

# The D.C. Internship

The Washington Center provides more than an internship. Through our program, you will engage in meaningful coursework and programming, expand your network, and transition from college life into your professional future.



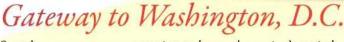
## The Internship

You can expect to work nearly full time at an internship that is tailored to your interests, skills and professional goals.



#### The Leadership Forum

Attend weekly events that include a speakers series, a career boot camp, a civic engagement project, a meeting on Capitol Hill and more.



Spend a semester or term getting to know the nation's capital. The following are just a few examples of the places you could go and the people you could meet through a TWC program.



Intern with one of more than 1,000 sites located throughout Washington, D.C., Maryland or Virginia

Expand your network at a National Press

Pennsylvania Ave.

M

NATIONAL MALL

M

Take the Metro to Virginia and explore Old Town
Alexandria or Arlington

Hear from prominent leaders through TWC's speakers series

LINCOLN

MEMORIAL

Cemetery\*

NATIONAL MALL

THE INTERIOR

Stay in shape with evening jogs on the

**National Mall** 

WASHINGTON

MONUMENT

# Experience



### TWC Support Network

Many people are on hand to help guide, support and educate you throughout your experience.

TWC Program Advisor
Helps you establish goals, organizes special programming and provides feedback on assignments.

Oversees your professional work, provides tasks and direction, and evaluates your performance.

Professor

Teaches your academic course, facilitates class discussions and evaluates your academic work.

## Internship Management Team

Communicates with you pre-arrival, helps identify internship options and refers your materials to potential sites.

Provide career advice, organize cultural and networking events and assist students with disabilities.

Resident Assistants
Support you in TWC housing facilities and arrange social activities.

## TWC Alumni Connect with you hrough networking events or

through networking events or social media and may provide future job leads.

Share the TWC experience with you, help you explore all D.C. has to offer and may become lifelong friends.

## The Washington, D.C. Internship Experience

There's no better way to launch your career than with a professional internship. In fact, interning is becoming a crucial step in landing that all-important first job. These days, nine out of ten entry-level hires have completed an internship. So it's no surprise that the majority of undergraduates are making it a priority to complete an internship by the time they graduate.

## But an internship is only part of the story.

One of the many things that make The Washington Center special is its unique integration of academics with real-world experience.

We offer a wide variety of classes to complement your internship. Academic coursework extends your on-campus learning and may help you earn credit from your home institution.

You'll also take part in our Leadership Forum, which is a structured set of activities that enrich your experience in Washington, D.C. It helps you understand leadership and the opportunity you have to contribute to your community locally, nationally and internationally.

It's all part of our educational philosophy. One that integrates professional work, classwork and special programming in an overall learning experience unlike any other.





#### The Internship Programs

Every Washington Center student selects a program that is led by one or more professional program advisors who counsel, supervise and evaluate their students. Program advisors also organize activities during the days or half-days when students are not at their internship.

## We offer the following internship programs:

- Advocacy, Service & Arts
- Business & Global Trade
- Cordova Congressional Internship (students from Puerto Rico only)
- Ford Motor Company Global Scholars (students from selected countries)
- Governors (students from Mexico only)
- International Affairs
- Law & Criminal Justice
- Media & Communications
- Political Leadership
- Prudential Foundation Global Citizens (students from selected countries)
- Science, Technology and Society

For students with undergraduate degrees or graduate students not wishing to receive credit:

 Postgraduate Professional Development Program

For descriptions of these and other programs offered, please visit www.twc.edu/programs



## Internship Selection Process

TWC matches you with an internship. Throughout this process, our Internship Management Team offers ongoing assistance and feedback. Acceptance



A member of The Internship Management Team schedules an introductory phone call to:

- Define next steps in the selection process.
- Review the documents you have submitted with your application.
- Discuss potential internship site options.
- Address goals and expectations based on your knowledge, skills and interests.

#### Referral Process



Prospective Internship Sites contact you to set up phone interviews.



The Internship Management Team suggests preparing for phone interviews by:

## Launch Your Career

### The Internship

The Washington Center serves students in all majors, with interests in a wide variety of fields. These include the government, nonprofit and business arenas, as well as many others that may partially overlap with them—the worlds of media and communications, science and technology, law and criminal justice, and international affairs. Let us know your interests, whatever they are. We'll find you substantive and exciting internship options to help you on your way, so that whatever your professional interests may be, you'll get access to an internship that fits your specific needs.

