U.S. Department of Agriculture

Student Employment Program Opportunities

Join the USDA Team!

- Internships
- Scholarships
- Fellowships
- Volunteers

"USDA is an equal opportunity provider and employer."

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USDA Mission Areas and Agencies

The United States Department of Agriculture provides leadership on food, agriculture, natural resources, and related issues based on sound public policy, the best available science, and efficient management.

USDA has:

- 7 Mission Areas
- 17 Agencies
- 16 Offices

▪ **Farm and Foreign Agricultural Services (FFAS)** • Farm Service Agency (*FSA*) • Foreign Agricultural Service (*FAS*) • Risk Management Agency (*RMA*)	▪ **Marketing and Regulatory Programs (MRP)** • Agricultural Marketing Service (*AMS*) • Animal and Plant Health Inspection Service (*APHIS*) • Grain Inspection, Packers, and Stockyards Administration (*GIPSA*)
▪ **Food, Nutrition and Consumer Services (FNCS)** • Center for Nutrition Policy and Promotion (*CNPP*) • Food and Nutrition Service (*FNS*)	▪ **Natural Resources and Environment (NRE)** • Natural Resources Conservation Service (*NRCS*) • Forest Service (*FS*)
▪ **Food Safety (FS)** • Food Safety and Inspection Service (*FSIS*)	▪ **Research, Education and Economics (REE)** • Agricultural Research Service (*ARS*) • Economic Research Service (*ERS*) • National Agricultural Statistics Service (*NASS*) • National Institute of Food and Agriculture (NIFA) • National Agricultural Library (NAL)
▪ **Rural Development (RD)** • Rural Business and Cooperative Programs (*RB*), Rural Housing (*RH*) and Rural Utilities (*RU*)	

USDA Staff Offices

www.usda.gov	
Office of Communications (OC) OC is USDA's central source of public information. The office provides centralized information services using the latest, most effective and efficient technology and standards for communication. It also provides the leadership, coordination, expertise, and counsel needed to develop the strategies, products, and services that are used to describe USDA initiatives, programs, and functions to the public.	**Office of the Chief Information Officer (OCIO)** OCIO has the primary responsibility for the supervision and coordination of the design, acquisition, maintenance, use, and disposal of information technology by USDA agencies. OCIO strategically acquires and uses information technology resources to improve the quality, timeliness and cost-effectiveness of USDA services.
Office of the Assistant Secretary for Civil Rights (OASCR) OASCR's mission is to facilitate the fair and equitable treatment of USDA customers and employees, while ensuring the delivery and enforcement of civil rights programs and activities. ASCR ensures compliance with	**Office of the Chief Economist (OCE)** OCE advises the Secretary on the economic situation in agricultural markets and the economic implications of policies and programs affecting American agriculture and rural communities. OCE serves as the focal point for economic intelligence and analysis related to

