

Washington Spring Internship #16

US Dept of Education - National Mathematics Advisory Panel

Hi Springies

Here is another great internship if you are interested in education issues. We have a student there this quarter who is having a very good experience and so did the student who interned there in 2007 (see his comments below). Please apply directly to Ida Kelly (her contact info below) and copy me on the email when you do. - sl

U.S. Department of Education Internship

National Mathematics Advisory Panel

Spring 2008

Students with interest in Education, Policy, Mathematics and/or Communications please check out!

The National Mathematics Advisory Panel, housed within the U.S. Department of Education, is looking for a qualified intern to assist with day-to-day operations. Work with some of the country's top education specialists and national leaders while receiving first hand experience with the executive branch of government. It is a great opportunity for all students including those with public policy, education, and/or mathematic interests.

On April 18, 2006, President Bush created the National Mathematics Advisory Panel through an Executive order. The panel will advise the President and Secretary Spellings on the best use of scientifically based research on the teaching and learning of mathematics. During the past 20 months, the primary mission of the staff is to facilitate research and out-of-town meetings to support the Panel's work which will ultimately culminate in a final report with policy guidance by **March 2008**. At this moment, **the work of the Math Panel is in its final phase – the release and outreach of the final report. After the release, we will be preparing the task group reports and outreach materials (video, brochures and more) for distribution and plan public engagement activities to ensure that the Panel's recommendations are shared and implemented with stakeholders. This is a VERY EXCITING time to witness policymaking in action! This is a high visibility project!** To learn more about the Math Panel, please visit: www.ed.gov/MathPanel.

Some intern responsibilities include:

- Assist with all planning needs of National Math Panel meeting/travel, which include collecting meeting materials, logging attendees and assisting with logistics and literature research, and more.
- Review and edit reports and outreach materials. Related research through the Internet and the National Library of Education.
- Search and save any media coverage regarding the work of the National Math Panel and/or its Panelists, share information with staff and panelists.
- Contribute to the collection/completion of the Math Panel's administrative and research archives.
- Organize and respond to e-mails received by the National Math Panel.
- Attend and take notes in all National Math Panel related staff meetings and conference calls.
- Arrange and organize conference calls and meetings between Panelists and staff.
- Opportunities for developmental growth encouraged, such as interviewing senior Departmental leaders or panelists as well as attending internal/external presentations and briefings.

Requirements:

- Ability to work well in team setting as well as be responsible for individual projects.
- Organizational skills necessary, for example, to balance competing responsibility and to maintain calendars and track meetings.
- Knowledge of MS Office Programs (Word, Excel, Outlook).
- Good writing skills and note taking ability.
- Can take initiative and proactively tackle responsibilities.
- Arrive promptly to work and all meetings.

From a Former Intern: *The work you do at the National Math Panel is unlike any internship you have done before. The work is substantial and involves very little "administrative" work. The staff at the U.S. Department of Education does not treat you like an intern, but as a member of their team. It is also a great opportunity to learn about how the government functions behind the scenes and the subtleties behind getting decisions made. The NMP staff is also very friendly and helpful and works hard to insure that you receive the most out of both the internship and the Washington, DC environment. Get a feel of actual accomplishment knowing that you are helping shape the future of mathematic education in America.*

– Wilson Lau, UC Davis 2007 Graduate

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