

**MACAULAY HONORS COLLEGE**  
CAREER DEVELOPMENT OFFICE

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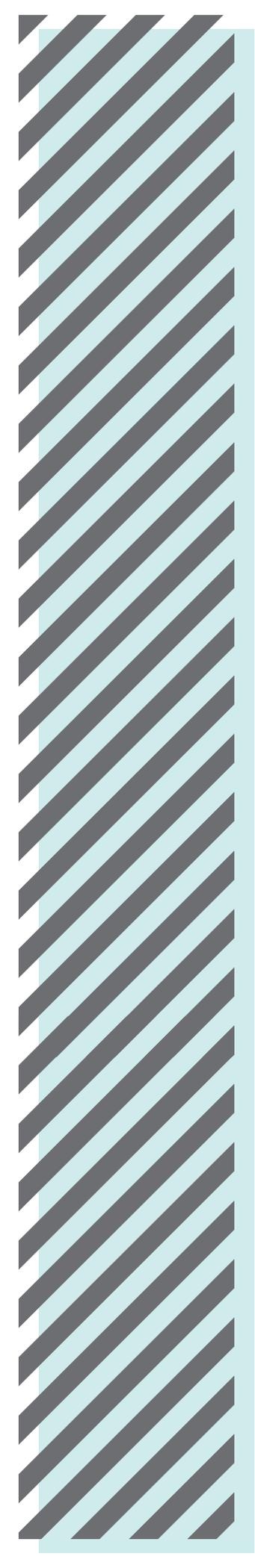
# **INTERNSHIPS BY FIELD**

**CAREER  
DEVELOPMENT** | **M**



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## INTRODUCTION

Welcome to the Internship Resources Booklet. Here, you will find internships, fellowships, and programs for the most popular majors pursued by Macaulay students. Please understand that this is not comprehensive of EVERY internship, but provides insight into multiple industries and available roles.

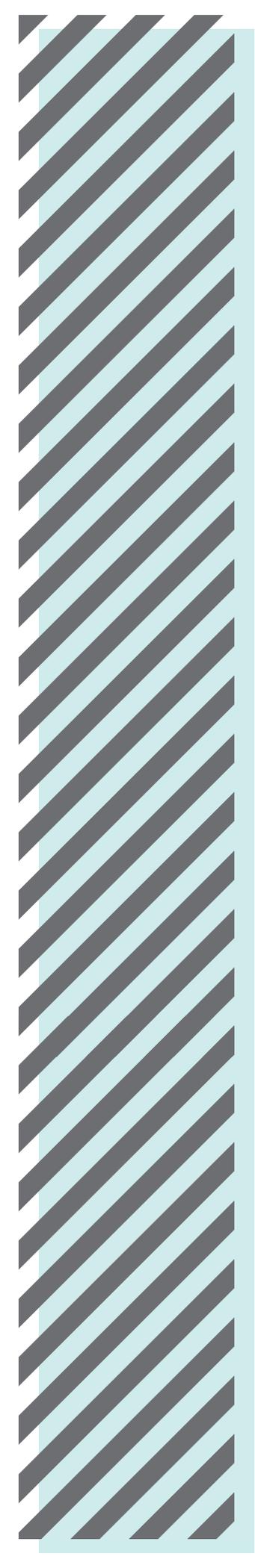
Each company in a particular section of this guidebook may offer internships in other fields or interdisciplinary opportunities. To make these additional opportunities easier to locate, we have created the following **CODE** system.

**Tip:** Use the **CTRL + F** function to more conveniently locate additional opportunities that may be of interest to you that are **outside** a particular industry section.

- **A1:** Accounting, Business, & Finance
- **C1:** Computer Science & Technology
- **C2:** Customer Support & Sales
- **D1:** Data Science & Analytics
- **D2:** Design
- **E1:** Education
- **E2:** Engineering
- **G1:** Government & Policy
- **H1:** History & Museums
- **H2:** Human Resources
- **L1:** Law
- **P1:** Public Relations & Marketing
- **P2:** Publishing & Journalism
- **R1:** Research & Sciences

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 there are no specific internships or other opportunities listed under a specific employer, this means that the employer posts internships and opportunities as applications open up and position descriptions are not available on the company website year-round. These companies are in the guidebook so you are aware they offer opportunities! You should be on the lookout for when applications open if you are interested in applying there.

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).

## FEATURED EMPLOYERS

CFA Society New York

Con Edison

Duane Morris

GlamourGals

Goldman Sachs

Jet Blue

The Fresh Air Fund

## 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.

### 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 managers 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 marketplace.
- **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 "system-atic 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.

## INTERNSHIP OPPORTUNITIES

### BANK OF AMERICA

Bank of America is one of the world's leading financial institutions, serving individual consumers, small and middle-market businesses and large corporations with a full range of banking, investing, asset management and other financial and risk management products and services. Bank of America is a global leader in wealth management, corporate and investment banking and trading across a broad range of asset classes, serving corporations, governments, institutions and individuals around the world.

Internships are available in the following teams:

### Banking, Markets & Finance

Banking, markets and finance roles across the bank work directly with our customers across the U.S. and companies and institutional clients globally. Internships offered include:

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

Are you a sophomore eager to kick start a career in banking and markets? Our Global Banking & Markets Sophomore Summer Analyst 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 10 week 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. You will also have the support of a mentor and buddy who can help you navigate the workplace and ensure you are positioned for success.

### **Global Research Summer Analyst**

Are you interested in analyzing companies and industries and communicating with investors? Our Global Research summer intern program offers you the opportunity to leverage your skill set to research, write, and publish market-leading investment analysis at Institutional Investor's #1 Global Research Firm. As a summer intern you will have a strong platform to launch your career in conducting primary research, building financial models, and writing franchise pieces that are valued by institutional clients. Our Global Research organization supports the institutional sales and trading teams and their clients. Our research analysts provide insightful, objective and decisive research designed to enable their clients to make informed investment decisions. Throughout your 10 week program, Research Analyst Interns are responsible for modeling/analysis.

### **Finance Management Summer Sophomore Analyst Program**

Are you a sophomore eager to kick start your career in finance? Are you interested in a finance internship that focuses on experiential learning, training, and networking opportunities? Our Finance Management Sophomore Summer Analyst Program offers you the unique opportunity to gain insight into Bank of America's Chief Financial Officer (CFO) organization. During your 10 week internship, your responsibilities may include: analysis and reporting of on-going operations, forecasting financial and non-financial trends, developing models and performing financial analysis of business investments, supporting the corporation's internal planning and management accounting functions, and preparing external reports for shareholders and regulatory authorities.

### **Business Support Functions**

Teams across our business support functions are essential specialist teams that work to ensure the strategic, efficient and successful running of the bank's day-to-day business. Internships offered include:



### **Corporate Audit Summer Analyst**

Are you interested in performing validation of the company's risk management activities? 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. As an intern, you will work with a specific audit team for the duration of your 10 week program.

### **Global Risk Summer Analyst**

Our Global Risk Summer Analyst Program offers you a challenging and valuable 10 week assignment within Global Risk Management. This experience is designed to support you to develop a solid understanding of the core roles and responsibilities of Global Risk Management, while developing a broad range of skills that are applicable throughout the bank. As a Summer Analyst, you will be provided with the opportunity to work on various tasks necessary for the management of our seven types of risk—strategic, market, credit, compliance, liquidity, operational, and reputational risk—as you build a strong platform to launch your career. Your role will support Global Risk Management lines of business including Consumer and Small Business Banking Risk, Enterprise Risk, Global Compliance, Global Banking and Markets Risk, Global Wealth Management Risk, and Corporate Operational Risk.

### **H2 Global Human Resources Summer Analyst**

Are you interested in helping to create an environment where all employees have the opportunity to achieve their goals? We align our human capital strategy to the business strategy, enabling the company to connect with customers and clients by attracting, developing and retaining a world-class workforce to drive growth at Bank of America. Our Global Human Resources Summer Analyst Development Program provides you an opportunity to work as an HR analyst for the duration of the 10 week program. The HRDP internship offers a personalized experience based on your interests, development opportunities, and business needs. Our interns are paired with a dedicated Program Manager who offers an added level of support as a liaison among the line of business, the company, and the intern experience.

## **D2 Experience Design Undergraduate Summer Intern**

Are you currently pursuing an undergraduate degree in design, HCI, psychology, business management, or computer science? Are you passionate about user experience and interested in a career in digital design? If so, consider joining Bank of America and being part of the Experience Design team as an Experience Design Undergraduate Summer Intern. The Experience Design Undergraduate Summer Intern role is your first step towards a career at Bank of America, where you will focus on projects within our digital platforms that empower customers to reach their financial goals in more intuitive, innovative, and time-saving ways.

### **Technology & Operations**

Global technology & operations teams help to provide the infrastructure, technology platforms and information security capabilities crucial to our ability to serve our customers and clients. Internships offered include:

#### **C1 Global Technology Summer Analyst Program**

From low latency programming to big data challenges resulting from high profile mandates, technology is critical to our success. We recruit candidates who have an undergraduate degree in computer science, computer engineering, information systems or similar degree of relevance. Some responsibilities during the internship could include: Providing technical excellence to design, develop and maintain technology applications using Java/EJB's, C++, .NET, Python, Web services; gathering and translating internal and external client requirements into technical design specifications, business process reengineering; ensuring that systems and applications support conform to business needs and specifications; collaborating with software testers to develop valid test plans and test scripts; gathering, analyzing, and documenting business and system requirements; and coordinating the process of analyzing functional specifications, use cases, process flows and user interface requirements.

#### **C1 Global Technology & Operations Development Summer Program**

GT&O provides end-to-end technology and operational fulfillment to individual consumers, small businesses, middle-market businesses and large corporations. This 10 week internship is designed to provide external candidates pursuing either an Undergrad or Masters degree opportunities focused on the operational line of business functions supporting our technology businesses within Bank of America. Potential



roles may include: Operations Analyst; Operations Manager; Operations Consultant; Operational Risk Specialist; Sr. Operational Risk Specialist; Process Design; Analyst/Consultant; Trade Control Analyst; Service Delivery Consultant; Sr. Information Security Engineer; Technology Business Development; Technology Lead/Manager; Risk Technology.

## **BLACKROCK**

BlackRock is a global asset manager. We help investors build better financial futures. As a fiduciary to investors and a leading provider of financial technology, our clients turn to us for the solutions they need when planning for their most important goals. Our founding mission was to establish a firm that thinks differently about managing investment risks to best serve our clients, and this is still at our core today.

### **Summer Analyst Program**

This program is for candidates in their penultimate year of study and obtaining their bachelor's degree or their master's degree with less than 18 months of full time work experience. This 10-week 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. The program begins with an orientation which offers an overview of the firm and the opportunity to hear from a number of senior leaders. Following orientation, interns receive on-the-job training and are given day-to-day responsibilities to contribute to their teams throughout the summer. The program also includes a portfolio innovation challenge, intern Hackathon, speaker series, mentoring program, and various networking opportunities.

### **BlackRock Founders Scholarship – US**

The BlackRock Founders Scholarship is an accelerated Summer Analyst internship interview process and scholarship program for diverse students who have demonstrated leadership while exemplifying the BlackRock Principles in their communities. In addition to a summer internship, candidates may also receive a merit award of \$17,500. This is open to undergraduate or master's students who self-identity as Black, African American, Latino, Hispanic, Native-American, LGBTQ+ and/or disabled. See more information about eligibility on their website.

## **MBA Summer Associate Program – US**

This program is a 10-week internship for MBA students which offers a supportive and fun learning environment. Over the course of your internship, you'll have real-world responsibilities in addition to social and volunteer events to help you start to build your network. The Program begins with an orientation experience where you'll learn about BlackRock's Principles, mission, purpose and culture while receiving formal training on the fundamentals of Investment Management. Following orientation, you'll join your team and develop subject-matter expertise through on-the-job learning and classroom sessions – all while gaining insights into the day-to-day life of an Associate. See more information about eligibility on their website.

## **BLACKSTONE**

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. Our asset management businesses include investment vehicles focused on private equity, real estate, public debt and equity, growth equity, opportunistic, non-investment grade credit, real assets and secondary funds, all on a global basis.

Our internship program gives Summer Analysts and Associates an unprecedented opportunity to play an integral role in all aspects of deals, transactions and other projects. Our summer program typically lasts 10–12 weeks. Students in their junior year of college, third year of university, or first year of business school may apply for our Summer Analyst and Associate positions. Interested candidates may apply to multiple groups within Blackstone.

### **Chief Financial Office - Summer Analyst**

The Chief Financial Office Summer Analyst Program seeks to offer a challenging experience within Blackstone's Finance Group to top-performing college juniors who are interested in careers in Corporate Finance and Accounting. Our 10-week program is designed to develop young talent as well as identify top candidates for Blackstone's full-time Finance Analyst Program, where analysts are placed directly into a two year rotational Corporate Finance program. The Summer Analyst program offers hands-on experience across corporate and



business Finance where analysts will have direct exposure to senior-level management, engaging mentors, development opportunities and targeted training. Summer Analysts will also attend a weekly Speaker Series hosted by senior leaders throughout the firm giving them an opportunity to increase exposure and gain valuable insight into Blackstone's businesses. Summer Analysts will be paired with a mentor who will provide ongoing guidance, career insight and support.

### **P1 External Relations - Summer Analyst**

The External Relations & Strategy Group has primary responsibility for setting the strategy for shareholder, media and government relations and the Blackstone Foundation. The team is responsible for the firm's social media presence and Blackstone's internal and external website. It drives communications to and amongst our employees and manages all aspects of the firm's brand. Summer Analysts will work across teams within External Relations. Specific responsibilities may include: preparing briefing notes ahead of media appearances and interviews; helping maintain media databases; helping write social media, website, newsletter and blog content; providing general project support for external affairs initiatives; assisting with the planning and implementation of community service days and volunteer activities; conducting research on relevant macroeconomic trends, competitive analysis and marketing best practices; and providing analytical support on marketing campaigns.

### **BLOOMBERG L.P.**

Bloomberg is the world's primary distributor of financial data and a top news provider of the 21st century. A global information and technology company, we use our dynamic network of data, ideas and analysis to solve difficult problems every day. Our customers around the world rely on us to deliver accurate, real-time business and market information that helps them make important financial decisions.

### **Analytics & Sales Internship**

This 10 week internship provides the opportunity to immerse yourself within our Analytics and Sales teams, getting to know the Terminal, its capabilities, and how we provide 24/7 unparalleled service to our clients across multiple industries. You will work alongside fellow Analytics representatives on a daily basis in order to ensure our clients are using



the powerful functions on the Terminal to the best of their ability – and have the support they need to make big business decisions. Then you'll join our Sales representatives, working on the front lines of our business to build and maintain relationships with our customers, channel their feedback into product development, and drive profit for our company.

### **C2 Bloomberg Customer Support Internship (Spanish, French, or Portuguese Speaker)**

Are you passionate about working in financial markets and by the prospect of providing technical support for the world's leading financial professionals? If so, join the Bloomberg Customer Support internship, which is a key part of our Technology Services & Solutions business. As a Bloomberg Customer Support Intern, you have two critical focus areas: to provide exceptional customer service to a broad range of clients, and ensure the fast and effective management of various client workflows and hardware/software issues. You will provide login support and connect our clients to the various Bloomberg products and platforms they subscribe to.

### **C1 Chief Technology Office Internships**

Bloomberg CTO interns contribute to the future of our technology by designing and developing prototypes for the next generation of infrastructure, hardware and applications across all aspects of the company. You'll get to take ownership of your research and projects under the mentorship of full-time architects, while gaining a deeper understanding of how technology is applied in an industry setting.

### **E2 Engineering Internships**

During this 10-12 week internship, you'll work alongside our engineering team and actively build and deploy new software daily. You'll experience how our teams thrive on challenges and works together to solve complex challenges. The teams you may be a part of can be diverse, but all have immediate impact on our organization and our customers.

### **D1 Global Data Internships**

This 10 week internship provides the opportunity to immerse yourself within our Global Data team and see first hand how we deliver our world-renowned data quickly and accurately to customers around the globe – customers who rely on it to make critical business decisions.



You'll work alongside Global Data Analysts and make your own impact using tools and technology to make data easily accessible to our clients.

### **P2 News Internships**

This 10-12 week internship gives you the opportunity to work alongside the world's largest business and financial news team. You'll learn how our award-winning journalists and research analysts break the news and move markets with their reporting and analysis, and get the opportunity to pitch and write your own stories.

### **CFA SOCIETY NEW YORK**

Through generations of investment professionals, CFA Society New York has remained steady as a leading forum for the investment community since 1937, and a hub for objective, independent thought. Members benefit from exclusive content, invaluable leadership opportunities and unparalleled access to a network of industry leaders. Your membership supports the legacy of Benjamin Graham—the father of value investing, and the founder of CFA Society New York.

### **CREDIT SUISSE**

Credit Suisse is a leading global wealth manager with strong investment banking capabilities. Headquartered in Zurich, Switzerland, our operation has a global reach and extends to about 50 countries worldwide across mature and emerging markets with more than 45,000 employees from over 150 different nations.

### **Asset Finance Analyst**

An internship in Asset Finance is a great way to gain insight into global markets and build the foundation for a successful career. If you are highly motivated and creative, have strong analytical skills, and can work independently and collaboratively, then you will thrive on this team. You will: work in a team-oriented environment within Asset Finance, as well as with other groups within Securitized Products, including Trading, Sales and Research; get exposure to all stages of an asset-backed securities transaction, including pitching, structuring, negotiation, execution and closing of securitizations; analyze different structuring alternatives and help advise clients on solutions; develop communications related to securitization offerings for banking, trading, sales forces and investors;



monitor and analyze market conditions and provide weekly feedback; and help analyze credit and underwriter risk to gain internal approval for a transaction.

### **Asset Management Analyst**

Investors count on Credit Suisse to design and manage investment products spanning virtually every asset class and investment style. We manage global and regional portfolios, mutual funds and other investment vehicles. You will have the opportunity to work in one of the following areas within Asset Management:

- **Credit Suisse Alternative Investments** is a recognized leader in alternative investments and one of the world's largest managers of alternative investments. During your summer in Alternative Investments, you will spend one week in a Training Program, and then spend the remainder of the summer in one of our boutique products where you will work with portfolio managers to develop your analytical and financial analysis skills.
- **The Private Fund Group** is the world's leading placement agent in raising private investment capital. During your summer with the PFG, you will work on live deals and be exposed to all elements of a transaction, including due diligence, deal preparation and marketing. PFG Summer Analysts gain a broader understanding of the private equity and alternative investment business through special projects, such as creating market maps or tracking returns across a market segment. You will have significant direct interaction with management teams of financial sponsors, analyze portfolio company financial performance, prepare marketing materials, work with distribution to drive investor interest, and manage roadshow coordination.

### **Capital Markets Analyst**

Our Capital Markets team provides clients with advice and solutions that suit their distinctive needs. The team also regularly engages with our Research, and Sales and Trading teams to help execute transactions, deliver market updates and offer timely guidance to some of the world's largest and most innovative companies. When you join Capital Markets as an Analyst, you'll learn how to analyze businesses and help examine the impact of a transaction on a client's capital structure and business.



As part of the Capital Markets Analyst Program, you will: participate in our Investment Banking and Capital Markets Training Program, develop your analytical and financial analysis skills, and interact with clients and collaborate with colleagues throughout the company.

### **Investment Banking Analyst/Associate**

As an Investment Banking Analyst or Associate, you'll learn from experienced professionals and contribute to innovative deals that are transforming today's corporate landscape. The programs culminate with a final case study presentation to Credit Suisse senior bankers, simulating the experience of pitching to a company's board of directors. Our Analyst program is for rising college seniors. Both Investment Banking programs offer: Outstanding exposure to the business and the financial services industry, the opportunity to learn financial modeling and valuation techniques, examine the impact of a transaction on a client's capital structure and analyze the consequences of a merger or acquisition.

