

## **FAQs for NGA's Student Internship Program**

### **I will graduate spring of this year. Am I eligible for the Student Internship Program?**

No, students will need to go through one summer to ensure satisfactory performance. Students must be currently enrolled at least part-time in an accredited two-year or four-year college or university degree program with a graduation date of August 1 of the current year or later. The intent of the Student Internship Program is to develop students for future permanent employment while they pursue a degree relevant to NGA's mission.

### **Does NGA offer internships/scholarships for individuals who have already completed their degree program(s)?**

At this time, NGA does not have scholarship or internship opportunities for individuals who are not students. Applicants who have already completed their education are encouraged to visit [www.intelligencecareers.gov/NGA](http://www.intelligencecareers.gov/NGA) for a listing of regular permanent positions.

### **Are students who are not enrolled in a degree program but are seeking a certificate in a field such as Geography or Human Resource Management eligible for the Student Internship Program?**

Students who are not enrolled in a relevant degree program are not eligible for the Student Internship Program. Students must be enrolled in an Associates, Bachelors, Masters, or post-Graduate degree program.

### **I have studied abroad or plan to study abroad in an upcoming semester. Will this affect my eligibility for the Student Internship Program?**

Although studying abroad does not preclude applicants from eligibility for the Student Internship Program, it may result in a lengthier clearance process, which can be problematic for students nearing their graduation dates (selectees cannot be admitted into the program once they have graduated, unless they enroll in and pursue another relevant degree program). Additionally, studying abroad may impact the ability of applicants to complete required pre-employment testing, which can result in delays to selectees' ability to enter on duty with the agency.

### **I will not graduate from my current degree program until spring next year; if I am accepted into the Student Internship Program for this summer, will I have to reapply if I wish to participate in the program the following summer?**

No. Once accepted into the program, students who perform successfully during work periods and continue to meet program requirements are invited back to the Agency each year until they graduate. Students who do not perform successfully and/or fail to meet program requirements will be removed from the program.

### **If I am accepted into the Student Internship Program, can I be hired as a permanent employee before I complete my degree program?**

Yes. Student employees are eligible to apply for and compete with the general public for external opportunities while in the Student Internship Program. However, Students who perform satisfactorily and continue to meet all program requirements may have the opportunity for conversion to full-time

employment upon graduation from the degree program for which they were accepted into the Student Internship Program.

**Will I be permitted to work during the school year?**

The intent of the Student Internship Program is to develop students and assess their attitude and performance during ten week summer internship periods. Work during the academic year is not an official part of the program; however, if there is a mission need, students who attend school within commuting distance of their assigned NGA work location may be permitted to work part-time, up to 20 hours per week, during the school year after the completion of the initial expected 10-week requirement and with the approval of their supervisor.

**If I am selected for participation in the Student Internship Program what will happen next?**

If you are selected for the Student Internship Program, you will be contacted by NGA and extended a conditional verbal offer of employment. If you accept, your offer will be finalized, and you will receive pre-employment paperwork via email in approximately two weeks. It is important to follow all instructions contained in the paperwork, and return it by the date indicated. Once your paperwork has been received, your pre-employment processing (to include the security clearance process) will begin.

**How long will it take to complete the security clearance process?**

The clearance process varies from individual to individual. The Student Internship Program conducts its application and selection process early to ensure that the majority of selectees are cleared in time to start no later than the beginning of the summer, however, depending on individual circumstances, some selectees' clearances may take longer.

**What if I don't clear in time to start next summer?**

Students who don't clear in time to participate in the summer internship period this year will be handled on a case-by-case basis, depending on their expected graduation date. Student employees are only permitted to enter on duty during the summer.

**Does the Student Internship Program provide funding for summer housing?**

Individuals selected for the Student Internship Program receive a salary during work periods, but no additional funding or stipend for housing or travel expenses.

**Does the Student Internship Program assist students with locating suitable housing for summer internship periods?**

Student Program Managers have compiled a short list of possible housing options in the St. Louis, MO and Washington DC metro areas to help students start their housing search. Unfortunately, the Student Internship Program does not have the resources to provide in-depth assistance to students seeking housing for summer internship periods. Ultimately, it is students' responsibility to locate and secure housing, if needed.

**Will my work location be accessible by public transportation?**

Accessibility to public transportation will depend upon the location of your work assignment. Several, although not all, NGA facilities are easily accessible via public transportation.

**Is there a way to carpool/rideshare?**

Yes. After you have been awarded a position with NGA and have reported for duty, you will be able to find rideshare information on the NGA intranet.

**Are internship opportunities available for new student employees prior to this Summer?**

No. Selectees from this summer application period will be for this summer's internship.

**I live or attend school within proximity of an NGA location; may I request placement at this site?**

Students may indicate their preferred location for placement; however, although this information will be taken into consideration, placement decisions will ultimately be made based on the needs of the agency.

**I am not available to spend 10 weeks with NGA during the summer. Can I still be considered for an internship?**

NGA makes a considerable investment in obtaining security clearances for Student Employees and providing on-the-job training/mentoring. Additionally, as part of the Student Internship Program, students who perform successfully and meet program requirements may be granted the opportunity for conversion to full-time employment upon graduation. It is not required but highly recommended that students work a period of at least 10 weeks each summer to ensure students have sufficient on-the-job experience to contribute to NGA's mission.

**What type of work will I do?**

NGA's student employees receive real work experience to prepare them for future employment with NGA. Student Internship Program assignments are based on entry level professional job descriptions and will involve a great deal of independent and team-oriented work under the guidance of a senior level supervisor and mentor. Job assignments may involve research, drafting reports and presentations, and/or working on projects which require technical knowledge.

**What hours will I work?**

The typical workday at NGA is 8 ½ hours (1/2 hour of which is uncompensated for lunch). Your actual schedule will be determined in discussion with your supervisor when you arrive, based on office needs, and taking into account your job performance. NGA also offers flexible work schedules with supervisory approval.

**What is the dress code for the agency?**

In general, the dress for civilians at the agency is conservative business or business casual attire. Students accepted into the program will need business attire for attending meetings/making presentations, etc.

**Will I receive health benefits?**

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Students employed through NGA's Student Internship Program receive a salary and accrue annual and sick leave during work periods and they may be eligible for health benefits if specific conditions are met. A student will be told when they onboard if they are eligible for health benefits by a NGA benefits counselor.

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