

Guide to Internship Opportunities

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Getting Started:

Finding an internship is like finding a job. Each student is responsible for researching opportunities, applying, interviewing, and following up with potential employers. Be creative. While many organizations regularly use interns and have a formal application process, just about any organization would be pleased to have an intern if you approach them with a thoughtful proposal. Think about the experience you want to gain and brainstorm possibilities from there.

An internship can be a gateway to a future job. Consider organizations that you hope to one day be a part of or plan to apply to work for after graduation. Research their internship opportunities. If you are interested in an organization that has not hired interns previously, consider proposing your ideas to them. An organization might be unable to pay an intern but be very willing to welcome an enthusiastic worker desiring to make a contribution and gain experience for academic credit.



The S-CAR undergraduate and graduate advisors and Mason's University Career Services Office are good resources for information regarding internships; however, each student is responsible for finding and applying for his/her own internship just as they would any other job placement.

Keep in mind that many internships are quite competitive and have extensive application time tables (e.g. Government agencies such as the U.S. State Dept. have application processes that can take up to a full year before the start date.)

Think about the following as you search for internships:

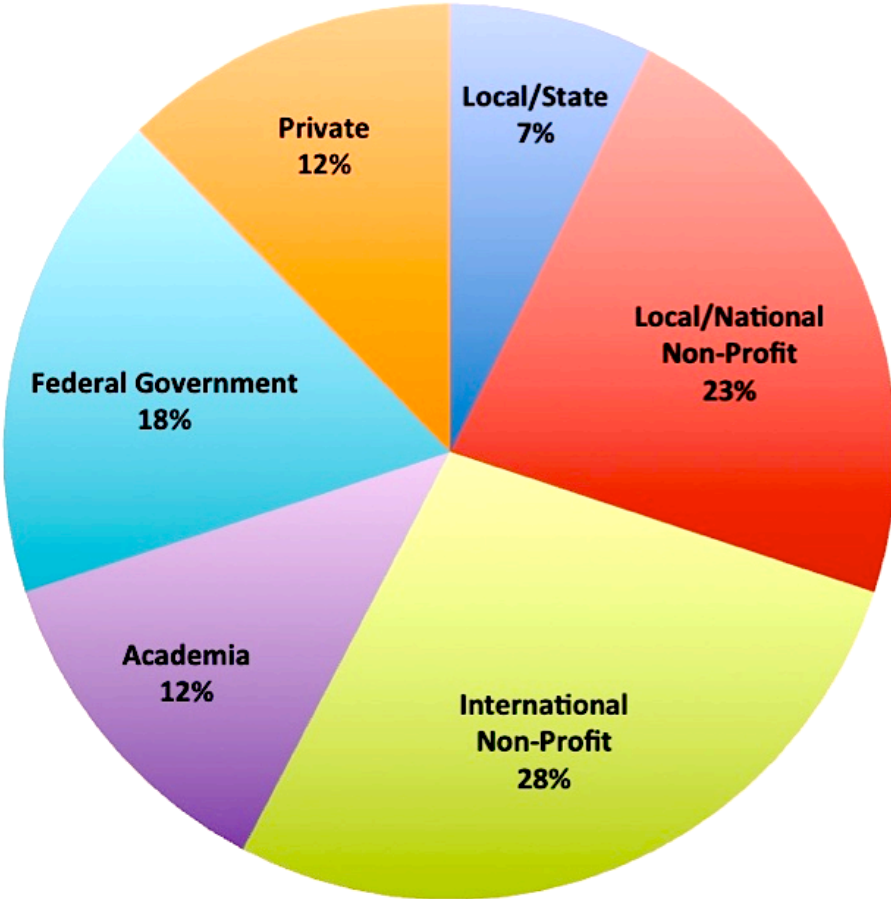
- What skills do you have to offer an organization?
- How will this internship benefit your knowledge, skills, and understanding?
- Are there specific organizations that would provide experience in a particular career direction that you would like to explore more extensively?
- How many hours a week can you be available? Will they be consistent? Will transportation limit where you can apply?

Students who would like to receive credit for their internship and/or meet the program's field experience or integration requirement please visit the following websites for application procedures, deadlines, and internship-for-credit criteria.