## **DELOITTE LLP**

With more than 100,000 professionals, Deloitte provides audit and assurance, tax, consulting, and risk and financial advisory services to a broad cross-section of the largest corporations and governmental agencies.

Throughout Deloitte internships, 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 client service skills. Interns are invited to a three-day National Intern Conference at Deloitte University during the summer months. Additional social activities are planned throughout the internship period to provide opportunity to network with Deloitte professionals. Most internships also include mentorship, coaching, and professional development.

### **Pioneer Internship**

The Pioneer Internship, designed for freshman level summer interns, gives interns first-hand exposure to the professional services industry, allowing you to learn new business skills and deepen your knowledge of your field of interest. During this six-week long experience, you'll have the opportunity to foster business relationships with Deloitte professionals and acquire the critical and soft skills needed to succeed in

the modern workplace and global marketplace.

### **Discover Internship**

The 8-week Discovery internship is designed to expose sophomore level summer interns to different client service businesses at Deloitte. Discovery interns may have the opportunity to receive a client service internship at the conclusion of the Discovery Internship Program. As a Discovery Intern, you will also have the opportunity to be part of the NextGen Leaders Program. Program participants are eligible for a scholarship ranging from \$2,500 to \$5,000 paid at the start of the internship.

### **Client Service Internship**

Open to Sophomores, Juniors, and Seniors, this internship lasts eight to ten weeks during the summer or typically lasts up to a semester during the school year. Interns would join one of our business functions (Risk and Financial Advisory, Audit & Assurance, Consulting, Tax) and the internship may result in a full-time offer. Throughout the course of the internship, interns are assigned to one or more client projects where they are responsible for a particular part of a client deliverable(s).

### **C1, G1, P1 Internal Services Internship**

Open to Sophomores, this 8-10 week internship will be within one of the Enabling Areas such as Marketing, Technology, Government Relations, Records Management or various other groups that help support the Deloitte Risk and Financial Advisory, Audit & Assurance, Consulting, and Tax functions.

## **ELLIOTT DAVIS**

Elliott Davis LLC is a leading business solutions firm offering a full spectrum of services in the areas of tax, comprehensive assurance, and consulting services to diverse businesses, organizations, and individuals.

### **ENVISION Internship**

ENVISION is an internship program designed to give students an opportunity to explore potential career paths with Elliott Davis and obtain valuable work experience in the public accounting field. You'll also learn that community service comes with the territory. 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**

EY is a global leader in assurance, tax, transaction and advisory services. The insights and quality services we deliver help build trust and confidence in the capital markets and in economies the world over. We develop outstanding leaders who team to deliver on our promises to all of our stakeholders. In doing so, we play a critical role in building a better working world for our people, for our clients and for our communities.

### **Internships**

Over the course of your summer or winter internship, you'll work alongside our professionals throughout our global organization. Your first week is dedicated to on-the-job training, coaching and technology onboarding. Then, as part of one of our high-performing teams, you'll gain exposure to our business and our world-class clients. Under the guidance and coaching of our professionals, you'll experience working on real projects such as conducting internal control reviews on an audit, helping perform tax planning or even building a bot to help one of our teams work more efficiently. Throughout your journey, a counselor assigned to you will provide regular feedback and guidance and will be responsible, along with your peer advisor or mentor, for helping you develop the skills you need to succeed.

## **EVERCORE**

Evercore is a premier global independent investment banking advisory firm. We are dedicated to helping our clients achieve superior results through trusted independent and innovative advice on matters of strategic significance to boards of directors, management teams and shareholders, including mergers and acquisitions, strategic shareholder advisory, restructurings, and capital structure.

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

Evercore offers an unparalleled career opportunity for both current MBA students (Associates) and undergraduates (Analysts) interested in working within the financial industry. The Evercore Summer Program is a



10-week program designed to provide highly motivated undergraduates and MBAs with a representative experience in investment banking. You will work directly with a dedicated summer staffer who determines your industry focus and workload based on your interests and capacity. You will be paired with a senior mentor and buddy in your office, attend a number of social events to meet bankers at various levels across the firm, and attend ongoing training through qualitative and quantitative modules (for example, Lunch and Learns, Mentor Events, Women's Networking).

- **Generalist Program:** We offer a Generalist Program in New York. During the internship, Summer Associates and Analysts work closely with senior bankers on several projects, gaining hands-on experience and developing their knowledge base. Summer Associates and Analysts often play a key role with both quantitative and qualitative analyses.
- **Direct Hire Program:** Evercore provides Summer Associates and Analysts with direct hire opportunities in Chicago, Houston, New York, Menlo Park and Toronto. Recruits interested in specializing in a particular industry group in a specific location for their summer internship should select these groups as their preference. The direct hire options and program descriptions are listed on their website.

## 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.

### **Summer Analyst Internship**

A Goldman Sachs internship is a eight to ten week program designed to fully immerse you in the day-to-day activities of one of our divisions. You will: attend orientation where you'll learn about our culture, as well as the benefits and responsibilities of being a member of the firm, receive division-specific training designed to help you succeed, and have the opportunity to work on real responsibilities alongside fellow interns and our people. The summer analyst role is for candidates currently pursuing a college or university degree and is usually undertaken during the second or third year of study.



## HSBC

HSBC is one of the world's largest banking and financial services organizations. We serve more than 40 million customers across a network that covers 64 countries and territories, via three global businesses: Commercial Banking, Wealth and Personal Banking, Global Banking and Markets.

### **Global Banking Internship**

Our Global Banking Internships offer penultimate-year or final-year degree students the opportunity to apply your skills in an international business and to explore your interests within Corporate Banking or Investment Banking over a minimum of ten weeks.

- **Corporate Banking:** You will gain first-hand experience of how our relationship managers, working closely with our product specialists, create innovative solutions to meet the banking needs of our largest corporate and institutional clients. You will have the opportunity to understand how we build client relationships, gain a great overview of the breadth of products HSBC can offer and see how we respond to our clients' needs by deploying these products into tailored solutions across multiple countries.
- In **Investment Banking**, you can get a taste of how we work closely with clients to understand their long-term strategic goals. This enables us to deliver tailored financial and advisory solutions designed to meet the individual needs of our corporate, financial and public-sector clients. Your time here will be challenging and you'll gain a breadth of experiences and gain a good understanding of what we do, from debt and equity capital raising, advisory, corporate lending, leveraged finance, asset and structured finance, real estate, infrastructure and project finance, and export credit.

### **Global Markets Internship**

The Global Markets Internship offers penultimate-year or final-year degree students the perfect insight into working in an international bank. In our competitively paid ten-week internship, you'll experience life in Sales or Trading, providing you with a well-rounded idea of what a career in Global Markets can offer. You'll work alongside industry specialists, learning how the different areas of Global Markets work together to serve the broad range of needs of our clients. In Sales, you'll be taught how to form lasting client relationships and you'll



build communication skills by presenting market views and investment solutions. In Trading, you'll help find solutions for clients and keep them updated on the latest project news and progress.

### **Global Research Internship**

In our competitively paid ten-week Global Research internship, penultimate-year or final-year degree students will explore what it means to work in Global Research at HSBC, learning about macroeconomic, sector and company-specific research, and how they affect our international clients. Staying aware of market news, economic data releases and day-to-day news flows will be critical to your success. By learning about macroeconomic, sector and company-specific research, you will gain an insight into the analytical methods and processes we use and how each type of research has a different purpose. You will shadow research analysts and economists to understand how to use our research tools.

### **D1, E2 Data Science and Engineering Internship**

The Data Science and Engineering internship offers Penultimate and final-year bachelor's, master's and postgraduate students (Applied Mathematics, Machine Learning, Statistical or related scientific degree) the opportunity to experience HSBC's Data Business within our Global Banking and Markets division. You'll spend a minimum of ten weeks taking part in a range of activities, projects and networking events. After an induction, you will join the first of three rotations in our Data Science and Engineering business areas. You will be part of a project team that will allow you to develop your analytical skills in various fields. This could be building and changing predictive analytical solutions, big data pipelines, data science and machine learning. You will collaborate with senior leaders and colleagues to create and implement quantitative solutions using different analytical principles.

## **J.P. MORGAN**

For over 200 years, JPMorgan Chase & Co has provided innovative financial solutions for consumers, small businesses, corporations, governments and institutions around the world. Today, we're a leading global financial services firm with operations servicing clients in more than 100 countries.



### **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. 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. As a Summer Analyst, you'll support various phases of audits, working on continuous monitoring strategies, fieldwork testing, business walkthroughs and preparing reports of audit issues. You'll begin the program with a week of core-audit and soft-skills training, including communication and Excel best practices. Over the summer, you'll learn about the firm's lines of business via virtual training. Interns who successfully complete the program may receive offers of full-time employment.

### **Chase Leadership Development Program**

Over the course of 10 weeks, you'll influence one of our Chase business units – Auto, Business Banking, Card, Chase Commerce Solutions, Chase Wealth Management, Consumer and Mortgage, and the Marketing & Communications function. You will build skills translating data into business opportunities, helping to acquire new customers or enhancing our risk and controls framework. You'll benefit from one-on-one coaching, networking events, and our speaker series. Your work may include using data analytics to measure operational effectiveness; business case development for new digital features or functionality; conference planning and project management for high visibility brand, marketing & media initiatives; dashboard creation to track key metrics; or assisting with creating/refreshing website content for core Chase products or services. High performing interns who successfully complete the program may receive full-time offers with the bank.

### **Asset Management Analyst Program**

Through the Asset Management program, you'll be either a Client or Product Analyst. You'll have the opportunity to analyze and develop investment strategies that support our clients' needs, or you'll research, grow, and manage investment solutions for our global clients. During our Client Analyst program, you'll receive an overview of how our Asset Management teams work with global clients through industry-leading products, advice and service. Through our Product Analyst



program, you'll begin developing your industry expertise as part of one of our asset teams. We'll give you an in-depth look at how we manage assets and create products for some of the world's largest investors. Over the summer you'll learn how our teams research, analyze and develop investment strategies and models for institutions, financial intermediaries and individual investors around the globe, working alongside some of the top minds in the field. Interns who successfully complete the program may receive a full-time offer.

### **Investment Banking Analyst Program**

You'll join one of our industry or product groups for nine weeks, developing meaningful solutions for clients or executing high-value transactions. This program will provide the skills and experience to become a thoughtful, strategic advisor. You'll learn the nature of client service and how we build long-term relationships by putting their needs first, while developing the technical acumen to launch a career in banking. This program starts with virtual training, followed by five days of classroom instruction on accounting fundamentals, financial modeling, valuation, and Excel. Through hands-on experience and ongoing education, you'll develop core investment banking skills to help support our clients' businesses. You'll benefit from direct exposure on deals and transactions and interact with clients and teams globally. Top performing interns may receive an offer to join us as a full-time analyst.

### **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 or CTC 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. Top performers may receive a full-time offer upon successfully completing the program.

### **C1, E2 Software Engineer Internship**

This 10-week internship will give you the opportunity to learn about our technology business, build your coding skills and prepare you for your career. Your responsibilities will vary based on your location and



team assignment. You could be developing digital and mobile features that give our customers and clients more control over how they bank with us. You could be strategizing on how big data can make our trading systems quicker. You could help create the next innovation in payments for merchants. You could be engineering automated recovery solutions on a global scale. You could be supporting the integration of our private and public cloud platforms. You'll have the opportunity to learn new coding languages, introduce new products for our clients and work with innovative new technology such as machine learning. Those who successfully complete the program may be offered a position in our full-time Software Engineer Program.

### **C1, E2 AI & Machine Learning Internships**

The summer associate program will introduce you to the most forward thinking work across our business. Depending on your area of interest, AI & Machine Learning Interns will be placed on one of the following teams:

- **AI Research:** Explore cutting-edge research in the fields of AI and Machine Learning, as well as related fields like Cryptography, to develop solutions that are most impactful to J.P. Morgan's clients and businesses. The team works closely with the QR and Data Analytics teams across the firm, and partners with leading academic and research institutions around the world on areas of mutual interest.
- **Applied AI & Machine Learning:** combine machine learning techniques with unique data assets to optimize business decisions. Develop tools to leverage machine learning and deep learning models to solve problems in areas like Speech Recognition, Natural Language Processing and Time Series predictions.
- **Quantitative Research Machine Learning:** Use techniques like collaborative filtering, deep learning and reinforcement learning. Touch all aspects of the business from sales and client interaction, to risk management, inventory and portfolio optimization, electronic trading and market making.
- **Markets (Sales, Trading & Research):** invent new ways to access market liquidity, run statistical analysis, create new mathematical models, write code and build and deploy everything from enterprise technology initiatives to big data.
- **Asset Management:** provide quantitative solutions to asset allocation and portfolio construction.

Associates who successfully complete the program may receive offers of full-time employment in Compliance.

## **H2 Human Resources Analyst Development Program**

Experience the breadth of human resources strategies at one of the world's largest financial services firms in this 10-week program. You'll work on projects in areas such as compensation, recruiting, performance management, and employee relations. Your tasks might include compiling data packages for senior leaders and collaborating on succession plans. Interns may receive full-time employment offers.

## **KPMG**

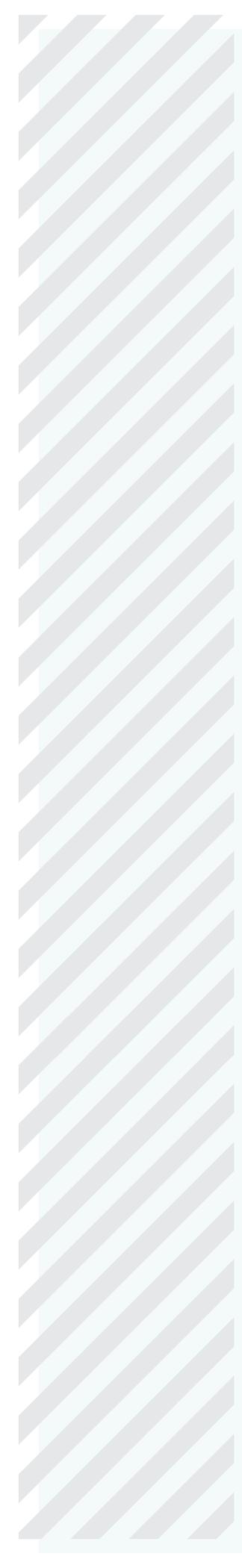
KPMG is a global network of professional firms providing Audit, Tax and Advisory services. We have 207,000 outstanding professionals working together to deliver value in 153 countries and territories.

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

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. 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**

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. This is not a vacation or job shadow program. It's an opportunity for students who have already accepted an internship offer with KPMG in their home country to expand their experience. Global interns are assigned to client engagement teams and work alongside talented KPMG professionals. During this program, you will benefit from mentoring, performance management and have access to our top-rated training. If you're selected, you'll get placement support including visa, flight and lodging cost coverage and KPMG's Global Mobility team will help you get the most out of your international experiences. During



your internship, you'll be assigned a performance manager and mentor to ensure you have the tools, resources and support to achieve your professional and personal goals.

## **MORGAN STANLEY**

Morgan Stanley mobilizes capital to help governments, corporations, institutions and individuals around the world achieve their financial goals. For over 75 years, the firm's reputation for using innovative thinking to solve complex problems has been well earned and rarely matched. A consistent industry leader throughout decades of dramatic change in modern finance, Morgan Stanley will continue to break new ground in advising, serving and providing new opportunities for its clients.

### **Compliance Summer Analyst**

The Compliance Summer Analyst Program is a 10-week direct placement program. The curriculum includes an orientation, senior management speaker seminars, a group project, and social and networking events to build Summer Analysts' professional networks. Specific responsibilities may include: conducting due diligence reviews of clients during the account opening process; monitoring and surveillance of transactions; performing transaction and control-based testing of Firm processes and controls to mitigate risks; analyzing regulations, rules and various proposals; drafting and coordinating regulatory updates and compliance bulletins; conducting research and assisting with responses to various regulatory inquiries and examinations; reviewing and drafting policies, procedures, compliance manuals and developing/updating related training courses; participating in compliance risk assessments and analyzing the compliance environment and controls for a line of business.

### **Quantitative Finance Summer Analyst**

The Quantitative Finance Summer Program is an intensive 10-week program that provides Summer Analysts the opportunity to work alongside full time professionals on impactful, quantitative projects. Summer Analysts will work within an assigned team. These teams are primarily embedded within the Firm's Institutional Securities Group and Wealth Management organizations and provide critical quantitative solutions for the businesses they support including Global Capital Markets, Institutional Equity, Research, and Wealth Management



divisions. They require experts in statistical analysis, applied mathematics, computer science and computational finance. These teams operate our leading trading platforms, market making operations and derivative structuring, pricing and risk management. Our program also features senior quant teach-in sessions, divisional speaker series, product area training, networking events, and community service.

### **Freshman Enhancement Program**

The Freshman Enhancement Program provides Black, Hispanic, Native American and LGBT+ students the opportunity to experience Morgan Stanley culture first-hand. Participating divisions include Wealth Management, Global Capital Markets, Investment Banking, and Sales & Trading and Research. We encourage students of all majors and disciplines to apply. Selected candidates participate in a paid program at our offices in New York City before June and based on participant availability. The program includes valuable training, networking opportunities and exposure to Morgan Stanley professionals across businesses.

### **C1, D1, E2 Summer Analyst & Co-op**

Summer Analysts (10–14 weeks) and Co-ops (4 months) are recruited and placed into a specific development, engineering or business analyst team. These programs are designed to offer a real-world, project-based experience of what it's like to be a technologist for a top financial Firm. Summer Analysts and Co-ops will participate in an induction day that provides an overview of the Firm, followed by direct placement into their teams. In addition to working on a live project, program highlights include senior management networking events, technical demonstrations, team-building opportunities and participation in the Firm's community service initiatives.

- **Development Teams:** Our development teams design, develop and maintain applications used by our business units. Daily activities include meeting with clients to gather and analyze requirements. They make system design decisions, evaluating, integrating and developing necessary software, and then test and deploy applications to production. Developing high-performing, low-latency electronic trading systems, and evolving complex workflows and life-cycle management capabilities are some of the projects available for developers.

- **Enterprise Engineering Teams:** Our platform-facing teams develop cutting-edge systems to run our business. Our engineers provide tools, applications and platforms such as the Firm's networks, computing hardware, operating systems and databases for the Firm's trading applications, mobile applications and other end-user applications. Engineering the Firm's websites, managing the Windows plant and developing a client reporting delivery system are some of the projects available for enterprise engineers in our organizations.
- **Business & Data Analytics Teams:** Our business & data analysts play a key role engaging with our business units to analyze, capture, and validate requirements with technology teams in order to solve business challenges in an agile fashion. Business & data analysts provide technical, data analytics, data science, and process excellence skills to support up-front product and data analysis as well as end-to-end solution development.

### **D1 Office Of COO - Data & Analytics Summer Analyst Program**

The Data & Analytics Group (DAG) is a central team in the COO Office of Morgan Stanley Investment Management putting high quality data at the heart of the various functions within MSIM. Over 10 weeks, the summer analyst will work closely with senior DAG leads and be responsible for project origination in the analytics & research space, idea generation, research/data analysis/visualization of enterprise and alternative data sets as well as presentation of findings to team leadership and other internal stakeholders. Responsibilities may include: collaborate with an advanced analytics team to originate research projects and ideas; assist in conducting research on various business management and investment topics; conduct exploratory data analysis of new alternative data sets, including summary statistics and visualizations; prepare analytics pitch decks and present to internal stakeholders.

### **PRICEWATERHOUSECOOPERS**

PwC has a global network of over 276,000 people in 157 countries. PwC's professional services, including audit and assurance, tax and consulting, cover such areas as cybersecurity and privacy, human resources, deals and forensics.

## **Advance Internships**

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.. 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**

UBS works with individuals, families, institutions, and corporations around the world to help answer some of life's questions – whether through award winning wealth management advisory, investment banking and asset management expertise, or private and corporate banking services in Switzerland.