applicable laws, regulations, and policies for USDA customers and employees regardless of race, color, national origin, gender, religion, age, disability, sexual orientation, marital or familial status, political beliefs, parental status, protected genetic information, or because all or part of an individual's income is derived from any public assistance program. (*Not all bases' apply to all programs*).	agricultural markets and for risk assessment and cost-benefit analysis related to Departmental regulations affecting food and agriculture. **Office of Tribal Relations (OTR)** The Office of Tribal Relations is located in the Office of the Secretary, and is responsible for government-to-government relations between USDA and tribal governments.
Office of Budget and Program Analysis (OBPA) OBPA provides centralized coordination and direction for the Department's budget, legislative and regulatory functions. It also provides analysis and evaluation to support the implementation of critical policies. OBPA administers the Department's budgetary functions and develops and presents budget-related matters to Congress, the news media, and the public.	**Office of the Executive Secretariat (OES)** OES ensures that all Department officials are included in the correspondence drafting and policy-making process through a managed clearance and control system. Keeping policy officials informed of executive documents enhances the Secretary's ability to review sound and thought out policy recommendations before making final decisions.
Departmental Management (DM) DM provides central administrative management support to Department officials and coordinates administrative programs and services.	**National Appeals Division (NAD)** NAD conducts impartial administrative appeal hearings of adverse program decisions made by USDA and reviews of determinations issued by NAD hearing officers when requested by a party to the appeal.
Office of Congressional Relations (OCR) OCR serves as the USDA's liaison with Congress. OCR works closely with members and staffs of various House and Senate Committees to communicate the USDA's legislative agenda and budget proposals.	**Office of the Inspector General (OIG)** OIG investigates allegations of crime against the Department's program, and promotes the economy and efficiency of its operations.
Office of the Chief Financial Officer (OCFO) OCFO shapes an environment for USDA officials eliciting the high-quality financial performance needed to make and implement effective policy, management, stewardship, and program decisions.	**Office of the General Counsel (OGC)** The Office of the General Counsel (OGC) is an independent legal agency that provides legal advice and services to the Secretary of Agriculture and to all other officials and agencies of the Department with respect to all USDA programs and activities.
Office of Advocacy and Outreach (OAO) The Office of Advocacy and Outreach (OAO) was established by the 2008 Farm bill to improve access to USDA programs and to improve the viability and profitability of small farms and ranches; beginning farmers and ranchers and socially disadvantaged farmers or ranchers. OAO develops and implements plans to coordinate outreach activities and services provided by the Department through working collaboratively with the field base agencies, and continually assessing the effectiveness of its outreach programs.	**Faith-based and Neighborhood Partnership (FBNP)** USDA has a long history of working with faith-based and community organizations to help those in need, by providing federal assistance through domestic nutrition assistance programs, international food aid, rural development opportunities, and natural resource conservation. **Office of Environmental Markets (OEM)** OEM supports the development of emerging markets for carbon, water quality, wetlands, and biodiversity.

Jobs at USDA…are much more than an office job…

Did you know that some folks don't think there is a future in agriculture because there are fewer farmers today? But in reality agriculture is much more than farming! There are many opportunities in the world of agriculture. Many of the higher paying jobs in agriculture require college degrees.

The U.S. Department of Agriculture (USDA) offers different pathways opportunities for students or recent graduates to work in the agricultural, science, technology, math, environmental, management, business and many other fields. USDA offers internships, scholarships, and fellowships opportunities to students and recent graduates to help them to excel in their chosen fields.

Management	Agribusiness and Industry
Accounting/Auditing Budget Contracting/Procurement Criminal Justice Equal Opportunity Management/Program Analysis Personnel Management Public Affairs Computer Sciences	Agricultural Business Agricultural Commodities Crop Insurance Administration Crop Insurance Underwriting Economics Agricultural Extension Food Program Management International Trade Economics Loan Management/Finance
Science and Technology	
Agronomy Animal Sciences Archaeology Biological Sciences Biotechnology Chemist Engineering Food Inspection Food Technology Forestry	Geology/Hydrology Landscape Architecture Mathematics/Statistics Nutrition Plant Pathology/Physiology Soil Sciences/conservation Veterinary Medicine Wildlife Biology

USDA Student Employment Opportunities Fact Sheet

Internship Program

The Internship Programs provide paid and unpaid work experience to students who are in high school or pursuing an undergraduate or graduate degree in an accredited college or university (including Home-Schooling, Certificate Programs and Community Colleges). Internships can be seasonal (Summer, Fall, Spring) or year round.

General Requirements	▪ U.S. Citizen or U.S. Permanent Resident, ▪ At least 16 years of age, ▪ Enrolled or accepted for enrollment in school or vocational program, full or part time, and ▪ GPA of 2.0 or higher.	Deadlines to Apply
USDA Summer Internship Program (SIP)	http://www.dm.usda.gov/employ/SIPIntro.htm)	Jan/Mid Apr-Summer
USDA Junior Agricultural Ambassador Program	http://www.hsi.usda.gov/Students/JAAP.htm	May
USDA Wallace-Carver Internship Program (WCIP)	http://www.worldfoodprize.org/index.cfm?nodeID=25287	Oct - Nov
USDA Information Technology Internship Program (ITIP)	http://www.ocio.usda.gov/intern/index.html	Jan-Mar
USDA Veterinary Student Employment Program (VSEP)	http://www.fsis.usda.gov/careers/Veterinary_Student_Employment_Program/index.asp	Fall
USDA National Agricultural Library (NAL)	http://nal.usda.gov/about/LIBRARY_INTERNSHIP.pdf	Year Round
USDA Workforce Recruitment Program (WRP)	https://wrp.gov/LoginPre.do?method=login	Fall
USDA International Agricultural Internship Program (IAIP)	http://www.fas.usda.gov/admin/student/iaip/index.asp	Mar-Fall Jul-Spring Nov-Summer
USDA Foreign Agriculture Summer Internship Program	http://www.fas.usda.gov/admin/student/program.asp	Feb

