scans following standard specifications and working in a production environment. The Intern will obtain quality images for the website, for future publications, and as archival documentation of our collections and activities. In addition, the Intern will tag images on the Museum's website.

### **METROPOLITAN MUSEUM OF ART**

*Paid & Unpaid*

The Cloisters Summer Internship – Paid

This nine-week paid internship is awarded each summer to eight college students who are interested in art and museum careers, enjoy working with children, and have an interest in medieval art. Interns join the Education Office of The Cloisters museum and gardens—where they receive intensive training about the collection to share with visitors. Through meetings and discussions with curators, educators, conservators, and executive and administrative staff, interns also learn about the many professions that work together to achieve the Museum's mission.

### **MuSE Internships (Summer)**

*Paid*

The MuSe paid internship is a fast-paced, intensive training program in current museum practice. Interns are placed in departments under the mentorship of Museum staff, engage critically with the issues facing twenty-first century art museums, and learn about the myriad careers available in museums and the arts through seminars led by museum professionals from the Met and other cultural institutions.

### **Internships at Main Building**

*Unpaid*

In addition to receiving on-the-job training, interns have the opportunity to interact with members of the Museum community through a series of programs organized for them. These sessions include talks in the galleries and presentations by staff from various Museum departments, staff of other New York City cultural and art institutions, and field trips.

Interns are placed in various departments depending on their prior academic/work experience.

### **Teaching Corps Internship (Summer)**

Interns are responsible for leading the Museum's guided summer camp group visits for children ages six to thirteen, with the possibility of teaching or assisting with other Education Department programs and events over the summer and into the following school year. Teaching Corps interns will develop their own gallery teaching plans, create interactive activities for students, and teach independently in one of the world's finest museums.

### **MUSEUM OF MODERN ART**

*Paid*

Interns will work with MoMA curators and educators and gain experience in the museum field. They will learn about the MoMA's mission, collections, and organizational systems, while gaining practical and theoretical training in museum work. Moreover, interns will contemplate the role of museums in contemporary society and work closely with a member of the MoMA staff, while attending curator talks and a weekly lecture series.

### **SOLOMON R. GUGGENHEIM MUSEUM**

*Unpaid*

Interns gain a general knowledge and broad understanding of how a particular department functions within the context of a major museum as well as specific skills related to a particular department's activities. Interns are assigned to a department based on their academic background, professional skills, interests, and career goals. Interns participate in the ongoing work of the department and complete specific projects or portions of larger departmental initiatives. The Museum Culture Seminar Program forms an integral part of the Internship Program. The program includes field trips to sites such as auction houses, galleries, corporate collections, and other museums. Discussion with Guggenheim Museum staff from a range of departments and awareness of a range of museum-related issues is facilitated. Please refer to the museum website for an extensive list of departments.

### **WHITNEY MUSEUM OF AMERICAN ART**

*Unpaid (Metro card provided)*

Interns receive an excellent opportunity to learn about a specific area within a mid-sized cultural institution. Under the supervision of a department head or curator, interns learn about museum work and assist with regular departmental duties that range from research and special projects to administrative tasks.

### **Administration**

Intern will provide management, oversight, and institutional strategic planning.

## **Communications**

Intern will work with local, national and international media to secure coverage of the Museum and its programs and activities; seeks out and maintains positive relationships with critics, reporters and editors who are capable of providing meaningful coverage to the Museum.

## **Curatorial**

The intern will oversee and guide the expansion of the Museum's permanent collection of over 20,000 works of art, and organizes and generates exhibitions appropriate to the institution's mission. Curators produce scholarship and research on the collection, author catalogues to accompany exhibitions; cultivate and maintain relationships with artists; participate in public programs (lectures, symposia); and oversee loans. Curatorial areas include: Chief Curator; Permanent Collection; Prewar Art; Drawing; Prints, Photography; Film and Video; Performance; Andy Warhol Film Project.

## **Development**

Interns will be responsible for fundraising efforts through engagement in strategic planning, development, management and implementation in pursuit of building long-term relationships for the museum's financial health. Various initiatives include Board development, a major gifts program, planned giving, memberships, corporate sponsorships, foundation and government grants, and special events.

## **Digital Media**

The intern develops and manages the Museum's digital media initiatives, often in collaboration with other departments, to help realize the Whitney's programmatic, audience development, visitor experience and fundraising goals.

## **Education**

At the heart of all Whitney Education programs is a focus on artists -- their materials, methods, and inspirations. As educators, the department creates opportunities for visitors with different needs, experiences, and interests to make meaningful connections with the art on view. Program audience includes K-12 students, teens, teachers, families, adults, seniors and people with disabilities

## **Graphic Design**

The department oversees development and production of all Whitney visual communications including advertising, promotional materials, gallery graphics, signage, whitney.org, invitations and branded merchandise. Applicants must be Graphic Design majors.

## **Marketing**

The department creates and executes promotional campaigns that drive attendance for individual exhibitions and programs while serving institutional positioning/branding goals. This includes designing and implementing marketing efforts via

print, online, television, social media and other channels to effectively reach target audiences.

## **Publications**

The publications team produces exhibition and collection catalogues; edits exhibition graphics, brochures and exhibition-related ephemera; and sets the Museum's editorial style. Rights and Reproductions interns maintain image assets, handles image and Hopper licensing, provide images and permissions for institutional use, and oversee exhibition photography.

## **Registration**

The intern will work toward the long-term preservation of the permanent collection and all works of art on loan to the Museum. Maintain best practices while coordinating arrangements for packing, crating, shipping, framing and insuring works of art for exhibition, acquisition, storage or loan.

## **Research Resources**

The research resources intern will help provide access and information to primary resources relating to the museum's history, collections, and programming. Comprised of the Archives, Permanent Collection Documentation Office, Special Collections, and The Frances Mulhall Achilles Library, the department is a platform to foster the research needs of museum staff and to qualified members of the scholarly and museum communities. Students must be enrolled in an MLIS program to be considered for work in the Archives or Library.

## **STUDIO MUSEUM IN HARLEM**

*Salary: Not specified*

### **Communications Internship**

Communications Interns work closely with the Communications department on file preparation, research, organization and content management for Studio magazine, the Museum's seasonal publication. The intern will also assist with developing press releases for upcoming exhibitions, preparing press kits and general press related inquiries.

### **Community Engagement and Programs Internship**

The Community Engagement and Programs Intern will work closely with the Manager of Community Engagement and Programs on researching speakers and program participants, processing contracts, check requests, formatting presentations, and administrative tasks. The intern will also assist in setting up and tearing down programs and events and will be required to remain on site during programs and events.

### **Curatorial Internship**

Curatorial interns will work under the direction of the Assistant Curator. Interns will be involved in a range of curatorial projects including research and organization for upcoming

exhibitions, maintaining archives and visual materials, reviewing artist submissions and updating artist files and exhibition listings. Interns will work directly with curators, assistants and artists on exhibition checklists, graphics, catalogue production and documentation.

### **Development Internship**

Development interns work closely with the Studio Museum's Development team to help with the Museum's fundraising and membership efforts. Primary responsibilities include: assisting with donor correspondence and cultivation events, conducting research on individual donors, as well as corporate and foundation funders, organizing mailings of information to Studio Museum members, and drafting the Development Department's Annual Report.

### **Director's Office Internship**

Director's Office intern will work closely with the Executive Assistant to the Director and Chief Curator. Responsibilities include assisting with special event and board meeting preparation, project research, archiving, and handling information requests.

## **THE NEW MUSEUM**

### *Unpaid*

#### **Curatorial Internship**

The Curatorial department researches and organizes upcoming exhibitions, including the development of timelines, checklists, and signage; produces exhibition catalogues; manages the travel of selected exhibitions; corresponds with artists, curators, galleries, and museums; and orchestrates a weekly slide review of artists' work. Interns will be introduced to issues relating to contemporary art and will obtain administrative and curatorial skills in organizing art exhibitions.

#### **Development Internship**

The Development department is responsible for all grants from government, foundation, and corporate sources; the Membership program; contributions to the Museum; and the capital campaign for building and endowment needs. Interns will assist in researching prospective donors, program planning, Membership events, budgeting and solicitation for special projects, and grants writing.

#### **Digital Archive Internship**

The New Museum's Digital Archive is an innovative project to publicly document the activities, ideas, and programmatic history of an institution. Gaining valuable experience related to the management of archives in a museum setting, interns will assist with research, digitization, and description of archival material (born-digital as well as analog). Enrollment in an advanced degree program in Archives, Library and Information Science, or related area of study is preferred.

### **Education Internship**

The Education department organizes programs for high school students and teachers, public programs for adults (lectures, panel discussions, performances), family days, and group tours. Interns will gain an understanding of public education programs related to a contemporary art museum, as well as the programming of the Museum as Hub program and the New Museum's Resource Center.

### **External Affairs Internship**

The External Affairs department expands public awareness of the New Museum. The department produces the Museum's media releases; circulates images for reproduction; places advertisements; produces catalogues, newsletters, and other promotional materials; organizes the Annual Gala and other events; and plans exhibition openings. Interns will assist in producing media and marketing materials and in coordinating events.

### **Information Systems Internship**

Information Systems is responsible for the Museum's computer hardware and software, network, and database applications. Interns will assist in maintaining computer systems. It is recommended that all applicants have technical experience.

### **Exhibitions Internship**

The Exhibitions department is tasked with solving the unique challenges with each installation. Interns will be involved with overall exhibition design, installation problem solving, fabrication, and gallery maintenance. Applicants should be ready to think creatively in unfamiliar situations and be prepared for a lot of hands on experience. A basic understanding of Google Sketchup is a plus.

### **Collections Management Internship**

This internship provides an opportunity to conduct an inventory of the New Museum's Collection of over 600 objects and the Museum's series of Limited Editions by over forty leading contemporary artists. The intern may also provide Registrarial support during periods of exhibition changeovers and work closely with the staff of the Exhibitions department. Prior coursework or experience with collection management is a plus. All applicants should have basic clerical skills and knowledge of Microsoft Office programs.

### **Institutional Sales & Retail Internship**

The New Museum Store complements the Museum's exhibition schedule by providing a stunning assortment of contemporary art-related titles and objects for sale. Interns will gain experience in the day-to-day operations of a retail space—budgeting, visual merchandising, marketing, and maintaining the inventory—as well as an insider view into the world of fine art books and library services.

### **Special Events Internship**

The Special Events department organizes the New Museum's annual Spring Gala, exhibition openings, corporate rentals, and private events. Interns will assist in producing and in coordinating special events.

### **BRONX MUSEUM OF THE ARTS**

The Bronx Museum of the Arts is a contemporary art museum in The Bronx, NY that connects diverse audiences to the urban experience through its permanent collection, special exhibitions, and education programs. Reflecting the borough's dynamic communities, the Museum is the crossroad where artists, local residents, national and international visitors meet.

### **MOMA PS1**

*Academic Credit*

#### **Curatorial**

The intern best suited for this department would be meticulous, able to coordinate large-scale organizational projects, and have a working knowledge of contemporary art and art history. Tasks include archiving, media management, and research, as well as administrative and production duties relevant to organizing exhibitions and public programs. Microsoft Word, Excel, and Adobe Photoshop skills are required; familiarity with Adobe Illustrator or InDesign is also helpful.