## **Summer Internship Program**

Our internship program is the best way to prepare you for a graduate position at UBS. 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. Internships available include:

### **Asset Management**

You'll: conduct research and analysis across a variety of asset classes and investment products; collaborate on projects for UBS's top institutional, wholesale and wealth management clients

### **Corporate Services**

You'll: work with our administrative partners to deliver essential services to our employees at office locations across the US; maintain our office environment through property management and real estate strategy



## **Finance**

You'll: work with your team to manage, report, and forecast on all of our finances; develop a strong understanding how UBS makes money across all business areas

## **Risk**

You'll: analyze credit requests across banking and trading products; develop market risk reporting for key risk sensitivities throughout the business and produce risk modeling

## **Investment Bank - Global Markets (Sales and Trading)**

You'll: follow the markets daily with the top salespeople, traders and fund managers on Wall Street; see how we promote products and trading opportunities to institutional clients, based on an understanding of their needs; shadow traders who seek the best prices to execute clients' sales orders and make markets in listed and over-the-counter equities, equity derivatives and equity-linked securities

## **Wealth Management**

You'll: interact with senior leadership, home office partners and the field while working on key projects; develop financial and operational strategies for strategic initiatives like digital transformation and SigFig integration

## **Global Banking Analyst Program**

Our ten-week Global Banking Analyst Program is designed to provide candidates that have completed their sophomore year with exposure to UBS and the financial services industry. Our Global Banking business operates in the following key areas: Product and Services Advisory / M&A, Equity Capital Markets, Debt Capital Markets, Leveraged & Acquisition Finance, and Private Funds Group. As a participant, you'll be part of a business that provides integrated solutions in advisory, equity, debt and leveraged capital markets and financing. You'll also have direct exposure to management and 1-on-1 mentorship. You will collaborate with deal teams on live projects, and the summer will culminate with a final project presented to a team of senior bankers.

## 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.

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 applications. 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.

CUNY also hosts their own Hackathon in tandem with CUNY Startups and Macaulay Honors College. To learn more about past CUNY Hackathons, [click here](#).

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/>.

### Typical technology positions include:

- **[Systems/Computer Programmer](#)**: Designs and creates software programs, integrates systems and software, trains end-users, analyzes algorithms, modifies source-code, writes system instructions, and debugs and maintains operating systems
- **[Software Engineer](#)**: Applies principles and techniques of engineering, mathematics, and computer science to the design, development, and testing of software applications for computers
- **[Software Developer](#)**: Develops, designs and implements new or modified software products or ongoing business projects

- **Web Developer**: Designs and creates websites to suit client needs
- **IT Manager**: Delivers short- and long-term visions for the company's technology needs and goals, coordinates technology-related matters with top executives, plans upgrades of existing software or hardware and negotiates with vendors for the service of current products or the purchase of new ones
- **Computer Systems Analyst / Systems Architect**: Helps organizations use computer technology effectively and efficiently and incorporates new technology into current systems after doing cost-benefit analyses to determine whether it is financially sound and will serve the entity well
- **Database Administrator**: Uses specialized software to store and organize data, typically working for firms that provide computer design services or in industries that have large databases, such educational institutions and insurance companies
- **Information Security Analyst**: Plans and executes security measures to shield an organization's computer systems and networks from infiltration, data breaches and cyberattacks
- **Computer Support Specialist**: Assists customers/users with log-in difficulties and operating system and software malfunctions

## **RESEARCH EXPERIENCES FOR UNDERGRADUATES (REU)**

### **CARNEGIE MELLON**

#### **Carnegie Mellon's Research Experiences for Undergraduates in Software Engineering (REUSE)**

REUSE 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, air-conditioned 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).

## REU SITES: COMPUTER AND INFORMATION SCIENCE AND ENGINEERING

NSF funds a large number of research opportunities for undergraduate students through its REU Sites program. An REU Site consists of a group of ten or so undergraduates who work in the research programs of the host institution. Each student is associated with a specific research project, where he/she works closely with the faculty and other researchers. Students are granted stipends and, in many cases, assistance with housing and travel. By using the web page, [Search for an REU Site](#), you may examine opportunities in the subject areas supported by various NSF units. Also, you may search by keywords to identify sites in particular research areas or with certain features, such as a particular location. Students must contact the individual sites for information and application materials.

## **INTERNSHIPS AND WORKSHOPS**

### GOOGLE

Our company 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. Our interns are a part of Google—involved and solving problems from the start.

#### Engineering & Technical Internships

As a technical intern, you are excited about tackling the hard problems in technology. With internships across the globe, ranging from Software Engineering to User Experience, we offer many opportunities to grow with us. Internships include:

#### **STEP (Student Training in Engineering Program) Intern**

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 training, and receive mentorship from Google engineers.



## **A1** [Business Internships](#)

Business interns come from all backgrounds, bring their diverse talents to drive the business, grow our people, and put the user before all else. Internships include:

### **BOLD Internship Program**

The Building Opportunities for Leadership and Development Internship Program is a paid summer internship for rising undergraduate seniors that are interested in working in technology and full-time opportunities at Google. We've designed our program to expose historically underrepresented students in this field to career opportunities in the industry. Students from all schools, and students who identify with a group that is historically underrepresented in the technology industry, including but not limited to Black, Hispanic, Native American, students with disabilities, and veterans are encouraged to apply. BOLD interns join teams across Sales, Marketing, People Operations, and many others to identify challenges, collaborate on building solutions, and drive meaningful change for clients and users — all while developing skills and building careers. All BOLD interns will have the opportunity to be considered for a full-time role at Google.

## **MICROSOFT**

At Microsoft, our mission is grounded in both the world in which we live and the future we strive to create. Today, we live in a mobile-first, cloud-first world, and the transformation we are driving across our businesses is designed to enable us and our customers to thrive in this world. We do business in 170 countries and are made up of 144,000 passionate employees dedicated to fulfilling our mission of helping you and your organization achieve more.

### **Explore Microsoft Program**

Explore Microsoft is a 12-week summer internship program specifically designed for college underclassmen, 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.

### University Internships

At Microsoft, our interns work on projects that matter – and your team will rely on your skills and insights to help deliver those projects to market. Our internships are open to current students in Bachelor's, Master's, MBA, PhD programs. As an intern you will receive competitive pay, relocation benefits, and many other amazing perks! We offer internships in Redmond, WA and Bay Area, CA in USA, as well as in our Garage Internship Programs in Cambridge, MA, USA and Vancouver, BC, Canada.

We offer internship roles in the following areas including but not limited to: **Engineering** (Software Engineer, Program Manager, Product Planning, Programmer Writer, Technical Writer, Services Engineering), **Hardware Engineering, IT Operations, Services** (Consultant, Support Engineer, Technical Account Manager).

**A1, C2, D1, D2, P1** Additional Internship Areas Include: **UX Design, Data and Applied Science, Finance, Marketing, Sales.**

### NPOWER

NPower creates pathways to economic prosperity by launching digital careers for military veterans and young adults from underserved communities.

#### **Tech Fundamentals Program**

Our tuition-FREE 16-week instructor-led virtual training program offers all the skills and coaching you need to jumpstart your career in technology. In our Tech Fundamentals program, you will master the basics of IT with real world application and credentials. This program includes:

- Opportunity for a paid internship or a project-based learning experience
- Opportunity to earn industry-recognized CompTIA certifications and an IT Generalist Apprenticeship credential
- Exposure to Microsoft, Cisco, AWS, and other leading technologies

- Mentoring from senior-level IT professionals
- Employment readiness workshops
- Job placement assistance with access to a wide range of top employers

## **NYC TECH TALENT PIPELINE**

Launched by Mayor Bill de Blasio in 2014, the NYC Tech Talent Pipeline is an industry partnership designed to support the growth of the City's tech sector and deliver quality jobs for New Yorkers and quality talent for New York's businesses.

### **CUNY Tech Prep**

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.

### **TTP Residency**

Tech Talent Pipeline (TTP) Residency is a three-month program designed to provide on-the-job experience to competitive undergraduates, connect local employers to local talent, and deliver industry feedback to inform curricular content throughout New York City schools. TTP Residency, in partnership with Hunter College, Lehman College, John Jay College, Brooklyn College, The College of Staten Island, and The City College of New York, connects qualified computer science majors with NYC businesses and serves to further align college-level curricula with employer needs. Students enroll in TTP Residency during their junior year where they participate in a pre-internship training that provides web development and soft-skill curricula. Upon completion of the training, participants begin a paid internship at leading NYC businesses in web, mobile developer or software engineering roles and connection to job opportunities post-graduation.



### **Data Analyst Training Accelerator (Data)**

The Data Analyst Training Accelerator (DATA) aims to provide an accessible pathway to data analyst careers for underrepresented New Yorkers. DATA – a full-time, 18-week, in-person immersive training program at no-cost – was co-designed with industry partners and training provider Galvanize to offer in-demand skills in advanced Excel, SQL, Python, and digital marketing-related analytics, as well as career advancement and interview skills.

### **RUTGERS CODING BOOTCAMP**

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

**Typical engineering positions include** (see also Computer Science Industry typical positions):

- **Aerospace Engineer**: Develops leading-edge technologies and integrates them into aerospace vehicle systems used for transportation, communications, exploration, and defense applications. This involves the design and manufacturing of aircraft, spacecraft, propulsion systems, satellites, and missiles, as well as the design and testing of aircraft and aerospace products, components, and subassemblies.government.
- **Chemical Engineer**: Applies the principles of chemistry, biology, physics, and math to solve problems that involve the use of fuel, drugs, food, and many other products. Chemical engineers may spend time at industrial plants, refineries, and other locations, where they monitor or direct operations or solve onsite problems.
- **Civil Engineer**: Responsible for the design, construction, and maintenance of public works projects such as buildings, bridges, roads, ports, railways, and energy systems
- **Electrical Engineer**: Designs and develops new electrical systems, solves problems and tests equipment. Electrical engineers study and apply the physics and mathematics of electricity, electromagnetism and electronics to both large and small scale systems to process information and transmit energy
- **Environmental Engineer**: Works to prevent, control or remediate any hazards to the environment using their engineering expertise. Their work might focus on topics like waste disposal, erosion, and water and air pollution.
- **Industrial Engineer**: Finds ways to eliminate wastefulness in production processes and devise efficient systems that integrate workers, machines, materials, information, and energy to make a product or provide a service.
- **Mechanical Engineer**: Takes a product from an idea to the marketplace through determining the forces and thermal environment that a product, its parts, or its subsystems will encounter; designing them for functionality, aesthetics, and durability; and determining the best manufacturing approach that will ensure operation without failure

## INTERNSHIPS

### AECOM

AECOM is the world's premier infrastructure firm, delivering professional services across the project lifecycle – from planning, design and engineering to consulting and construction management. On projects spanning transportation, buildings, water, governments, energy and the environment, our teams are driven by a common purpose to deliver a better world. Working at AECOM means being part of a global team, working with award-winning professionals across the world. Aspire to be a key player on some of the best projects regionally, with opportunities to work on projects nationally or internationally.

### BECHTEL

Bechtel is a trusted engineering, construction and project management partner to industry and government. Since 1898, we have helped customers complete more than 25,000 projects in 160 countries on all seven continents that have created jobs, grown economies, improved the resiliency of the world's infrastructure, increased access to energy, resources, and vital services, and made the world a safer, cleaner place. Bechtel serves the Infrastructure; Nuclear, Security & Environmental; Oil, Gas & Chemicals; and Mining & Metals markets. Our services span from initial planning and investment, through start-up and operations.

#### **Internships**

We have internship opportunities in a variety of areas including: engineering, construction, project controls, supply chain management, human resources, finance, information technology, and more. Our internship program gives undergraduates the opportunity to work on landmark projects or in offices around the world and help deliver extraordinary results to our customers. You'll learn how the business works, gain valuable experience and make an impact on our customer's projects, our communities, our culture, and our organization.

Intern program components include:

- **Technical Training:** We offer learning and development designed around your needs for you to gain exposure in your specific field.
- **Lunch & Learns:** Guest speaker sessions hosted by various business leaders to provide insight into the business and give you the opportunity to ask questions to support learning.

- **Priorities & Feedback based on your role:** Interns set personal priorities, which combine what you will deliver to the business and what you want out of the program – and you'll receive feedback from your supervisor to ensure success.
- **Buddy System:** You are paired with a buddy in the business to help answer your questions, provide guidance, and be another resource to engage with and learn from in addition to your supervisor.
- **Fun Events:** Various social activities are organized throughout the summer -- from volunteer activities to sporting events -- so you can meet other interns throughout the business, expand your network, and make new friends.
- **Bechtel University:** Online, virtual and classroom-based learning open to everyone in the company.
- **Internship Report-Out:** This provides you an opportunity to showcase your experience at Bechtel to your team, other interns and the company's leadership while developing your presentation skills.

### **Ambassadors Program**

If you return to Bechtel for another internship or are hired for a graduate role, you will become part of our Bechtel Ambassador program. As an Ambassador, you will be empowered to expand personal networks and step into exciting opportunities to host fun and informative events while representing Bechtel on your university campus. You will be provided Bechtel-branded gear, helpful resources, and connections across campuses to support you in your role.

### **GILBANE BUILDING AND CO.**

Gilbane Building Company provides global integrated construction and facility management services. A family-owned organization with 140 years of experience and counting, our clients entrust us to deliver safe, quality projects that stand the test of time. Headquartered in Providence, Rhode Island, the company has more than 50 offices at home in the United States and abroad in Japan, Afghanistan, Ireland, and the UAE.

## NYC TRANSIT AUTHORITY (MTA)

The MTA offers student internships in the following departments:

- **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
- **Transportation:** Transportation, Supply Logistics, Urban Planning, Geography
- **C1 Computer Science:** GIS Systems, Database Management, Network Security, Programming, System Administration, Computer Science, Graphics & Web Design, Information Systems, Information Technology
- **A1 Business Administration:** Advertising, Finance, Public Administration, Accounting, Business Management, Statistics, Management, Marketing, Public Policy, Economics, Business Administration
- **H2, R1 Human Resources/Social/Health Sciences:** Instructional Design, Social Science, Industrial Psychology, Political Science, Organizational Development, Sociology, General Psychology, Occupational Health, Environmental Health Science, Training
- **H1 American Art/History:** History, Library Science, Historic Preservation
- **L1 Law/Labor Relations:** Criminal Justice, Law, Paralegal & Legal Studies, Labor Relations
- **P1, P2 Communications: Photography, Communication, Broadcast** Journalism, Journalism, Film, TV, Video Productions
- **E1, H1, R1 Miscellaneous:** Forensic Science, Biology, Museum Studies, Criminology, Other, Aviation Management, Education, Library Science, Mathematics

## NYS DEPT OF TRANSPORTATION

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. If you want to work for an essential agency that affects the every-



day lives of those who live, work, and travel in New York State, consider the New York State Department of Transportation (NYSDOT). We offer challenging summer internship opportunities with a common goal – to enhance public safety. The Department provides both paid and non-paid internships with valuable educational and career exploration opportunities by learning about such careers in the areas of engineering, landscape architecture, planning, traffic signal/electronics, accounting, auditing, civil rights, human resources, and many other areas.

### **Student Assistant Internship**

Student Assistants will work under the direct supervision of a program manager, Professional Engineer, Senior Landscape Architect, Senior Land Surveyor, or Environmental Specialist. Based on the assignment, interns will perform duties such as GIS, engineering, research, policy and planning, surveying, administration, environmental science, landscape architecture, etc. to achieve the mission of the agency.

### **Engineering Internship**

Engineering Interns will work under the direct supervision of a program manager, Professional Engineer, Senior Landscape Architect, Senior Land Surveyor, or Environmental Specialist. Based on the assignment, interns will perform duties such as GIS, engineering, research, policy and planning, surveying, administration, environmental science, landscape architecture, etc. to achieve the mission of the agency.

To apply: Opportunities are posted on the StateJobsNY page – you can search by the county you are interested in, or search for “Student Assistant” or “Engineering Intern”.

## **WSP USA**

WSP is one of the world's leading engineering professional services consulting firms. We are technical experts and strategic advisors including engineers, technicians, scientists, architects, planners, surveyors and environmental specialists, as well as other design, program and construction management professionals. We design lasting solutions in the Property & Buildings, Transportation & Infrastructure, Environment, Industry, Resources (including Mining and Oil & Gas) and Power & Energy sectors as well as project delivery and strategic consulting services. Our incredible projects, passionate engineers, ethical business practices and the sustainable impact



we make in our communities represent some of the highlights you will experience as a paid intern at WSP USA.

## **TURNER CONSTRUCTION AND CO.**

Turner is a North America-based, international construction services company and is a leading builder in diverse market segments. The company has earned recognition for undertaking large, complex projects, fostering innovation, embracing emerging technologies, and making a difference for their clients, employees and community.

### **The Turner BRIDGE Program**

The Turner BRIDGE program is one of the industry's most comprehensive internship experiences for undergraduates seeking a career in construction. The BRIDGE program is more than a summer job – it's a professional and educational process that prepares students for a successful transition to a challenging and rewarding career.

**BRIDGE** stands for:

- **B**uilding **R**elationships – through social and networking events, community service, and mentoring sessions with Turner professionals.
- **I**nfluencing **C**hange – by making an impact on real-life Turner projects, and sharing your experiences for the benefit of future interns.
- **D**eveloping **G**oals – to live up to the challenge and get the most from your internship.
- **E**xperiencing **T**urner – through practical, meaningful assignments, and through the culture and values of our people.

### **What Makes Us Different?**

Unlike many programs, prior Turner interns are given strong consideration for full-time employment after graduation. We are looking for aspiring individuals who want to make a difference, in the world and in themselves.

Our ideal internship candidates are:

- Freshmen, sophomores, or juniors currently enrolled at a four-year institution.

- Majoring in Engineering, Construction Management, Safety, Architectural Studies, Finance, Accounting, or Human Resources.
- Proactive, open-minded, eager to learn, and willing to work hard as part of a team.

### **Turner Access Externship Program**

The Turner Access Program is an Externship program. It is a volunteer, job shadowing opportunity that enables you to observe and work with Turner staff and discover if a career at Turner is what your future holds. If you are a sophomore, junior or rising senior in college and you have a passion to build, this program may be right for you. The Turner Access Program gives you a hands-on look at what it takes to work for one of the country's largest and most recognized construction companies. It is a unique opportunity to build additional knowledge and skills that Turner – and many other companies – look for in graduating job candidates.

## **WHITING-TURNER CONTRACTING**

Whiting-Turner provides construction management, general contracting, design-build and integrated project delivery services on projects small and large for a diverse group of customers. We constantly strive to exceed each client's expectations through innovation, collaboration and best practices.

### **Internships**

Our internships are open to undergraduate students interested in gaining hands-on, practical experience in the construction field. Qualified applicants will assist project teams in acquiring and managing construction projects, and they will be involved in all phases of the process – from bidding to final completion. In addition to the general fields of construction, excellent opportunities exist for specialization in a field of your interest such as technology, quality control, environmental health and safety, sustainability, mechanical/electrical and design/build construction.

### **Our intern assignments include office and jobsite:**

- Relocation to remote sites may be required
- Transportation is required
- Work periods are 10-12 weeks; 40 hours/week, based on your school schedule
- Housing accommodations may be provided in certain situations



## ARUP

Arup is an independent firm of designers, planners, engineers, architects, consultants and technical specialists, working across every aspect of today's built environment. Together we help our clients solve their most complex challenges – turning exciting ideas into tangible reality as we strive to find a better way and shape a better world. Arup offers paid summer internships across our 14 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.

## CDM SMITH

CDM Smith provides lasting and integrated solutions in water, environment, transportation, energy and facilities to public and private clients worldwide. As a full-service engineering and construction firm, we deliver exceptional client service, quality results and enduring value across the entire project life cycle. Interns and co-ops are not only exposed to a variety of projects, but are also introduced to the exciting field of consulting and professional services. Our intern and co-op opportunities are designed to provide you with the opportunity to apply the knowledge you have gained in the classroom to real, practical situations. You will work alongside top industry professionals on ground-breaking projects, all while building a strong network of your peers and colleagues.