Third Party Internship Providers (Contractors)

Under the third party internship providers utilized at USDA, interns are not considered federal employees but contractors. These programs typically provide stipends for interns.		Deadlines to Apply
Hispanic Association of Colleges and Universities (HACU)	http://www.hacu.net/hacu/HNIP.asp POC: Sandra Cortez - sandra.cortez@osec.usda.gov	Jun-Fall Oct/Feb-Summer
Washington Internship for Native Students (WINS)	http://www1.american.edu/wins/ POC: Lawrence Shorty - Lawrence.shorty@osec.usda.gov	Feb
Student Conservation Association (SCA)	http://www.thesca.org/serve/internships POC: admissions@thesca.org	Sept/Nov-Spring Feb/May-Summer Jul/Aug-Fall
D.C. Government Passport-to-Work Summer Youth Employment Program (GPWSYEP)	http://www.does.dc.gov/does/cwp/view,a,1232,q,638739.asp POC: Michelle Jordan - recruitment@dm.usda.gov	Feb-Mar
Conference on Asian Pacific American Leadership (CAPAL)	http://www.capal.org/programs/federal-internship-program/ POC: Christine Chen - info@capal.org	Feb
Job Corps	http://www.jobcorps.gov/home.aspx POC: National_Office@jobcorps.gov	-
YearUP	http://www.yearup.org/ Wenndy Carrasco - wenndy.carrasco@dm.usda.gov	August/February

National Association for Equal Opportunity in Higher Education Internship Program (NAFEO)	Wenndy Carrasco - wenndy.carrasco@dm.usda.gov	-

Opportunities for Veterans

The Veterans Administration Vocational Rehabilitation and Employment is a program that provides a source for veterans to gain non-paid work experience.

VA, Vocational Rehabilitation & Employment (*Non-Paid Work Experience*) (VA-VRE)	POC: David Dissinger - David.dissinger@dm.usda.gov	Year-round

Scholarship Program

The Student Scholarship Program provides undergraduate or graduate students with various supports such as tuition assistance, internships, career development, leadership development, mentoring, and/or grants to support research studies.

General Requirements		Deadlines to Apply
	▪ U.S. Citizen or U.S. Permanent Resident, ▪ At least 16 years of age, ▪ Enrolled or accepted for enrollment in a college or university degree seeking program, full or part time, and ▪ GPA of 3.0 or higher.	
USDA/1890 National Scholars Program Contact: 1890init@usda.gov	http://www.usda.gov/wps/portal/usda/usdahome?contentidonly=true&contentid=1890program.xml	Feb
USDA/1994 Tribal Scholars Program Contact: Lawrence.shorty@osec.usda.gov	http://webb.nmu.edu/Centers/NativeAmericanStudies/SiteSections/Resources/NAS/USDA_Tribal_Scholars_Program_Application_FY_2010.pdf	Feb
USDA/Public Service Leader Scholars Contact: Sandra.cortez@osec.usda.gov	http://www.hsi.usda.gov/Students/PSLS.htm	May
William Helms Scholarship Program Call for further information: (202) 690-4759.	http://www.aphis.usda.gov/plant_health/helms/index.shtml	Mar
USDA The Saul T. Wilson, Jr., Scholarship Program Call for further information: (202) 690-4759.	http://www.aphis.usda.gov/career_opportunities/student_programs.shtml	Mar
USDA Forest Service Chief's Scholars Program	Contact Lauren Marshall for details lemarshall@fs.fed.us	Dec

Fellowship Program

Fellowship Programs are prestigious, competitive programs that support leadership development of recent graduates from graduate degree programs who have been pre-qualified, or recommended by a network of graduate schools.