Our internships give you the chance to work almost full time, allowing you to feel like a member of the staff at your office. You may assist attorneys during a trial, evaluate capital markets, help in radio or television production or attend congressional hearings. You could be conducting scientific research, advocating policy positions, writing a business plan or developing websites and databases.

At the end of it all, you'll not only be in a more secure position in today's marketplace but also much more confident about your own talents and clearer on your own direction.

#### How TWC matches you with the right internship

The Washington Center maintains ties with more than 1,000 organizations that provide high-quality internships in the Washington, D.C. area. Our experienced staff knows which placements offer the best internship experiences for your profile.

Your application will be referred to potential internship sites, usually between five and eight. You should stay in close contact with our Internship Management Team throughout the placement process,

and you can use our online system to track where your application has been sent. You will likely have phone interviews with potential supervisors interested in your candidacy, and you will have the opportunity to accept or decline offers. The Internship Management Team will offer advice regarding specific options to help you make decisions. But you decide your final placement.

TWC will work on matching you with prospective internship sites.



The Internship Management Team provides guidance to prepare you for your interviews.



You have phone interviews with interested internship sites.

Internship offer(s) are made.

Final Internship Selection Process:

- You select an internship."
- Your program advisor contacts you and prepares you for your arrival.

\*J1 visa process begins for students attending schools outside the United States.



The Internship Management Team assists

- Library of Congress
- · National Endowment for the Arts
- Pyramid Atlantic Art Center

- Financial Services Roundtable
- · U.S. Chamber of Commerce
- U.S. Small Business Administration

- D.C. Examiner
- National Geographic
- Voice of America

- Congressional offices
- Potomac Advocates
- Rock the Vote

- Amnesty International
- Peace Corps
- Woodrow Wilson International Center for Scholars

- U.S. Attorney's Office
- U.S. Marshals Service
- White House Office of National Drug Control Policy

- Department of Interior
- Living Classrooms
- World Resources Institute

Tor more sample internship sites, please visit www.twc.edu/internship-sites

Practicing interview skills Investigating trends in your field of interest

Participating in TWC's online workshops

you through the decision-making process, ensuring your internship is a good fit.

## Build Your Professional Network

### The Leadership Forum

The Washington Center produces not only future leaders in their professions, but also well-informed citizens who are engaged with their communities and their world. By taking part in our Leadership Forum, you will get the chance to listen to and engage with distinguished speakers, including cabinet members, ambassadors, journalists and members of Congress. You'll get direct access to the perspectives and experiences of important leaders from the business, nonprofit, media, government and diplomatic communities. You'll also have the opportunity to get engaged in the community around you and make a real difference. The Leadership Forum consists of the following five components:

#### The Alan K. Simpson-Norman Y. Mineta Leaders Series (SMLS)

On selected Monday afternoons you'll hear the perspectives and experiences of distinguished leaders from the business, nonprofit and government sectors as well as the diplomatic community.

#### Small Group Sessions

Throughout your Washington Center program, you'll benefit from activities—panels, site visits, briefings—especially designed for students with your professional interests.

#### Civic Engagement Project

You'll have an opportunity to be involved in projects where you learn and apply skills needed to make a positive difference in the community.

#### Roundtable on Philanthropy and Social Responsibility

This event highlights how the public and private sectors, individual philanthropists and non-governmental organizations work together to address pressing social challenges in the United States and around the globe.

#### Public Policy Dialogues on Capitol Hill (PPDCH)

You'll meet in a small group with a member of Congress or senior staff on Capitol Hill for a discussion of current issues.

#### The Portfolio

You will develop a portfolio, the components of which document, analyze and reflect on the internship experience. The final product provides prospective employers, as well as graduate and professional schools, with impressive evidence of what you have accomplished.



