

Internship Directory Instructions

The internship directory contains the following “sortable” categories. Below are explanations of how to best use them.

For each of these,

- 1.) select the entire excel spreadsheet (by clicking the upper-left hand corner). Then
- 2.) click on “data” in the tab at the top of your spreadsheet, and
- 3.) select “sort.”
- 4.) In the dialogue box that pops up, select “header row.” Then
- 5.) select the category that you want to sort by.

Minimum Grade/Degree Level: Use this category to exclude from your search internships that have higher education requirements than you meet. (e.g. If you are a college sophomore, sort by this category and look above "E. Enrolled in college. junior or higher." Positions at or below this level are for people further along in school than you. You are qualified for positions above it. Progression includes: "A. Enrolled in high school"; "B. High school degree" (If must be in college add "in college" with specification for grade levels if necessary); C. Enrolled in College. Freshman or above; D. Enrolled in College. sophomore or above; E. Enrolled in college. junior or above; F. Enrolled in college. senior or above G. Bachelor's degree or above.

Location: "DC" = (DC or DC metro area only); "DC Plus" (Both DC and other locations) and "other locations"

Discipline (kept general to facilitate searching). Categories include: Categories: Area Studies; Cognitive, neural and behavioral sciences; engineering; Finance/Accounting; Foreign Languages; Health; Information Technology; Law; Management; Natural science; Public Policy; Transportation.

Programs may offer opportunities in more than one skill area). The second and third disciplines may be as well represented as the first. The database is organized this way for searching purposes. Search for disciplines that interest you by sorting each of the three discipline categories, "first" through "third."

CATCH ALL CATEGORY: for internships/fellowships that seek students with many different backgrounds, and for those that have no requirements for study of a specific discipline, the Category "many" has been included under the "Third Discipline" Category. If you are **interested in internships drawing from a wide variety of backgrounds**, sort by “third discipline,” and look for those categorized as “many” or those with no specific discipline requirement.

Application Deadline: Application deadlines have been assigned a number based on their month. This causes the months to **sort in chronological order** when the spreadsheet is sorted by application deadline.

If application deadlines are at the very beginning of one month, they are listed with the previous month’s internships to give students sufficient warning time to prepare their application. (e.g. a February 1st deadline is catalogued with January deadlines). Application deadlines for the same agency's internship programs can vary by the specific internship program. Deadlines for the same fellowship program can be different depending on which federal agency people want to work for. In cases of differing deadlines, the earliest deadline is listed first (i.e. Jan 1 is earliest; Dec 31st is latest).