General Requirements		Deadlines to Apply
	▪ U.S. Citizen, ▪ GPA 3.0 or higher, ▪ Recently graduated from a graduate degree program, ▪ Nominated by your school dean, ▪ Pass online and in-person assessment, ▪ Accepted to the fellowship program, and ▪ Find a position within the Agency.	
Presidential Management Fellowship Program (PMF)	http://www.pmf.gov/	Oct
Congressional Hispanic Caucus Institute Fellowship Programs (CHCI-FP)	http://www.sc.nrcs.usda.gov/civil%20rights%20info/HEPM_Jayson_Mas/CHCI%202011%20Program%20Applications.pdf	Nov-Spring Feb-Summer Apr-Fall
USDA APHIS – Claudia Cartwright Fellowship	To obtain more information, please call at (202) 690-4759 or at (301) 734-7550	April

Volunteer Program

The NRCS Earth Team is the volunteer component of the USDA Natural Resources Conservation Service (NRCS). Earth Team volunteers play an important role in helping protect and conserve our Nation's natural resources. Earth Team offers outstanding and exciting opportunities for students who need professional work experience or academic credit.

General Requirements	▪ 14 years of age or older, ▪ Interested in conserving natural resources, and ▪ You can work part-time, evenings or weekends, and outdoors or in a local NRCS office.	Deadline to Apply
NRCS Earth Team Volunteers (NRCSETV)	www.nrcs.usda.gov/feature/volunteers	Year Round
Contact	Wenndy Carrasco, M.P.A. Departmental Student Employment Program Manager Direct line: (202) 260-8335 E-mail at USDA.Internships@dm.usda.gov	
All internships programs are open to Veterans and Students with Disabilities.		

How to Apply to Student Internship Programs at USDA

General Internship Facts	
Use all methods available to apply to USDA student internships	
One-stop common application	http://www.studentapplication.usda.gov
Applicant Guide	http://www.dm.usda.gov/employ/InternshipProcessApplicantGuide-revised04142011.pdf.
Research each agency's internship announcements on their specific web page	www.USDA.gov
Search for USDA positions	www.USAJobs.com
For questions regarding how to apply	USDA.Internships@dm.usda.gov

One-Stop, Common Application Method

1. Go to www.USDA.gov and click on "Educators and Students" under "Information for"
2. Click on "Internships and Scholarships" located under "**Related Topics**"
3. Under the section "Internship Programs" click on the Application Guide for instructions on how to apply
4. Click on "**Apply Now**" and complete the application

Note:

- Once in the application, you will create a Level 1 e- authentication account and submit your application into our database.
- E-authentication is a security tool that is used by USDA to ensure that information being submitted by applicants is maintained in a secure environment. Additionally, once a student creates an e-authentication account with USDA, they can use this account to revisit their current application, make changes, update and access archived applications for re-submission. By providing an e-authentication requirement in order to apply using the One-Stop Application, USDA is keeping your personal information safe and only accessible by the person creating the account.
- USDA Hiring Managers and Student Intern Coordinators will review the applications in the data base. Additionally, our staff will review and forward your application to an agency in which you are interested or that may be interested in you.

Once your application is in our database, recruiters, hiring managers and internship coordinators will have the ability to search the data base on the following criteria:

- Area of Interest
- Academic Major
- Location
- Academic Level
- Internship Session
- Application Status

Affinity Groups

Agency Specific Application Method (If you know for which agency you would like to work)

1. Go to www.USDA.gov and click on "Educators and Students" under "Information for"
2. Click on "Internships and Scholarships" located under "Related Topics"
3. Click the heading "Internship Programs"
4. Select the Specific Agency under "Related Topics" and search each agency's website for internship postings. Follow the agency specific instructions for applying for the position and apply.
USAJobs.gov Method
1. Go to www.usajobs.com and click on "Students and Recent Graduates"
2. Type in "USDA" as a keyword
3. Type in the city, state or zip code where you would like to work
4. Browse the available positions, note closing dates, follow directions for applying to the position and apply.
General Internship Facts
• Pay Level – or General Scale (GS) levels for internships vary based on the position, level of experience, and college level. • Pay Scale can be found at: www.OPM.gov, click on "View Salary Tables" • Most position announcements include the salary and GS level in the posting.