#### **Development and Fundraising**

This internship is an excellent opportunity for anyone interested in learning more about the fundraising process, from cultivation to stewardship. This department requires interns who have experience with donors, grants, and other aspects of the non-profit industry. Any interested applicant should be highly organized and have excellent writing and research skills.

#### **Director's Office**

The intern will support the Director's Office with administrative tasks. Responsibilities may include data entry, mailings and errands, assembling artist dossiers, and updating databases and communication logs. Knowledge of German language is a plus. Candidates with strengths in accounting, as well as graphic design, are highly desirable.

#### **Financial Management and Business Administration**

This internship is a great opportunity to learn more about accounting in a tax-exempt, non-profit organization. This department requires interns who have an active interest in accounting and who are willing to invest energy into learning more about the accounting process. Responsibilities may include working with MoMA's Accounting Department for voucher submission and vendor creation, processing admissions reports, human resource tasks, as well as financial management of the annual summer music series Warm Up. Interested applicants should be meticulous and should have strong software skills with Microsoft Word and Excel.

### **Installation and Building Operation**

This internship is an excellent opportunity for anyone interested in learning more about installation, exhibition design, art handling, and institution registration. This department requires interns who are comfortable with manual labor work and who are physically able to lift weight. Knowledge of power-tools and a level of craftsmanship preferred.

### **Press and Public Relations**

This internship requires a desire to learn more about public relations, marketing, media relations, and institution administration. Interested applicants should have excellent writing, organization, communication, and computer skills, as well as the ability to multi-task and see projects through to completion. Adobe Photoshop and Microsoft Word skills are a requirement. Familiarity with Adobe Illustrator and InDesign are also helpful.

### **Live Programming**

The Live Programming internship offers hands-on experience in audio visual production, direct interaction with artists, and in-depth insight into how live art programming operates. Interns will be exposed to the full development of our programs, from approaching artists to executing large-scale events. Potential candidates would ideally have some experience working in live event production, as well as being organized, motivated and adaptable. Audio visual knowledge and Adobe Photoshop skills are desired but not required. Excellent writing skills are a must. Candidates should be prepared to work a minimum of three days a week, one of which will be a Sunday, and occasionally to work late nights.

### **Registrar**

The Registrar needs interns who are organized, possess advanced computer skills, and are able to multitask. Interns will assist with conducting research for upcoming exhibitions, preparing objects for shipment and publications research and production, archiving and information management.

### **Visitor Services**

The Visitor Services department at MoMA PS1 plays an integral role in developing creative audience engagement and educational opportunities, as well as providing cross-departmental and administrative support throughout a multifaceted arts institution. Interns will gain a strong understanding of the visitor experience and how to promote a welcoming environment for exhibitions, events, and programming. Tasks will include scheduling group tours, creating event and way-finding signage, and supporting daily museum activity. Applicants should be detail-oriented, adaptable, able to balance multiple projects, and enthusiastic about interacting with the public and other museum employees in a team setting.

## MUSEUM OF MOVING IMAGE

*Paid*

### Film

Intern will assist in research, preparation, and implementation of film screenings and discussion programs. Intern will also assist with various web projects and publications, including the 2016 edition of The Living Room Candidate, the Museum's online archive of historic presidential campaign commercials.

### Institutional Archive

Intern will assist with a comprehensive inventory of the Institutional Archive, which contains documents, photographs, brochures, and products created by the Museum throughout its 30-year history.

### Membership/PR

Interns will assist with the administrative needs of the membership department, including but not limited to membership research, reporting, drafting and preparing member correspondence and surveys, and data entry.

Event planning and execution will also be a vital part of the program as the department generates new and engaging events for our members. Interns will also work closely with the PR department in a range of projects including research and tracking press coverage.

### Exhibitions and Graphic Design

New York City residents or advanced undergraduates attending school in New York City may be eligible for a full-time internship in Exhibitions and Graphic Design through the ARTS Intern program.

## BROOKLYN ACADEMY OF MUSIC

*Paid*

### Archives Intern

Great work, talented colleagues, and valuable benefits make a career at BAM rewarding on so many levels. BAM strives for artistic and professional integrity, diversity, accessibility, and innovation. Archives intern will work on cataloging and digitization a multi-year grant-funded project.

### Design Intern

The intern will focus on supporting the design team as it executes the campaign for the Next Wave Festival. Other duties will include creating promotional communications for BAMcinematék, our repertory, independent cinema program, our BAMkids programming for kids, and the many other offerings BAM presents

### Marketing Intern

The division oversees all print and digital promotions, advertising, content marketing, and grassroots marketing efforts. This internship position is an excellent opportunity for candidates who are looking to gain

hands-on experience in live performance and arts education marketing, as well as arts administration.

## CARNEGIE HALL

*Paid & Unpaid*

### Development Interns

Carnegie Hall seeks interns to assist the Development department with daily operations including drafting correspondence, prospect research, and administrative tasks.

### School Programs Intern

The intern will assist the School Program departments of the Weill Music Institute, the education and community arm of one of the leading music presenters in the world. The intern will work with a dedicated staff to assist with presenting opportunities for teachers and students across the following programs and planning for future projects and concerts.

## NEW YORK CITY BALLET (DAVID H KOCH THEATER)

### Individual Giving Intern

The intern will conduct research on current and potential donors and assist with coordination of invitation and donor mailings amongst other responsibilities. He or she will complete special projects and provide general administrative support as needed. Depending of time commitment, there is a possible opportunity to learn and assist with the planned giving program.

### Press Intern

The intern will maintain NYCB's press clip files and update photography assets, and repertory records. He or she will also assist with the distribution of information pertaining to upcoming press office activities, press ticket allocation and distribution to reviewing media and performance coverage, greeting members of the press and supervising photographers and video crews as necessary.

## JAMAICA CENTER FOR ARTS & LEARNING

The Jamaica Center for Arts & Learning is a multidisciplinary urban arts center located in the diverse community of Southeast Queens. More than 25,000 people of all ages and backgrounds participate in our wide array of education, performing arts, and visual arts programs annually. It offers internships in Art-in-Education, Fundraising, Administration, Performing Space and Special Events and Projects.

## LINCOLN CENTER

The Program offers invaluable hands-on training and experience through participation in projects and assignments that allow for the practical application of academic knowledge and the development of business skills necessary for a career in the arts. Interns work side by side with arts professionals in such areas as production, public relations, financial management, marketing, arts education, visual arts, and fundraising

as they experience the day-to-day workings of a large, world-class performing arts center.

### **Guest Services Internship**

The GS Internship focuses on providing excellent guest care at all of our summer performances. Interns should expect shifts in their weekly schedules that closely match our summer series. This requires flexible weekend and late-night hours as well as an outgoing and consistently positive attitude in line with a high degree of public interaction.

Interns are charged with providing a warm and welcoming presence, serving as friendly information sources, and communicating critical information to colleagues and guests. Throughout the program, interns will be charged with upholding the highest standards of customer service across multiple channels (in-person, print, and online).

### **Mostly Mozart Festival Orchestra Production Intern**

The Production Intern focuses on the production of Mostly Mozart Festival rehearsals and concerts at David Geffen Hall and Alice Tully Hall, assisting with scheduling, logistics, instrument rental, and artist hospitality and services. The Production Intern works closely with staff from many Lincoln Center departments and with venue staff, stage crew, orchestra personnel manager, music librarian, artist managers, and local vendors.

## **PUBLIC THEATER**

*Paid*

### **Associate Producer Internship**

The Public Theater is seeking one full-time intern in the office of the Associate Producer. The Associate Producer is responsible for line producing all membership shows both downtown at 425 Lafayette Street and Shakespeare in the Park. Duties include but are not limited to facilitating telephone, email and other correspondence, scheduling meetings and keeping the associate producer's calendar.

### **Company Management Internship**

Company Management oversees Artist contracting and care for all productions at The Public Theater and Shakespeare in The Park. The Company Management intern will be responsible for assisting the Company Managers and Assistant Company Manager in day to day tasks including filling house seats, preparing new hire packets, assisting with meet and greets, filing and tracking contracts, running departmental errands and general office duties.

### **Finance Internship**

The Finance Department at The Public Theater is an eight-member team that is comprised of both accounting and human resources employees. Major functions include financial reporting, payroll, receivable & payable processing, box office & development reconciliations, and fiscal forecasting.

### **General Management Internship**

The General Management department is the liaison between all departments at The Public and our productions. GM handles contracts, budgets, union correspondence, house seats and the day-to-day administration of each production as well as a myriad of other organizational tasks.

### **Marketing Internship**

The Public Theater's Marketing Department spearheads marketing and sales campaigns, including advertising and promotions, direct mail, social media and e-marketing. The department is also responsible for season memberships and audience development initiatives, working with the box office to coordinate ticket sales and correspond with patrons.

### **Operations Internship**

The Operations intern will spend their time working in The Public Theater's Operations Department. The Operations Department is responsible for the maintenance and upkeep of both venues as well as tracking building activity and coordinating department work around production needs.

### **Public Relationship Intern**

Internships with Lincoln Center Public Relations are designed to provide graduate students or college students who are pursuing, or considering pursuing, careers in arts administration, arts education, or public relations (especially in entertainment or the performing arts) valuable, hands-on experience in all aspects of performing arts publicity in the active public relations office of one of the world's leading performing arts organizations.

### **Stage Management Internships**

The Public Theater/ New York Shakespeare Festival, the nation's foremost theatrical producer of Shakespeare and new work, is seeking full-time stage management interns. The level of responsibility entrusted to Public Theater interns requires that they be mature, self-reliant, good communicators, and able to work effectively in a highly collaborative environment. Flexibility, a sense of humor and interest in a career in stage management are a must.

## **ETHNIC & HERITAGE**

### **THE JEWISH MUSEUM**

#### **Institutional Giving Internship**

The Institutional Giving Department is looking for a summer intern to join the team and assist in fundraising for one or a few of our major funding priorities. It is our hope to have our intern take on one or two major projects like these and see them to completion over the course of 10 weeks.

#### **Public Programs Internship**

Assist with planning and implementation of weekly public programs for adult audiences. Programs relate to current temporary exhibitions at the Museum and follow

a variety of formats including lectures, gallery talks, concerts and film screenings.

### **Permissions Internship**

Assist the R&R Coordinator in industry-standard permissions processes and rights clearance work related to all aspects of the Museum's operations.

### **Education Internship**

The Education Department at the Jewish Museum is offering an excellent opportunity for an individual who is interested in education and the arts. The Education intern will work in a variety of areas in the department—school, family, teen, public, and access programs. Additionally, the intern will help with administrative responsibilities in the department.

### **Curatorial Internship for Arts Administration**

Interns who would like to join the Curatorial Team of the Jewish Museum will develop their knowledge of museum administration and exhibition realization in a professional, supportive environment. The Curatorial Intern for Arts Administration will be assigned to assist the Curatorial Department Coordinator with general administration in connection with forthcoming exhibitions, film festivals, presentations, and related special projects.

### **Membership Internship**

Assisting the Membership Department staff, this is an excellent opportunity to observe the inner workings of a non-profit organization, as well as to gain experience working within a museum, and to learn non-profit membership department and development practices.