## GENERAL DYNAMICS

From Gulfstream business jets and combat vehicles to nuclear-powered submarines and communications systems, people around the world depend on our products and services for their safety and security. The company employs over 100,000 people in 43 countries around the world. At the heart of our company are our employees. From internships for college students to entry-level opportunities in many areas of the organization, Electric Boat is a great place to get your career underway.



## HATCH

Our organization is passionately committed to the pursuit of a better world through positive change. Our experience spans over 150 countries around the world in the metals, energy, infrastructure, digital, and investments market sectors. Our exceptional, diverse teams combine vast engineering and business knowledge, working in partnership with our clients to develop market strategies, manage and optimize production, develop new game-changing technologies, and design and deliver complex capital projects. Hundreds of students and new graduates join our teams every year for flexible co-ops, work terms, internships, and vacation or summer programs in the office and at our clients' sites. Here, you'll gain experience in a variety of roles and industries, network with experts, and build connections that will help you enter the workforce.

## HNTB

HNTB Corporation is an employee-owned infrastructure solutions firm. With more than a century of service, HNTB understands the life cycle of infrastructure and addresses clients' most complex technical, financial and operational challenges. Professionals nationwide deliver a full range of infrastructure-related services, including award-winning planning, design, program management and construction management. HNTB offers internship, co-op, and new graduate positions for the following majors: Civil Engineering, Environmental Engineering, Structural Engineering, Architecture, Planning, and Landscape Architecture. Most of our internships are offered for the summer. Co-op positions can start during the summer, fall, or spring and require multiple work sessions alternating with school sessions. Successful candidates will have the opportunity to work on a variety of projects, which can include transportation design (highway, rail, and aviation), **bridge design, water resources, architecture, planning, construction management** and many other areas. HNTB does not pay for relocation or housing for these positions.

## STANTEC

The Stantec community unites approximately 22,000 employees working in over 400 locations across six continents. We collaborate across disciplines and industries to bring buildings, energy and resource, environmental, and infrastructure projects to life. Our work—engineering, architecture, interior



design, landscape architecture, surveying, environmental sciences, project management, and project economics, from initial project concept and planning through design, construction, and commissioning—begins at the intersection of community, creativity, and client relationships. As an intern, you'll collaborate with designers, planners, engineers, project managers, and technical leaders to explore the frontiers of engineering and design, hone your skills, and discover the future of design. Curious and motivated interns will learn and grow with a community of over 22,000 employees in over 350 locations.

### **WOODARD AND CURRAN**

Woodard & Curran is an integrated engineering, science, and operations company. We serve public and private clients locally and nationwide. Woodard & Curran offers internships, co-ops, and other opportunities to work during the academic year. Primarily, we are looking for motivated, energized interns who want to contribute while working in a team environment. Woodard & Curran provides interns with fantastic paid opportunities to work in the consulting field. Former interns report that they are considered project team members from the start and have participated in everything from running field operations to interacting with clients, 3-D modeling, and working on calculations for reports and analysis and writing reports for clients. We also provide a formal mentoring program.

### **BRIGHT POWER**

At Bright Power, our mission is threefold. Increase the performance and value of buildings. Improve the comfort, health, and productivity of occupants. Eliminate negative impacts on the planet. Since 2004, Bright Power has changed the built environment by dramatically reducing carbon emissions and improving building performance.

### **GLOBALGREEN**

Global Green USA is the American affiliate of Green Cross International. For 20 years, Global Green USA has been a national leader in advancing smart solutions to climate change that improve lives and protect our planet. 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

Hess is a leading global independent energy company engaged in the exploration and production of crude oil and natural gas. We are a leading shale oil and gas producer, a leader in deepwater development and production and a focused, high impact explorer. Hess interns see our operations first hand, participate in real project teams and learn how the business works. 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. We invite you to explore a Hess Internship in the following areas: **Engineering** (Mechanical, Chemical & Petroleum), **Geosciences**, **Operations**, **Global Supply Chain**.

**C1** Additional Internship Areas Include: **Information Technology**

## URBAN GREEN ENERGY

UGE is on a mission to power the world with renewable energy. As a global leader in distributed energy resources, we help businesses become more competitive through cleaner electricity. With over 375 MW of experience worldwide, we bring together the best solar and energy storage solutions for our clients. UGE has a great company culture, and despite rapid growth, still has a start-up feel with employees who are passionate about changing the way the world uses energy.

## CON EDISON

We operate one of the world's largest energy delivery systems. Founded in 1823 as the New York Gas Light company, our electric, gas, and steam service now provides energy for the 10 million people who live in New York City and Westchester County. We're constantly looking toward the future and exploring ways to innovate and take advantage of developing technology.

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.

### JACOBS ENGINEERING GROUP

We deliver impactful global solutions to create a more connected, sustainable world – from intelligence to infrastructure, cybersecurity to space exploration. We're powered by more than 50,000 people across the globe who deliver innovative scientific, technical, professional and program-management solutions for public and private clients around the world. Jacobs has made a commitment to find enthusiastic, diverse talent from around the world and provide opportunities for them to begin their careers. Our early career programs provide opportunities for graduates, interns, co-ops and apprentices.

### JETBLUE

JetBlue is New York's Hometown Airline®, and a leading carrier in Boston, Fort Lauderdale - Hollywood, Los Angeles (Long Beach), Orlando, and San Juan. We carry more than 40 million Customers each year to 102 cities in the U.S., Caribbean, and Latin America with an average of 1,000 daily flights.

### US ENVIRONMENTAL PROTECTION AGENCY

The Environmental Protection Agency is an independent agency, specifically an independent executive agency, of the United States federal government for environmental protection. 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, in our ten regional offices, and at our labs and research centers throughout the nation. EPA hires college interns for administrative/clerical positions and technical positions in areas such as **program analysis** and **engineering**.

**G1, R1** Additional Technical Position Areas Include: **Life Sciences, Policy Analysis**



## HDR INC.

We specialize in engineering, architecture, environmental and construction services. While we are most well-known for adding beauty and structure to communities through high-performance buildings and smart infrastructure, we provide much more than that. We create an unshakable foundation for progress because our multidisciplinary teams also include scientists, economists, builders, analysts and artists.

### **Internships**

You'll have the chance to contribute to our team in a valuable way. That's why we pair you with full-time team members to help you put your education into practice on real projects. Many interns transition smoothly into full-time roles after graduation, having demonstrated their abilities during their college years.

## LANGAN ENGINEERING

Langan provides an integrated mix of engineering and environmental consulting services in support of land development projects, corporate real estate portfolios, and the energy industry. Our clients include developers, property owners, public agencies, corporations, institutions, and energy companies around the world. Langan's client-focused, entrepreneurial culture cultivates an environment of opportunities where career growth and teamwork flourish. We typically offer internship or co-op opportunities each season of the year at various office locations nationally. Generally, the timing of our programs is January to May for spring, June to August for summer, September to December for fall, and December to January for winter. Stay connected and view our openings here.

## NYC DEPT. OF ENVIRONMENTAL PROTECTION

Our mission at DEP is to equitably provide services that promote the health and wellbeing of all 8.6 million city residents, while continuing to be a good neighbor and partner with dozens of upstate communities.

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 summer 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

Exelon is one of the largest competitive U.S. power generators, with more than 32,000 megawatts of nuclear, gas, wind, solar and hydroelectric generating capacity comprising one of the nation's cleanest and lowest-cost power generation fleets. Exelon is looking for students with demonstrated academic excellence and that have strong interpersonal and communication skills as well as leadership potential. Many of our interns receive full-time offers when they graduate. Our 10-week summer internship program is an ideal opportunity for students pursuing a Bachelor's or Master's degree in Mechanical and Electrical Engineering, Computer Science/CIS, Finance, Business, and other disciplines to gain professional industry experience.

What can you expect as an Exelon summer intern?

- **Academic Learning:** Interns will work on value-add projects that will allow them to apply knowledge learned in the classroom to the workplace. At the end of the summer, they will present their projects to a panel of business leaders and their peers.
- **Skill Development:** Exelon internships mirror full-time positions, and will allow interns to develop decision-making and critical thinking skills, increased confidence and self-esteem. Continuous feedback is integrated into the program, through initial Goal Setting, Mid-Period Evaluations and End-Period Evaluations.
- **Career Development:** Opportunities to meet and interact with Exelon employees helps interns gain knowledge of the qualifications and duties of specific positions so students can explore their interest in the field.
- **Peer Networking:** Intern program events provide an opportunity for interns to get to know each other in a more casual environment.

Exelon employees attend events across the country to meet with students on campus and at career fairs to discuss opportunities and help students learn more about what it means to power the future of the energy industry.

## AMEREN

Every day, Ameren is working hard to provide more reliable energy, reduce outages and restore power faster than ever before. It's all part of our ongoing commitment to keep pace with future energy needs, as we proudly continue to serve, support and invest in the communities we call home.



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. The options for collegiate employment are: January – August Co-op, May – August Internship, May – December Co-op. Opportunities are offered at various locations throughout our service territory in Missouri & Illinois. The purpose of Ameren's collegiate program is to pipeline interns and co-ops to our entry level full time employment openings. Our intern & co-op experience is vast with hands on working experience, professional development, executive networking, and mentoring.

### DUKE ENERGY

We are one of the largest electric power holding companies in the United States, providing electricity to 7.7 million retail customers in six states. We are transforming our customers' experience, modernizing our energy grid, generating cleaner energy and expanding our natural gas infrastructure to create a smarter energy future for our customers. 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, plus 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: **Distribution, Gas Operations, Nuclear, Power Generation, and Transmission.**

**A1, C1, C2, H2** Additional Internship/Co-Op Areas: **Customer Service, Finance, Human Resources, Information Technology**

### MARYLAND SEA GRANT COLLEGE

Maryland Sea Grant offers fifteen students the opportunity to conduct marine research on the Chesapeake Bay. During the 12-week program, each student works with a mentor on an individual research project. It's a special opportunity to develop your research skills and interests by working with top science mentors studying America's largest estuary. Research areas include: **climate change, environmental chemistry, environmental contaminants, modeling and analysis, molecular biology and genetics, and physical oceanography.** Each REU fellow will receive: \$6,000 stipend, free housing at your research lab, and round-trip travel expenses. The program is especially designed for students majoring in fields such as marine science, ecology, environmental science, biology, chemistry, engineering, physics, and mathematics.



## HARBOR BRANCH OCEANOGRAPHIC INSTITUTION

Internationally known for its research in marine science and biomedicine, aquaculture, and ocean engineering, Harbor Branch-FAU is located between Vero Beach and Fort Pierce, Florida, on the Indian River Lagoon, one of the most biodiverse estuaries in the United States. Nearby habitats include seagrass beds, mangrove forests, salt marshes, mud and sand flats, beaches, rock ledges, and nearshore reefs.

### **Marine Science and Engineering Summer Internships**

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 and Stock Enhancement, Biomedical and Biotechnology, Marine Ecosystem Health, Ocean Dynamics and Modeling, Ocean Engineering and Technology, Ocean Exploration, Outreach and Informal Education.

## FERMI NATIONAL ACCELERATOR LABORATORY

As the United States' premier particle physics laboratory, we work on the world's most advanced particle accelerators and dig down to the smallest building blocks of matter. We also probe the farthest reaches of the universe, seeking out the nature of dark matter and dark energy. Fermilab offers a variety of internship programs undergraduate and graduate students. Working alongside our scientific, engineering, computing, and operations experts, our interns support and advance particle physics and accelerator research.

### Lee Teng Undergraduate Internship

The Lee Teng Undergraduate Internship in Accelerator Science and Engineering is a joint 10-week program established by the Illinois Accelerator Institute to attract undergraduate students into the exciting and challenging world of particle accelerator physics and technology. Successful candidates will attend the Summer Session of the U.S. Particle Accelerator School (USPAS) to be held in Melville, Long Island, NY. All interns will take the Fundamentals of Accelerator Physics and Technology with Simulations and Measurements Lab for which 3 units of undergraduate credit is available. For the remainder of the summer, interns will work closely with a mentor and a project at either Argonne National Laboratory or Fermilab. [Click here for more information.](#)



### **Summer Internships in Science and Technology**

Undergraduate sophomores and juniors majoring in physics, engineering (mechanical, electrical and computer), materials science, mathematics and computer science conduct research with Fermilab scientists and engineers. Eligible students must be enrolled in four-year colleges and universities in the United States. SIST aims to increase the representation of underrepresented groups (Black, Hispanic/Latino, Hawaiian/Pacific Islander, Alaska Native/American Indian) and women in scientific research and the engineering workforce.

### **Science Undergraduate Laboratory Internship**

Sponsored by the Department of Energy Office of Science, SULI places undergraduate physics or engineering majors in paid 10-week summer internships at Fermilab. These internships offer a chance for students to work with Fermilab scientists or engineers on a project at the frontier of scientific research in particle physics.

## 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)

The Hispanic Association of Colleges and Universities (HACU) represents more than 500 colleges and universities committed to Hispanic higher education success in the U.S., Puerto Rico, Latin America, Spain and U.S. School Districts. HACU is the only national educational association that represents Hispanic-Serving Institutions (HSIs).

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

The HACU National Internship Program - Corporate Component, partners with some of the leading corporations in the nation to assist them in attracting and hiring the best talent from HACU member colleges and universities. The process is very competitive but rewarding, as many internships lead to full-time roles. Opportunities for both internships and full-time employment are available.

#### **HACU Intern Support:**

- Round-trip airfare to/from internship location is provided for non-local students (internships only)
- Assistance to locate and secure housing during the internship for non-local students (internships only)
- HACU Student Services Staff will conduct mock interviews and resume building support to better prepare you
- Student Services Staff act as mentors and provide guidance to succeed throughout the application and interview process, internship performance period, and after the internship is complete



## **LEADERSHIP CONFERENCE ON CIVIL AND HUMAN RIGHTS**

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. Through advocacy and outreach to targeted constituencies, The Leadership Conference works toward the goal of a more open and just society – an America as good as its ideals.

### **Internships**

The program provides interns the chance to increase their knowledge and awareness of civil and human rights issues, enhance their understanding of coalition politics, and observe the legislative process of our federal government. Interns are fully integrated into staff activities and involved in communications, development, field, and policy work. Core Intern Responsibilities: Writing articles for website and blog, tracking legislation and litigation related to key issues, monitoring media coverage of policy issues, attending task force and other coalition meetings as assigned, helping to coordinate grassroots and media events, attending congressional hearings and briefings, conducting on- and off-line research to support Leadership Conference/Education Fund staff, and providing administrative support.

### **Legal Internships**

The program provides legal interns the opportunity to engage in diverse and pressing civil rights areas, such as voting rights, fair courts, criminal justice reform, educational equity, and economic security issues, and to participate in the legislative and rulemaking processes of our federal government. This is a part-time, unpaid internship, but candidates must be receiving school credit to qualify. Core Intern Responsibilities: Under the supervision of one or more attorneys, legal interns assist staff with the following: Legal and legislative research; drafting testimony, reports, letters and other documents; tracking legislation and litigation related to key issues; attending congressional hearings and briefings; providing organizing and other support to core campaigns; preparing for and attending Leadership Conference task force meetings as assigned; some administrative duties as needed.



## MORRIS K. UDALL FOUNDATION

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.

### **Native American Congressional Internship Program**

This program provides American Indian and Alaska Native students with the opportunity to gain practical experience with the federal legislative process in order to understand first-hand the government-to-government relationship between Tribes and the federal government.

## PARTNERSHIP FOR PUBLIC SERVICE

The Partnership for Public Service is a nonprofit, nonpartisan organization that strives for a more effective government for the American people.

### **Public Service Internship Program**

This 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. Interns work in a fast-paced, collaborative environment. Their responsibilities vary but often include event planning and execution, research, writing and outreach to external partners, including federal 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 training specifically geared toward students and young professionals.

## CHARLES KOCH INSTITUTE

For more than five decades, Charles Koch's philanthropy has generated bold new ideas to improve American lives. Inspired by a recognition that free people are capable of extraordinary things, the Charles Koch Institute supports educational programs and dialogue to advance these principles, challenge convention, and eliminate barriers that stifle creativity and progress. We offer educational programs, paid internships, and job



placement assistance to students and professionals, and encourage civil discussion about important issues like free speech, foreign policy, and criminal justice reform.

### **Koch Internship Program**

The Koch Internship Program (KIP) combines an educational approach that puts the student in the driver's seat with hands-on work experience for future leaders interested in making a difference in the world. Through KIP, interns learn about impactful careers in social entrepreneurship, where leaders who come from all walks of life use their unique gifts to advance positive changes in society and help people improve their lives. While in the program, interns work at one of our many participating organizations, earning a stipend of \$450 a week. Alongside their professional experience, interns focus on developing themselves as leaders, engaging with a curriculum guided by three pillars:

- Learn about CKI's vision for social change and all the opportunities in our network of collaborators to make social entrepreneurship the centerpiece of their career.
- Discover and develop their aptitudes and strengths so interns can make a meaningful impact in the world while exploring roles and career fields that most interest them. They will do this through reflection on their work at their participating organization, considering what they're learning about their passions and gifts, and through a capstone project of their choosing that they work on over the course of the program.
- Learn about Market-Based Management® (MBM®), Charles Koch's management philosophy that has brought proven results to his private company and philanthropy. Our focus in KIP is on the guiding principles, which are methods interns can use to challenge themselves to be an innovator with the mindset to make a difference. Interns use their capstone project as a laboratory for applying what they learn in the classroom.

## FELLOWSHIPS

### PARTNERSHIP FOR PUBLIC SERVICE HAROLD W. ROSENTHAL FELLOWSHIP IN INTERNATIONAL RELATIONS

The Rosenthal Fellowship is a prestigious program that offers our country's most outstanding and civic-minded graduate students in international affairs the opportunity to spend a summer working to solve some of our biggest national and global challenges. The fellowship provides a select number of students with summer funding and work opportunities in a congressional or executive branch office. Fellows will benefit from unparalleled work experience while also participating in an orientation and roundtable discussions. Fellows are selected based on their outstanding scholarly achievements, commitment to the study of international affairs, extracurricular experience and demonstrated interest in public service. Fellows may receive a summer stipend, an internship opportunity with a congressional or executive branch office, and/ or invitations to participate in summer roundtables and events.

### AMERICAN ECONOMIC ASSOCIATION

Established in 1885, the AEA is a non-profit, non-partisan, scholarly association dedicated to the discussion and publication of economics research. The Association supports established and prospective economists with a set of career-enhancing programs and services. The American Economic Association (AEA) now attracts 20,000+ members from academe, business, government, and consulting groups within diverse disciplines from multicultural backgrounds. All are professionals or graduate-level students dedicated to economics research and teaching.

#### **AEA Summer and Scholarship Programs**

Since 1974, the AEA Summer Training Program and Scholarship Program have increased diversity in the field of economics by preparing talented undergraduates for doctoral programs in economics and related disciplines. AEASP is a prestigious program that enables students to develop and solidify technical skills in preparation for the rigors of graduate studies. As many as 20% of PhDs awarded to minorities in economics over the past 20 years are graduates of the program. All students receive 2 months of intensive training in microeconomics, math, econometrics and research methods with leading faculty. At 3 credits per class, students have the opportunity to earn 12 college credits.



## CARNEGIE ENDOWMENT FOR INTERNATIONAL PEACE

In an increasingly crowded, chaotic, and contested world and marketplace of ideas, the Carnegie Endowment offers decisionmakers global, independent, and strategic insight and innovative ideas that advance international peace.

### **Junior Fellows Program**

Each year, through the James C. Gaither Junior Fellows program, the Carnegie Endowment for International Peace offers approximately 11-13 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 nominated by several hundred participating universities and colleges. Junior Fellows work as research assistants to Carnegie's senior scholars.