- Grad Students: scar.gmu.edu/ms-program/integration-options/internship
- Undergrad Students: scar.gmu.edu/undergraduate/internships

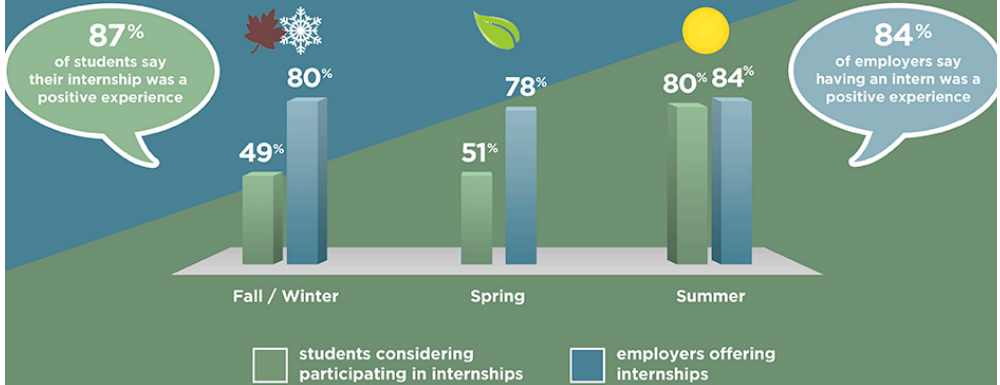
S-CAR students have completed internships at a wide variety of different organizations, companies, agencies, and institutions that work in areas related to conflict resolution, international development, advocacy, education, mediation, youth, security, peacebuilding, and human rights.

*S-CAR student internships by sector,
Fall 2011 – Spring 2014*



INTERNSHIP CALENDAR

Year-round availability, summertime is most competitive



WHO GETS HIRED

What employers value most when hiring an intern



“When can I get an internship?” and “Who gets hired?” data and graphics from Internships.com: <http://www.internships.com/about/news/internships-com-survey-reveals-companies-are-offering-more-summer-internships-in-2014>

Before Applying... Make sure you do your research before applying for an internship! Most organizations provide a “Who We Are” or mission statement on their website: read it! You will need to demonstrate through your resume, cover letter, application, and interview that you know what the organization does and that adding you to their team will help them achieve their goals. Also... **MAKE SURE YOU PUT THE CORRECT NAME OF THE ORGANIZATION ON YOUR COVER LETTER!** This mistake will most likely jeopardize your entire application. The following resources are full of tips and advice to help students make their applications, cover letters, and resumes look professional and stand out.

George Mason University Career Services has several webpages of tips and tools for getting an internship on their website including: resume and cover letter reviews, access to on and off campus jobs and internships, and industry specific job and internship search preparation. Students can also make an appointment with an Industry Advisor to discuss industry specific strategies to get the internship they are looking for. More information can be found online: careers.gmu.edu/students

Moving On is a guide for job searching and career planning that discusses resumes, cover letters, job searching, and interviewing. It is a helpful tool for all students and much of its material is applicable to finding an internship. A PDF version of Moving On is available via George Mason University Career Services: careers.gmu.edu/students/movingon/upload/document.pdf

S-CAR Student Services offers resources relating to careers and internships. For more information, please visit: scar.gmu.edu/careers/students

Internships.com has a searchable online database of current internship postings as well as many internship resources for students including:

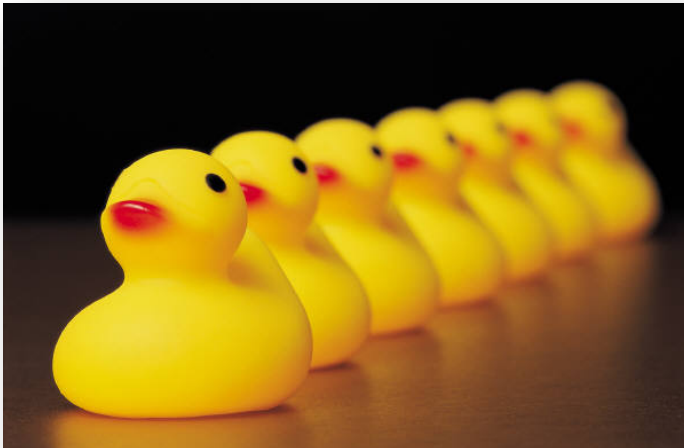
- Internship Basics: www.internships.com/student/resources/basics
- Internship Predictor: www.internships.com/predictor