## **EL MUSEO DEL BARRIO**

*Unpaid unless through ARTS Interns*

### **Collections Management Internship**

The Collection Management/Registrar Intern will assist with the upkeep of the Collection Database and The Museum System (TMS). Interns will coordinate current and future exhibitions by tracking loans, assisting with shipping arrangements and installations.

### **Communications Internship**

The Communications Intern will be instrumental in expanding the reach of the department, solidifying its daily operations, and maximizing El Museo's exposure. Main tasks will include developing and maintaining relationships with local, national, and international journalists, overseeing media database, assisting with editing assignments (i.e. press releases), and processing and archiving media coverage in digital form

### **Community & Government Affairs Internship**

The Community Affairs Intern will help expand the Museum's network of community connections. Responsibilities will include active outreach to target populations, drafting

communication pieces to elected officials (including grant request forms), and identifying statistics that are helpful for reporting purposes.

### **Curatorial Internship**

The Curatorial Intern will provide general administrative support for the Curatorial Department and assist with preparations for upcoming exhibitions. Tasks include editing and updating bibliographies, compiling, resizing and uploading relevant images, and transcribing interviews.

### **Development/Events Internship**

The Development and Special Events Intern will help to research, plan and execute unique and outstanding events for El Museo's diverse constituents. Interns will play a crucial role in support of the events with tasks that include assisting production of communications, and maintaining event records.

### **Education Philosophy/Programs Internship**

The Education Philosophy Intern will assist with further development of the project of introducing philosophy for children to El Museo. The internship may involve research and development of materials for guided tours and workshops, assistance with professional development program creation, and facilitation of family programs.

### **Institutional Development Internship**

The Institutional Development Intern will assist in all aspects of Corporation and Foundation grant-seeking and giving. Intern will work with supervisors on researching prospects, tracking deadlines, and preparing meetings with funders.

## **WILDLIFE**

### **QUEENS BOTANICAL GARDEN**

Queens Botanical Garden (QBG) is a private non-profit cultural institution located on 39 acres of New York City public land in Flushing, New York. The Garden serves approximately 210,000 visitors each year; a visitor survey reveals that 75% of all visitors speak a language other than English at home. This fact underscores the importance of the mission and the challenges and opportunities QBG faces daily in creating programs, exhibits and landscapes that serve the needs of people who live in and visit one of the most ethnically diverse counties in the nation. The Garden has committed itself to addressing the complex and ever changing needs of its diverse community and to being the place where people, plants, and cultures meet.

### **Membership Intern/Volunteer**

Membership is part of a three-person Development Department. The Membership Intern/Volunteer reports directly to the Marketing & Development Associate and under her supervision will assist within taken, processing, and customer relations related to QBG membership.

### **Children's Garden Internship**

Queens Botanical Garden's Children's Garden sponsored by HSBC enables children ages 2-14 the opportunity to plant, maintain, and harvest vegetables, herbs, and flowers in an outdoor learning environment. The children not only explore various methods of gardening, but also discover their surrounding environment through hands-on activities about birds, insects, trees, solar energy, water conservation, and composting. These unpaid positions offer a unique opportunity for individuals with interests in horticulture, education environmental sustainability and/or non-profit organizations.

### **HSBC Children's Garden Horticulture Internship**

The Horticulture Assistant will work closely with the Director of Education, Children's Garden Program Coordinator, and other staff to assist the Children's Garden and other areas with horticultural and gardening needs, and will provide general support for the ongoing work of the Education Department.

### **Finance Internship**

The Finance Intern/Volunteer reports directly to the Finance Associate and will assist with the processing and reporting of business activities directly related to the accounting of QBG's day-to-day operations.

### **Special Events Internship**

Intern will assist the Special Events Manager with the production of special events. They will be expected to provide excellent customer service by greeting guests and writing follow-up letters as needed.

## **SNUG HARBOR CULTURAL CENTER & BOTANICAL GARDEN**

Internship opportunities are available to college students and young professionals interested in arts administration, development and curatorial practices. The Visual Arts program presents 8 to 10 exhibitions each season and numerous public programs such as lectures, tours and performances. In general, interns learn about the day-to-day operations as well as the role of cultural organizations in society. Working under the supervision of one of the Visual Arts Program's staff, interns are exposed to the following aspects of arts administration

## **STATEN ISLAND ZOOLOGICAL SOCIETY**

### **Education**

The Education Internship offers individuals the opportunity to assist the Zoo's Education Department with public programs and school programs for grades Pre-K - 12th grade. Interns gain experience in public speaking, animal handling, and weekend family programming. Interns will work collaboratively with staff to develop and evaluate curriculum, as well as assist with clerical duties and research. Education Interns do not need prior experience, but must be comfortable working with animals. The Zoo will provide on-the-job training.

### **Marketing**

The Zoo's Marketing & Development Department is a multi-service unit that integrates all aspects of the marketing mix: advertising, public relations, media relations, social media outreach, market research, and visual merchandising. Interns can expect an introduction to all aspects, and ultimately an immersion with hands-on applications. Marketing interns must display a sincere interest in communications and marketing, and be especially aware of audience development and customer loyalty. Computer skills are essential; graphic design skills are a plus. Social media development and strategies that harness the power of social media will be at the core of this internship. College coursework in marketing and previous marketing experience is required.

### **Children's Center**

A Children's Center intern works alongside zookeepers conducting daily husbandry for a variety of hoofstock, birds, and more. This includes feeding, cleaning, and routine exhibit maintenance. This internship takes place outdoors year-round. Interns should dress for all weather elements. Interns who show responsibility and aptitude may also be asked to assist in behavior training for the animals in the Children's Center.

### **Animal Care & Nutrition**

The Animal Care & Nutrition Internship offers students the opportunity to assist keeper staff with all aspects of routine care of animals inside the zoo wings and program animal collection. For one day of the internship, interns work in the Zoo's Commissary preparing diets for a wide variety of animals. There, they learn about animal nutrition and the importance of their diets. On their second day, interns work alongside zookeepers conducting animal husbandry for a variety of exotic animals including reptiles, amphibians, fish, birds, mammals, and invertebrates.

### **Animal Health & Collection Management**

The Animal Health & Collection Management internship is designed for individuals seeking to gain exposure to the field of zoo medicine and animal collection. Interns observe and participate in all facets of animal husbandry as it relates to the day-to-day operation of the zoo's veterinary facility and nursery. Here, they will learn aspects of zoo exhibit preparation as well the behind the scenes steps involved in curating animals in a zoo collection. No two days in the animal hospital are alike. However, in general, intern responsibilities include maintaining the cleanliness of all areas of the hospital, and ensuring the hospital is prepared to meet the health and welfare needs of all animal patients.

## **WAVE HILL**

### **Family Art Project Intern**

This year-long position provides qualified high school or college students with opportunities to learn and practice

skills, such as working with the public, handling different art materials and techniques and being part a dynamic team of educators.

The Intern assists at the Family Art Project, a long-running and well-attended weekend drop-in program. Interns have an important role in helping shape the experience of the families who attend. Interns assist in setting up, preparing for, cleaning up after and directly facilitating the Family Art Project to children and adults. The content, theme and materials are nature- and seasonally-based and change every week.

## **WILDLIFE CONSERVATION SOCIETY**

Are you a "people person" that loves to talk about wildlife and conservation? WCS Education offers many ways to volunteer. From teen Discovery Guide to Adult Docent, Education Volunteers engage zoo visitors throughout the zoo, participating in and helping to facilitate a variety of events and programs throughout the year. Opportunities are available at the Bronx Zoo, Central Park Zoo, New York Aquarium, Prospect Park Zoo, and Queens Zoo.

## **NEW YORK BOTANICAL GARDEN**

*Unpaid*

### **Greenmarket Volunteer Internship**

The New York Botanical Garden is searching for a highly motivated volunteer intern for our annual Greenmarket. The Public Education Greenmarket Intern will assist in planning and running the Greenmarket hosted by GrowNYC at NYBG. This is an excellent hands-on opportunity for those interested in learning more about food-based public programming and creating quality visitor experiences at a cultural institution.

### **Science Volunteer Internship**

The New York Botanical Garden is seeking a Science Intern to assist the Incised Fumewort in Westchester County: Early Detection and Rapid Response Project. The project seeks to document the occurrence of *Corydalis incisa* (Incised Fumewort) in Westchester County, New York. This non-native invasive species is highly aggressive and spreads rapidly, threatening our forests, wetlands and gardens. This is an opportunity to participate in the collection and recording of field data, perform GIS analysis and conduct outreach.

### **Exhibitions Volunteer Internship**

The Exhibitions & Public Engagement department in the Horticulture Division at the New York Botanical Garden is seeking a highly motivated individual to assist with the development and implementation of exhibitions during the summer term (May-August). This is an excellent hands-on opportunity for anyone interested in learning more about temporary/special exhibitions at museums. Duties will change throughout the course of the internship as a variety of shows open and close.

## **Programs/Public Education Volunteer Internship**

The New York Botanical Garden is searching for a highly motivated volunteer intern for our Public Education department for the winter/spring semester. The Public Education intern assists department staff with the development and implementation of programming for diverse visiting audiences. This is an excellent hands-on opportunity for those interested in learning more about public programming and creating quality visitor experiences at a cultural institution. Programs include talks, performances, live demonstrations, and special evening events. The intern will have an opportunity to interact with the visitors, bringing attention to the programs and tracking attendance and commentary to help evaluate their experiences.

## **Edible Academy Volunteer Internship**

The New York Botanical Garden is now accepting applications for Summer 2016 Children's Education volunteer internships. The Family Garden is also the future site of a new, state-of-the-art campus that will serve as the hub for edible education at the Garden – The Edible Academy. This is a unique opportunity to work alongside NYBG Education Staff as they create and implement award winning programming with the garden's most impressionable visitors. Assist in the facilitation of visitors' exploration of the changing seasons reflected in edible crops, a meadow of native perennials, as well as the Family Garden's thematic garden plots: the Green Thumb Gardens, Global Gardens, and the Mario Batali Chef's Kitchen Gardens.

## **BROOKLYN BOTANICAL GARDEN**

Internships are open to adults over 18 who have a strong interest in horticulture. The applicant must be able to do physical labor outdoors and possess a valid driver's license. This program is designed for people interested in pursuing a career in horticulture. Successful applicants must be able to work the full eight months and are responsible for their own housing.

## **CHILDREN'S MUSEUMS**

### **BROOKLYN CHILDREN'S MUSEUM**

#### **Membership Services Intern**

The intern will interact with all members & visitors in a friendly, professional manner, delivering exemplary customer service, communicate well with members; remain polite, courteous, and helpful at all times. He or she will assist in the recruitment and retention of members for BCM.

#### **Access Programs Intern**

Access Programs Interns facilitate experiences in BCM's Sensory Room, an inclusive space where children of all abilities can engage and explore their senses. Tasks may include maintaining attendance records, reading stories, leading multi-sensory games and activities, adapting the space to create welcoming environments for children of different abilities and modeling

tools and strategies for visitor interactions. Dependent upon prior experience, interns may also have the opportunity to develop public programs or work on individual projects. Interns will receive professional development training and resources to support their work with children of all abilities.