For details on the Leadership Forum, please visit www.twc.edu/leadership-forum

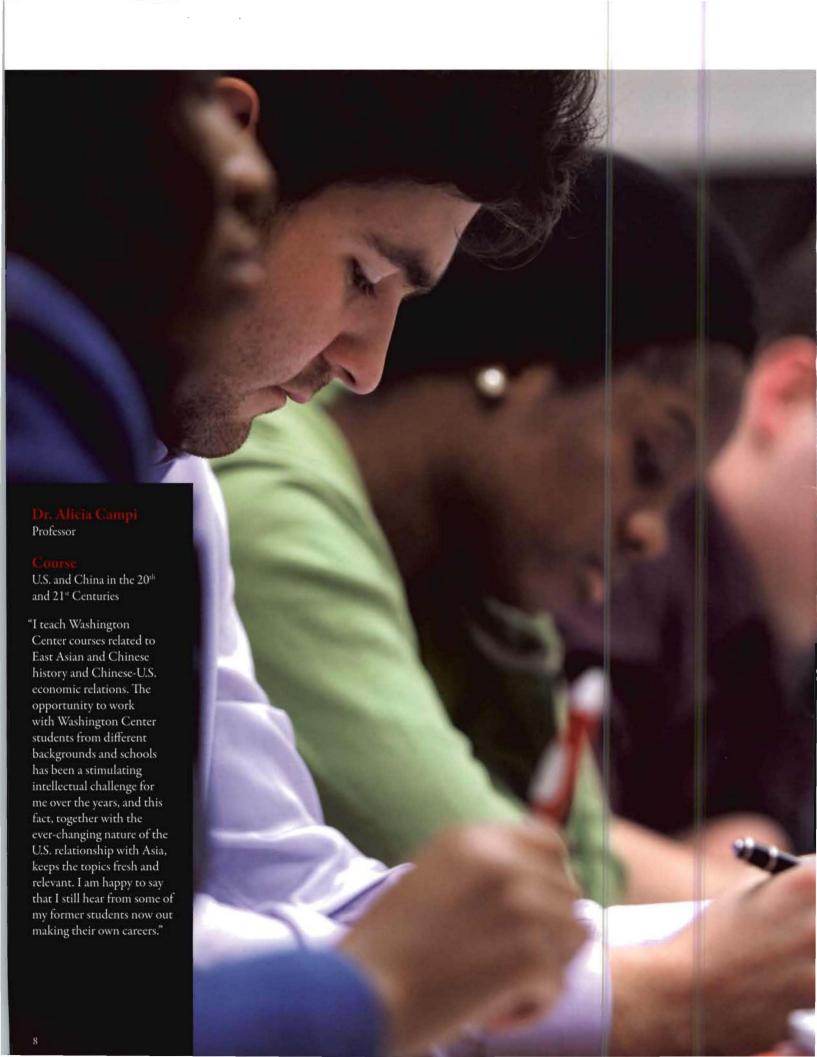




#### Past speakers include:

- Secretary Madeleine K. Albright, The Albright Group (pictured above)
- Anna E. Cabral, U.S. Treasurer
- Dick Cheney, U.S. Vice President (pictured above)
- U.S. Congressman James Clyburn (D-SC), House Majority Whip
- Sam Donaldson, ABC News Anchor (pictured above)
- Carlos Gutierrez, U.S. Secretary of Commerce
- U.S. Senator Chuck Hagel (R-NE)
- Brian Lamb, founder, chairman and CEO of C-SPAN (pictured above)
- Mike McCurry, White House Press Secretary
- Lori Montenegro, National Correspondent— Washington Bureau, Telemundo (pictured above)
- Dr. Klaus Scarioth, German Ambassador to the United States

For a list of past and recent speakers, please visit www.twc.edu/speakers



## Pursue Your Academic Interests

#### The Academic Course

An academic course is an integral part of your Washington Center experience. You'll be able to choose one from approximately 30 courses typically offered each semester or summer term.

These are serious academic courses that, combined with the internship, can help you earn credit at your home college or university. They have, in many cases, a direct relationship to the work you're doing throughout the week and range from politics, business and economics to international affairs and communications.

The courses, led by highly qualified faculty who are dedicated teachers, meet one night per week. They are grounded in traditional disciplines yet taught within the context of the wide array of resources available in Washington, D.C.

#### Frequently offered courses include:

#### American Politics and Public Policy

- Campaigning for a Cause: How Advocacy Groups Change the World
- · Government and Business in the New Economic and Political Reality
- · The American Presidency

#### Business, Management and Public Administration

- Global Markets and International Business Strategies
- From Ideas to Action: the Anatomy of Entrepreneurship

#### Communications

- Media and the Movies
- The Mass Media and National Politics: Explaining Washington to the Public

#### International Affairs and Foreign Policy

- U.S. Foreign Policy in the 21<sup>st</sup> Century: Dynamics of Change
- International Human Rights
- How Washington Engages the Arab Middle East

#### Law and Criminal Justice

- · Philosophy of Law, the Supreme Court and the U.S. Constitutional Tradition
- · White Collar Crime
- Introduction to Criminal Law and Criminal Procedure

#### Leadership

- · Essentials for Aspiring Leaders
- Nonprofit Leadership and Management

#### Research

Research and Writing Seminar

#### Science, Technology, Engineering and Mathematics

- Issues in Science Policy
- Forensic Psychology

#### Washington, D.C.-based courses

- Scandalous Washington: Uncovering D.C. History
- Black Broadway and Beyond: The African-American Experience in Washington, D.C.