The Writing Center at University of North Carolina at Chapel Hill explains on it's website what a curriculum vitae (CV) is, how it differs from a resume, and how you can decide which one to use:

writingcenter.unc.edu/handouts/curricula-vitae-cvs-versus-resumes

Global Career Boot Camp Tool Book is a guide to global careers published by the Foreign Policy Association. Much of the information is applicable to international internships. Find the PDF version here:

www.fpa.org/ckfinder/userfiles/files/bos_intldevtoolbook.pdf



Internship Postings:

There are many online resources that post current listings of available internships for which you might apply. Some of these are listed below:

- HireMason
 - gmu-csm.symplicity.com/students
- S-CAR Community Network and Forum
 - network.scar.gmu.edu
- Peace and Collaborative Development Network
 - www.internationalpeaceandconflict.org
- Idealist.org
 - www.idealists.org
- Indeed.com
 - www.indeed.com
- Internmatch.com
 - www.internmatch.com
- Internships.com
 - www.internships.com/intern-jobs-search
- USAJOBS: The Federal Government's Official Jobs Site
 - www.usajobs.gov
- Washington Post Jobs
 - jobs.washingtonpost.com/jobs/intern/



Finding Organizations:

Not sure what kind of organization you want to intern with? There are many online resources for finding organizations involved in work relating to conflict analysis and resolution.

Directories of relevant organizations:

- Human Rights Organizations in Washington, DC
 - www1.american.edu/salla/wash-hr.htm
- Peace & Conflict Resolution Organizations in DC
 - www1.american.edu/salla/Wash-pax.htm
- Directory of Development Organizations
 - www.devdir.org
- Great Nonprofits
 - www.greatnonprofits.org
- Charity Organizations
 - www.charity-charities.org/charities/DC.html
- ReliefWeb
 - www.reliefweb.int/organizations
- Global Organizations
 - www.ucis.pitt.edu/global/taxonomy_vtn/voc/1
- Washington, DC Organizations
 - <http://career.ucsd.edu/undergraduates/getting-experience/internship-information/off-campus-internships/dc-internships/index.html>



- International Law Organizations
 - www.globalpolicy.org/international-justice/links-and-resources-on-international-justice.html
- Think Tanks, Policy Research, and CR orgs
 - www.heller.brandeis.edu/academic/coex/pdfs-docs/think-tanks-and-other-policy-research-organizations.pdf
- Progressive Social Change Organizations
 - www.startguide.org/orgs/orgs00.html
- Organizations Working in Peace and Conflict
 - [www.academic3.american.edu/~mertus/Orgs in Peace and Conflict.htm](http://www.academic3.american.edu/~mertus/Orgs%20in%20Peace%20and%20Conflict.htm)
- Social Issues and Economic Policy Organizations
 - www.globalpolicy.org/social-and-economic-policy/links-and-resources.html
- Sample Internship Organizations
 - www.twc.edu/internships/washington-dc-programs/internship-experience/internship-overview/sample-internship-sites
 - www.twc.edu/internships/washington-dc-program/internship-experience/internship/sample-internship-sites/internati



S-CAR students have completed internships at many different organizations!

Albemarle County Human Resources | ACCESS Youth, Inc.
AECOM International Development | Alexandria Human Rights Office
Alexandria Mediation Service | American Councils for Int'l Education
American Red Cross Corporate Ombudsman Office
Arlington Parks and Recreation | ASGK Campaign
Bethany House of Northern Virginia | Booz Allen Hamilton
Business Executives for National Security | CAIR Coalition
Catholic Charities Migration and Refugee Services
Center for International Private Enterprise | Central Intelligence Agency
CHF International | Communities Without Boundaries International
Community Anti-Drug Coalitions of America | Congressman Connolly
Corporation for National Community Service
Council of Better Business Bureaus | Courtney's House | DCSAFE
Episcopal Church Office of Government Relations | FACETS
Fairfax County Dept. of Neighborhood and Community Services
Fairfax County Government | Fairfax County Public Schools
Families Against Mandatory Minimums | FDIC Internal Ombudsman
Federal Bureau of Investigation, International Corruption Unit
FEMA ADR Division | Fundacion Cambio Democratico | Gateway House
GEMI Incorporated | Genocide Watch | Global Camps Africa
Grieboski Global Strategies | Good 360 | Graine Mediation
Haw a Abdi Foundation | Holy Land Trust | Human Rights Campaign
INOVA Health Systems | Insight | Institute for Multi-Track Diplomacy
Institute for Technology & Social Change
International Association of Fire Fighters
International Peace and Security Institute | Invisible Children
Jewish Community Relations Council of Greater Washington
Juvenile and Domestic Relations District Court of Fairfax County
KOPIN | Korea International Student Conference
Legacy International Global Youth Village