## CHILDREN'S MUSEUM OF THE ARTS

### Art Colony Internship

CMA's day camp program that allows children to immerse themselves in week-long innovative arts courses taught by professional artists. Classes are offered in both the fine arts and media arts for students ages 6-14. Art Colony Teaching Assistants will work directly with CMA Teaching Artists to prepare materials, assist in classroom management and art-making, lead free time activities, chaperone field trips, and provide overall support to class activities.

### Marketing and Communications Internship

Interns will be working closely with the External Affairs Manager to highlight CMA's daily and special events by assisting in the development of a social media presence, assisting in maintenance of CMA's blog, documenting featured activities, and distributing marketing materials both on- and off-site. They will also oversee the distribution and mailing of a newly launched museum publication.

### Museum Programs Internship

CMA is looking for an intern to join the program staff as the General & Teen Programs Intern. The Intern will report directly to the Director of Museum Education Programs and will work closely with lead program staff to help coordinate the logistics of all YAK activities as well as CMA fee-based programs, including after school classes and Art Colony.

### Fine Arts Teaching Artist Internship

Children's Museum of the Arts seeks an energetic and creative intern for its Fine Arts Department. Interns will work with CMA Teaching Artists to facilitate Open Studio Workshops as well as take on individual special projects.

## STEM MUSEUMS

### NATIONAL AIR AND SPACE MUSEUM

Interns have a firsthand opportunity to learn about the historic artifacts and archival materials housed in the Museum and to study the scientific and technological advances they represent. To be considered for a summer internship, you must be a high school graduate and be enrolled in a degree-granting undergraduate or graduate program at an accredited college or university.

## MUSEUM OF MATHEMATICS

### Unpaid

Each year, the Museum of Math welcomes up to 12 interns for their highly selective summer internship. MoMath is looking for students with a high level of enthusiasm for math, a high

degree of mathematical competency, and strong interpersonal and social skills. Interns who complete the program gain a strong level of knowledge and experience in what it takes to operate a successful business, as well as being exposed to a variety of interesting programs, lectures, and people. This summer, the Museum is particularly pleased to be hosting the MOVES conference, honoring mathematical luminaries.

## AMERICAN MUSEUM OF NATURAL HISTORY

The Anthropology Internship Program offers academic credit, unpaid and paid internships for undergraduate and graduate students interested in careers in anthropology, museums or related fields. Anthropology interns work on projects relating to the collections or to the ongoing research interests of the curatorial staff in the museum or in the field. The department's collections and research are focused on North American, Mexican/Central American and South American archaeology and ethnology; Asian, African and Pacific ethnology; and Biological Anthropology. In addition, internships are awarded in collections management, archives and conservation.

## NEW YORK HALL OF SCIENCE

### Science Career Ladder

As Explainers on our exhibit floor, Science Career Ladder students are the face of NYSCI. They explain our exhibits, perform demonstrations, support educational workshops and act as role models to students in NYSCI's out-of-school camps and clubs.

## MISCELLANEOUS

### ARTS INTERN

The ARTS Intern program places college undergraduates from diverse cultural backgrounds in paid summer internships at New York City museums. Eligible applicants must show a financial need and must either be New York City residents, or be enrolled in a college or university within the five boroughs of New York City.

Interns work alongside museum professionals involved in all facets of the institutions' activities. Participation in ARTS Intern can impact a student's career path in profound ways.

Positions are open until filled, so there is no set deadline. If interested in a position, we advise that you apply as soon as possible.

## CREATIVETIME

### Programming Internship

As a Programming intern, you'll be involved in all parts of the department's responsibilities. Specific tasks vary from project to project, but you can expect to conduct curatorial research on artists, projects, and sites; assist in developing community-based events and talks; help to identify potential project partners; contribute to school outreach and tours; and

be involved in all of the day-to-day of exhibition production. As a member of our team, you'll have the opportunity to sit in on curatorial meetings, meet artists and partners, and contribute to projects. If you're interested in hands-on public art production from inception to execution, the Programming department is the place for you.

### **Global Initiatives Internship**

As an intern with Global Initiatives, you'll conduct research about artists and global current events; help with event production by sourcing vendors and tracking expenses; edit videos, audio casts, and written content; draft artist correspondence; and attend department meetings and assist with department administration.

### **Development Internship**

As a Development intern, you'll work closely with the four members of the department on various long- and short-term projects, including event planning, pitching corporate sponsorships, and edition production and sales. You'll experience all stages of the donor prospecting process, too, getting to discuss projects with curators, research potential supporters, draft text and design proposals, and coordinate grant schedules and materials. You'll also assist with Board of Director relations and planning. And, you'll rack up impressive skills for any future career in the arts or the non-profit sector, including database management and specialized research.

### **Marketing Internship**

If you're interested in public relations, media, or technology and communications, the Marketing team wants you on board to draft and disseminate press releases, listings information, and correspondence; conduct research on media outlets; maintain the press database; assist photographers and videographers with documentation of project and events (or take photos and shoot video yourself!); help with image editing and catalogue management; update our website; and post for and about CT on social media.

### **Executive and Operations Internship**

As an Executive and Operations intern, you'll gain hands-on experience in arts administration that will serve you well in any career in the arts. You'll have the chance to learn about nonprofit financial management, database systems, organizational technology, building and office operations, strategic planning, and human resources and training oversight. You'll also book staff and artist travel, draft special correspondence, and attend meetings of all types.

# pr and marketing

**The following internships and programs are suited for anyone interested in pursuing public relations and/or marketing.**

## **KARLA OTTO**

Karla Otto Inc. is a leading fashion public relations Agency with offices in Milan, Paris, London, New York, Los Angeles, and Hong Kong. The offices of Karla Otto represent highly respected European and American clients such as Givenchy, Christian Dior, Celine, Viktor & Rolf, Marni, Pucci, and Vionnet.

### **Public Relations Interns**

#### *Unpaid*

We are currently seeking part-time and full-time interns to start in our New York office/showroom located in West Chelsea. Interns will be assisting both the logistics and pressroom departments. Interns will learn to: manage domestic and international sample trafficking using Fashion GPS; assist in creating reports and research projects; manage and organize the showroom; magazine clipping and scanning; assist at fashion shows and events. This is an educational experience that will allow the intern to experience the full life cycle of a fashion public relations agency with multiple international offices and the skills learned at Karla Otto Inc. can be applied to other industries.

## **KATE SPADE & COMPANY**

Kate Spade & Company debuted on February 26, 2014, but the initial sparks formed far earlier in the minds of two imaginative and driven women. Liz Claiborne (in 1976) and Kate Spade (in 1993), each frustrated they couldn't find what they believed women were looking for in the marketplace, took matters into their hands and founded their own successful companies. And so the spirit of our company was born. Today, Kate Spade & Company designs and markets accessories and apparel principally under two global, multichannel lifestyle brands: kate spade new york and Jack Spade.

### **Summer Internship Program**

Kate Spade & Company takes great pride in our ability to attract, recruit, and develop world-class talent. Our annual summer internship program, comprised of rising juniors and seniors in college, exemplifies our commitment to premier talent acquisition, and it provides our own internal aspiring talent the opportunity to recruit students from across the

globe. With an extensive list of functional areas to choose from including merchandising, design, sales, finance, marketing and product management, the program is designed to help students find their niche. All interns are mentored by an employee who is associate level or above. Throughout the ten week program, interns will work side by side with their manager on both short and long term projects that all tie back to the larger strategic goals of the company and the individual department. The curriculum around the program includes a weekly speaker series. Intern groups will also spend time in each of our three brands' retail environments: kate spade new york, Jack Spade, & Kate Spade Saturday. At the culmination of the summer, the interns are tasked to share their summer-long project in a five-minute presentation to the executive team.

## **KENWERKS**

Kenwerks is a creative marketing firm with teams in LA and NY founded by Kenneth Loo. We specialize in creative marketing, brand management, event production, public relations and creative direction. We advise clients on the development, execution and distribution of campaigns that deliver ROI, engage the media and speak to their consumers.

### **Fashion PR Interns**

Kenwerks is looking for a Fashion PR interns to start for the upcoming season. We are looking for candidates who are extremely organized, motivated, and hard-working. Candidates must have great interpersonal and phone skills, be able to adapt to a fast paced working environment. We appreciate a passion for presentation, social media and creativity. You should have a college-level understanding of fashion, communications and the desire to learn more about the industry. Knowledge of Word and Excel are required. We only engage in internships lasting between 3 and 6 months. Roles and responsibilities include but are not limited to: administration duties; fulfilling press requests; sample trafficking; work with team for all product and sample mailings; keeping an updated editorial contact list; maintaining a neat and organized showroom for editors and stylists to pull from.

## **EDELMAN**

Edelman is a leading global Communications Marketing firm that partners with many of the world's largest and emerging businesses and organizations, helping them evolve, promote and protect their brands and reputations. Edelman was

named one of Advertising Age's "Agency to Watch" in 2014; one of Forbes' "14 Most Influential Agencies of 2014"; and The Holmes Report's "2013 Global Agency of the Year." Edelman was awarded the Grand Prix Cannes Lion for PR in 2014 and was among Glassdoor's "Best Places to Work" for the third time in 2014.

### **Communications Marketing Intern**

The Intern is responsible for assisting with implementing and monitoring projects within a specific set of accounts under the direction of the supervisor. S/he works closely with and supports the needs of the account teams. The intern must be able to work effectively with a variety of account service staff within a specific set of accounts. Responsibilities include, but are not limited to: basic understanding of principles of PR; basic understanding of clients' business; participation in brainstorming when invited by the supervisor; read and identify media clips from clipping services and on-line resources; assist with monitoring client competition coverage; pitch the media under the direction of the supervisor; assist with preparation of press kits for distribution; assist with compilation of media coverage reports; draft pitch letters and/or email pitch memos to vendors with the approval of the supervisor.

### **Creative Incubator Intern**

*Paid*

Are you able to look at a problem and see it as an opportunity to dazzle? Do you view the world around you as an ever-changing story? Do you see amazing things when you close your eyes? Do you get shivers when you hear a great idea? We're on the hunt for people that are passionate and hungry for creating, developing, and executing unexpected ideas. If that sounds like you, we'd like you to be a part of our Creative Incubator, a paid internship experience where you can master your craft, whatever it may be. As an Incubator intern, you'll become a part of a team and generate ideas for some of the world's largest and most influential brands. You'll learn from the best and brightest in the industry and get paid to do it. And you'll get really good at what you do.

### **MKG**

Founded in 2003 by Maneesh K. Goyal, MKG is an experiential marketing agency that leverages human connection to impact consumers and influencers in smart, meaningful ways. With offices in New York & Los Angeles, MKG is an independent, award-winning agency comprised of creative trailblazers that partner with some of the world's premier brands including Delta Air Lines, Audi, Heineken and NBCUniversal. Experience works. It lets brands show people not just what they are—but who they are. Because when people can see your brand's human side, they connect with it more deeply. MKG dreams up experiences designed to do just that. We create experiences that work.

### **Summer Internship**

An internship at MKG is a great way to gain agency experience working on a wide variety of creative and engaging projects. We offer internships in the areas of experiential marketing, event production, social media and digital strategy, corporate communications, business development, and event design. We also offer opportunities with our administrative, finance, IT, and HR teams. Internships at MKG are perfect for students or recent graduates. Applicants with knowledge and experience in event production, marketing, communications, branding, and/or social media strategy are preferred.

