



THE UNIVERSITY of TEXAS SYSTEM
OFFICE OF FEDERAL RELATIONS



UT System Resource Guide

DoD Internships and Leadership Experiences



DoD Internships FAQ

Internship Opportunities

What programs are offered through the DoD?

There are multiple internship programs offered in the departments and agencies within the DoD. All of them offer unique experiences and require an array of skill sets. Most formal programs and their application process can be found on www.usajobs.gov.

Also, students should visit www.students.usajobs.gov and search for PATHWAYS career developmental opportunities that enable rotations and include significant training. PATHWAYS is open to undergraduates, graduates, recent graduates, veterans, and people with disabilities.

Tailored programs can be arranged directly between students and departments of interest. There are a range of opportunities in Washington DC and around the country that students may apply to.

Does the DoD offer summer programs?

Yes. Summer is the prime season for opportunities, but internships are also offered year-round in most agencies. Students with disabilities should apply for the Workforce Recruitment Program (WRP) for paid summer internships, both in and outside the Department of Defense. (www.wrp.gov)

Can I receive academic credit for my internship?

Academic credit is possible depending on the student's program, degree plan, and institutional policies.

Can I apply to multiple programs simultaneously?

Yes. Due to the highly competitive nature of entry-level jobs and internships, it is recommended to apply to multiple agencies and departments.

Can I be offered a full-time position at the conclusion of my internship?

Yes. It may be possible to be offered a full-time position at the conclusion of an internship with the DoD. Often connections established during an internship period can help lead to a greater awareness of opportunities and familiarity with the DoD staff looking for candidates. However, the purpose of these internships is to expose students to various topics and gain experience.

What kind of professional development will I receive while interning at the DoD?

Working with Active Duty, Guard, Reservists, and civil servants is fascinating. For students not familiar with military terms, the opportunity to learn an incredible amount in a short period of time exists. In addition to military related knowledge, students will learn how different agencies and branches of the government are interrelated. Students should also expect to gain strong leadership skills and experience. DoD internships allow for the development of strategic communication and networking skills, as well as organization and management in a fast-paced environment.

Are there research opportunities with the DoD?

The military research labs provide students with both internship and fellowship opportunities that offer ample amounts of research opportunity. Please visit the [Navy Research Lab](#), [Army Research Lab](#), and [Air Force Research Lab](#) websites for more information about these opportunities.

Is Washington DC the only location where DoD internships are offered?

No. Students are able to participate in DoD internships in a variety of locations outside of Washington, DC including Texas, the continental US, and overseas.



Qualifications

Who is eligible?

Both undergraduate and graduate level students, as well as post-doctoral researchers, are eligible to apply for DoD internships. Some internship programs are open to international students, but this is highly dependent on the country of origin of the international student, and the security sensitivity involved.

Do I need to have a minimum grade point average?

The DoD application review process is holistic, considering more than just grade point average. While there is no minimum grade point average required to work as an intern at the DoD, higher grades are more competitive, as they can demonstrate performance abilities.

What kind of experience is necessary to work as an intern in the DoD?

During the application process, agencies ask candidates to identify their skill sets. These responses are used to align applicants with roles in different DoD offices. Students should be sure to provide specific details of how experience matches the job announcement.

For example, an international policy office would be seeking students studying international relations or international political economy. An intelligence office may be seeking students with a background in computer science, engineering, or public affairs/social sciences. Students with experience in language or cultural studies are also highly competitive.

Though some internships may request certain areas of study, students from all backgrounds and fields are able and encouraged to apply.

What is the screening process for employment at DoD?

The screening process may include an application, background check, and a security clearance process. Programs with a security clearance have a longer lead time for an application, unless an applicant holds an active clearance. Generally, eight to ten months are needed to review applications, hire, and apply and process security clearances. Students interested in interning with the DoD should consider beginning their application process two semesters before the semester they want to complete the internship during.

Will I have a point of contact to address questions pertaining my application or security clearance?

Yes, someone from the department students apply to will serve as a contact during the application and security clearance process. Follow-up is key; it helps to talk by phone to establish a rapport.

Student Veterans/ROTC

Will an internship fulfill my military obligation?

No, any internship with federal agencies outside of the military will not fulfill a military obligation.

Does the DoD offer veterans/ROTC preference?

Yes. Veterans preference is taken into account. Students can explore opportunities at www.usajobs.gov and www.students.usajobs.gov.