(continued on next page)

Marine Corps Intelligence Activity
 Ministry of Foreign Affairs and Cooperation of Morocco
 Mission of Nicaragua to OAS | Move This World
 National Geographic Channels International | National Wildlife Federation
 Navanti Group LLC | New Brunswick Forest Collaborative
 Northern Virginia Mediation Services | Office of a U.S. Senator
 One Common Unity | Our Daily Bread | Outdoor Odyssey
 Peace Corps Headquarters | Polaris Project | Rappahannock United Way
 Resolve | Rumi Forum | Safe Havens Supervised Visitation & Exchange
 Samaritan Ministry of Greater Washington | Samueli Institute
 SchoolTalk DC | Search for Common Ground | Second Line of Defense
 Shugoll Research, Inc | Special Aerospace Security Services (NSTi)
 Stephen Sheehy III & Associates | Strategies for International Development
 Structural Engineering Group Inc. | SUNGCOD Surigao del Norte
 Teach For America | The DC Center For The LGBT Community
 The Equal Rights Center | The Green Scheme
 The Hunger Project | The Peace Alliance | The Pilgrimage
 Tragedy Assistance Program Survivors (TAPS)
 U.S. Dept. of Justice Community Relations Service
 U.S. Dept. of State, Bureau South Central Asian Affairs
 U.S. Dept. of State, Bureau of Conflict & Stabilization Ops
 U.S. Dept. of State, Center for Strategic Counterterrorism Comm.
 U.S. Dept. of State, Bureau of Democracy, Human Rights, and Labor U.S.
 Dept. of State, Bureau of Ed and Cult Affairs
 U.S. Dept. of State, Mission to NATO | U.S. Dept. of Transportation
 United Nations Association National Capital Area
 United Nations International Criminal Tribunal for Rwanda
 United States Institute of Peace | University for Peace (UIPEACE) Africa
 USAID, Office of Foreign Disaster Assistance
 Veterans of Foreign Wars | Virginia Beach Sheriffs Office
 Voice of America | Washington Peace Center
 Wellness, Alcohol and Violence Education Services
 West Africa Oil Watch
 World Affairs Council of Greater Hampton Roads

Making the Most of Internships:

Internships establish your reputation in the field, which in turn, will influence job opportunities. Remember, in the conflict analysis and resolution field, ninety percent of the job is preparation, office-based work. Five percent is managing what is visible to the parties (external relations) and five percent is the actual process or outcome. As such, most of the jobs in the field are wholly or in part administrative.

Here are some quick tips to help you navigate the internship experience:

- **Know what you are getting into.** Do not expect to be at the head of the organization or the front of the delegation from the beginning. You are there to learn the language and issues of the sector and how others engage in doing CAR work. By being their supporter, cheerfully doing whatever is assigned, you are given both an opportunity to analyze the process and the responsibility to learn the mechanisms and skills necessary to accomplish the organization's work. Keep in mind, whatever work you are doing is going to be essential to the success of the organization and/or your colleagues so don't let them down. Take advantage of this time to familiarize yourself with the various systems, especially the ones such as governmental procurement processes, grant writing, USAID regulations or the like, as well as other systems or skill sets that you can then sell in a future job interview. Even if the task is administrative, students should ask their supervisor how the task they are doing fits into the overall mission of the department or

organization so they can understand how what they are doing fits into the bigger picture and mission.