### **MSNBC DIGITAL NETWORK**

The Msnbc Digital Network is a collection of innovative and powerful news brands that deliver the most compelling, diverse and visually engaging stories on the consumer's platform of choice. The world-class brands featured in the digital network include msnbc.com, TODAYshow.com, Nightly.msnbc.com, TV.MSNBC.com, NBCSports.com and EveryBlock. The Msnbc Digital Network provides something for every news consumer with its comprehensive array of offerings that deliver the best in breaking news, original journalism, lifestyle features, commentary and local updates down to the block level.

### **PR/Marketing Intern**

The PR/Marketing intern will play an active role in the Msnbc Digital Network's public relations and marketing efforts, including writing effective marketing materials, developing and implementing creative ideas, supporting media relations and brand marketing, successfully coordinating and managing projects and events, and providing support of the overall marketing and sales functions. Responsibilities include: Manages projects and events; writes press and marketing materials to promote products and brands; schedules ads and manages the online promotion calendar; assists with creation and development of brand guidelines; conducts research for competitive analysis; supports franchise building & marketing with assigned projects; works with social media team to promote content via Facebook and Twitter; develops relationships with journalists/bloggers (consumer/lifestyle) and pitches story ideas; compiles weekly/monthly/quarterly marketing & communications reports; researches thought leadership opportunities and awards; identifies, purchases and maintains inventory necessary for corporate needs.

### **OGILVY & MATHER**

In 1948, David Ogilvy founded the agency that would become Ogilvy & Mather. Starting with no clients and a staff of two, he built his company into one of the eight largest advertising networks in the world. Today it has more than 450 offices in 169 cities. Over the past 60 years, Ogilvy has helped to build some of the most recognizable brands in the world: American

Express, Sears, Ford, Shell, Barbie, Pond's, Dove, and Maxwell House among them, and more recently, IBM and Kodak.

### **Public Relations Intern/Coordinator**

Ogilvy Public Relations is seeking a Public Relations Coordinator/Intern (Post-Graduate) to work on one of our larger consumer accounts. Our PR Coordinator will have the opportunity to hone professional public relations skills while working on a number of client projects for one large brand. This is intended as a learning position, and will start in a temporary capacity (~90 commitment) with high potential of full time placement within the company. Previous coursework and/or internships experience required. We are seeking candidates who would be available to start immediately.

### **PPR WORLDWIDE**

At PPR, we partner with our clients to achieve and communicate change that makes a difference. We're a restless bunch. We don't settle for the status quo or the run of the mill when it comes to communications. And neither do the brands and organisations that partner with us. Whether global start-ups or established icons, they work with us to achieve real, measurable change that positively impacts their business through creative, compelling marketing communications.

### **Internship Program**

PPR's internship program offers up to three months of structured work experience. All of our interns assist in research, client projects, media/influencer outreach and are provided with extensive on the job learning opportunities during their time with us. Though day-to-day duties vary, main tasks include industry research, composing news scans, building media lists, writing and disseminating pitches and press releases, assembling coverage reports, building briefing books, and helping run events.

### **RUDER FINN**

Ruder Finn, Inc. is a leading independent communications agency with more than 65 years of experience. Maintaining offices in New York, London, Paris, Beijing, Hong Kong, Shanghai, Singapore and Guangzhou, the agency employs over 400 of the leading public relations professionals in the world. Ruder Finn is organized around four strategic pillars that reflect its key areas of leadership: Health & Wellness, Corporate & Public Trust, Technology & Innovation and Consumer Connections. Expertise includes corporate reputation management, branding, cultural and social issues, and intent-driven social media through its full-service digital agency, RFI Studios.

### **Executive Training Program**

*Paid*

Ruder Finn's paid Executive Training Program is for recent college graduates who are interested in beginning a career in public relations. It is well-known throughout the public

relations industry. The Program is offered three times per year in our New York City headquarters. Executive Trainees are selected on talent, creativity, and passion, and are not required to have prior experience in the field. Executive Trainees work full-time, attend weekly classes and participate in other educational and social activities. The agency hires many of the program's best graduates to fill Assistant Account Executive positions. Executive Trainees are assigned to one of our core groups or practice areas: Corporate Communications, Healthcare, RF Radius, Global Strategy & Issues and RFI Studios.

### **Summer Interns**

Summer Interns are typically assigned to a specific practice area of the agency. Ruder Finn practice areas include Arts & Communications Counselors, Consumer Healthcare, Consumer, Corporate Branding, Corporate Communications, Corporate Reputation and Restructuring, Financial, Global Issues Communications, Healthcare, Technology, Interactive, Planned Television Arts, Travel and Tourism, and Visual Technology. Human Resources also typically hires an intern. Interns gain exposure to every facet of the public relations business. Ruder Finn will educate Interns on the fundamental skills of public relations, e.g. writing, media monitoring, media relations, electronic media, special event planning, new business presentation and more.

### **THE HALO GROUP**

Brands are like people. When someone truly loves their work, they shine. They radiate purpose and people are drawn toward that energy. The Halo Group is a marketing communications and branding agency that brings experts in business, branding, advertising, and public relations together to work as a single team. As creators, producers, and distributors of content, Halo helps to identify and unify customer brand experiences.

### **Internship Program**

*Paid*

We treat our interns as we would want to be treated. We don't fetch coffee, speak only when spoken to, or shuffle paper around a desk, and we wouldn't want our interns to either. As a summer intern, you will have the opportunity to learn new business skills and gain agency experience. We offer a 10-week Summer Internship (for college credit if needed), generally beginning in late June & wrapping up in mid-August. This is a wonderful Summer Internship project to add to your portfolio at end of the summer. Interns work on real accounts, interns are paid, and interns will be assigned to a particular department, where they will contribute and collaborate within for the duration of the program

# pre-law

**The following internships and programs are suited for anyone interested in pursuing careers in law.**

## **INTERNSHIPS**

### **DUANE MORRIS LLP**

Evolving from a partnership of prominent lawyers in Philadelphia a century ago, top international law firm, Duane Morris, now has offices in many major markets and continues to expand across the country and overseas through nonmerger growth. Throughout this expansion, Duane Morris remains committed to preserving the collegial culture that has attracted so many talented attorneys. The firm's leadership believes this culture is truly unique among large law firms, and that outstanding legal work is best accomplished by skilled professionals who respect each other and work well together.

#### **Summer Internship Program**

*Paid*

Through an exclusive partnership with Macaulay, Duane Morris seeks two Macaulay summer interns every year. Interns work with a variety of practice areas performing administrative duties as well as substantive responsibilities including, but not limited to, research, preparing documents, and interacting with clients. The interns will network with a dynamic group of lawyers, work with a mentor, and receive regular supervision and feedback. This position will give students an opportunity to experience the legal field. This program is part of a diversity initiative at Duane Morris. All qualified applicants, including minorities and women, are encouraged to apply. The internship spans 6 weeks.

Interested students must apply through Macaulay CareerPath. For more information, please check Macaulay Now and/or Macaulay CareerPath. Application and deadline details are usually posted in January.

### **LAMBDA LEGAL**

Founded in 1973, Lambda Legal is the oldest and largest national legal organization whose mission is to achieve full recognition of the civil rights of lesbians, gay men, bisexuals, transgender people and those with HIV through impact litigation, education and public policy work. As a 501(c)3 nonprofit organization, we do not charge our clients for legal representation or advocacy,

and we receive no government funding. We depend on contributions from supporters around the country.

#### **Fair Courts Project Intern**

*Unpaid*

Lambda Legal's Education and Public Affairs Department seeks a law student or exceptional undergraduate for Fall, Spring and Summer semester internships. The intern will assist primarily with Lambda Legal's Fair Courts Project. The Fair Courts Project provides tools and information to counter harmful attacks on the courts that threaten LGBT and HIV-related civil rights and jeopardize the ability of our courts to make decisions based on constitutional and legal principles—not politics or popular opinion.

### **OFFICE OF THE ATTORNEY GENERAL**

As head of the Department of Law, the Attorney General is both the "People's Lawyer" and the State's chief legal officer. As the "People's Lawyer," the Attorney General serves as the guardian of the legal rights of the citizens of New York, its organizations and its natural resources. The Attorney General serves all New Yorkers in numerous matters affecting their daily lives. The Attorney General's Office is charged with the statutory and common law powers to protect consumers and investors, charitable donors, the public health and environment, civil rights, and the rights of wage-earners and businesses across the State.

#### **Civil Rights Intern**

*Unpaid*

The Office of the New York State Attorney General's Civil Rights Bureau in New York City has volunteer internships and externships for course credit available for graduate and undergraduate students with a background in economics and statistics. These students are needed to assist attorneys with statistical review and analysis of data in connection with civil rights investigations and litigation, including fair lending and access to credit matters, and matters requiring a showing of disparate impact and other comparative analysis. Some of the more recent cases handled by the Bureau have helped to promote fair housing and equal employment opportunities, and combat predatory lending, police brutality, immigration fraud, sexual harassment in the workplace, foreclosure scams and discrimination based on disability status, among other things.

## Environmental Science Policy Intern

*Unpaid*

The Environmental Protection Bureau is responsible for enforcing state and federal civil and criminal environmental laws, and has the power to file lawsuits on behalf of the State of New York to protect the public health and environment. Interns will assist the scientific and policy staff in exploring difficult and groundbreaking environmental and legal issues. Responsibilities may include researching issues; briefing staff on technical/legal issues; drafting reports and fact sheets; procuring technical information and undertaking scientific and engineering analyses; preparing presentations; and assisting staff in preparing for negotiations with violators of environmental laws. In addition, interns gain experience working with Federal, State and Local government agency staff, non-profit environmental organizations, and experts. In the past, interns have worked on issues regarding climate change, hazardous and solid waste management, toxic air emissions, sustainability and energy related matters, drinking water quality, wildlife contamination and dozens of others. Interns are paired with professional staff in the office who work closely with them to provide mentoring, guidance and advice.

## Microeconomics Research Intern

*Unpaid*

The Office of the New York State Attorney General's (OAG) Division of Economic Justice is seeking a part-time Microeconomics Research Intern. The Microeconomics Research Intern will work closely with the OAG's Chief Economist on key policy areas, such as antitrust and securities. The intern's duties will include conducting independent data analysis, working with large datasets, reporting on empirical results to other staff at the OAG, and reviewing empirical analysis conducted by other economic experts. The internship offers a unique opportunity to conduct economic research in support of key investigations, litigation, and policy initiatives. It primarily requires the application of empirical research to the study of law and public policy issues pursued by the OAG.

## Research Intern

*Unpaid*

The Research Department in the Office of the New York State Attorney General ("OAG") is seeking qualified undergraduate research interns. The Research Department is part of the Executive Division and works closely with senior staff to support the OAG's major initiatives, investigations, and policy development. In the past year alone, our close-knit team has researched and written analytical reports garnering national attention, created and directed multi-million dollar grant programs, and supported several of the office's major investigations. Research interns will support the work of the Research Division through: performing various qualitative and quantitative research tasks; working collaboratively with research team and other interns to further mission-oriented

goals; synthesizing pertinent facts and issues from large amounts of information/data; disseminating findings into clearly written reports.