For a list of academic courses, please visit www.twc.edu/courses



## Live in Washington, D.C.

### Guaranteed Housing

One of the most exciting aspects of coming to The Washington Center is where you will live. Whether or not you choose our housing, you will have ample opportunities to meet fellow interns, have fun and explore one of the world's liveliest and most engaging cities.

Although most interns choose to live in our housing, you are not required to do so. You should be aware, however, that some scholarships are contingent on using TWC housing.

I almost always find

their answer has evolved beyond the academic and professional realms.

Whether it was going to a

salsa or Bollywood night, attending a baseball game

or picnic, volunteering

at a shelter, talking with their RA or spending time

with their roommates

and fellow residents, the

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Research and Writing Seminar

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#### The Washington Center housing

We don't house you in dormitories. Instead, you'll share an apartment with other Washington Center interns in either our Residential and Academic Facility near Capitol Hill or in one of a few carefully selected buildings in northern Virginia or suburban Maryland, all near a station on Washington's Metro subway system.

Best of all, you will live with TWC interns and get to know people from not only the United participate in a variety of social activities, trips and adventures with your colleagues, and at the end of it all, you will have created solid and lasting friendships that remain long after completing your internship with TWC.

You'll be living independently, but you won't be left totally on your own. Resident assistants (RAs), assigned to each building, are available if you need assistance.

With its staff of Student Services professionals and RAs assigned to each building, The Washington Center allows you to be independent but also be assured that support is available 24 hours a day in case of an emergency.

typically:

- · are convenient to shops, restaurants and stores
- · are fully furnished and equipped with air conditioning
- · include fully equipped kitchens
- provide laundry facilities
- provide high-speed wireless Internet, cable and local phone access
- · have 24-hour front desk coverage or are in securedaccess buildings

For more information on TWC housing, please visit www.twc.edu/housing



"For my summer internship in D.C., I stayed in Washington Center housing located just outside the District in Rockville, Maryland. The nearby area had enough shops and restaurants to satisfy any taste. I was able to develop lasting friendships with many other interns through the program, and together we had a once-in-a-lifetime experience in the nation's capital."

To read about other students' experiences through their blogs, please visit www.twc.edu/blogs

## Explore the Nation's Capital

At The Washington Center, you not only get a great work experience and a great learning experience, you also get a great life experience.

Washington, D.C. is a city with so much to offer—impressive architecture and monuments, incredible museums, world-class performances of theater, great nightlife, a rich international community and hundreds of restaurants offering cuisines from all over the world—and you'll be able to experience it all from a true insider's perspective.

Living in Washington, D.C. is like nothing else in the world. The city's energy is remarkable, at both work and play. There's so much to be accomplished and so much to see and do. It's all at your doorstep as a Washington Center intern.



## Eligibility

The information below outlines TWC's general requirements. Since your school may have additional requirements, we encourage you to contact your liaison before beginning the application process. You may also email us at info@twc.edu with any questions.

To be eligible, students must:

- Be at least 18 years old
- Attend an accredited college or university and have status as a sophomore or above during the term of their internship.
- Maintain a grade point average (GPA) of at least 2.75 on a 4.0 scale. Students with lower GPAs may be considered.
- Receive academic credit from their college or university for their participation in the internship program. The Washington Center does not grant credit.
- Have the approval of their campus liaison or a faculty sponsor if their institution does not have a campus liaison.

To be eligible, rising and first-semester sophomores must:

- Participate in a phone interview as part of the admissions process.
- Have achieved sophomore standing as defined by their home institution by the start of the program.

#### Additional requirements for the Postgraduate Professional Development Program (PPDP)

To be eligible for the PPDP, students must:

- Have received their undergraduate degree within 18 months of the start of the program or be currently enrolled in graduate school.
- Not plan to receive credit facilitated by TWC for the program.



#### Dates and Deadlines

The Washington Center offers programs during the spring, summer and fall. We recommend that you apply by the deadlines posted below, but we often consider applications submitted after these dates if space is available.