## HUMANITY IN ACTION

The Humanity in Action Fellowship explores issues of democracy, pluralism, human rights, and social justice. Each program is tailored to its location. Fellows are challenged to understand their host city's unique history of injustice, its present struggles to encompass groups with minoritized cultures and identities, and the future of its democratic values. For four weeks, Fellows engage with local experts and community members, visit museums and historical sites, and engage in constant discourse with one another and program leaders. Each program has a cohort of roughly 22 college students and recent graduates. Humanity in Action Fellows are collaborative, passionate and open people, willing to examine and challenge their personal preconceptions and biases.

## HOPE REICHBACH FUND

The Hope Reichbach Fund actively seeks passionate, enthusiastic, driven college students looking for a future in civic leadership in the nonprofit sector. The Hope Fund connects five college undergraduates with five non-profits and provides each Fellow with a competitive stipend for a 10-week long Summer internship and unlimited metrocards. The goal of the Hope Fund is to commemorate Hope's legacy and continue to foster a network centered around Hope's values of active leadership and communal responsibility. The Hope Fund provides mentorship and a network of contacts to our students.



## NYC DEPARTMENT OF CITYWIDE ADMINISTRATIVE SERVICE (DCAS)

The Department of Citywide Administrative Services (DCAS) provides value-added and effective shared services to support the operations of New York City government. Its commitment to equity, effectiveness, and sustainability guides its work with City agencies on: Recruiting, hiring, and training employees; Providing facilities management for 55 public buildings; Acquiring, selling, and leasing City property; Purchasing more than \$1 billion in supplies and equipment each year; and Implementing conservation and safety programs throughout the City's facilities and vehicle fleet.

### **Urban Fellows Program**

The Urban Fellows Program is a highly selective, nine-month fellowship which combines work in Mayoral offices and City agencies with volunteer service opportunities and a seminar series that explores current urban issues impacting public policy. The program is designed to introduce a diverse group of America's finest college students and graduates to local government and public service. New York City Urban Fellows are placed at an array of agencies across the City where they learn about public policy through a hands-on approach. The Fellows' work experience is supplemented by the seminar series, a unique learning experience that exposes Fellows to public and private sector leaders. The unique opportunity to work with current decision makers and assist in the implementation of public policy distinguishes the Urban Fellows Program as the premier training program in government. Alumni are consistently found in leadership positions throughout government, as well as the private and non-profit sectors.

### **Civil Service Pathways Fellowship**

DCAS and the City University of New York (CUNY) launched the Civil Service Pathways Fellowship for recent CUNY graduates. This new initiative helps connect graduates with rewarding careers in City government. The fellowships are full-time and offer competitive pay and benefits. Participants will have professional development opportunities, receive specialized training based on their career track, and will have an opportunity to network with other professionals in City government. High-demand career tracks covered by the fellowship include: **policy and program analysis.**

## **NYC Service Fellowship**

The NYC Service Fellowship Program is a one year program that provides a unique opportunity to obtain practical City government experience in the areas of volunteerism and service at the City level. The centerpiece of the program is a full-time professional work experience at NYC Service as Program/Initiative “Coordinators” working on the office’s national service programming, national service support, volunteer strategy & development, volunteer capacity building, or public/private partnerships work.

### **A1, D1 Civil Service Pathways Fellowship**

Additional Career Tracks Include: Data and Digital Services, Procurement and Finance.

## **FEDERAL GOVERNMENT**

### **PRESIDENTIAL MANAGEMENT FELLOWS PROGRAM**

Since 1977 the PMF Program has matched outstanding graduate students with exciting Federal opportunities. Bearing the Presidential moniker, the PMF Program is a flagship leadership development program at the entry level for advanced degree candidates. The Program attracts and selects the best candidates possible, but is really designed with a more narrow focus - developing a cadre of potential government leaders. It provides some sustenance during the first years of employment and encourages development of leadership capabilities. The PMF Program inculcates a lasting bond as well as a spirit of public service, ultimately encouraging and leading to a career in the government.

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

The mission of the Edward T. Rogowsky Internship Program in Government and Public Affairs is to bridge the gap between study and civic engagement in and outside the classroom. The Program is designed to equip its diverse student body with the skills necessary to ensure success in a dynamic public sector environment. Students and faculty from a wide range of academic disciplines are brought together with elected officials and other practitioners to produce the Program’s unique learning experience. Students are afforded opportunities at all levels of government. They are placed in



the offices of city, state and federal legislators; in government agencies; in neighborhood and community organizations; even in international organizations.

### **NYS Assembly Session Intern Program + NYS Senate Session Assistants Program**

Both of these programs offer full-time, semester long undergraduate internships. Each of these internship programs includes scholarships to eligible participating CUNY students. In addition, the Assembly and Senate undergraduate internship programs award students stipends for their service. The Albany internship programs enable students from CUNY to experience the practical dimensions of New York State government and legislative politics from both the inside and outside. Students who participate in the New York State Assembly and Senate Programs perform substantive work such as research on state legislation, assistance in drafting bills, constituent service and other legislative tasks. All of the Albany internship programs include a required academic component that is intended to enhance student understanding of the politics and process of legislation in the State of New York.

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

The CUNY Washington Internship Program provides a unique opportunity to learn about, develop, and enhance leadership skills through experiential education in the nation's capital. The Program consists of an intensive eight-week summer experience that gives students the opportunity to see and be a part of the federal system at work. In Washington, D.C., students intern on Capitol Hill and in federal agencies, as well as with interest groups and non-governmental organizations. The program is open to any CUNY student who will be a junior or senior in the spring term preceding the program dates. CUNY Washington Interns reside at college dormitories for the eight-week period. CUNY pays for the cost of housing and provides a scholarship to each eligible student.



## **CONGRESSIONAL BLACK CAUCUS FOUNDATION**

CBCF's internship programs prepare college students and young professionals to become principled leaders, skilled policy analysts, and informed advocates by exposing them to the processes that develop national policies and implement them – from Capitol Hill to federal field offices. Program participants receive housing, a stipend, office placements, and opportunities to meet and interact with professional legislators and leaders working in all branches of government.

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

The semester-long Emerging Leaders Internship Program sponsored by Walmart creates a corps of trained, young leaders with the skills, outlook, and contacts necessary to generate and sustain positive change in Washington, D.C. and their local communities. Interns will receive housing, a stipend, and will be placed in Congressional offices. Interns will be working full-time, 40 hours a week in their office as well as participating in mandatory professional development sessions. Applicants must have a minimum GPA of 2.5 on a 4.0 scale; should be at least a college sophomore at the time of application; have a permit to work in the U.S.; and have a demonstrated interest in public service, governance, and the policy-making process. Additionally, applicants must also have a current U.S. Passport as interns may have the opportunity to travel to Japan. Recent college graduates are eligible as long as they have not yet started post-graduate studies and have graduated no more than a year from the internship program start date.

### **CBCF Congressional Internship Program**

The CBCF Congressional Internship Program offers undergraduate students the opportunity to learn about the legislative process, leadership and careers in the policy making process. Interns work in Congressional Black Caucus member offices, attend professional development events, and participate in leadership development projects. Housing and a stipend are provided. Applicants must have a minimum GPA of 2.5 on a 4.0 scale; should live and/or go to school in a CBC member district; should be at least a college Junior at the time of application; have a permit to work in the U.S.; and have a demonstrated interest in digital communications, public service, governance, and policy-making process. Recent graduates are eligible as long as they have not yet started post-graduate studies and have graduated no more than a year from the internship program start date.



## **C-Suite Internship Program**

The new C-Suite Internship Program partners undergraduate and postgraduate African-American students with some of the nation's top executives in the private sector to experience how public policy is influenced and developed at every level of the process. Students will gain practical and meaningful work experience in a corporate setting and obtain first-hand experience working with organizations whose top priorities include diversity employment retention and internship to employment opportunities. Interns interact with senior-level business leaders, explore multifaceted business challenges, and build skills to prepare them for careers in corporate America. Over the course of the internship, participants also take part in business networking, team building events, and leadership development sessions to enhance their professional and leadership skills. The CBCF is providing African-American students opportunities to experience public policy development and build skills necessary to succeed in a corporate environment. Internship opportunities are available in economics.

## **P1, P2 CBCF Communications Internship Program**

The semester-long CBCF Communications Internship program offers undergraduate and recent graduate students who are interested in learning about press and media relations on Capitol Hill. Interns work with the press secretary or communications director in Congressional Black Caucus member offices. Housing and a stipend are provided. This program is offered during the fall and spring semesters. Applicants must have a minimum GPA of 2.5 on a 4.0 scale; should be at least a college junior or senior at the time of application; have a permit to work in the U.S.; and have a demonstrated interest in public service, governance, and the policy-making process.

## **A1, P1 C-Suite Internship Program**

Additional Internship Areas Include: Public Relations, Finance, Business, Real Estate

## CONGRESSIONAL HISPANIC CAUCUS INSTITUTE (CHCI)

The Congressional Hispanic Caucus Institute (CHCI) is a nonprofit and nonpartisan 501(c)(3) organization, providing leadership development programs and educational services to students and young emerging Latino leaders. For 40 years, the Congressional Hispanic Caucus Institute (CHCI) has forged a critical pathway to Developing the Next Generation of Latino Leaders®, creating a transformative and lasting Impact on Latino youth and our nation.

### **CHCI Congressional Internship Program**

During CHCI's paid summer and semester internships, promising Latino undergraduate students experience what it's like to work in a congressional office, while participating in weekly professional and leadership development and civic engagement through community service. CHCI Congressional Interns learn firsthand how the legislative system works, spending four days each week working on Capitol Hill. Usually, interns are placed with a member of congress who serves a district in their home state performing meaningful work: responding to constituent inquiries; writing policy briefs; conducting legislative research on issues such as education, health, foreign affairs, defense, science & technology, and many more; attending congressional hearings and policy briefings. On programming days, interns will have a full day centered on CHCI's four Pillars of Leadership—Civic Engagement, Social Responsibility, Self Empowerment, and Promoting Community and Hispanic Culture.

CHCI interns receive:

- Congressional Office Internship Placement
- Great Pay: \$3,750 (Fall/Spring), \$3,125 (Summer)
- Domestic round-trip transportation to Washington, DC
- Housing (All Expenses Covered)
- Academic Credit
- Leadership Training, Networking and More

## **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 partly coordinated by ETR Internship Program and operates on all 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 to grasp the culture of public service professionals. All majors are encouraged to apply.

#### **CUNY Women's Public Service Internship Program**

The CUNY Women's Public Service Internship Program is a NYC fall internship opportunity that will provide highly qualified individuals the opportunity to learn by doing in the offices of selected legislators working to benefit women and promote women's issues in New York. The focus of internship assignments varies. Community affairs, research, and policy formulation in areas of most concern to women is central. CUNY will provide \$2,000 to each eligible student. In addition to the first hand experiences they receive in the local offices of legislators, all CUNY Women's Public Service Interns are given academic guidance through enrollment in campus-based seminars with faculty, as well as in special meetings with Internship Program staff. Students also draft research papers and written logs, in which they describe, analyze, and comment upon their internships. Interns also attend the CUNY Women's Leadership Conference and other special events sponsored by the University. This program is an academically rigorous experience for students considering careers and involvement in public service.

#### **Caucus CUNY Scholars Program**

The Caucus CUNY Scholars Program is a local internship program for students who are interested in community service and the State Legislature. The Program allows students to learn about the work performed by the New York State Black, Puerto Rican, Hispanic & Asian



Legislative Caucus, as well as the services provided by their Legislature to communities of need in the City of New York. In addition to the first hand experiences they receive in the district offices of New York State Senators and Assembly members, all Caucus CUNY Scholars are given academic guidance through enrollment in campus-based seminars with CUNY faculty, as well as regular meetings with members of the Caucus and their staff. Students also draft research papers and written logs in which they describe and analyze their internships. CUNY provides \$2,000 to each scholarship-eligible student.

## NYC DEPARTMENT OF CITYWIDE ADMINISTRATIVE SERVICE (DCAS)

### **Public Service Corps**

The New York City Public Service Corps (PSC) is the nation's first and largest off-campus internship program for college students. PSC is dedicated to providing undergraduate and graduate students with opportunities to serve their communities. The Public Service Corps currently offers Federal Work-Study Program internships as well as placements in which students may work for academic credit. Students choose from internship opportunities in many City government agencies. Assignments are full-time during the summer, and part-time during the academic year. Public Service Corps students may explore a wide range of professional career areas including social work and office administration.

### **Summer Internship Program**

This program is open to both graduate and undergraduate students, and those who recently graduated in the winter or spring semester of the program year. The City's internship program provides students with an opportunity to gain valuable work experience and exposure to the daily challenges and rewards of public service. Internships offered reflect the richness and breadth of the work performed in New York City and cover almost all areas of municipal government, including but not limited to budget administration and housing.

### **A1, C1, D2, E1, E2, L1, P2, R1 Public Service Corps**

Additional Internship Areas Include: Law, Research, Finance, Education, Environmental Studies, Accounting, Health, Information Systems, Graphic Arts, Journalism, Engineering, Computer Technology

## **E1, C1, R1 Summer Internship Program**

Additional Internship Areas Include: Education, Media, Health Services, Information Technology

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

New York City is proud to be known as an international capital of nearly every industry, from business and the arts to education and technology. No matter where your interests lie, the five boroughs are an excellent place to gain the experience, knowledge, and inspiration that you'll need to succeed in the classroom, in your future career, and far beyond. The Mayor's Office Internship Program provides participants with the chance to harness the tremendous opportunity of our city, all while helping to take on the challenges that our residents face and developing innovative solutions to build a better tomorrow.

The Mayor's Office Internship Program is comprised of three major components:

- **Work Assignment:** Interns apply to the department that interests them most, and, if selected, will work within that department for the duration of their internship. In their positions, interns will have the chance to collaborate with staff and work on a range of projects. These projects may include conducting research, attending meetings, managing incoming inquiries, analyzing data, drafting briefings, staffing events, assisting with outreach, and supporting special projects.
- **Government Engagement:** Through the bi-weekly Speaker Series, interns will learn more about the inner-workings of City government. These talks are held at historic City Hall, and guest speakers include Deputy Mayors, Commissioners, Program Directors and other senior staff. Interns will also have the opportunity to tour various Mayors' Office facilities across our city.
- **Service Project:** In collaboration with NYC Service, the Mayor's Office division focused on volunteerism and service in New York City, interns will come together to develop a service project. The goal is to design and execute a project that will impact our most deserving communities and uplift New Yorkers in need. Previous projects have included Little League Ball Field Restoration, NYC Parks clean-up, Tree planting and Beach clean-up



## 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. In addition, the Comptroller manages assets of the five New York City Pension Funds, performs budgetary analysis, audits City agencies, registers proposed contracts, determines credit needs, issues and sells City obligations.

### **Summer Internship Program**

The Comptroller's Office is committed to providing a wide range of learning and work opportunities to students with an interest in public service. Over the course of a nine-week internship program, interns will participate in hands-on departmental projects in their assigned bureau as well as an overall enrichment program that includes networking opportunities, professional development programming and community service activities. A diverse array of work areas within the Comptroller's Office offer summer internships, including: **Administration, Budget, Contract Administration, General Counsel, Public Affairs, Public Policy, and the Press Office.**

**A1, C1, E2, L1** Additional Internship Areas Include: **Accountancy, Asset Management, Audit, Engineering, Information Systems & Technology, Labor Law, Law & Adjustment**



## 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 is a research-intensive medical school. For more than 60 years, our diverse faculty and staff have set the standard for excellence in medical and graduate education and patient-centered clinical care, and have made major contributions to scientific research enhancing human health in our communities and beyond. Our mission is to prepare a diverse body of students to become knowledgeable, compassionate physicians and innovative scientific investigators, and to create new knowledge.

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

Each summer the Einstein Summer Undergraduate Research Program (SURP) brings together 50 college students each summer for an eight-week opportunity to conduct original research in a laboratory at one of the world's top-ranking scientific institutions. The program is designed for undergraduates with a strong background in science who are considering a research career. At the end of the program, students present their research in a poster session. SURP participants will be able to take part in social activities on campus as well as in complementary scientific activities. Students receive free housing in the student residence complex on the Einstein campus, a stipend, and transportation assistance.

### AMGEN SCHOLARS

Amgen Scholars allows undergraduates from across the globe to participate in cutting-edge research opportunities at world-class institutions. 24 premier educational and research institutions across the U.S., Europe, Asia, Australia and Canada 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 region 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: TRAINING IN BASIC AND APPLIED PSYCHOLOGICAL SCIENCE**

The REU site at Baruch College will offer advanced research training for one academic year to 12 undergraduate students who attend colleges and universities in the New York metropolitan area. The program will target students who belong to historically disadvantaged groups. Students will be paid over the semester to work at least 10 hours per week in one of the ongoing psychology research labs at Baruch College. 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. Students will present their research at the Baruch REU conference and potentially at regional or national conferences in psychology. REU students will complete a graduate school preparation course taught at Baruch College. Students will learn 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. This course will assist students in planning advanced education in the areas that best match their interests.

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

Charles Drew University (CDU) is a private nonprofit, secular, minority-serving medical and health science institution established in 1966 as a postgraduate medical school to help society's poorest communities.



The university's mission is to conduct education and research in the context of community service in order to train physicians and allied health professionals to provide care with excellence and compassion, especially to underserved populations. CDU, which continues to serve as the only academic health sciences center for the area's 1.5 million people, is also the only designated minority-serving health-science university in a county of more than 10 million people, 70 percent of whom are from minority communities.

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

The Undergraduate Cancer Research Training Program (UCRTP) is a 12-week summer internship designed for outstanding minority and underrepresented undergraduate students who are contemplating a career in biomedical-related sciences and working with underserved communities. At either a CDU or UCLA laboratory students will conduct research alongside a designated mentor on cancer research projects. The goal of the UCRTP is to ensure that each undergraduate student acquires the knowledge, skills, and attitudes to become a proficient cancer researcher. Upon completion of the program, each undergraduate trainee will have developed a research paper based on the findings of the ancillary project to be given to his or her lead mentor for evaluation and feedback. Students will then have the opportunity to present their findings at a professional research conference or symposium. Stipend provided.

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

One of the nation's most research-intensive medical schools, VP&S is consistently ranked among the best medical schools in the nation. VP&S provides international leadership in educating physicians, physician-scientists, and research scientists; in caring for patients ranging from those who can select any physician in the world to our neighborhood's most vulnerable residents; and in conducting basic, translational, and population-based research to improve human health.

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

SPHSP is designed for undergraduate students and its goal is to increase interest in and knowledge of public health and biomedical science careers. The program is designed for undergraduates entering their junior or senior year and recent baccalaureate degree students who are



undecided about their career goals. This is a rigorous program which includes Public Health coursework 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**

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, Pharmaceutics, 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, a field study sampling for environmental contaminants, and a field trip to a NJ 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.

### **GLAMOURGALS FOUNDATION**

GlamourGals is a 501(c)(3) nonprofit whose mission is to inspire and organize teens to provide ongoing companionship and complementary beauty makeovers to women living in senior homes.



Interns will gain first-hand knowledge of how a small and growing nonprofit functions by assisting the GlamourGals National staff in marketing, communications, event planning, research, and writing. Internships feature weekly mentor calls with a diverse group of board and council members, a capstone project, a final presentation to board members and their colleagues in a corporate office and more! GlamourGals is always looking for creative and passionate college students who are interested in making a difference in the lives of teens and seniors. Students should have: Experience or interest in nonprofit work, social services, volunteer outreach, or youth development; a desire to work as an integral part of a small, dedicated team; excellent communication skills, including email writing, speaking, and phone etiquette; attention to detail and organizational skills; initiative and a sense of ownership over their work.

### **HARVARD MEDICAL SCHOOL**

Since the School was established in 1782, faculty members have improved human health by innovating in their roles as physicians, mentors and scholars. They've piloted educational models, developed new curricula to address emerging needs in health care, and produced thousands of leaders and compassionate caregivers who are shaping the fields of science and medicine throughout the world with their expertise and passion. Our mission is to nurture a diverse, inclusive community dedicated to alleviating suffering and improving health and well-being for all through excellence in teaching and learning, discovery and scholarship, and service and leadership.