## THE BRENNAN CENTER FOR JUSTICE AT NEW YORK UNIVERSITY SCHOOL OF LAW

The Brennan Center for Justice at NYU School of Law is a nonpartisan law and policy institute that seeks to improve our systems of democracy and justice. The Center's work ranges from voting rights to campaign finance reform, from ending mass incarceration to preserving Constitutional protection in the fight against terrorism. Part think tank, part advocacy group, part cutting-edge communications hub, we start with rigorous research. We craft innovative policies. And we fight for them—in Congress and the states, the courts, and in the court of public opinion.

### Undergraduate Internships

*Paid*

The Brennan Center hires undergraduate student interns for all semesters to provide administrative and clerical support to staff in our Development, Communications, Finance & Operations, Democracy, and Justice Departments. All interns will assist with general administrative and clerical work for the Brennan Center, including filing, photocopying, answering phones, shipping and mailing, coordinating meetings, drafting routine correspondence and covering the reception desk. In addition to administrative and reception duties, specific responsibilities for each department include:

**Development** – assisting in event organization; updating the fundraising database; researching funding opportunities; and assisting in donor correspondence

**Finance & Operations** – processing job applications; assisting in processing payables and receivables; responding to prisoner correspondence; and assisting human resources staff

**Communications** – filing press clips and tracking media appearances; creating and updating press lists; tracking BC issues and initiatives on the web; creating and editing event transcripts; and assisting in outreach.

**Democracy** – providing administrative support for litigation; conducting research; and preparing employee expense reports.

**Justice** – maintaining contact database; conducting research; and providing event support.

**Liberty & National Security** – updating the website; preliminary research (e.g., finding relevant material on radicalization policies in different countries) and editing papers.

## THE LEGAL AID SOCIETY

The Legal Aid Society is a private, not-for-profit legal services organization, the oldest and largest in the nation, dedicated since 1876 to providing quality legal representation to low-income New Yorkers. It is dedicated to one simple but powerful belief: that no New Yorker should be denied access to justice

because of poverty. The Society handles 300,000 individual cases and matters annually and provides a comprehensive range of legal services in three areas: the Civil, Criminal and Juvenile Rights Practices.

### **Intern Investigator Program**

#### *Unpaid*

The Legal Aid Society's Investigator Internship provides undergraduate and graduate students interested in law as a career with an exciting, hands-on, in-the-field experience. Interns assist lawyers in investigating the facts of the cases and in preparing the cases for trial. Working in teams of two, interns help locate witnesses, conduct interviews, obtain written statements, perform criminal background checks, review crime scenes, serve subpoenas, prepare trial exhibits and testify in court. Training is an essential ingredient to the success of the program, which begins with a week-long orientation and training followed by a four-week lecture series. The goal of the investigator intern program is to provide a track to success for the intern through careful, well-researched apprenticeship.

### **THE NEW YORK COUNTY DISTRICT ATTORNEY'S OFFICE**

The New York County District Attorney's Office has a long tradition of excellence and non-partisanship, and is considered one of the nation's preeminent prosecutor's offices. Since the 1930s, there have been just four elected District Attorneys, and each has had a significant impact on modern criminal prosecution.

### **Semester Internship Program**

#### *Unpaid*

Our internships enable college students to gain first-hand exposure to the criminal justice system and local law enforcement in the borough of Manhattan. Students work closely with Assistant District Attorneys and other staff who are investigating and prosecuting criminal cases, providing support to crime victims, assisting with investigations, and analyzing pending legislation, among other tasks. Depending on the assignment, students may assist in investigations, hearings and trials; prepare, compile and analyze legal and non-legal documents and financial data; perform research, observe witness interviews, participate in community outreach programs and attend trials. All semester internships are for academic credit.

### **Summer Internship Program**

#### *Paid*

Our internships enable college students to gain first-hand exposure to the criminal justice system and local law enforcement in the borough of Manhattan. Students work closely with Assistant District Attorneys and other staff who are investigating and prosecuting criminal cases, providing support to crime victims, assisting with investigations, and

analyzing pending legislation, among other tasks. Depending on the assignment, students may assist in investigations, hearings and trials; prepare, compile and analyze legal and non-legal documents and financial data; perform research, observe witness interviews, participate in community outreach programs and attend trials. The summer program also includes a variety of educational programs and activities, including a weekly Lecture Series, Brown Bag Lunch Discussions, a Mock Appellate Argument exercise, and a visit to the New York City Police Department's Tactical Training Facility. The program runs 10 weeks and a stipend is provided.

### **THE UNITED STATES ATTORNEY'S OFFICE – EASTERN DISTRICT OF NEW YORK**

Our mission is to investigate, prosecute and deter violations of federal statutes, enforce and represent the interests of the United States in civil litigation, uphold civil, constitutional and victims' rights, and foster partnerships with other federal, state and local government agencies and community groups. We represent the United States in three of the five boroughs of New York City – Brooklyn, Queens and Staten Island – and both suburban counties on Long Island – Nassau and Suffolk.

### **Automated Litigation Support Interns**

#### *Unpaid*

Working closely with IT team, interns will assist in providing Automated Litigation Support to prepare, organize, index, develop, and manage exhibits, evidence, or other data relevant to cases presented in legal proceedings. Knowledge of legal discovery software packages helpful in determining most effective courtroom presentation of complex and voluminous evidence or production of graphic demonstrative evidence. Interns may also assist with courtroom setups.

### **Library Legal Information and Resource Center Interns**

#### *Unpaid*

This internship would offer an excellent opportunity for growth and learning for students interested in working within a public sector law library environment. In the next year, the law library, which has an extensive collection of print materials, will be developed into a Legal Resource and Information Center (LRIC). LRIC will highlight the many electronic media legal references that are now available and expand training opportunities on the use of those resources to both attorney and litigation support staff in the district.

### **Paralegal/Legal Studies Interns**

#### *Unpaid*

The United States Attorney's Office serves as the principal litigator for the Eastern District of New York to prosecute violations of federal criminal statutes, defend the government in civil actions, and seek the enforcement of a variety of civil enforcement statutes among other responsibilities. Students enrolled in legal studies, paralegal or other pre-law programs are invited to apply for this internship. Students assigned

in this area will have the opportunity to work closely under the supervision of Litigation Support Directors in the Civil, Criminal or Appeals Division to assist on a range of projects which will include legal research and analysis, writing, and other administrative assignments as needed.

## YALE UNIVERSITY PRESS

By publishing serious works that contribute to a global understanding of human affairs, Yale University Press aids in the discovery and dissemination of light and truth, *lux et veritas*, which is a central purpose of Yale University. The publications of the Press are books and other materials that further scholarly investigation, advance interdisciplinary inquiry, stimulate public debate, educate both within and outside the classroom, and enhance cultural life. In its commitment to increasing the range and vigor of intellectual pursuits within the university and elsewhere, Yale University Press continually extends its horizons to embody university publishing at its best.

### Intellectual Property Intern

*Paid*

The Intellectual Property intern works closely with the Contracts Associate and the Director of Legal Affairs. This intern will have the opportunity to learn about aspects of intellectual property law and contracts in academic book publishing, including standard author contracts, agented contracts, rights agreements, subsidiary rights, permissions, and copyright. The Intern will also work under the supervision of the Publishing Coordinator within the Acquisition Department. The intern will also be introduced to subsidiary rights through backlist and frontlist book research and market analysis under the guidance of the Publishing Coordinator. This is an excellent opportunity for someone interested in academic publishing and/or law to experience the fast-paced world of scholarly publishing. The selected candidate will possess analytical, critical analysis, and superior organizational skills.

## PROGRAMS

### CORNELL UNIVERSITY PRELAW PROGRAM

*Unpaid*

If you are thinking about becoming a lawyer — or simply want to know more about the law and how it affects our everyday lives — you're invited to be a part of this intensive, six-week program taught in New York City by C. Evan Stewart, one of America's most distinguished lawyers. The program features a four-credit course, "Introduction to the American Legal System," taught using the Socratic method used at most U.S. law schools, access to a limited number of selective internship placements at law firms or in the legal department of a corporation, government agency, or nonprofit organization, and the opportunity to explore the law and culture of New York City. Classes are held at Pace University.

### DUKE LAW D.C. SUMMER INSTITUTE ON LAW AND POLICY

*Unpaid*

The Duke D.C. Summer Institute offers a range of two-week courses taught by Duke Law faculty on topics of broad interest to college and graduate students, as well as professionals working in D.C. Launched in 2013, the Institute is designed for individuals considering law school or careers in the public sector and others interested in how the law shapes policy and regulation in the United States. The Duke D.C. Summer Institute on Law and Policy curriculum will focus on topics important to current and aspiring practitioners in fields that require mastery of constitutional, statutory, and regulatory law and policymaking. Courses will meet in the evenings, at the close of the workday, in Washington, DC. Classes will be limited in size in order to facilitate interaction between faculty members and students. Registration and tuition will include weekly special events for program participants and written and other course materials. Upon successful completion of the program, participants will be awarded a certificate endorsed by the Dean of Duke Law School, David Levi, and Faculty Director of the Institute, Neil Siegel.

### ST. JOHN'S LAW RONALD H. BROWN LAW SCHOOL PREP PROGRAM

*Unpaid*

The Ron Brown Prep Program prepares students for the challenges of law school and for the law school application process. Participants gain an edge in courses taught by Law School faculty; through internships with judges and lawyers; in a customized LSAT prep course; and with advising on all aspects of the admission process. The Ron Brown Prep Program I starts with an engaging curriculum taught entirely by law faculty helping students develop skills in legal writing, trial advocacy, legal research, and negotiation. Students do rigorous reading and writing assignments and take a mock law school final exam. They then intern with judges or lawyers in a variety of practice settings. In the Ron Brown Prep Program II, students have on-site, in-person LSAT classes and diagnostics, learn in depth about the law school admission process, and work with professionals on their essays and resumes. After the on-site program ends, students continue with a proven online LSAT training program, take the October LSAT and return for a Diversity Admissions Fair at St. John's Law in November.

### TRIALS

*Paid*

Trials is a unique partnership of NYU School of Law, Harvard Law School, and the Advantage Testing Foundation. It is a fully subsidized summer study program that helps talented and motivated college students of modest means gain admission to the nation's leading law schools. For five weeks in the summer, Trials students take residence at Harvard or New York University.

Each week, instructors from Advantage Testing prepare Trials students for the LSAT. Students maintain a rigorous practice testing schedule, frequently sitting for full-length official LSATs under simulated testing conditions. Trials students also attend lectures presented by prominent lawyers, public figures, and legal scholars, including distinguished faculty from both NYU Law and Harvard Law School. These lectures provide a wide-ranging introduction to the study and practice of the law while giving students the opportunity to ask specific questions related to their particular fields of interest. Finally, Trials students enter the field in Boston and New York City to meet with and observe lawyers at work, garnering practical experience that complements the academic curriculum. Trials is a full scholarship program. Students are not responsible for any tuition, fees, or related expenses. In addition, transportation, campus housing, meals, and a stipend will be provided.

