



School for Conflict Analysis
and Resolution



Guide to Internship Opportunities

Contents:

Internships for Credit at S-CAR.....	4
Getting Started.....	6
Before Applying.....	10
Internship Postings.....	12
Finding Organizations.....	13
Making the Most of Internships.....	19
Internships Abroad.....	22
Annual Internship Showcase.....	23



Internships for Credit at S-CAR:

All students must receive approval by the Director of Field Experience prior to beginning their internship to receive field experience credit.

Applications must be submitted by the due date posted online for an internship to be considered for credit. No exceptions will be made for late submissions.

Eligibility:

- An internship may be completed at the student's current workplace **ONLY** if a student is completing different work under a different supervisor and the work has been approved by the Director of Field Experience.
- Credit will not be given for past internships.

Additional eligibility criteria can be found online.

- Graduate: scar.gmu.edu/ms-program/integration-options/internship
- Undergraduate: scar.gmu.edu/undergraduate/internships

Receiving Credit:

- Students may register for an internship during the fall, spring, or summer term.
- Students may earn from 3-9 credit hours in a semester. A minimum of 45 hours of internship work is required per credit hour earned. (3 credits = 135 hours; 4 credits = 180 hours; etc.)
- To receive credit for internships, students must also complete several graded assignments during their internships. All internships are graded.

Process for Internship Applications

Step One:

- Complete the internship application and submit by the application due date.

Step Two:

- Submit and/or forward the **Supervisor Agreement** link to your internship supervisor and ask her/ him to complete the online agreement **by the application due date**.

Step Three:

- Email Lisa Shaw (lshaw2@gmu.edu), S-CAR Director of Student Services and Field Experience, after the completed application has been submitted.

Step Four:

- Once your completed application and Supervisor Agreement have been received and approved, you will be contacted by via email by Lisa Shaw who will issue an override permission to register. It is the student's responsibility to register for the course after receiving the override.

Step Five:

- The Director of Field Experience will email the completed application to you after issuing the override. You will need the learning objectives and strategies to refer to throughout your internship.

Step Six:

- Complete and submit the assignments on the Internship Syllabus that will be emailed the first week of class.

The **Graduate Internship Application** and **Site Supervisor Agreement** can be found online here: scar.gmu.edu/ms-program/integration-options/internship

The **Undergraduate Internship Application** and **Site Supervisor Agreement** can be found online here: scar.gmu.edu/undergraduate/internships/application-process

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:

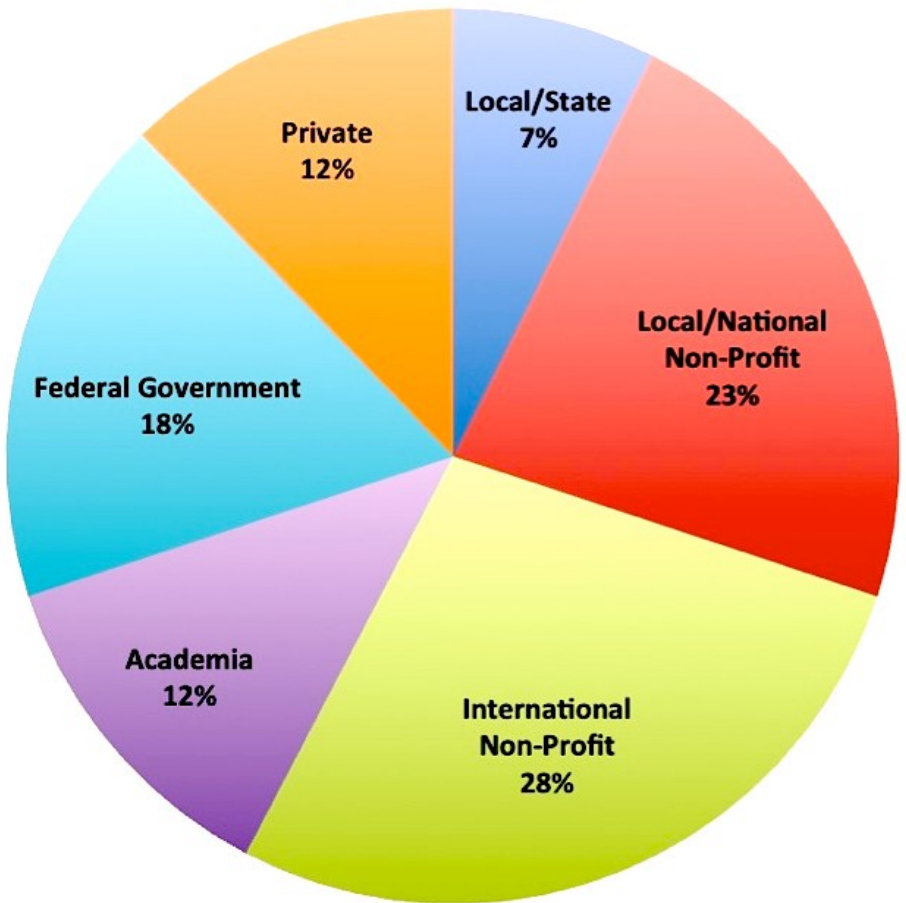
- What skills do you have to offer an organization?
- How will this internship benefit your knowledge, skills, and understanding?
- Are there specific organizations that would provide experience in a particular career direction that you would like to explore more extensively?
- How many hours a week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