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

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 presentations by department members on specific research projects and cutting-edge research tools; and to improve the presentation, writing, and communication skills.

Students receive a stipend and will work full-time (35 hours/week) on research projects under the guidance of a BCMP research scientist.



## **HARVARD STEM CELL INSTITUTE**

The Harvard Stem Cell Institute (HSCI) is dedicated to pursuing the promise of stem cell science and regenerative medicine. We are a network of more than 325 research faculty and their labs across the university's schools, centers, teaching hospitals, and partner companies, working together to advance stem cell biology and discover new treatments for patients.

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

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.

## **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**

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. The internship culminates with a Poster Session during the final week where the interns present data in regards to the project they have been working on during the summer. Financial support includes a stipend, a travel allowance, and free dormitory housing.



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

Molecules, Cells and Organisms is an innovative doctoral program that trains future leaders of scientific research in all areas of modern biology. MCO 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 – in addition to the School of Engineering and Applied Sciences where students work in close collaboration with both faculty and peers.

### **MCO Summer Internship Program**

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 well-qualified 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

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. In the process, they 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**

Located in Baltimore, MD, Kennedy Krieger Institute is an internationally recognized institution dedicated to improving the lives of children and young adults with pediatric developmental disabilities and disorders of the brain, spinal cord and musculoskeletal system, through patient care, special education, research, and professional training.

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

The MCHC/RISE-UP Program provides opportunities for enhanced public health leadership training in the area of maternal and child health focusing on social determinants of health, elimination of health disparities, and developmental disabilities. 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 135 years to exceptional patient care, innovative research, and outstanding educational programs. Today, we are one of 51 National Cancer Institute–designated Comprehensive Cancer Centers, with state-of-the-art science flourishing side by side with clinical studies and treatment.

### **Quantitative Sciences Undergraduate Research Experience (QSURE)**

The QSURE internship program is designed for exceptional undergraduate students with an aptitude in quantitative sciences and an interest in cancer and population health. Students will participate in an individual research project and receive exposure to methods in biostatistics, epidemiology and health outcomes research. The



QSURE program aims to provide a hands-on research experience to undergraduates with an aptitude for and interest in quantitative sciences in cancer. By conducting research in biostatistics, epidemiology or health outcomes research, students will advance their quantitative skills and knowledge, as well as their understanding of options for graduate study and careers in these areas. A stipend is provided and QSURE will provide a nominal reimbursement for housing expenses.

## NEW YORK METHODIST HOSPITAL

A voluntary, acute-care teaching hospital, NewYork-Presbyterian Brooklyn Methodist Hospital endeavors 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)**

As a volunteer in NewYork-Presbyterian Brooklyn Methodist Hospital's Summer College Intensive Program (SCIP), you will gain the knowledge and experience that comes from directly caring for patients while participating in enriching educational opportunities and training. SCIP volunteers are able to build competency, communication skills and compassion through direct immersion in real-world healthcare situations.

As a SCIP participant, you will be engaged in the following:

- **Direct patient care:** Volunteers will respond to call bells, facilitate patient and family communication with healthcare teams, round to provide companionship and emotional support to patients, conduct fall prevention rounds, and assist with patients' meals. Task supervision is provided by nursing staff.
- **Educational opportunities:** lectures by leading healthcare practitioners, weekly readings in humanistic medicine, and skill-building training.

## NORTHWELL HEALTH

Northwell Health has been named to Fortune's 2020 "100 Best Companies to Work For®," the only health care provider in New York State to be recognized. As New York State's largest health care provider and private employer, with 23 hospitals and nearly 800 outpatient facilities, we're



continually striving to find more innovative and effective ways to improve the health of our patients, our communities and the world.

### **Feinstein Summer Research Internship Program**

The Feinstein Institutes' Summer Student Internship Program is a mentored program designed to provide college students with hands-on experience and familiarize them with career opportunities in disease-oriented research. Interns are matched with research faculty according to their stated interests and work on an ongoing research project in one of the Institutes' expert programs. In addition to conducting research, Feinstein interns attend a series of specially designed workshops and seminars. At the end of the 8-week internship, students present an academic poster summarizing their research to faculty and other students.

### **Healthcare Management Program (HMP) Internships**

As a Summer Associate in our Healthcare Management Program (HMP) internship, you'll have the chance to develop the vital skills, knowledge and experience necessary to become a leader in the dynamic healthcare field. Join us and take on important projects such as: process mapping, annual report development, joint commission certification research, business plan creation, hospital performance dashboards, service line financial reporting, cost-savings analysis, redesigning of hospital units, and so much more! This elite and extensive 10-week paid summer internship is open to current college juniors with a record of outstanding academic achievement. Through this unique program, you will see first hand what it's like to serve as a healthcare administrator in one of our many participating hospitals, service lines or departments.

### **Hospitality in Healthcare Internships**

Our paid Hospitality in Healthcare internship focuses on a non-clinical and holistic approach to enhancing the patient and customer experience under the guidance of our Office of Patient & Customer Experience (OPCE). This program was designed to expose students to various areas that can impact the experience of our patients and their families.

### **D1 Data Science Internship Program**

The Data Science Internship program is a specialized program looking for hands-on Data Science and Visualization students who are ready to champion data-driven product development. The program will select top



students from a variety of schools to create diverse teams. Projects will be selected to represent key problems worth solving which have direct applicability to Northwell clinicians, patients, and team members.

## **H2 Human Resources Associate Internship Program**

As a Human Resources Associate Intern at Northwell, you will have the opportunity to experience the inner workings of a best-in-class HR team through real, hands-on project work at New York State's largest private employer and healthcare provider. During your 10-week paid summer internship, you will participate in two, five-week rotations that will allow you to understand how our HR team impacts our organization far beyond recruitment and benefits. You will join our HR team of more than 550 professionals to gain full comprehensive knowledge of what it takes to support more than 70,000 team members committed to making a difference every day.

## **A1, L1, P1 Shared Services Internship Program**

Equip yourself with the tools you need to be a healthcare leader of tomorrow. This robust internship gives students an opportunity to spend 8-weeks in one of the many corporate shared services departments participating such as Corporate Finance, Marketing, Legal Affairs, Northwell Ventures, and more while gaining practical and valuable hands-on experience.

## **C1 Information Technology Internships**

Northwell Health's IT capabilities are critical to our ability to deliver on our promise of exceptional care for our community. Through our paid Information Technology Internship, you can play a key role in advancing our solutions in strategic planning, management, deployment, coordination and integration. During the internship, our OCIO team will help position you for success as an IT professional.

## **C1, E2 Software Engineering Internship Program**

The Software Engineering Internship program is a specialized program looking for hands-on Software Engineering and Design students who are ready to ship code to deliver components of 2-4 applications as a team during the co-op duration. The program will select top students from a variety of schools to create diverse teams. These teams will manage and execute on their projects end-to-end with frequent stakeholder feedback. Each team will be mentored by Senior Software Engineers, but you will write the code.



## THE FRESH AIR FUND

Since 1877, The Fresh Air Fund has worked with and provided free summer experiences to New York City children from low-income communities. More than 1.8 million children have been served through two core program areas, the Fresh Air Camps on Sharpe Reservation, and through visits to volunteer host families in states along the East Coast and into southern Canada.

The Fresh Air Fund is an independent, not-for-profit organization. Today, thousands of boys and girls participate in Fresh Air programs each summer. You can find their internships and job openings [here!](#)

## THE ICAHN SCHOOL OF MEDICINE AT MOUNT SINAI

The Icahn School of Medicine at Mount Sinai is an international leader in medical and scientific training, biomedical research, and patient care. It is the medical school for the Mount Sinai Health System, which includes eight hospital campuses, and has more than 5,000 faculty and nearly 2,000 students, residents and fellows.

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

SURP provides intensive research training in a cutting-edge biomedical laboratory, giving you an insider's perspective into academic life. This is a 10-week program that begins in June of every year. Once accepted and enrolled, you receive free housing and direct reimbursement of \$5,000. As a SURP fellow, you will choose a mentor from among the 285+ ISMMS Graduate School faculty, enhancing your technical skills and independence in the lab. You will acquire valuable experience attending 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 work on a presentation project for SURP Fellows' Research Day. Additionally, you will have full access to the School's recreation office, networking opportunities with current students, faculty members, and school administration. During the summer, you will meet with directors of our graduate programs 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 unique training opportunities. In addition, 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

At the Sackler Institute of Graduate Biomedical Sciences at NYU Langone Health, aspiring scientists in our degree programs conduct their thesis research in the laboratories of nationally and internationally recognized faculty members. By developing high-quality academic programs and championing diversity and inclusion, we train future scientists and critical thinkers in an environment supportive of scientific discovery and professional growth. This allows our students to become top achievers in scientific research and also to hone skills spanning any career.

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

Our Sackler Institute of Graduate Biomedical Sciences offers qualified college students who have completed their sophomore or junior year the opportunity to participate in our Summer Undergraduate Research Program. If you are interested in pursuing a PhD or MD/PhD in the biomedical sciences, you are encouraged to apply. You will be matched with a laboratory of interest in your preferred research area. Placement ultimately depends on the availability of mentors and the appropriateness of a lab for a summer intern. In a typical week, you will spend most of your time conducting hands-on research under your research mentor's direction in his or her lab. You also participate in weekly "Conversations with a Scientist/Physician" lunch sessions, journal clubs, and a series of Wednesday seminars. At the end of the summer, you have the opportunity to present your research at the Leadership Alliance National Symposium. You also give a poster presentation to the NYU Langone research community. Accepted students receive a \$3,500 payment, free housing, and reimbursement for round-trip travel expenses. You arrange for your own food and other living expenses.

SURP Research Disciplines: **Biomaterials Science, Biomedical Imaging and Technology, Biostatistics, Cell Biology, Developmental Genetics, Epidemiology, Immunology and Inflammation, Microbiology, Molecular Biophysics, Molecular Oncology and Tumor Immunology, Molecular Pharmacology, Neuroscience and Physiology, Population Health, Stem Cell Biology, Systems and Computational Biomedicine**



## THE ROCKEFELLER UNIVERSITY

The world's leading biomedical research university, Rockefeller draws top scientists and graduate students from around the world in pursuit of one mission: to conduct science for the benefit of humanity. We invented the modern bioscience institute, and we've spent the past 119 years perfecting it. Within our campus, labs employ the latest technology to answer the toughest questions in their fields.

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

The Rockefeller University Summer Undergraduate Research Fellowship (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. College sophomores and juniors are eligible to spend 10 weeks during the summer in a Rockefeller University laboratory. Students are matched with laboratories according to their stated research interests, and work on projects under the direct supervision of faculty, postdoctoral fellows and/or senior graduate students. In order to fully experience the world of scientific research, SURF students are required to present and discuss scientific publications at weekly Journal Club meetings. At the end of the program, SURF students will present their research results to fellow students and mentors at a poster session. SURF students receive a stipend of \$6,000.00. Free housing will be provided for students who cannot commute.

## 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 Memorial Sloan Kettering combine to form one of the few inter-institutional collaborations dedicated to joint MD and PhD training.

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

The mission of the Gateways to the Laboratory Program is to increase the number of students from backgrounds traditionally underrepresented in medicine and science who are prepared to



become competitive applicants, successful MD-PhD students, and future leaders in biomedical research and academic medicine. Every year, 15 students embark on a 10-week intensive journey of learning about the challenging and rewarding road of becoming a physician-scientist. Students will work independently on a research project at Weill Cornell Medicine, The Rockefeller University, or Memorial Sloan Kettering Cancer Center; have on-going mentorship with a current MD-PhD student and with the Program's leadership; partake in Lab Techniques and Clinical Skills Workshops; present and participate in weekly journal clubs; participate in Career Development Workshops; scrub in on surgeries at the NewYork-Presbyterian Hospitals; learn how to prepare oral, written, and poster presentations of their research; present research at the Leadership Alliance National Symposium, Annual Gateways Symposium, and potentially other national and local meetings. Students receive a stipend, free housing, and reimbursement for their travel expenses. Financial support is provided for family to travel to and stay in NYC in order to attend the final Symposium.

### **UNIVERSITY OF ARKANSAS AT LITTLE ROCK**

The University of Arkansas has received funding from the National Science Foundation (NSF) to implement several Research Experiences for Undergraduates (REU) programs. The programs are designed to give students hands-on research experience in the STEM fields. Each program accepts approximately 10 students every summer from universities all over the United States. The selected students are enrolled in a 1 hour research class and work with faculty members on research projects of their choice during their 10-week stay at the U of A. On Campus REU program areas include: **Biomedical Optics & Imaging and Chemistry.**

**E2, R1** Additional REU Program Areas Include: **Ecosystem Services, Engineering Logistics and Distribution, Microelectronics - Photonics, Physics, Separations - Chemical Engineering**

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

In 1952, 40 years after Cornell University formed a cooperative program for offering advanced degrees to students in its Medical College, a partnership was created by the Medical College and the Sloan-Kettering Institute to form what has become the Weill Cornell Graduate School of Medical



Sciences (WCGS). For more than a half-century, WCGS has focused on preparing its students for careers in the biomedical sciences.

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

The ACCESS Summer 10-week Internship Program at Weill Cornell Graduate School 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. Selected students are placed in laboratories at the Weill Cornell Medical College under the mentorship of experienced faculty members. Students also attend lectures and discussions aimed at enhancing their understanding of the current status of biomedical research, the pathways available for entering research careers, and the range of available career opportunities. Students will participate in weekly journal clubs, attend workshops that teach them how to prepare for interviews and seminars, and take part in social activities. Each student receives a stipend of \$4,000 and up to \$500 for travel expenses. 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 funds stipend-based archival internships each year to current graduate students in the fields of archives, libraries, museums, public history, or digital media.

#### **Archives Processing**

**Textual:** Interns learn the basic principles of arrangement and description, as well as preservation and rehousing techniques for paper-based collections.

**Audiovisual:** Interns may assist with collection control, inventories, verification, preservation, database management, and other tasks related to moving image, sound recording, and photograph collections.

**Oral History:** Interns participate in the transcription, editing, and organization of the Oral History Collections. Duties may include web page creation and editing.

#### **Archives Digitization**

**Textual:** Interns may participate in all aspects of the digitization process for textual materials including metadata creation; the preparation and scanning of archival materials; and the creation or revision of finding aids.

**Audiovisual:** Interns may participate in all aspects of the digitization process for audiovisual materials including metadata creation, which may include research on image content; the preparation and scanning of archival materials; quality control of images; and the creation or revision of finding aids.

#### **Archives Reference**

**Textual:** Interns learn to provide archival reference services for remote and on-site researchers, including conducting research in holdings and secondary sources, communicating with patrons, and providing user instruction. Interns also work on archival preservation, database and records management, on-demand digitization, interlibrary loan, social media outreach, and special projects.



**Audiovisual:** Interns answer reference requests and make reproductions of audiovisual materials. In the course of their duties, interns handle original photographs, negatives, ¼” reel-to-reel audio tape, and motion picture film, among other media, and learn to use the video editing system, the digital audio workstation, and the photo scanning station.

## **LOCAL HISTORY**

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

The Museum of the City of New York fosters understanding of the distinctive nature of urban life in the world’s most influential metropolis. It engages visitors by celebrating, documenting, and interpreting the city’s past, present, and future. The Museum offers a variety of fall, spring, and summer internships for college and graduate students. Acceptance into the internship program is based on academic achievement, interests, experience, and availability. Applications are rolling, but follow a semester timeline. Time commitments are flexible and dependent on the Museum’s needs. All internships are unpaid.

#### **Fall Digital Projects Intern**

The Digital Projects Intern role is a researcher, storyteller, and project manager all in one. This role would be an apprenticeship under the Vice President, Marketing Communications. The project helps with the expansion and awareness of the Museum of the City of New York’s brand and digital footprint by identifying, curating, and marketing our exhibitions and collections in digital applications (apps, online channels) that reach both our on-site visitors and digital community.

#### **D2 Graphic Design Internship**

Graphic Design seeks an intern who is currently attending college or graduate school for Graphic Design. The candidate will assist the Design Director and Design Team with layout and production of digital and print projects and exhibition design. Knowledge of Adobe’s Creative Suite is required and illustration skills are a plus. Candidates should have good communication, organization, and computer skills. Time commitment is flexible, but a minimum of ten hours per week is preferred.

### **C1 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. Applicants must be flexible in availability, with a minimum commitment of 12 to 16 hours per week.

### **P1 Marketing and Communications Internship**

The Museum seeks a creative and energetic Marketing and Communications intern who is passionate about the arts and eager to gain real world experience working in public relations and marketing at a New York City cultural institution. The Marketing & Communications Internship is an unpaid position.

## **NEW YORK HISTORICAL SOCIETY**

The New-York Historical Society was established in 1804 as New York's first museum. Its eleven founders all lived through the turbulent years of the American Revolution and the British occupation of New York. The New-York Historical Society offers to visitors on-site and online a vast collection of art, objects, artifacts and documents and an ongoing collecting program that aims to facilitate a broad grasp of history's enduring importance and its usefulness in finding explanations, causes, and insights.

The New-York Historical Society offers internships in both our museum and library divisions. From modeling creative exhibition layouts to researching with our curators and educators, college and graduate interns experience unparalleled career development and cultivate fruitful professional relationships. Applicants who are selected to participate in this rewarding yet demanding experience will either be paid a stipend or receive academic credit, depending on the intern's school requirements. The summer internship program will run virtually June through August (unless otherwise specified), and interns may work up to 120 hours throughout the duration of the program.

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

The 9/11 Memorial & Museum is the country's principal institution concerned with exploring 9/11, documenting its impact, and examining its continuing significance. Honoring those who were killed in the 2001 and 1993 attacks is at the heart of our mission.

## NEW YORK CITY CENTER

New York City Center has played a defining role in the cultural life of the city since 1943 when it was founded by Mayor Fiorello La Guardia with the mission to make the best in the performing arts accessible to all. New York City Center is committed to training the next generation of creative, passionate arts professionals by building pathways to careers in the arts for candidates from underrepresented communities.

### **E1, P1 Administrative Apprenticeships**

Early-career or career-changing individuals participate in a 9-month program at City Center, learning about the daily operations of a non-profit performing arts center while working alongside experienced arts administrators. Openings may be in any of the following departments: Education, Development, Marketing & Communications, and Dance Programming. The program runs from September to May and includes paid training. Apprentices are compensated \$15 per hour for 20 hours a week. Weekly schedules vary by department.

### **D2 Creative Apprenticeships**

Emerging artists are immersed in the fast-paced production process of Encores! or Encores! Off-Center. Apprenticeships are available for Costume Design, Directing, Lighting Design, Music Direction, Scenic Design, and Sound Design. The program includes pre-production and paid training. Apprentices are compensated \$15 per hour. Schedules vary by department and production schedule.

## TENEMENT MUSEUM

At a time when issues surrounding migrants, refugees, and immigration have taken center stage, the Tenement Museum is a potent reminder that, as a nation shaped by immigration, our brightest hope for the future lies in the lessons of the past. Our mission is to foster a society that embraces and values the role of immigration in the evolving American identity.

## BROOKLYN MUSEUM

The Brooklyn Museum's mission is to create inspiring encounters with art that expand the ways we see ourselves, the world and its possibilities. It is where great art and courageous conversations are catalysts for a more connected, civic, and empathetic world.



## METROPOLITAN MUSEUM OF ART

The Met offers paid and unpaid opportunities for undergraduate and graduate students, as well as recent graduates, to explore museum careers and gain professional experience during the summer. The Met strongly encourages applications from students who are members of groups underrepresented in careers related to museums and the visual arts.

## MUSEUM OF MODERN ART

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.