### **U.S. SECURITIES AND EXCHANGE COMMISSION**

The SEC oversees the key participants in the securities world, including securities exchanges, securities brokers and dealers, investment advisors, and mutual funds. The SEC is concerned primarily with promoting the disclosure of important market-related information, maintaining fair dealing, and protecting against fraud.

#### **Student Honors Program**

##### *Unpaid*

The SEC's Student Honors Program is a ten-week program for undergraduate, graduate, and law students to become acquainted with the regulation of the securities markets. Students work with SEC Staff members on projects covering a broad range of the Commission's mission, such as conducting investigations of industry and issuer practices, assisting in the litigation of enforcement actions, and drafting proposed statutes and rules. SEC Staff members serve as professional mentors, assisting with research and writing projects, as well as providing advice and guidance on career development. Students will also have the opportunity to participate in seminars/workshops, and roundtable discussions that will provide detailed information and guidance on securities laws. The Student Honors Program offers opportunities to students in Washington, D.C. and our 11 regional offices.

# publishing and journalism

The following internships and fellowships are suited for anyone interested in pursuing publishing and/or journalism.

## AMNEWYORK

A leading national telecommunications, media and entertainment company, Altice USA delivers residential and business services to more than 4.6 million total customers across 20 states. Newsday Media Group, includes Newsday, one of the nation's largest daily newspapers, serving Long Island through its print editions and its popular Web site, newsday.com; amNewYork, the most widely circulated free daily serving New York City; and Newsday Hometown Shopper, one of the largest weekly shopper publications in the Northeast.

### Editorial Internship

*Unpaid*

amNewYork is looking for journalism students for fall internships. Applicants will be required to write both news and feature stories, copy edit and do fact checking. This is an unpaid internship with flexible hours (approximately 15-20 a week). We are looking for students who are looking for an internship catering to specifically the following subjects: News; online and social media; entertainment; gossip; fashion; and lifestyles (health, travel, dining.).

## ASSOCIATED PRESS

The AP is one of the largest and most trusted sources of independent newsgathering, supplying a steady stream of news to its members, international subscribers and commercial customers. AP is neither privately owned nor government-funded; instead, as a not-for-profit news cooperative owned by its American newspaper and broadcast members, it can maintain its single-minded focus on newsgathering and its commitment to the highest standards of objective, accurate journalism. AP's commitment to independent, comprehensive journalism has deep roots. Founded in 1846, AP has covered all the major news events of the past 170 years, providing high-quality, informed reporting of everything from wars and elections to championship games and royal weddings.

### Global News General Assignment Internship

*Paid*

The summer Global News General Assignment Internship is a paid, highly selective, 12-week individually tailored training program for students who are aspiring cross-format journalists. Interns will receive training and experience in video and at least one other format (text, photos and interactive/graphics). U.S. internships are being offered in Chicago, Philadelphia, Los Angeles, Phoenix, Miami, New York, Washington, D.C. International internships are being offered in Amman, Bangkok, London, Mexico City, Moscow, New Delhi, Seoul and Tokyo. Interns will work in an AP bureau under the supervision of a designated trainer. They will cover breaking news and complete a final enterprise project working across multiple formats that may be featured in many media outlets around the world.

## BLOOMBERG L.P.

Bloomberg, the global business and financial information and news leader, gives influential decision makers a critical edge by connecting them to a dynamic network of information, people and ideas. The company's strength delivering data, news and analytics through innovative technology, quickly and accurately is at the core of the Bloomberg Professional service, which provides real time financial information to more than 315,000 subscribers globally. Bloomberg's enterprise solutions build on the company's core strength, leveraging technology to allow customers to access, integrate, distribute and manage data and information across organizations more efficiently and effectively.

### News Internship

In our 10- to 12-week program, you'll help report breaking news about financial markets, economies, technology, business and governments. Our interns, who are either students or recent graduates, may also pitch and write enterprise stories, conduct interviews and collaborate with our other consumer-facing media platforms.

After completing your internship, you'll have the chance to become a full-time reporter through our rotational program—where you'll likely spend several months on three different reporting teams before receiving a permanent assignment.

## **BUZZFEED**

BuzzFeed is the leading media company for the social age, intensely focused on delivering high-quality original reporting, insight, and viral content across a rapidly expanding array of subject areas. Our technology powers the social distribution of content, detects what is trending on the web, and connects people in realtime with the hottest content of the moment. Our site is rapidly growing and reaches more than 200 million monthly unique visitors.

### **Creative Fellowship**

*Paid*

BuzzFeed's Creative Fellowship is a three month program in our New York Office for writers who are enthusiastic about learning to create shareable, engaging branded content. We're seeking passionate people from all kinds of backgrounds who love writing, the social web, and who are excited to come up with creative solutions for brands. Over the course of the fellowship, you'll learn about how BuzzFeed's Creative department brainstorms, experiments, comes up with ideas for brands, and writes posts. You'll be involved in every step of the process from generating ideas based on a variety of briefs to fully executing native posts. The fellowship is a three-month intensive learning program designed to prepare you for a career in native advertising. This is a paid position in our New York office, and may lead to full-time opportunities at BuzzFeed at the conclusion of the fellowship period.

### **Research Intern, BuzzFeed Politics**

*Paid*

BuzzFeed News is seeking a full-time intern to work on our politics team, producing viral and research-based content. The ideal candidate has excellent news judgment, an obsessive personality, is skilled at and enjoys doing research, and loves political news. This intern will work closely with Andrew Kaczynski, helping to produce more stories that few on the internet can do. This is a paid position in our New York office. Responsibilities include: performing research as assigned; writing posts that introduce new information into the political landscape.

### **Video Internship, Editorial**

*Paid*

BuzzFeed Video is looking for a creative and resourceful jack-of-all-trades who can assist with creating compelling short form video content for the web and other digital platforms. Must be a native of the digital and pop cultural landscape with intimate knowledge of the latest and greatest in social media, content and emerging technology/platforms. This is a full-time paid internship based in New York. You must submit a sample video to be considered for this position. Responsibilities include: assisting with video shoots (must be comfortable

using DSLRs); recording sound; setting up basic lighting configurations; assisting with research and media gathering; handling YouTube uploads and administrative tasks.

### **Video Internship, Food**

*Paid*

BuzzFeed Video is looking for creative and resourceful foodie who can learn from our producers and assist with creating compelling short form food video content for the web and other digital platforms. Must be a native of the digital and pop cultural landscape with intimate knowledge of the latest and greatest in social media, content and emerging technology/platforms. This is a full-time paid internship and based in New York. Responsibilities include: conceptualizing, creating, and shooting new recipes; editing videos on Adobe Premiere; assisting with video shoots (must be comfortable using DSLRs); setting up basic lighting configurations; assisting with research and media gathering; handling uploads and administrative tasks.

## **CRAIN COMMUNICATIONS**

Crain Communications has been at the forefront of the publishing industry for more than a century. Combining information with innovation. Crain delivers the story you can't get anywhere else. As a privately held company, we maintain a personal responsibility for elevating our work to be the best it can be. Every editor, reporter and correspondent at Crain shares the responsibility of ensuring the editorial independence and importance of our work. With an Audience First focus and uncompromising integrity, we strive to make a real impact for the individuals and industries we serve. While other media companies report the news, Crain gives it meaning. We add context to content, infuse information with insights, and initiate connections as well as conversations.

### **Editorial Intern, InvestmentNews**

The successful candidate will have an opportunity to work with an experienced staff of reporters and editors to develop all of the online and print skills needed in today's modern newsroom. Former interns have taken full-time jobs here and at other news organizations, including Forbes and Bloomberg. Responsibilities include: attending daily story assignment meetings; writing news stories for print and online; preparing slide shows; producing videos; creating online graphics; promoting the InvestmentNews brand through social media, including Twitter, Facebook and LinkedIn.

## **POPULAR SCIENCE**

Popular Science magazine has been a leading source of science and technology news since its inception in 1872. PopularScience.com first came online in 1999 and today features up-to-the-minute news, gadget reviews, insightful commentary, and more. We aim to be your first stop for what's new and what's next.

## **Print/Digital Internship**

### *Unpaid*

Here at Popular Science, we love geeking out about breakthrough research, testing the latest tech gadgets, and finding compelling science angles on mainstream topics. And to help us in this epic (and fun!) quest, PopSci hires interns throughout the year, to work with us in our offices in New York City. The position is full- (or almost full-) time for roughly 12 weeks. Primary duties encompass work for both the print magazine and Popsci.com. That includes writing news stories, front-of-book pieces, sidebars, and blog posts as well as various researching and reporting projects. When time and resources allow, interns may also shoot and edit video, make animations, work on interactive graphics, do web production, help with social media, and more. The relatively small staff and open atmosphere at Popular Science expose interns to all parts of the magazine-making and website-running processes. We are big fans of self-starters, so interns are encouraged to pitch ideas and chase down their own work from editors. You can attend photo shoots, sit in on pitch meetings, attend media-only events, and more.

## **Projects Internship**

### *Unpaid*

Do you love tinkering with DIY projects? Think all technology should be open-source? Do you dream of fighting robots and racing drones? Then you should apply to be the Popular Science projects intern. The position is full or almost-full time for roughly 12 weeks (we're flexible on exact dates). Primary duties include research and reporting for the Manual section of the magazine and covering the maker movement and DIY for the website by writing news stories, blog posts, and video scripts. The relatively small staff and open atmosphere at Popular Science expose interns to all parts of the magazine-making process, and interns are encouraged to pitch ideas and chase down their own work. Unlike the typical desk-bound intern, the projects intern will also have the opportunity to play with maker toys and build the projects s/he writes about.

## **Video Internship**

### *Unpaid*

Are you an expert with Premiere Pro or Final Cut? Do you love telling stories in a visual medium? Popular Science is looking for a video intern to create content for our online audiences on PopSci.com, Facebook, and YouTube. The position is full or almost-full time for roughly 12 weeks (we're flexible on exact dates). Primary duties include researching and writing scripts, producing videos in conjunction with our writers and edit staff, shooting and/or finding appropriate footage, and tracking Internet trends in the areas we cover.

## **HARPERCOLLINS PUBLISHERS**

Since 1817, HarperCollins has helped spread the written word and earned a rich history that few companies can rival. We

have brought some of the world's most notable authors to the forefront including the Bronte sisters, Charles Dickens, John F. Kennedy, Martin Luther King, Jr., Harper Lee, Maurice Sendak, Shel Silverstein, William Thackeray, Mark Twain and Margaret Wise Brown, to name only a few. Today, we can still proudly say that authors are at the center of everything we do. As the second largest consumer book publisher in the world, we have nearly 4,000 employees working across the globe to propel our authors forward in the ever-changing world of publishing.

## **Internships**

### *Paid*

As a student, a paid internship at HarperCollins provides an exciting opportunity to work inside one of the world's largest publishers. We offer three 10-week paid internship programs throughout the year. While these programs are primarily focused on editorial, marketing, publicity, design, and managing editorial, we also offer professional development programming to give our interns a broad understanding of the entire publishing process. Our summer internship program spans ten weeks from early June through mid-August. As a summer intern, you will work for a specific department and imprint, but will be exposed to the entire publishing process through our Summer Internship Speaker Series – a weekly presentation by some of the savviest professionals the industry has to offer. The program concludes with a presentation titled "How to get a job in Publishing," providing industry-specific tips for your resume, cover letter and interview. In addition, you will have plenty of opportunities to network with your fellow interns!