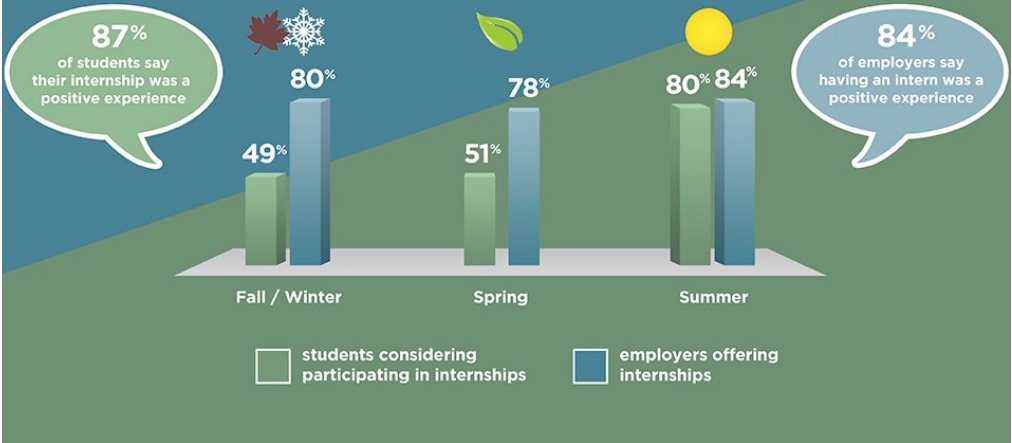
S-CAR students have completed internships at a wide variety of different organizations, companies, agencies, and institutions that work in areas related to conflict resolution, international development, advocacy, education, mediation, youth, security, peacebuilding, and human rights.

***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 Office 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: careers.gmu.edu/students. Additionally, University Career Services has created a fantastic guide for job and internship searching and career planning that discusses resumes, cover letters, job searching, and interviewing. It is a helpful tool for all. It is available here: careers.gmu.edu/students/movingon/upload/document-2.pdf

S-CAR offers various resources relating to careers and internships on their website. 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:

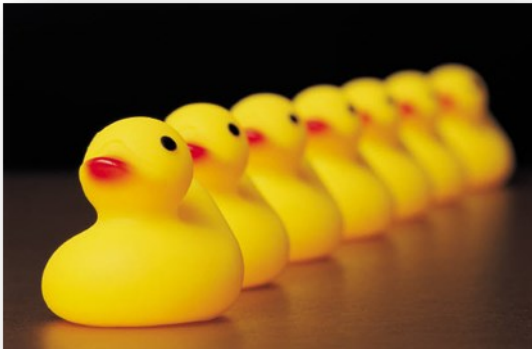
- Internship Basics: www.internships.com/student/resources/basics
- Internship Predictor: www.internships.com/predictor

The Writing Center at University of North Carolina at Chapel Hill explains on its 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
 - hiremason.gmu.edu
- S-CAR Community Network and Forum
 - network.scar.gmu.edu
- Peace and Collaborative Development Network
 - www.internationalpeaceandconflict.org
- Idealist.org
 - www.idealist.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.

Organization Directories:

Human Rights Organizations in Washington, DC

- www1.american.edu/salla/wash-hr.htm

Peace & Conflict Resolution Organizations in D.C.

- www1.american.edu/salla/Wash-pax.htm

Directory of Development Organizations

- www.devdir.org

Great Nonprofits

- www.greatnonprofits.org



Charity Organizations in D.C.

- www.charity-charities.org/charities/DC.html

ReliefWeb

- www.reliefweb.int/organizations

Global Organizations

- www.ucis.pitt.edu/global/taxonomy_vtn/voc/1

Various Organizations in Washington, D.C.