USDA Professional Organizations Scholarships

The National Organization of Professional Hispanic Natural Resources Conservation Service Employees (NOPHNRCSE)

The National Organization of Professional Hispanic Natural Resources Conservation Service Employees (NOPHNRCSE) awards academic scholarships to deserving students who are pursuing a degree in an Agriculture, Natural Resources, or natural resources conservation-related fields of study at an accredited institution of higher education.

They also offers three special funds ($1,000 each) established by notable members and their families to encourage new generations of Hispanics to pursue careers in Agriculture and Natural Resources Conservation. The eligibility criteria are as follow:

- ***Martha Guerra-Arteaga Scholarship:*** established for a female student with a major in Public Affairs, Communications or Natural Resources Conservation.
- ***Remides-Coronado Scholarship:*** established for a student from the Southwestern part of the United States with a major in Agriculture or Natural Resources Conservation.
- ***Ray T. Margo Scholarship*:** established for an incoming Junior or Senior student pursuing a major in Range Management.

General Requirements	Student Eligibility Requirements: ▪ Graduating High School students accepted to an accredited college or university and registered full-time students with at least one full academic year remaining before graduation. ▪ Demonstrate integrity, ability, and competence in work. ▪ Show interest in pursuing a career in Natural Resources Conservation. ▪ Have a grade point average of at least 2.75 on a 4.0 scale. ▪ Submit completed application form and requested documentation.	Deadlines to Apply
For more information please contact: Amanda N. Hasemeier Scholarships@nophnrcse.org Office: 717-237-2236	http://www/nophnrcse.org	Oct

Agency Student Employment Program Coordinators

Agency	Contact	Email	Phone
Departmental Management (DM)	Wenndy Carrasco (Oversees Student Programs Recruitment, Outreach & Orientation)	wenndy.carrasco@dm.usda.gov	202-720-0412
	Nicole Smith (Process paperwork for DM only)	nicole.smith@dm.usda.gov	301-504-4321
	Carol Scott (Provide training for Student Programs ONLY)	carol.scott@dm.usda.gov	202-260-8364
Farm and Foreign Agricultural Services (FFAS) **Farm Services Agency** **Risk Management Agency**	Keisha Valentine-Jones Serves FSA and RMA	keisha.jones@wdc.usda.gov	202-401-0228
Foreign Agriculture Service	Nikia Sizer (Serves FAS)	nikia.sizer@wdc.usda.gov	202-401-0176
Food, Nutrition and Consumer Services **Food and Nutrition Service** **Center for Nutrition Policy and Promotion**	Joanie Dilone Serves FNS and CNPP	FNSOpportunities@fns.usda.gov	703-305-2463
Food Safety Food Safety and Inspection Service	Laura Sepulveda	fsisstudentjobs@fsis.usda.gov	202-720-9401
Natural Resources and Environment (NRE) **Forest Service** **Natural Resources Conservation Service** **Office of Environmental Markets**	Julie Ortiz (Serves FS)	julieortiz@fs.fed.us	505-563-9262
	Tanya Robles Serves NRCS and OEM	tanya.robles@wdc.usda.gov	202-720-0768
Marketing and Regulatory Programs (MRP) Agricultural Marketing Service; Animal and Plant Health Inspection Service; Grain Inspection, Packers, and Stockyards Administration	Heidi Bock (Serves AMS, APHIS and GIPSA)	heidi.bock@aphis.usda.gov	612-336-3343
Office of the Inspector General	Candace Samuels	candace.samuels@oig.usda.gov	202-720-7538
Research, Education and Economics (REE) Agricultural Research Service National Agricultural Statistics Service National Institute of Food and Agriculture Economic Research Service	Mary Weber	mary.weber@ars.usda.gov	301-504-1397
	Mary DeNardo	mary_denardo@nass.usda.gov	202-720-4971
	Eboni Wiggins	eboni.wiggins@ars.usda.gov	301-504-1757
	Loretta Miller	erssummerinterns@ers.usda.gov	202-694-5379
Rural Development (RD)	Leslie McBroom	leslie.mcbroom@wdc.usda.gov	202-692-0199

Scholarships Coordinators Information

Agency	Contact	Email	Phone
USDA 1890National Scholars	Brittini Brown Shirley Hill	brittini.brown@osec.usda.gov Shirley.hill@osec.usda.gov	256-372-5417
USDA 1994 National Scholars and Washington Internships for Native Students (WINS)	Lawrence Shorty	lawrence.shorty@osec.usda.gov	202-720-7265