## **NEW YORK MAGAZINE**

New York Magazine covers, analyzes, comments on, and defines the news, culture, entertainment, lifestyle, fashion, and personalities that drive New York City. New York Magazine, founded in April 1968, reaches 1.8 million readers each week and is published by New York Media, LLC.

## **Junior Reporting-Writing Internship Program**

New York Media is pleased to offer a Junior Reporting-Writing Internship program. During the three-month program, interns will be responsible for identifying, researching, and reporting newsworthy stories for Daily Intelligencer, New York Magazine's news website. Ideal candidates have a good eye for the people, topics, and events worth covering right now; display a reporter's instincts for finding and following the stories that matter; and write with originality and style. A journalism background is not required; an appetite for news and a voracious curiosity are.

## **PENGUIN RANDOM HOUSE**

Penguin Random House is the leading adult and children's publishing house in North America, the United Kingdom and many other regions around the world. In publishing the

best books in every genre and subject for all ages, we are committed to quality, excellence in execution, and innovation throughout the entire publishing process: editorial, design, marketing, publicity, sales, production, and distribution. Our vibrant and diverse international community of nearly 250 publishing brands and imprints include Ballantine Bantam Dell, Berkley, Clarkson Potter, Crown, DK, Doubleday, Dutton, Fodor's, Grosset & Dunlap, Little Golden Books, Knopf, Modern Library, Pantheon, Penguin Books, Penguin Press, Penguin Random House Audio, Penguin Young Readers, Portfolio, Puffin, Putnam, Random House, Random House Children's Books, Riverhead, Ten Speed Press, Viking, and Vintage, among others.

### **Publishing Internship**

#### *Paid*

Penguin Random House offers paid internship opportunities during the Spring, Summer, and Fall in various business areas such as contracts, editorial, finance, graphic design, managing editorial, marketing, online marketing, production, publicity, sales, subsidiary rights, and operations. Internship opportunities are available in our adult, children's, and corporate divisions and interns will work in either our Hudson Street or Broadway office location. Spring & Fall interns work for 14 hours per week and Summer interns work for 28 hours per week.

### **SCIENTIFIC AMERICAN**

Scientific American, the longest continuously published magazine in the U.S., has been bringing its readers unique insights about developments in science and technology for more than 170 years.

### **Scientific American MIND Intern**

#### *Paid*

As an SA Mind intern, you will pitch, research, report and write stories for both the Scientific American MIND magazine and the ScientificAmerican.com website. You will be a part of all aspects of the editorial and production process for both online and print stories. You will actively participate in editorial meetings in which coverage of news and plans for longer features are discussed. Interns also take significant responsibility for promoting content on social media. You will be entrepreneurial in finding multimedia opportunities that can complement print stories on all platforms. Responsibilities include: regularly pitch and write for the magazine's news section "Head Lines;" pitch and write book reviews for "Reviews and Recommendations" \*Report and write fast turn-around news stories for ScientificAmerican.com; report and record podcasts and videos for ScientificAmerican.com; assist with social media, both promoting content and tracking responses; take on special projects such as proposing and writing sidebars and developing extra content for iPad/ Web editions; attend and participate in editorial meetings throughout the magazine cycle.

### **THE NEW PRESS**

The New Press publishes books that promote and enrich public discussion and understanding of the issues vital to our democracy and to a more equitable world. These books are made possible by the enthusiasm of our readers; the support of a committed group of donors, large and small; the collaboration of our many partners in the independent media and the not-for-profit sector; booksellers, who often hand-sell New Press books; librarians; and above all by our authors.

### **Editorial Internship**

#### *Paid*

The New Press relies heavily on the help of its paid interns, treating them in many respects the way assistants are treated at other publishing houses and nonprofits. This means far greater exposure to interesting work than is normally afforded interns; it also calls for a degree of responsibility that is significantly greater than at most internships. The New Press offers three internships in spring, summer, and fall of each year: an editorial internship, a publicity internship, and an accounting internship. Each intern post comes with its own specific and challenging duties, familiarizing the intern with a wide array of skills and techniques. Bi-weekly seminars are held with department heads to familiarize interns further with different career paths within publishing. We are very proud that interns usually leave our program with solid job prospects.

### **THE NEW YORK TIMES**

Today, as throughout our history, innovation permeates every aspect of our business. From the use of multimedia in our long-form journalism to the mission of our Research & Development (R&D) group to look around corners, identifying, explicating and demonstrating the impending changes in media technology that will affect our business and the customers we serve. We remain committed to innovation because it's who we are, as deep in our veins as our commitment to maintaining the highest standards in our journalism.

### **Digital Internship**

#### *Paid*

The intern's duties include producing articles, photos and multimedia for The New York Times on the Web, as well as helping to put together the online presence for larger news packages and enterprise projects. He or she is also expected to assist editors and producers by conducting research and compiling information for special sections, enterprise stories and breaking news events. The intern will gain technical experience working with HTML, Photoshop and our database-driven content management system. In addition, he or she will acquire more journalistic skills, including writing headlines and summaries and sharpening his or her news judgment.

## **James Reston Reporting Fellowships**

*Paid*

James Reston — called Scotty by virtually everyone who knew him — spent 50 years at The Times, as a columnist, Washington correspondent and, ultimately, executive editor. Among the most influential journalists of his generation, he won two Pulitzer Prizes. He was also a talent scout of prodigious capacity, hiring and training some of The Times's best-known journalists. Up to four college students are selected as James Reston Reporting Fellows. Only seniors or graduate students who have had at least one previous summer internship at a major news organization are considered. Interns are assigned to various news departments, typically Metro, Business, Sports or Science or the Washington bureau. The Reston Fellows start work in a section that reflects their skills and area of interest to report and write stories under the guidance of editors or senior reporters. Some stories are assigned, but fellows are encouraged to come up with their own ideas. They also participate in workshops with ranking editors and reporters. The goal of the program is to provide an opportunity for the fellows to stretch their journalistic skills with the help of some of the best reporters and editors in the country.

## **The Dow Jones News Fund Copy Editing Internship**

*Paid*

Copy editing interns are chosen by the Dow Jones News Fund through its national selection process. Interns edit copy and write headlines on a major desk at The Times. They receive a \$1,000 DJNF scholarship after completing the internship, if they are returning to college. The Dow Jones News Fund selects an intern(s) for The Times through its national online application process. The internship is open to college juniors, seniors and graduate students. Selection is based on experience — such as work on campus publications, reporting internships, work as a stringer — academic excellence, an essay and an editing test that all applicants must pass before being considered for the program. Before coming to The Times for the summer, the intern attends a weeklong seminar on a college campus sponsored by the Fund. Subjects covered include libel law, journalistic ethics, page layout, headline writing, copy editing, grammar, punctuation, style and the finer points of newsroom protocol. During the 10-week internship at The Times, the editing intern is assigned to a major desk in the news department and — under the guidance of the copy desk chief — edits copy and writes headlines. The intern also participates in workshops with ranking editors and reporters.

## **TIME INC.**

Time Inc. is one of the world's leading media companies reaching more than 130 million consumers each month across multiple platforms through influential brands such as Time, People, Sports Illustrated, InStyle, Real Simple, Travel + Leisure, and Food & Wine. With 50 editions of Time Inc.

magazines licensed in more than 30 countries, our global portfolio touches all corners of the world.

## **Summer Internship Program**

*Paid*

If you're a junior or graduating senior looking to do real work at a legendary media company, this one's for you (but if you're a super star freshman or sophomore, we still want to meet you). We're looking for students who aren't afraid to try new things at more than 90 brands, including People, TIME, Cooking Light and Sports Illustrated. As a Time Inc. intern, you'll be placed in a team based on your background, strengths and skills and you'll be mentored by some of the best in your fields and in our industry. Come prepared to meet and greet editors and publishers, learn new career and technical skills, network at professional and social events and participate in an intern shark-tank style challenge with our executives. Internships are available in a number of divisions, including: book publishing, editorial, licensing, production.

## **WNYC**

WNYC 93.9 FM and AM 820 are New York's flagship public radio stations, broadcasting the finest programs from NPR, American Public Media, Public Radio International and the BBC World Service, as well as a wide range of award-winning local programming.

## **Studio 360 Internship**

*Unpaid*

Studio 360's internship is a hands-on experience. Interns sit in on editorial meetings, gather research, pitch ideas, collect materials for the website, and learn a variety of tasks involved in producing a weekly program. Over the course of the term, interns gain fundamental radio skills (including audio editing) and will assist staff mentors with producing segments for the show. Travel stipend included.

## **W.W. NORTON & COMPANY, INC.**

W. W. Norton & Company is an American publishing company based in New York City. It has been owned wholly by its employees since the early 1960s. The company is known for its "Norton Anthologies" (particularly the Norton Anthology of English Literature) and its texts in the Norton Critical Editions series, the latter of which are frequently assigned in university literature courses.

## **Norton Internships**

*Paid*

W. W. Norton & Company's internship program is designed to introduce engaged, motivated college students to publishing and to Norton. Internships provide valuable hands-on experience with the day-to-day business of bookmaking, as well as opportunities to network with employees at the company and with fellow interns who frequently go on to become colleagues in the field.

Interns at W. W. Norton are paid \$9 per hour for a maximum of 20 hours per week. Internships are available year-round and last for three months. W. W. Norton, an equal opportunity employer, is fully independent, and employee-owned. Our offices are located at 500 Fifth Avenue, New York, NY.

## **YALE UNIVERSITY PRESS**

By publishing serious works that contribute to a global understanding of human affairs, Yale University Press aids in the discovery and dissemination of light and truth, *lux et veritas*, which is a central purpose of Yale University. The publications of the Press are books and other materials that further scholarly investigation, advance interdisciplinary inquiry, stimulate public debate, educate both within and outside the classroom, and enhance cultural life. In its commitment to increasing the range and vigor of intellectual pursuits within the university and elsewhere, Yale University Press continually extends its horizons to embody university publishing at its best.

### **Acquisitions Editorial Intern**

*Paid*

The intern will have the opportunity to see the publishing world from the ground up by having an inside seat in the department where it all begins. The student will have first-hand experience with the peer review process. Under the supervision of Editorial Assistants and Assistant Editors, the acquisitions intern will research readers to review manuscripts and witness the process a manuscript goes through from proposal to accepted book. Through this research, the student will also learn how to interact with prominent figures in their individual disciplines of acquisitions. The intern will also be invited to observe and learn the process of evaluating manuscripts that are received from the public, literary agents, and prior in-house authors. This experience will include reading manuscripts, summarizing them, and learning how to prepare them for the next phase of publishing: editing and production.

### **Manuscript Editorial**

*Paid*

The Manuscript Editorial Department shepherds manuscripts through editing and production, from their acceptance for editing to their publication as books. Manuscript editors are responsible for copyediting and for coordinating the proofreading and correcting of typeset text and illustrations. They work with authors, freelancers, and in-house colleagues. Interns will work closely with the manuscript editors and assist them with various stages of the process. This will include opportunities to gain hands-on experience by learning Chicago Manual of Style and house styles and processes and then applying this knowledge to checking proofs and indexes at various stages, with appropriate supervision and feedback.