- career.ucsd.edu/undergraduates/getting-experience/internship-information/off-campus-internships/dc-internships/index.html

Non-Profit Organizations in Washington, D.C.

- www.cfp-dc.org/cfpdc/nonprofits.php

NGO GLOBAL NETWORK

- www.ngo.org/index2.htm

InterAction Member Directory

- www.interaction.org/member-directory

International Peacebuilding Organizations

- www.insightonconflict.org/international-peacebuilders

Progressive Social Change Organizations

- www.startguide.org/orgs/orgs00.html

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. These organizations can be a great place to start when looking for an internship:

Albemarle County Human Resources
ACCESS Youth, Inc.
AECOM International Development
Alexandria Human Rights Office
Alexandria Mediation Service
American Councils for International Education
American Red Cross Corporate Ombudsman Office
Arlington Economic Development (AED)
Arlington Parks and Recreation
ASGK Campaign
Bank on Human Rights Coalition
Bethany House of Northern Virginia
Better Business Bureau
Booz Allen Hamilton
Business Executives for National Security
CAIR Coalition
Catholic Charities Migration and Refugee Services
Center for International Private Enterprise
Center for Law and Social Policy
Central Intelligence Agency
CHF International
City of Fairfax Cultural Tourism and Marketing
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
Creative Associates International
DCSAFE
Eagle Horizon Group
Episcopal Church Office of Government Relations
FACETS

Fairfax County, General District Court
Fairfax County, Juvenile & Domestic Relations District Court
Fairfax County, Neighborhood & Community Services
Fairfax County, Office of Alternative Dispute Resolution
Fairfax County Public Schools
Families Against Mandatory Minimums
FBI, International Corruption Unit
FDIC Internal Ombudsman
FEMA Alternative Dispute Resolution Division
Food for the Hungry
Fundacion Cambio Democratico
Gateway House
GEMI Incorporated
Genocide Watch
German Marshall Fund
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
Institute of World Politics
International Association of Fire Fighters
International Peace and Security Institute
Invisible Children
Jewish Community Relations Council of Greater Washington
KOPIN
Korea International Student Conference
Kurdish Human Rights Watch
Legacy International Global Youth Village
Marine Corps Intelligence Activity
Middle East Institute (MEI)
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
Nonprofit Risk Management Center
Northern Virginia Mediation Services
Northrop Grumman
Offender Aid and Restoration of Fairfax County
One Common Unity
Our Daily Bread
Outdoor Odyssey
Palestinian Christian Alliance for Peace
Peace Corps Headquarters
Polaris Project
Rappahannock United Way
Resolve
Royal Embassy of Saudi Arabia
Rumi Forum
Safe Havens Supervised Visitation & Exchange
Safe Ports
Salam Institute for Peace and Justice
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 Constitution Project
The DC Center for the LGBT Community

The Equal Rights Center
The Gray Haven Project
The Green Scheme
The Hunger Project
The Peace Alliance
The Pilgrimage
Thomas Consulting Group
Tragedy Assistance Program Survivors (TAPS)
US Committee for Refugees and Immigrants
U.S. Customs and Border Protection, Office of Chief Counsel
U.S. Customs & Border Protection, Office of Congressional Affairs
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 Operations
U.S. Dept. of State, Center for Strategic Counterterrorism
Communications
U.S. Dept. of State, Bureau of Democracy, Human Rights, & Labor
U.S. Dept. of State, Bureau of Education & Cultural 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 (UPEACE) Africa
USAID, Office of Foreign Disaster Assistance
Veterans of Foreign Wars
Virginia Beach Sheriff's Office
Voice of America
Washington Nationals Youth Baseball Academy
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. 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 possible 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 critical to 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 advise 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](https://www.passportcareer.com) is a good resource for finding internships abroad. Free subscriptions are available through Mason's **University Career Services**. For the registration key, go to careers.gmu.edu/resources/.

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, accommodations, transportation, insurance, and additional costs 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.

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.



THANK YOU

Fall 2015 Internship Showcase Attendees!

Alliance for Peacebuilding
Center for the Study of Gender and Conflict
Center for Strategic and International Studies
Conflict Resolution Center of Montgomery County
Fairfax County, Office of Alternative Dispute Resolution
Genocide Watch
George Mason University, Ombudsman
Global Women Foundation
IEDA Relief
Institute for Multi-Track Diplomacy
International Peace and Security Institute
Middle East Institute
Northern Virginia Mediation Services
The Brookings Institute
The Trust for the Americas
The World Bank Group
U.S. Department of Justice
U.S. Department of Agriculture, Ombudsman