- **Be professional at all times.** Arrive early, always be open and respectful, read and follow the culture of the organization, dress appropriately, be positive and when necessary, raise issues constructively and discreetly. Remember, this is your probation period for an actual job. Word travels and recommendation letters can influence outcomes. You are also the face of Mason, S-CAR and the field - please represent us well!!
- **Do exceptional work.** Strive to provide rich, highly polished assignments. Remember that for many employers - for better or worse - it is not about who you are, but rather what you do that counts. The best way to get noticed is to do excellent work. Only then will you be trusted with a frontline or client relationship. Figure out as quickly as possibly what they are looking for and then exceed their expectations.
- **Volunteer.** Taking on additional work or putting in extra hours shows that you truly want to contribute and are interested in being a part of the community. Taking the lead on a project shows initiative, gives you an opportunity for creativity, and can make you seem a viable candidate for a position in the organization.
- **Constantly clarify communication.** Establish effective regular communication. Make sure you understand what they are expecting, ask questions, and request feedback. This is also how you indirectly acquire mentoring. If you don't know, be honest and try to find the answers. Don't be

afraid to ask or re-confirm details. Own up to your mistakes so they can be fixed. Communication is the foundation of the success of the organization. Be part of it.

- **Network and find mentors.** As part of maintaining good relationships with your co-workers, be open to what they can teach you. Seek out the people whose job you would like to have someday. Learn from them about how they entered the sector, what advice they can give you, and what the challenges in the field are. After listening to them, inform them of your hopes and directions, as they may be able to refer you to a prospective position.
- **If it is not your cup of tea.... make lemonade!** If you find the internship is not the absolute ideal match, remain professional and complete the work anyways. You can still build useful skills and you have learned what you came to learn- that this sector is not for you.
- **Appreciate the gift.** Often times organizations do not often offer internship opportunities due to the time, training, and resource constraints such programs require. As internships are rare, they are highly competitive. Sometimes these organizations are supporting you because of their relationship with Mason and S-CAR, so make sure to maintain this goodwill for the sake of fellow students who hope to follow in your footsteps. Take time to thank those who have mentored you. Follow up at the end of the internship with thank you notes and maintain your contacts from time to time after you leave. You never know what projects you might work on together in the future!

Internships Abroad:

Mason's **Center for Global Education** offers students the opportunity to intern in dozens of cities all over the world for Mason credit: gloaled.gmu.edu/programs/internships/

PassportCareer.com is a good resource for finding internships abroad. Free subscriptions are available through Mason's **University Career Services Office**. To create an account, go to careers.gmu.edu/resources/ for the registration key.

While there are numerous internship opportunities in countries all around the world, finding them can be difficult. There are many organizations that run international internship programs and charge anywhere between \$600/month and \$2,000/month for a guaranteed internship placement in various locations around the world. Program components, additional costs, accommodations, transportation, and insurance vary.

- *GoAbroad.com*: www.goabroad.com
- *Go Overseas*: www.gooverseas.com
- *International Internships*: www.international-internships.com



Finding an internship abroad will take more time on your own but may be more cost effective and may provide you with a more immersive travel and cultural experience. The internship opportunities are out there but you must do your research! Browsing travel and volunteering blogs can be a good way to learn about different opportunities. Additionally, searching for internship opportunities with international NGOs in specific cities and regions is easy to do online however; use caution and discretion as some programs may not be entirely legitimate.

Annual Internships Showcase:

The internship showcase was an idea put into motion by several of the S-CAR Student Services staff. With the goal to raise awareness among S-CAR students of the many internship opportunities available in the greater Washington, DC area and a desire to foster stronger relationships between S-CAR and organizations relating to the CAR field, their efforts culminated in S-CAR's first internship showcase in October of 2013. Dozens of students attended the showcase and were able to speak with employers from different organizations about the internship opportunities at their organization.

S-CAR has continued with the success of the first internship showcase and now organizes an annual fall internship showcase in mid-October.

Previous attendees:

- Aiki Extensions
- Booz Allen Hamilton
- Conflict Resolution Center of Montgomery County
- Federal Deposit Insurance Corporation (FDIC)
- George Mason University, Office of the Ombudsman
- International Peace and Security Institute
- New Story Leadership
- Northern Virginia Mediation Services
- SchoolTalk



THANK YOU

Fall 2014 Annual Internship Showcase Attendees!

Aiki Extensions

American Red Cross

Center for Peacemaking Practice

Center for the Study of Gender and Conflict

Center for the Study of Narrative and Conflict Resolution

Conflict Resolution Center of Montgomery County

Fairfax County Public Schools

Federal Deposit Insurance Corporation

The Fund for American Studies

Genocide Prevention Program

Institute for Multi-Track Diplomacy

International Peace and Security Institute

Middle East Institute

Northern Virginia Mediation Services

Search for Common Ground

U.S. Department of Justice

World Bank Group



School for Conflict Analysis
and Resolution