It is important to note that because some internship sites have early internal deadlines, you may need to submit your application before TWC's official deadlines.

To view a list of selected organizations that review applications early, please visit www.twc.edu/early-deadlines

#### Spring Semester and Postgraduate Spring 2013

- Competitive Deadline: October 12, 2012
- Regular Deadline: November 16, 2012
- Program Dates: end of January through mid-May

## Summer Term, Summer Quarter and Postgraduate Summer 2013

- Competitive Deadline: February 15, 2013
- Regular Deadline: March 15, 2013
- Program Dates: end of May/mid-June through early/mid-August

#### Fall Semester and Postgraduate Fall 2013

- Competitive Deadline: May 3, 2013
- Regular Deadline: June 14, 2013
- Program Dates: end of August through mid-December

For detailed information on these and the fall quarter dates and deadlines, please visit www.twc.edu/deadlines

## Step-by-Step Admissions Guide

TWC staff are available to assist you at every stage of the admissions process. Many of the application components you submit will be referred to prospective internship sites after you are accepted.

## Decision Making

Discuss credit and cost arrangements with your liaison.

Consider timing (fall, spring or summer).

Talk to your parents.

Contact info@twc.edu with any questions.



### Preparation

Review the checklist of supporting documents for the application.

Identify letter of recommendation providers.

Request transcripts.

Confirm your liaison's approval.



Meet with your career services office to review your résumé.

**Identify** your fields of interest for internship.

## Program Costs and Scholarships

Although The Washington Center charges a program fee and a housing fee (see table at right), the more relevant consideration is your "net" cost of attendance (the total you will owe your institution and/or The Washington Center). You may find that a semester or summer with TWC is comparable in cost to what you'd pay for the same term on campus.

Follow these steps to better understand how much it will cost for you to take advantage of The Washington Center experience:

- 1. Confirm your institution's financial arrangement by speaking with your campus liaison and/or by contacting The Washington Center. Many affiliated institutions ensure that their students do not pay tuition on campus and TWC fees, but arrangements vary at each institution.
- 2. Explore whether your regular financial aid package can be applied toward TWC costs (or adjusted to account for any increased cost of attendance) and whether additional support is available at your college or university.
- 3. Review TWC awards listed online or contact us for more information. Approximately 75% of U.S. students receive financial support through a state grant or private scholarship to help offset their cost of participation. There are awards for civic engagement, professional achievement, diversity, and membership in honors programs or societies, among many others.
- 4. Apply. Your total cost may be impossible to determine until well after you are accepted, and sometimes may even be influenced by the internship offer that you select.

Please note, if you're considering the Postgraduate Professional Development Program, you will not need to consult with your institution and will pay TWC's fees directly

To see the most up-to-date information on financial aid and eligibility requirements, please visit www.twc.edu/financial-aid

#### 2013 Washington Center Fees1

Please note that the costs to U.S. students are usually offset, in part or whole, by financial assistance from their institution, their state, The Washington Center and/or other sources.

	Application Fee	Program Fee	Housing Fee
Term			
Spring Semester 2013	\$60	\$7,100	\$4,995
Summer Term 2013	\$60	\$5,995	\$3,985
Fall Semester 2013	\$60	\$7,100	\$4,995

	Application	Program Fee	Housing Fee
Term	Fee		
Summer Quarter 201	3 \$60	\$5,995	\$3,985
Fall Quarter 2013	\$60	\$5,995	\$3,985

Term	Deposit	Program Fee	Housing Fee
PPDP Spring 2013	\$250	\$4,315	\$4,995
PPDP Summer 2013	\$250	\$3,415	\$3,985
PPDP Fall 2013	\$250	\$4,315	\$4,995

<sup>1</sup> Fees for 2014 will be published in September 2013.

For information about our refund and cancellation policy, please visit www.twc.edu/refunds

## Online Application

Go to www.twc.edu.

Click on Apply Now.

Create an account.

Start and submit the online application by following the instructions.\*

\*Throughout the process, you can save your application and return to it at a later time.

## Acceptance

TWC's admissions committee will

review your application and a decision on admission will be sent via email.\*\*



\*\*Your application will be reviewed within 2 weeks of completion.