### **Seasonal**

The Seasonal Internship Program provides undergraduate and graduate students and beginning professionals with practical experience in a specific area of museum work at The Museum of Modern Art. In addition to departmental work, each Tuesday interns participate in professional development activities designed to increase understanding of the Museum's various collections, exhibitions, and departments. The Museum hosts approximately 25 interns per season in just about every department. Participants may arrange for academic credit through their school, but it is certainly not a requirement.

### **12-Month**

Full-time, 12-month internships with stipends are offered for recent college graduates interested in pursuing a museum career. The focused departmental training is integrated with the fall, spring, and summer lecture series and complemented with financial provisions for the interns to create a research trip related to their field of interest. Additionally, monthly activities are designed specifically for this cohort to receive greater exposure to the museum and art fields. Twelve-month internships provide training in specific museum fields through close work with a professional staff member, familiarity with modern and contemporary art through seminars and discussions, and an educational program that exposes interns to the workings of the Museum as a whole, while considering the role of museums in the broader cultural context.



## SOLOMON R. GUGGENHEIM MUSEUM

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

Whitney's intern program offers training and direct experience working in one of New York City's most exciting museums. If you are a college student interested in learning more about how museums work or are considering a museum career, we encourage you to apply. Interns are placed in departments across the Museum where they assist professional staff, interact with the public, conduct research, provide administrative support, and learn about modern and contemporary American art. Interns also gain valuable training, skills, and work experience as well as an opportunity to build a network of professional contacts.

### **Advancement Internship, Corporate Partnerships**

As an important generator of general operating support for the Whitney that works across different areas of the Museum, the Corporate Partnerships' intern will gain valuable knowledge of Museum fundraising and the role of Corporate Partnerships. Ideally, the internship will serve as a stepping stone in their arts career path that allows them to progress intelligently towards their career goals.

### **Advancement Internship, Foundation and Government Relations**

The intern will help prepare proposals and reports for grants supporting the Museum's upcoming exhibitions and education program, conduct foundation prospect research, draft acknowledgment letters, and assist



with filing records and gifts as necessary. As part of the Foundation and Government Relations team, the intern will receive insight into a museum's fundraising activities and its relationships with foundations and government organizations. The intern will develop an awareness of the current landscape of arts philanthropy and how to write effectively about museum projects for foundation and government funders

### **Advancement Internship, Major Gifts**

The intern will assist with research and compilation for the National Committee Fall Weekend reading packet, assist in payment processing, assist in acknowledgement letter writing, and general administrative assistance.

### **Advancement Internship, Special Events**

The intern will assist department with administrative tasks (event list collection, invoices, filing, processing payments, etc.), assist with coordinating one Membership event (work with the membership department and catering to organize schedule, rentals, etc.), and provide on-site assistance with events (events may include internal, external, and fundraising events)

### **Curatorial**

The intern will oversee and guide the expansion of the Museum's permanent collection of over 22,000 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.

### **Director's Office**

Interns will be involved in the general office administration including maintaining gallery lists, mail and mailings, filing and organization, support related to Trustee relations and Trustee meetings, support of the Director's daily activities including research on contacts, artists, and exhibitions, and will have the potential opportunity to work on varied research projects



## **Exhibition Design**

Exhibition Design works closely with Curatorial to translate an exhibition's checklist and narrative into the three-dimensions of the gallery. From concept design through construction and installation, designers coordinate with nearly all other departments of the museum to ensure that artwork and architecture form an impactful experience for the visitor.

## **Membership**

The Whitney's membership offering is designed to engage members at every level and to grow the lifetime value of our audiences. This team serves members through lectures, tours, gallery walks, exhibition openings, and preview days.

## **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.

## **Theater Internship**

The multi-purpose Susan and John Hess Family Theater houses a wide array of performances, exhibitions, educational and family-based programs, film screenings, lectures, and corporate rentals. Production interns will provide technical and administrative support for the theater's daily operations, working with internal and external stakeholders to mount events. Candidates should have the ability to lift 50 pounds and must be comfortable working at height. Students seeking degrees in theatrical design/production are preferred.

## **A1 Business Systems Internship**

The intern will learn the basics of Raiser's Edge as well as some more advanced skills like query and export building, gain knowledge about the Membership base at the Whitney along with all of the outside sources that help process the large base we have, i.e. Lockbox, Siriusware, Telefunding, etc., and gain knowledge about the reconciliation process that happens between Accounting and Business Systems.



## **P1, P2 Communications**

The intern will assist with preparation for the Whitney's summer and fall exhibitions (Julie Mehretu, Working Together: The Photographers of the Kamoinge Workshop, Around Day's End, Jasper Johns, Dawoud Bey) including researching and developing lists for targeted press outreach, monitor and track media coverage of the museum and its exhibitions and programs, assist with maintenance of press database in Raiser's Edge, support at photo and film shoots and press previews, and assist with replying to press inquiries sent to press office email

## **C1, D1, P1 Digital Media**

The intern will be involved in web production of whitney.org webpages, media production tasks may include research, transcription, assistance with video shoots, iterative user testing and evaluation to help improve user experience, and a research project will be determined based on the candidate's background interests; topics range from web analytics to user testing to comparative analysis of the digital content landscape.

## **E1 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

## **D2 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.

## **P1 Marketing**

The marketing intern will assist with and learn more about the primary tasks of the department, which is to promote the Whitney's programs to the public, while advancing the Museum's broader branding and revenue goals. Specific responsibilities will include working on email marketing, research, assisting with tourism initiatives, managing department archives, investigating and pursuing cross-promotional opportunities and partnerships, among other duties and projects.



## **P2 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.

## **STUDIO MUSEUM IN HARLEM**

### **Curatorial Internship**

The Curatorial intern will be involved in a range of curatorial research projects under the direction of the Curatorial Assistants. A key component of this internship will be conducting research and writing for objects in the collection, as well as conducting research toward long-term exhibition and digital projects. Potential projects may also include maintaining digital archives, or completing administrative tasks for exhibition-related projects. Access to research resources is preferred.

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

The Public Programs & Community Engagement intern will pursue independent research to develop thematic learning guides and DIY art activities inspired by the Museum's Permanent Collection, archives as well as Harlem history. The Public Programs department curates accessible, art-inspired experiences, offering a broad range of opportunities that inspire creativity, incite dialogue and bring the Museum's mission to life. From artist talks to hands-on workshops, screenings, and performances, our department unites the Museum's diverse, adult audiences. Our department's goal is to break the barriers and expand the points of entry for the public to connect with art and artists. We do this by approaching programming from a multi-faceted and multi-genre approach.

### **P1 Communications Internship**

The Communications and Digital Media Intern will work with the Communications department to perform functions critical to communicating the Studio Museum's mission and offerings to Museum stakeholders, the press, and our diverse audiences. The Communications Intern will learn about institutional voice and visual branding, communications strategy, and media relations best practices.

## **P1 Development Internship**

The Development intern will work closely with members of the Development department to help with the Studio Museum's institutional and individual fundraising efforts. Primary responsibilities include assisting with correspondence and research related to individual giving, corporations, and foundations, drafting select grant reports and proposals, updating and maintaining records in Raiser's Edge database, and organizing mailings of information to donors and prospects. Previous development, marketing, or public relations experience is helpful but not required.

## **E1 Education Internship**

The Education Intern will work closely with department staff on a series of projects that contribute to the development of digital programs and online education content, enhancing opportunities for learning, connection, and leadership across communities. The Education Internship is an opportunity for interns to deepen their understanding of museum education and the impact of arts and cultural programming on society. The intern will perform research informed by their own areas of interest, and designed to support the department's goals to develop tools and methods that serve our constituents' short- and long-term needs through accessible, impactful programs, and resources.

## **MOMA PS1**

MoMA PS1 offers hands-on internships for college students and recent graduates in several of its departments. Our internship program provides the opportunity to learn about the operations of a non-profit art institution and to work alongside some of the world's most exciting contemporary artists and curators. MoMA PS1 is also a host for Studio in a School's Summer Arts Intern Program.

## **VISUAL & PERFORMING ARTS**

### **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.

## **PUBLIC THEATER**

Bridging the gap between the classroom and the workplace, The Public Theater's Internship Program provides undergraduate, graduate, and post-baccalaureate students the opportunity to gain experience working in the largest nonprofit off-Broadway theater. Internships are available in a variety of departments, such as General Management, Production Management, Press, and Marketing. Interns are invited to attend weekly meetings featuring speakers from all departments; a Building and History Tour; career development; Equity, Diversity, and Inclusion seminars; and the opportunity for job-shadowing and mentoring. Interns can also receive tickets to Public Theater productions, subject to availability.

## **ETHNIC & HERITAGE**

### **THE JEWISH MUSEUM**

The Jewish Museum's year-round Internship Program provides an opportunity to participate in the day-to-day operations of one of New York City's leading museums of art and culture.

### **EL MUSEO DEL BARRIO**

Each spring, summer, and fall El Museo del Barrio offers internship opportunities to promising undergraduate and graduate students, recent graduates and career changers who are considering careers in the arts, education, nonprofits and museum professions. Through administrative and project-based internships, interns have opportunities to research, conceptualize, coordinate, execute, and/or evaluate programs and initiatives.

#### **G1 Government & Community Affairs Internship**

Intern will help to expand the Museum's network of community connections. They will research and identify community organizations serving diverse audiences in New York City, establish initial contacts with new potential partners and help maintain current partnerships.



### **R1, A1 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.

### **Public Programs Internship**

The Public Programs Intern will assist in the preparation of adult, family, and youth public programs. The Public Programs Intern will assist with the preparation for spring programs including the full range of exhibition and mission related adult public programming. The Public Programs Intern is responsible for the research and the development of materials for guided tours and hands-on workshops, assistance with creating professional development programs for educators, and development and facilitation of adult programs.

### **Special Events Internship**

The Special Events Intern will help to research, plan and execute unique and outstanding events for El Museo's diverse constituents. The Special Events Intern will play a crucial role in support of these events with tasks that include (but are not limited to) assisting in the production of communications collateral and event materials, maintaining RSVP lists and attendance records, working with external vendors to coordinate logistics, data entry and various administrative tasks as assigned.

### **P1, P2 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

### **E1 Education Programs Internship**

The Education Programs Intern will assist with further development of on-site programs, contingent on the applicant's area of interest and past experiences. Internships may involve research and development of materials for guided tours and hands-on workshops, assistance with creating professional development programs for educators, and development and facilitation of family programs for our free day of programming.

### **P1 Marketing Internship**

The Marketing Intern will be instrumental in expanding the reach of the department, solidifying its daily operations, and maximizing El Museo's exposure. The internship provides a great opportunity to gain experience in the arts and marketing & communication world.

### **P1 Social Media Internship**

The Social Media Intern will be instrumental in engaging our existing fans/followers and creating lasting relationships with new ones on our social media channels (Facebook, Twitter, Tumblr, and Instagram). The internship provides a great opportunity to gain experience in the arts and marketing world.

## **WILDLIFE**

### **QUEENS BOTANICAL GARDEN**

Queens Botanical Garden (QBG) is a private non-profit cultural institution located 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.

### **STATEN ISLAND ZOOLOGICAL SOCIETY**

#### **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.



## **R1 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.

## **R1 Animal Health & Nutrition**

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 as 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.

## **R1 Nutrition**

The Nutrition intern will be supervised by the Commissary Manager and the Veterinarian. The program is ideal for students interested in zoology, zoo animal nutrition, veterinary medicine, or zookeeping. The commissary manager and the veterinarian are responsible for ensuring these diets are properly formulated and palatable to the animals. This requires research into each animal's diet in the wild, investigating basic nutrient requirements for each animal, and an analysis of diet components offered at the zoo. The animal nutrition intern will support all levels of Commissary activity and research

## **E1 Wildlife 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.

## WAVE HILL

### **Art, Community and Environmental Stewards Internship**

The Art, Community and Environmental Stewards (ACES) internship is a paid, year-long internship program for youth ages 15 to 20 to explore the connections between community engagement and nature-informed arts education. ACES interns can expect opportunities to learn and practice skills, including working with the public, handling different art materials and techniques and communicating with people of different backgrounds and ages. ACES interns are part of a dynamic team supporting artmaking for families and fostering connections to nature.

## NEW YORK BOTANICAL GARDEN

Internship opportunities are available throughout the year for individuals looking to gain professional experience in mission-focused fields at NYBG. Internships may include the following:

### **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.

### **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.

### **E1 Programs/Public Education Volunteer Internship**

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.

## **BROOKLYN BOTANICAL GARDEN**

Brooklyn Botanic Garden offers an annual Horticulture Internship for individuals interested in pursuing a career in horticulture, from those who are just starting out to those with experience who are looking to explore new areas of the field. Interns commit to an eight-month, hands-on learning experience working directly with BBG's internationally respected horticulture staff. Internships are open to any adult over 18 years of age who has a strong interest in horticulture and some experience working outdoors (paid or unpaid). The applicant must be able to do physical labor outdoors and possess a valid driver's license. Successful applicants must be able to work the full term and are responsible for their own housing.

## **R1 STEM MUSEUMS**

### **NATIONAL AIR AND SPACE MUSEUM**

Our structured summer internship program provides first hand experience working in a museum. It's a great introduction to museum work or an opportunity to expand on previous experience. Our 10-week program provides unique professional development opportunities and enrichment activities. Our interns must be enrolled in, or recently graduated from, a degree-granting undergraduate or graduate program at an accredited college or university. We have offered internships in areas such as aviation or space history and planetary science, collections management, communications, and digital experience. Students from all fields of study are encouraged to apply.

**A1, D2, E1** Additional Internship Areas Include: Exhibit and Graphic Design, Budget and Finance, Education

## MUSEUM OF MATHEMATICS

Each summer, MoMath offers Perspectives, a program for college undergraduates. Students who complete Perspectives gain a strong level of knowledge and experience in what it takes to operate a successful business, as well as exposure to a variety of interesting programs, lectures, and people. The expected commitment is five days per week for eight to twelve weeks, and it typically includes assignments on the floor of the Museum, in the retail shop, and in MoMath's administrative office.

## AMERICAN MUSEUM OF NATURAL HISTORY

### **Public Programs / Margaret Mead Film Festival Internship**

The Public Programs division of the museum organizes lectures, workshops, festivals and film screenings related to the museum's temporary and permanent exhibits. Interns will have the opportunity to work on projects related to both the Margaret Mead Film Festival and other public programs. This internship enables interns to learn about public programs and film festival production, museum operations, and outreach strategies.

### **E1 Museum Education and Employment Program (MEEP)**

The Museum Education and Employment Program is a unique, challenging, and paid summer experience for college-age youth. MEEP interns take a leading role in enhancing the experiences of Museum visitors, including thousands of children who visit the Museum each summer with camp groups. Interns develop themed tours of the Museum's permanent exhibitions and work with educational touch carts in the halls, engaging thousands of visitors in scientific conversations about artifacts and specimens.

## NEW YORK HALL OF SCIENCE

### **Science Career Ladder**

Known as Explainers, Science Career Ladder participants engage the museum's half-million annual visitors in creative STEM learning and serve as positive role models for our preK – 8th-grade student audience. As part of their experience at NYSCI, Explainers participate in programming that focuses on college success, career-building, professional mentorships and research training.

## 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.

### CREATIVETIME

#### **Programming Internship**

Creative Time's Programming Department oversees the curatorial, production, and engagement aspects of our artist commissions, from initial research to producing and running large-scale exhibitions. As a Programming intern, 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; and be involved in all of the day-to-day of exhibition production. Apply if you're interested in hands-on public art production from inception to execution.

#### **Creative Time Summit Internship**

Team Summit produces our annual Creative Time Summit, a multi-day conference hosting international curators, artists, activists and academics whom discuss the intersection between art and social justice. As an intern with the Creative Time Summit, you'll conduct research about artists and global current events; help with written content including our Summit; draft artist correspondence; and attend department meetings and assist with department administration.

#### **Development Internship**

Our Development Department oversees all fundraising, cultivation and stewardship of our donors and grant-funders. As a Development Intern, you can expect to conduct research on individual and corporate sponsorship; assist with event planning for some of our largest cultivation events including our annual gala; draft text, design proposals, and coordinate grant schedules and materials; and work with the larger Creative Time team to indicate project-related funding needs.



## **P1 Communications Internship**

Our Communications team oversees all external communications including our website, social media, mailers, event invitations, video production, and digital archive. As a Comms intern, you can expect to gain experience working within the External Affairs department to create and execute strategic digital campaigns; support programming initiatives; update and organize archives and internal databases; handle image requests on behalf of the institution. Ideal candidates will have an interest in communications and culture at large, excellent written and interpersonal skills, as well as a strong understanding and passion for Creative Time's mission and programming. If you're interested in writing, digital strategy or visual communications, we want you on board to draft and develop timely social media posts cross platform; help evolve and create our content and digital strategy; maintain our image archive; conduct research on media outlets.



## PRE-LAW

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

## INTERNSHIPS

### DUANE MORRIS LLP

#### **Summer Associate**

Duane Morris strives to attract the best law students and to offer the ideal environment for lawyers at the beginning of their professional lives. According to The American Lawyer's 2019 Summer Associate Satisfaction Survey, Duane Morris is ranked the top firm in the nation with a perfect overall satisfaction score. Duane Morris offers interesting challenges to law students who participate in our summer program. We believe the program offers a realistic picture of our practice to aspiring attorneys who have an interest in sharing our goals and serving our clients. Our program balances challenging work assignments with constructive feedback, work-related activities outside the office and enjoyable social events.

#### **Summer Internship Program**

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 CareerPath. Application and deadline details are usually posted in January.



## 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.

## 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,

### **Youth in Out-of-Home Care Law Undergraduate Intern**

Lambda Legal’s Youth in Out-of-Home Care Project works to affirm and uphold the rights of lesbian, gay, bisexual, transgender, questioning, and gender-nonconforming (LGBTQ+) youth in child welfare, juvenile justice, and homeless systems of care. We also fight discriminatory laws and policies that seek to bar qualified LGBTQ+ adults from becoming foster and adoptive parents. We partner with attorneys, judges, advocates, social workers, case managers, lawmakers, and youth themselves to ensure that care systems provide safe, competent, and affirming services to all who access them.

## 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**

The Brennan Center hires undergraduate student interns for all semesters to provide administrative and clerical support to staff, 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:

**P1 Communications:** filing press clips and tracking media appearances; creating and updating press lists; tracking Brennan Center issues and initiatives on the web; creating and editing event transcripts; and assisting in outreach.

**R1 Development:** assisting in event organization; updating the fundraising database; researching funding opportunities; and assisting in donor correspondence

**Events:** setting up and breaking down events; traveling to and from events; marketing tasks; greeting guests; organizing event logistics; and assisting the Events team with various projects.

**Operations:** assisting with general administrative, research, and clerical work.

**A1 Finance:** assisting in processing payables and receivables; and backing up Accounts Payable staff, after learning software and systems.

**H2 Human Resources:** assisting staff with research; onboarding new hires; recruitment; payroll; updating data spreadsheets and benefit enrollments; and filing personnel records.

### **G1 Programs:**

- **Democracy:** providing support for litigation, assisting in the research for and rollout of reports, and aiding the program's advocacy efforts.
- **Justice:** tracking developments in criminal justice; building lists of key stakeholders; conducting background research; assisting with report research, editing, and rollout; and administrative support.

- **Liberty & National Security:** conducting research on program issues, such as surveillance, religious and racial profiling, and counter-terrorism initiatives; copy-editing and cite-checking research papers, blogs, op-eds, or other materials; and assisting with scheduling, mailing publications, and maintaining contact lists.

## 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 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**

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**

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**

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.



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

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**

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.

### **C1 Automated Litigation Support Interns**

Working closely with the 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 the most effective courtroom presentation of complex and voluminous evidence or production of graphic demonstrative evidence. Interns may also assist with courtroom setups.

### **C1 Information Technology-Student Internship**

The Information Technology Division is an area where students will primarily be involved in user support issues in a Windows 2000 environment. They will work with senior staff to resolve day-to-day operational problems with the Local Area Network, word processing, internet usage and special projects. Students will have an opportunity to get exposure to many technical components such as computer repair/troubleshooting, switches, routers, communication lines, etc.

