



Center for Nutrition Policy and Promotion
National Volunteer Student Internship Program



Introduction

Spending time in the Nation's capital can be a powerful experience. As an intern with USDA's Center for Nutrition Policy and Promotion you'll have a unique opportunity to use your education and to experience working on projects that directly benefit the American public.

Agency Overview

USDA's Food, Nutrition and Consumer Services (FNCS) is comprised of two agencies: the Center for Nutrition Policy and Promotion (CNPP) and the Food and Nutrition Service (FNS).

CNPP is the focal agency that sets national nutrition policy by developing and promoting dietary guidance that links the latest evidence-based scientific research to the nutrition needs of consumers.

Vision: Improved nutrition and well-being of Americans.

Mission: To improve the health of Americans by developing and promoting dietary guidance that links the best evidence-based scientific research to the nutrition needs of consumers.

Responsibility: Developing integrated nutrition research and promoting programs and providing the best evidence-based scientific dietary guidance to the American public.

CNPP is comprised of the Office of Nutrition Guidance and Analysis (ONGA) and the Office of Nutrition Marketing and Communications (ONMC). ONGA provides national leadership, technical expertise, and cooperation for development of the legislatively mandated Dietary Guidelines for Americans (DGA) as well as other nutrition policy programs. ONMC designs, leads, and implements a wide range of nutrition education, marketing, communications, and promotion projects, related primarily to MyPlate and SuperTracker.

CNPP works collaboratively with FNS and its program areas to help encourage healthier food choices among program participants. CNPP has produced various nutrition education resources for the Supplemental Nutrition Assistance Program (SNAP), the Women, Infants and Children program (WIC), and the Child Nutrition Division (CND) and worked collaboratively with these programs and the Food Distribution Division (FDD) on the "What's Cooking? USDA Mixing Bowl" project.

You can learn more at the following websites: cnpp.usda.gov; choosemyplate.gov; cnpp.usda.gov/dietaryguidelines; nel.gov; fns.usda.gov; whatscooking.fns.usda.gov and usda.gov.



Degree Areas Applicable to CNPP's Programming

CNPP is seeking interns pursuing degrees in a variety of majors. A sample list of potential degree areas consists of the following:

Human Nutrition/Health Sciences:

Clinical Nutrition	Community Nutrition
Dietetics	Foods and Nutrition
Food Science	Food Technology
Health Policy	Nutrition Education
Nutrition Policy and Science	Public Health

Public Policy, Social Sciences, and Economics:

Agricultural/Applied Economics	Economics
Family and Consumer Sciences	Public Policy

Communications:

Educational Communications	Marketing
Public Relations	Media and Technology
Graphic Design	

Quotes

"It is such a good feeling to know that you are able to contribute in a way that is mutually beneficial."

"Because of my work here, communicating scientifically based research to the public will probably become the focus of my future career."

"I absolutely loved every second that I was working with CNPP. I feel like I was challenged and really utilized in completing projects."



Internship Requirements/Process

Applicants

Undergraduates and graduates attending U.S. colleges or universities *and* who can work for at least 32 hours per week are considered.

Application Materials

Applicants must submit a **cover letter**, a **résumé**, and an **official transcript** to be considered for the CNPP Internship Program. The cover letter *must include the following*:

- A description of your degree/major.
- An indication of one or two of the CNPP long-term project(s) of interest to you.
- Your preferred start and end date.
- The number of days and hours per week you are available to be an intern. Interns are expected to work at least 32 hours per week.
- A statement indicating that you will request your registrar's office send a transcript directly to the CNPP.
- A statement acknowledging that you are willing to intern on a voluntary, unpaid basis.
- The name and contact information of your faculty/staff advisor.
- Your contact information, including telephone number.

Submission of Application Materials

Submit your cover letter and résumé via email to cnppstudentprogram@cnpp.usda.gov or postal mail:

USDA Center for Nutrition Policy and Promotion
3101 Park Center Drive, Suite 1034
Alexandria, VA 22302
Attn: CNPP Internship Program

Internship Dates

The CNPP Internship Program runs mid-May through August. Internships are generally 8-12 weeks in duration.