Third Party Internship Providers Coordinators Information

USDA HACU National Internship Program	Sandra Cortez	sandra.cortez@osec.usda.gov	202-720-6505

Linking Students to USDA Opportunities and Resources

Resource	Web Address
USDA Career website:	• http://www.usda.gov/internships_scholarships.xml.
USDA Internship Program Email Account (for inquiries):	• USDA.Internships@dm.usda.gov
OHRM Career site:	• http://www.dm.usda.gov/employ/SIPIntro.htm)
USDA Careers with a Difference:	• http://www.ars.usda.gov/is/video/vnr/usdacareers.htm
USDA Academy site:	• http://www.usda-academy.com
USDA Mission Areas Career sites:	• Agricultural Marketing Service http://www.ams.usda.gov/AMSv1.0/ams.fetchTemplateData.do?template=TemplateC&navID=Opportunity&topNav=Opportunity&page=Opportunities&acct=AMSPW • Animal Plant Health Inspection Service (http://www.aphis.usda.gov/career_opportunities/student_programs.shtml) • Center for Nutrition Policy and Promotion (http://www.cnpp.usda.gov/internships-otheropportunities.htm) • Economic Research Service (http://www.ers.usda.gov/AboutERS/Employment/) • Farm Service Agency (http://www.fsa.usda.gov/FSA/search?source=INTERNAL&navid=SEARCH&mode=simple&fromapp=hrdHomePage&mylang=&mystate=&q=internships&site=FSA_HRD) • Food and Nutrition Service (http://www.fns.usda.gov/hr/careers.htm) • Food Safety and Inspection Service (http://www.fsis.usda.gov/Careers/Fellowships_&_Internships/index.asp) • Forest Service (http://www.fs.fed.us/fsjobs/) • Foreign Agriculture Service (http://www.fas.usda.gov/admin/newjobs/fasjobs.asp) • National Agricultural Library (http://www.nal.usda.gov/about/LIBRARY_INTERNSHIP.pdf) • National Agricultural Statistics Service (http://www.nass.usda.gov/Contact_Us/Opportunities/index.asp) • Natural Resources Conservation Service (http://www.nrcs.usda.gov/about/employment.html) • Risk Management Agency (http://www.rma.usda.gov/aboutrma/opportunities/jobs.html) • Rural Development (http://www.googlesyndicatedsearch.com/u/RD?q=internships)
USAStudentJobs.gov:	• http://www.studentjobs.gov/
Office of Personnel Management Website:	• http://www.opm.gov/employ/students/index.asp
USAJOBS:	• http://www.usajobs.opm.gov/

Frequently Asked Questions

1. **Who qualifies to apply for student internship positions?**
   A student who is: a U.S. Citizen or U.S. Permanent Resident or otherwise authorized to be employed; at least 16 years of age; currently enrolled or accepted for future enrollment in an accredited school/vocational/home-schooled program; available for full-time or part-time work; has a G.P.A. of 2.0 or higher; and meets the requirements of a vacancy.

2. **If I graduate this spring and have not applied to another school am I still eligible for an internship?**
   If someone has just graduated from a degree program and has not yet applied to another school, the person will not qualify for an internship position. In order to qualify, the applicant must be currently enrolled in a degree or certificate program and/or have been accepted to another program. A student enrolled in GED courses and pursuing a GED diploma meets the definition of student.

3. **Are the internships for the summer only?**
   In most cases, yes, however, some USDA internship opportunities are available throughout the year. Each agency has its own hiring criteria and deadlines. If an applicant is interested in learning more about internship opportunities, he or she should contact the Agency internship coordinator directly. These contact numbers may be found at: <*link to the internship coordinators matrix*?>

4. **What is the deadline to apply for an internship and when should I expect to hear the results?**
   Applications for summer internships are accepted each year beginning the last week of January through the last week of April. Notification of placements is made between mid-April and mid-May of each year. Orientation day starts in mid-June for headquarter interns, and orientation for field interns starts on their first day of work.