For more information on veterans working in the federal government, including programs for transitioning service members/veterans and information on veterans' preference, please visit <http://www.fedshirevets.gov>.



Logistics and Accommodations

Are internships with the DoD paid?

Normally, internship programs in the DoD provide some type of funding (i.e. stipend). This will vary by organization, however, so students are encouraged to confirm funding opportunities directly with their DoD internships contact.

Will housing be provided?

Students participating in a DoD internship as well as the Archer Fellowship will have secured access to housing in Washington DC. Students who are not affiliated with the Archer Fellowship will be responsible for securing their own housing while in DC. Students can find housing in DC through several different avenues: [Washington Intern Housing Network](#), [Washington Intern Student Housing](#), or through UT or Archer Center alumni networks.

Housing is not guaranteed to be provided through the student's internship program, though the option is occasionally available depending on the organization. Students are encouraged to confirm this with their DoD internship contacts.

How do I get started?

Explore your options on the DoD websites — *Do your homework!*

Read about the missions of the organizations you are interested in applying with to determine where you will be the best fit based on your career and leadership interests.

Talk to with Career Services offices and academic advisors — *See your options!*

Let people on your campus know you are looking for an internship in DC – you never know who they might be able to put you in contact with.

Call or email with the agencies you are interested in — *Make contact!*

Complete applications, and find a point of contact at the offices of interest to share your resume with.

Other Helpful Links

U.S. Department of Veterans Affairs Employment Services:

<http://explore.va.gov/employment-services>

U.S. Department of Defense Science, Technology, Engineering, and Math Opportunities:

<http://www.cee.org/tep-lab-bench/pdf/DoD.Scholarships.Internships.pdf>

U.S. Department of Defense Science, Mathematics and Research for Transformation (SMART) Scholarship for Service Program:

<https://smart.asee.org/about>

The University of Texas System Office of Federal Relations:

<http://www.utsystem.edu/offices/federal-relations>

The Archer Center:

<http://www.archercenter.org/>



Examples of DoD Opportunities

DoD Pathways Program

<https://www.usajobs.gov/studentsandgrads>

<https://www.opm.gov/policy-data-oversight/hiring-information/students-recent-graduates/#intern>

The Pathways Programs offer clear paths to Federal internships for students from high school through post-graduate school and to careers for recent graduates, and provide meaningful training and career development opportunities for individuals who are at the beginning of their Federal service. As a student or recent graduate, you can begin your career in the Federal government by choosing the path that best describes you and where you are in your academics:

1. Internship Program
2. Recent Graduates Program

Defense Intelligence Agency

<http://www.dia.mil/Careers/Students.aspx>

Academic Semester Internship Program

DIA's Academic Semester Internship Program (ASIP) provides promising undergraduate seniors and graduate students enrolled as full-time degree-seeking students at U.S. accredited universities and colleges, located within commutable distances to DIA locations, the opportunity to gain practical work experience in intelligence analysis while enrolled in classes.

Cooperative Education Program

DIA's Cooperative Education (Co-op) Program provides a select number of talented undergraduate and graduate students the opportunity to gain valuable work experience in combination with their academic studies. This is an excellent opportunity for students seeking to serve their country to participate in the critical work of the Agency through an extended work period.

Summer Intern Program

DIA's Summer Intern Program provides promising undergraduate and graduate students the opportunity to gain practical work experience in the areas of analysis, research, report writing, oral briefings, policy development, program management, and computer applications related to the intelligence field. Interns are appointed for a 10-week period from June through August, as full-time, temporary employees. All interns must be granted a security clearance and successfully pass a drug screening test prior to being made a final offer.

DoD STEM

<http://www.dodstem.us/stem-programs/internships>

DoD STEM internships allow high school and college students the opportunity to engage in hands-on research, solving real-world problems at DoD laboratories and facilities.

Defense Information Systems Agency Pathways Program

<http://www.disa.mil/Careers/Pathways-Program>

The Internship Program replaces the Student Career Experience Program (SCEP) and Student Temporary Employment Program (STEP). This Program is designed to provide students enrolled in a wide variety of educational institutions, from high school to graduate level, with opportunities to work in agencies and explore Federal careers while still in school and while getting paid for the work performed. Students who successfully complete the program may be eligible for conversion to a permanent job in the civil service.



DoD Organization



Organization of the Department of Defense (DoD)