Deadline for Submission

Application materials are due by March 1 at 5pm EST.

Notification of Acceptance

Within 3 weeks after the deadline, selected applicants will receive an offer to participate in the internship program. Those receiving offers will have **5 business days** to accept the offer.

Contacting Us About the Internship Program

cnppstudentprogram@cnpp.usda.gov
703-305-7600



Questions and Answers about the Summer Internship at CNPP

What is the structure of the internship?

The internship program is a major effort by CNPP to provide experiences to *undergraduate* and *graduate students*, enrolled in accredited U.S. colleges or universities, who are majoring in or have a strong interest in nutrition, public policy, community nutrition, public health, economics and food behavior, or other areas related to nutrition and health.

The program is designed for those interested in (1) the development of nutrition policy and communication, (2) promotion of public health policy, (3) economics and food consumption, (4) nutrition research, (5) development of nutrition education materials and electronic tools, and (6) communications, customer marketing, and public affairs.

The CNPP Internship Program is a formal collaboration between the CNPP and your university or college, as represented by your instructor(s) or academic advisor, and is designed to accommodate students in practicum classes, those fulfilling the requirements of dietetic rotations, and those not currently enrolled in a practicum class or dietetic internship but who want such an experience at the Federal level.

What are the CNPP's long-term projects?

1. [Dietary Guidelines for Americans](#)
2. [ChooseMyPlate and e-Tools](#)
3. [Nutrition Evidence Systematic Reviews](#)
4. [USDA Food Plans](#)
5. [USDA Health Eating Index](#)
6. [Healthy Eating on a Budget](#)
7. [Expenditures on Children by Families \(Cost of Raising a Child\)](#)

Are there orientation sessions or opportunities to attend conferences/events that are built into the structure of the internship?

Yes. The first day of the internship is devoted to an orientation. Interns may have the opportunity to attend conferences, special events, and other educational or cultural events. The types of events and conferences will depend upon the timing of the internship.

Must I obtain clearances before orientation?

There are some clearance forms that you will need to complete and return at least 4 weeks before your arrival. These forms will be sent to you after your acceptance of the offer to become an intern at the CNPP.

What are the start and end dates for the internship?

The start and end dates for the internship will depend upon your program requirements, but need to be between mid-May and the end of August. Typically internships are 8 to 12 weeks in duration. Please work with your advisor to ensure that you understand and achieve your program's needs.



What type of work will I be doing?

Projects vary. You may be involved in activities such as:

- Helping to determine and implement campaigns related to any of the Dietary Guidelines-based educational tools.
- Updating nutrition messages associated with MyPlate, SuperTracker and other electronic nutrition-education tools.
- Creating nutrient profiles of food groups and food intake patterns.
- Updating the food prices database that supports the USDA Food Plans.
- Supporting the work of the Nutrition Evidence Library.

Will I know what I will be doing before my internship begins?

Assignments are determined based on real-time needs, so you won't know until the start of your internship exactly which project you will be working on. Guidance will be provided by the Project Lead. Our goal is to balance your interests with project demands at the time.

Is the internship full-time or part-time?

This internship is full-time based on working 5 days per week and a minimum of 32 hours.

Is this a paid internship?

No. Student internships at the Center for Nutrition Policy and Promotion are volunteer positions.

Are interns allowed to work off-site (or to telework)?

No. Students are expected to work on-site.

Is housing provided by CNPP?

No. CNPP will provide interns with information and online resources for finding short-term housing in the Washington, D.C. metropolitan area.

Are there other internship possibilities at USDA?

Yes. This link directs you to information about USDA's internship and student employment programs: <https://www.usajobs.gov/StudentsAndGrads>

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To file a complaint of discrimination, write to:

USDA
Assistant Secretary for Civil Rights
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, S.W., Stop 9410
Washington, DC 20250-9410

Or call toll-free at (866) 632-9992 (English) or (800) 877-8339 (TDD) or (866) 377-8642 (English Federal-relay) or (800) 845-6136 (Spanish Federal-relay). USDA is an equal opportunity provider and employer.