5. **How much will students get paid?**
   Most intern position announcements provide the salary and GS level in the vacancy announcement. The term **"GS"** stands for **General Schedule.** It is simply a pay-scale. As such, pay scales for internships vary based on the position, level of experience, and educational level achieved. The Federal Government Pay Scale can be found at: www.OPM.gov, click on "View Salaries and Wages".

6. **How long are the summer internships?**
   The summer internships vary in length of time based on agency need and position. Generally internships can begin anytime in May or June and usually end in August. Terms of employment may be generally negotiated on a case-by-case basis with the hiring manger.

7. **How many interns will USDA hire?**
   USDA usually hires between 5,000 and 8,500 students annually nationwide. This number varies each year by Agency and is based on internship needs and funding availability.

8. **Where are the internships located?**
   Internship opportunities are located across the United States and the District of Columbia as well as U.S. Territories/Possessions including American Samoa, Navassa Island, Northern Mariana Islands, Jarvis Island, Baker Island, Guam, Howland Island, Johnston Atoll, Kingman Reef, Midway Islands, Palmyra Atoll, Puerto Rico, U.S. Virgin Islands, and Wake Atoll.

9. **Where do I look to learn more about the different USDA agencies?**
   There are several options, including, but not limited to the home page located at: www.usda.gov and, in the top tab, select "Agencies and Offices." From here you may select from our 17 agencies and 15 offices or select the 7 mission areas links. Or you may click each link from the "Linking Applicants to USDA Factsheet" to search the agency for which you may be interested.

10. **Sustainability is an initiative. Are there internships for those with Sustainability Studies majors?**
    Students with diverse majors and interests are sought after by USDA agencies even for work on the Sustainability Initiative. Sustainability of programs and initiatives could be a part of an internship experience. However, those with Sustainability Studies Majors discover ways to take advantage of the earth's natural resources while simultaneously protecting them for use by future generations. The major is a combination of ideas and methods from a variety of disciplines, such as the sciences, social sciences, and humanities. Your course work most likely covered subjects ranging from ecology and natural resources to landscape architecture and urban planning to economics, sociology, and anthropology. As such, agencies focused on the balance between economic growth and conservation, environmental policies, and ethics would most likely be found in NRCS, NIFA, and Rural Development to name a few.

11. **If an applicant is particularly interested in a discipline, for example, Soil Science, where can this applicant apply for an internship?**
    If an applicant's interest is soil science, the applicant can apply for any internship opportunity offered through the Agricultural Research Service, Forest Service, National Institute of Food and Agriculture, Natural Resources Conservation Service and Animal Plant Health Inspection Service.

12. **How long will my application be kept after I apply? Do I need to apply again after the summer for the Fall/next year?**
    If you apply using the One-Stop, Common application at www.studentapplication.usda.gov, your application will remain current until you are hired or for 6 months after you submit your application. You will also receive an e-mail message alerting you that your application is about to expire. At this time, you can log-in and update your application for the next session.

13. Regarding the application process, what can I expect after I apply? How long will it be before I get notified that I have been accepted?

Once your application is submitted to our database, USDA recruiters, hiring managers and internship coordinators will have the ability to search the database using the following criteria: Area of Interest, Location, Academic Level, Application Status, Affinity Groups, Academic Major and Internship Session. If your application is selected, you will be contacted directly by the agency representative. It usually takes 2 to 3 weeks for you to be notified that your application has been accepted and that you will be asked to interview. If you haven't heard back and it's been 3 weeks, send an inquiry to USDAInternships@dm.usda.gov and an update will be provided to you.

14. What work schedule can I be expect as an Intern?

Your work schedule will depend on the position and agency need. The hiring manager and you will have a mutually agreed upon work schedule, to include hours, days and start and end dates.

15. Do I have to write an essay?

No, essays are not required.

16. What about English Language proficiency?

Successful candidates for internships will possess skills in listening, reading, speaking and writing in English. Listening is measured by the ability to process, understand, interpret, and evaluate spoken language in a variety of situations. Reading takes into consideration the processing, interpretation, and evaluation of written language, symbols, and text with understanding and fluency. Speaking engages a student in verbal communications in a variety of situations for a variety of purposes and audiences. Written proficiency engages one in written communication in a number of situations for a variety of purposes and audiences. It is recommended that applicants are able to write comprehensively in English as an intern.

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