### **A1 Accounting Assistant-Student Internship**

The Administrative Office is looking for a business major (would prefer an accounting major) with a minimum of 6 accounting credits. Functions include expense analysis, budget analysis, report preparation, accounts payable coordination, filing and other functions as assigned. A working knowledge of Excel is required. This is an excellent opportunity for someone to add meaningful experience to their resume. Hours are flexible.

### **H2 Human Resources Assistant-Student Internship**

This internship would require administrative skills to assist in a variety of personnel matters, scheduling training and assisting in the coordination of student placements from law schools and colleges. Knowledge of word processing and spreadsheets helpful. Excellent people skills, as well as oral and written communication skills required.

## **PROGRAMS**

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

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 policy making. 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**

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**

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. 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. 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**

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.

### **Pathways Programs**

The SEC invites U.S. applicants who have been accepted for enrollment, and students who are currently enrolled, to apply for the SEC Pathways Internship Program as Student Trainees. Student Trainees work with senior professionals and receive on-the-job training that will create a career pathway for success including professional development through



career training, shadowing experiences, webinars, and much more. The SEC Pathways Internship Program includes the Resident Intern Program and the Career Intern Program. Each provides paid experiences to students enrolled in a wide variety of educational institutions from high school to graduate school and professional school levels. The SEC hires Student Trainees year-round.

## PR AND MARKETING

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

### KATE SPADE & COMPANY

#### **Summer Internship Program**

Our annual summer internship program, composed 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. Internship areas include merchandising & marketing and product management.

**A1, C2, D2** Additional Internship Areas Include: **Design, Sales, Finance**

### 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.

#### **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. They work closely with and support 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.

### **A1 Finance Intern**

Edelman is looking for an Intern to assist members of our Finance team with various financial analyses and reporting projects. Assisting with analyzing and organizing a wide variety of planning and budgeting documents is a major focal point of this role. Ad hoc reporting and analytical tasks are also to be expected.

## **MKG**

MKG is an experiential marketing agency that leverages human connection to impact consumers and influencers in smart, meaningful ways. MKG is an independent, award-winning agency composed of creative trailblazers that partner with some of the world's premier brands including Delta Air Lines, Audi, Heineken and NBCUniversal.

### **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. Applicants with knowledge and experience in event production, marketing, communications, branding, and/or social media strategy are preferred.

**A1, C1, H2** Additional Internship Areas Include: **Finance, IT, HR**



## **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**

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, 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.

### **Account Management**

Assisting in the account management operations under the supervision of an account manager. Responsibilities for this intern includes performing market analysis and research on the latest trends, Assist with daily administrative duties, help with the planning and hosting of marketing events, assisting in monitoring all social media platforms for trending news, ideas, and feedback, collaborates with Strategic Planning to develop briefs, builds expertise on a brand's competitive landscape and product differentiators, and sets up meetings, includes the correct people, and provides accurate agendas and precise, actionable meeting notes.

### **AXICOM**

Axicom is an award-winning team of technology communications pros in San Francisco, Los Angeles, Austin and New York. We partner with disruptive companies of all sizes to build creative, results-driven programs that shape reputations and drive business goals.

### **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. Expertise includes corporate reputation management, branding, cultural and social issues, and intent-driven social media through its full-service digital agency, RFI Studios.

### **Summer Interns**

Summer Interns are typically assigned to a specific practice area of the agency. Ruder Finn practice areas include Corporate Branding, Corporate Communications, Corporate Reputation and Restructuring,



Global Issues Communications, Planned Television Arts, Travel and Tourism. 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.

**A1, C1, H1, H2, R1** Additional Internship Areas Include: **Arts & Communications Counselors, Financial, Healthcare, Technology, Visual Technology, and Human Resources**

## 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.

### 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.

#### **Global News General Assignment Internship**

Our Global News General Assignment Internship program selects eight interns to be assigned to an AP bureau under the supervision of a designated trainer. They cover breaking news and complete a final, multi-format enterprise project that may be featured in media outlets around the world.

#### **Business and Sports Internships**

The Business and Sports Internship program selects an intern in each category to be assigned to an AP bureau or department under the supervision of a designated trainer. Interns cover news in business or sports and complete a final, multi-format enterprise project that may be featured in media outlets around the world.

### **Entertainment Internship/Video**

Our Entertainment Internship program will select an intern to work in Los Angeles assigned as a video-based reporter under the supervision of a designated trainer. The entertainment intern will conduct interviews, cover breaking news and complete a final, multi-format enterprise project that may be featured in media outlets around the world.

### **Photography/Video Internship**

Reporting responsibilities for the photography/video intern will include conducting interviews, monitoring and using social media to find stories and to promote AP's content, tracking down user-generated content and covering breaking news stories.

### **D1 Data Journalist Internship**

One of the key responsibilities of the data journalist intern will be to assist with the preparation of the data sets behind AP's national stories for distribution. The intern will also help AP members and customers discover their own local stories in the data.

### **R1 Health and Science and Race and Ethnicity 6-Month Internships**

The Health and Science and Race and Ethnicity Internship program selects an intern in each area to be assigned to an AP bureau or department for six months under the supervision of a designated trainer. Interns cover news in health and science and race and ethnicity and complete a final, multi-format enterprise project that may be featured in media outlets around the world.

## **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 real time with the hottest content of the moment. Our site is rapidly growing and reaches more than 200 million monthly unique visitors.

### **Editorial Fellow**

The BuzzFeed Fellowship is a year-long program for the next generation of writers, editors, and content creators eager to master the tools and techniques of social storytelling on BuzzFeed.com. Over the course



of the program, you will learn how to create the type of content that readers love to share. You must have a deep understanding and passion for the digital and pop cultural landscape with intimate knowledge of the latest and greatest in social media, content, and emerging technology/ platforms.

## 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. Every editor, reporter and correspondent at Crain shares the responsibility of ensuring the editorial independence and importance of our work. 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.

## **D2, P1** POPULAR SCIENCE

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, though we're flexible on exact dates. 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. If you want to get involved with something, we can usually make it happen! And we won't ask you to get us coffee. Though we may request that you participate in the occasional Nerf gun fight or 3D-printed candy taste test.

Ideal intern candidates have a passion for science and/or consumer technology, as well as a demonstrated interest in magazine, online, and/or multimedia journalism.



## 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.

### **Summer Internship**

Our summer internship program is a paid 10-week program which runs from early June through mid-August. All interns work Monday through Thursday, for a total of 28 hours per week. As a HarperCollins intern, you will learn about the entire publishing process—following one book from beginning to end through our Summer Internship Speaker Series. Every week you will attend a presentation by some of the savviest professionals the industry has to offer, and lunch is provided! Throughout the summer you will also work on a publishing project with your fellow interns and have the opportunity to present your findings to senior staff.

### **Fall/Spring**

Our fall and spring internship programs are paid 10-week programs with flexible start and end dates in their respective seasons. For both, interns are scheduled to work 14 hours (2 days) per week. These opportunities are open to current undergraduate students (sophomore year or above), grad students, and graduates.

## 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.



## **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.

Penguin Random House offers 10-week PAID internship opportunities available in our adult, children's, and corporate divisions. Interns are exposed to the publishing process and our business through panels, networking events, and even brown bag lunches throughout the semester!

### **Editorial Internship**

Our dedicated team of publishing professionals is committed to helping authors realize their very best work and to finding innovative new ways of bringing stories and ideas to audiences worldwide. Find your story in our books! When a book proposal is received, the Editor decides whether or not to pursue it for acquisition. An Editor works with the author to turn the manuscript into a finished book. They negotiate contracts, edit the books for content, structure and on a line-by-line basis, and collaborate with internal departments on how to package, market, and publicize the book.

### **Production Internship**

Department Description: Oversees the pre-press and manufacturing process from manuscript to bound book. The team works with outside printers, book manufacturers, and other vendors to produce our books within the desired timeframe and budget.

### **Subsidiary Rights Internship**

Department Description: Finds additional sources of profit for a title, including serials, book clubs, and paperback, audio and e-book rights.

### **Contracts Internship**

Department Description: Create, manage, and negotiate contracts between publisher and author.

### **E-Books Internship**

Department Description: Convert titles to eBooks, maintain electronic formats, and distribute to retailers. Oversee archiving of all our digital assets.

### **Operations Internship**

Department Description: Manage relationships with key vendors to ensure that our books are of a high quality and produced on schedule. Forecast inventory levels to determine when and how many books need to be reprinted.

### **P1 Marketing Internship**

Department Description: Develop and implement creative marketing campaigns including advertising, social media, and bookstore displays. Marketers work closely with sales to learn what's happening in the market and to help them promote and share their enthusiasm about books and writers.

### **P1 Publicity Internship**

Department Description: Generate exposure and “buzz” for new books and plan a book and the author’s public reception including: review coverage, media attention, and bookstore appearances. Publicists also help create social media outreach, author tours, author signings, readings, and other events.

### **C2 Sales Internship**

Department Description: Ensure our books are available to readers in every place where books are sold: supermarkets, malls, bookstores, and online. The objective is to make books available for consumers and make sure they are well displayed and promoted wherever they are.

### **P1 Communications Internship**

Department Description: Support the development of internal and external corporate messaging for a variety of purposes for the company.

### **A1 Finance Internship**

Department Description: Involved with everything that has a financial impact on the company, including sales forecasting, cost of goods, production, inventory, and the balance sheet for a title, imprint, or division.

### **C2, D1, P1, R1 Consumer Insights Internship**

Department Description: Interested in research, marketing or the social sciences or psychology, and data, specifically information that has to do with people and behaviors. No technical requirements necessary.

### **C1 IT Internship**

Department Description: Build and support the applications, infrastructure and networks that empower the business.

### **A1, C2, D1, P1 Strategic Projects Internship**

Department Description: Designs dynamic reporting models that transform volumes of data into information to inform and facilitate decision-making in a variety of domains including: marketing analysis and sales reporting; inventory forecasting; project and program management; business planning and analysis.

### **D2 Cover and Interior Design Internship**

Department Description: Conceptualize and design covers and interiors of assigned titles and incorporates feedback from authors and editors.

### **P1 Creative Marketing Internship**

Department Description: Works closely with marketers and art directors to brainstorm and create marketing, publicity, and promotional materials. Create shareable social media content, online and print ads, and other promotional materials.

## **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.

### **R1, A1 Development Internship**

The intern will assist the Director of Development, Manager of Foundation Relations, and Development Assistant with fundraising tasks



such as identifying new sources of funding, supporting outreach and events, updating the development calendar, and maintaining databases. working hours.

### **Publicity Internship**

The 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 and not-for-profits. Interns are invited, but not required, to participate on a voluntary basis in any seminars that fall outside of their

## **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, explaining 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.

### **Newsroom Fellowship Program**

The New York Times Fellowship is a one-year work program aimed at cultivating the next generation of journalists. The fellowship represents a unique opportunity to do great journalism for The Times. It incorporates speakers, feedback and training opportunities. The program's goal is to benefit not only the participants and The Times, but other newsrooms. We expect most of our fellows will graduate to positions around the country and world.

### **C1, D1, D2, P1 Summer Internship Program**

Our program is a 10-week, paid program that takes place at our headquarters in New York City. Opportunities include our Technology, Advertising, Marketing, Product and Design and Data teams. There has never been a more exciting time to work at The New York Times Company. As a summer intern, you will have the opportunity to help our readers better understand the world. During the 10-week program



at our headquarters in New York City, you will work closely with our teams, attend sessions with leaders from across the organization and more importantly, make a significant contribution to our products. All internships are paid.

### 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.

### WNYC

NYPR internships are designed to be a learning experience for sharp, enthusiastic self-starters, with or without radio skills. Our interns do meaningful work across a variety of shows and departments, are an integral part of the team, and assist with all aspects of work. Over the course of the internship term, interns can learn a variety of skills, including reporting, editing, production, field recording, digital audio editing, taping, Pro Tools, mixing promos, planning live events, research and more.

#### **All of It Internship**

Interns at NYPR are given a robust internship program with hands-on responsibilities. The goal of our internship program is to provide our interns with substantive, meaningful work experience so that each intern concludes the internship period with demonstrable skills in his/her area of interest, plus knowledge of public radio, in general. "All Of It" is a live magazine-format talk show that airs daily from noon to 2:00 PM. We're looking for smart, curious interns with a broad range of interests and good writing skills to help with the program. We expose you to all aspects of producing live radio.

#### **Brian Lehrer Show Internship**

Interns at NYPR are given a robust internship program with hands-on responsibilities. The goal of our internship program is to provide our interns with substantive, meaningful work experience so that each intern concludes the internship period with demonstrable skills in his/her area of interest, plus knowledge of public radio, in general.



The Brian Lehrer Show is WNYC's Peabody Award-winning news/talk program. The show serves as a town square for New York and beyond, with newsmakers and agenda-setters, journalists and listeners conversing at length on the local, national and international news and cultural and social trends of the day.

### **Gothamist Internship**

Interns at NYPR are given a robust internship program with hands-on responsibilities. Gothamist is a news and culture website about New York City that's been in online publication since 2003 and is a separate site under the NYPR umbrella now. We're looking for an enthusiastic part-time intern to join our team to work a 15-hour week this spring. Responsibilities vary widely, but we do require people to be available in person at least two full days out of the week. Bloggers, journalism students, photographers, autodidacts, and anyone with a passion for NYC and an interest in writing about it are encouraged to apply.

### **On the Media Internship**

Interns at NYPR are given a robust internship program with hands-on responsibilities. The goal of our internship program is to provide our interns with substantive, meaningful work experience so that each intern concludes the internship period with demonstrable skills in his/her area of interest, plus knowledge of public radio, in general. At OTM interns are given the opportunity to learn closely with staff and assist with all aspects of the show's production. They sit in on editorial meetings, provide research assistance, and perform various administrative tasks involved in the daily running of the office. Over the course of the three months, interns learn basic production skills, including field recording and digital audio editing, and are eventually encouraged to produce at least one segment for the show.

### **Radiolab Internship**

Intern will be Participating in many aspects of the show's production - from finding stories, to sitting in on virtual interviews, to cutting tape, taking part in regularly-scheduled virtual editorial meetings, providing research assistance, performing a range of administrative tasks involved in the daily running of the show, building on basic audio production skills, specifically in ProTools, pitching your own story ideas, and receiving feedback on your work, and chatting with different members of the team each week in one-on-one phone calls.

### **P1 WQXR Internship**

As New York's only classical music station, WQXR is an important fixture of the city's cultural landscape. The station broadcasts classical music over the air and online to more than one million listeners each month, offering additional streams for contemporary classical, opera and American standards. We also produce podcasts, including Aria Code, and offer live broadcasts from Carnegie Hall, the Metropolitan Opera and more. Interns at WQXR enjoy a robust, hands-on program that provides meaningful work experience. They will rotate through all WQXR departments including on-air programming and digital and on-demand content. Some of the skills they will acquire include writing and editorial experience, CMS and web content publishing, social media coordination, music programming in supporting our team with track selection and database management, and the potential for assisting with basic audio and video editing.

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

W. W. Norton & Company's internship program is designed to introduce motivated college students and recent graduates 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.

### **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**

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 learn a facet unique to academic publishing by having 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.

## **H1, P1 Art Workshop**

Yale University Press is known for its prestigious art and architecture list, which includes both scholarly monographs and exhibition catalogues. An internship with the Art Workshop offers a wide variety of experience working with illustrated books, and interns will have the unique opportunity to learn about all aspects of the publishing process, from acquisitions and manuscript editorial to production to marketing. Working under the supervision of the Editorial and Production Assistant, interns will be asked to work on projects such as text and art preparation; descriptive writing for internal memos; proofreading; and sales and marketing research. A background or demonstrated interest in art history and/or architectural history is required. The selected candidate will be a strong writer, detail oriented, and possess superior organizational and time management skills and the ability to work independently.

## **Manuscript Editorial**

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.

### **Publicity Department**

The Publicity Department is responsible for working with the media to increase the coverage of YUP books in print, radio, TV, and online venues. Publicists send out books (including mailings of galleys and advance copies) to prospective reviewers, handle incoming requests from various media, create press releases, and schedule author interviews. Summer interns will gain hands-on experience in a publicity department as they work under the supervision of the publicity assistant. Interns will learn how to liaise with media contacts, assist in the production of promotional materials, track media coverage, and mail galleys to media. In addition, interns will have the opportunity to work on long-term projects such as compiling our holiday gift book catalog, which is mailed at the end of the summer.

### **H1 Art & Architecture ePortal**

The Yale University Press A&AePortal ([www.aaeportal.com](http://www.aaeportal.com)) is an innovative digital platform on which to discover and interact with important art and architectural history scholarship. This department's summer intern will provide support to the Publisher, Art & Architecture, and Project Coordinator for the platform and will gain first-hand experience with digital publishing. Tasks include preparing images for upload to the site, checking newly converted books for scanning errors, proofreading image metadata spreadsheets to ensure accuracy and adherence to guidelines, and preparing shipments of books to the conversion house and to freelance proofreaders. Applicants should have taken classes in art and/or architectural history and demonstrate attention to detail. Experience working with Excel and databases is preferred, along with the ability to work independently and juggle multiple tasks.

### **L1 Intellectual Property & Administration**

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. 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.

## **P1 Marketing Department**

### *Academic Marketing*

Academic Marketing is responsible for promoting select Yale University Press books to the educational community to encourage and secure course adoption. The department handles the coordination of exhibits, print advertising, catalogue production, and direct mail outreach in both print and digital forms. Under the supervision of the Assistant Educational Marketing Manager, summer interns will assist with various aspects of work which may include research assignments, culling scholarly citations from reviews, assisting with catalogue production, creating flyers, and organizing data for ongoing projects. Experience with Excel, HTML/CSS, Photoshop, and InDesign a plus.

### *Online Marketing*

Online Marketing is responsible for the creation and execution of digital marketing strategies across social media channels and Yale University Press web spaces. Summer interns will assist with various aspects of work in the department, under the supervision of the Online Marketing Manager, which may include assisting with the blog from pitching authors for original pieces to copyediting to maintaining publishing schedule, researching digital advertising opportunities, creating social media content, testing websites, and assisting with email marketing. Experience with WordPress, HTML/CSS, Photoshop, and InDesign a plus.

## **A1 New Business Development**

Are you interested in what it is like to develop a new product? The New Business and Product Development team is seeking a bright, curious, and highly analytical intern who is interested in helping us grow new business areas of digital publishing for Yale University Press. Actively participate in helping shape our new digital products through research, competitive analysis, business modeling, user and site testing. We will help you hone or build new skills in product management and roll-out; you will gain real-world digital publishing experience!



## **D2 Production and Design**

The Production Department is responsible for coordinating the production and manufacturing of each book: making a schedule; trafficking materials between designers, acquisitions editors, and manuscript editors; estimating costs; and communicating with typesetters and printers. The Design department is responsible for designing interior book pages, photo-researching and designing jackets/ covers of books, and preparing artwork for interiors. The department's summer intern will have an opportunity to learn about book-making behind the scenes and will aid in various duties, including assisting the Reprint Controller with purchase orders, tracking schedules, and processing invoices for reprints; and data entry in the Press central database and inventory systems. Experience with data entry or invoice processing, Microsoft Excel, Adobe InDesign and Photoshop, and strong organizational skills are preferred.

## **C2, P1 Sales Department**

The Sales department works with accounts of all types, mainly retailers and distributors, on placement of our forthcoming titles, and maintenance of backlist, through strong buyer relationships and special sales. Under the supervision of the Sales Assistant, the intern is responsible for generating a variety of sales and inventory reports for analysis; outreach and support for book sales at author events; special sales research; and other projects as they arise. The intern will have the opportunity to attend press-wide launch meetings and monthly marketing meetings. After completion of this internship, the student will understand how the sales department functions within Yale's publishing program and the marketplace in general. This is an excellent opportunity for students interested in book publishing, marketing, or business.