#### CHECKLIST OF DOCUMENTS TO SUBMIT WITH APPLICATION: ALL STUDENTS:

- Résumé
- Writing Sample
- Statement of interest
- Transcript
- Letters of recommendation\*

STUDENTS ATTENDING SCHOOLS OUTSIDE THE UNITED STATES:

- All documents above
- TOEFL score
- Copy of passport
- Will be submitted online directly by provider

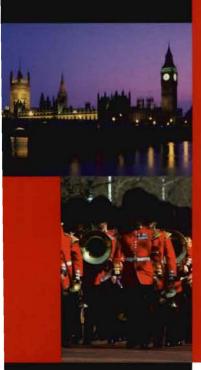
Visit www.twc.edu/ app-docs for a complete list and description of these documents.



### Upcoming seminars:

January 12-22, 2013

May 12-18, 2013



As you explore off-campus experiences to complement your education, you might want to consider one of the following options:

#### Academic Seminars

Does the idea of building a professional network and interacting with nationally recognized figures like politicians, party activists, journalists, policy experts and campaign professionals appeal to you? Do you want to delve deep into the top issues of our time under the guidance of our supportive faculty mentors? If so, you should consider our upcoming one or two-week academic seminars. These fast-paced programs give you the opportunity to explore career paths and hear from national and international leaders.

If you choose to attend our Inside Washington 2013: Presidential Inauguration Seminar, you'll either hear how President Obama's second term might differ from the first, or you'll be in D.C. as our government undergoes a peaceful transition of power. Either way, through site visits, panel discussions and special events you'll learn about the incoming administration's priorities, the confirmation of new cabinet members and the media's portrayal of the presidential campaign, for example. This seminar is ideal for social science and communications majors.

Through our national security seminar, Top Secret: Challenges to National Security in a Global Society, you'll explore the issues of U.S. national security in the context of the complex vet critical developments in the Middle East and other world hot spots. Perfect for international affairs and criminal justice majors, this seminar offers a behind-the-scenes perspective on how agencies such as the FBI and State Department work to protect U.S. interests at home and abroad. You'll engage with experienced professionals and conduct site visits to a variety of think ranks and government agencies.

Although you do not need to earn credit to participate, most institutions award two to four credits for completion of the academic components of these seminars.



For more information on these and any other upcoming seminars, please visit: www.twc.edu/seminars

### Washington, D.C.-London Internship Program

Want to go abroad? Learn about and experience the excitement of another country? Get the kind of international work experience that's increasingly prized in today's global economy? The Washington Center offers spring, summer and fall programs in London: Europe's largest city, a business, financial and cultural center; and a major global crossroads.

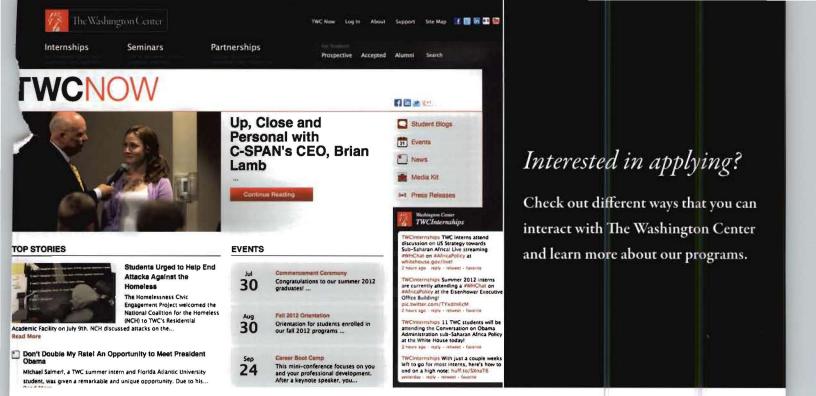
#### Sample Internship Sites

- British Museum
- · British Water
- Forward UK
- Labour Party
- · Liberal Democratic Party
- London Middle East Institute

#### Included in Each Program

- · 10-day pre-departure seminar in Washington,
- 21/2-day-a-week tailored internship
- Academic courses
- · Programming that encompasses site visits, guest speakers, events, group travel and more

For more information on the Washington D.C.-London Internship program, please visit: www.twc.edu/intern-abroad



#### **TWCNOW**

Read stories about the experiences of TWC interns. TWCNOW is updated weekly so you can stay current on events, programming and press releases. You can also read personal experiences of TWC's student bloggers in Washington, D.C. and London.

#### Facebook

Engage with us on our Facebook page. Check out photos of events and programming for students currently attending our program.

#### Twitter

Follow us on Twitter and receive updates on upcoming application deadlines or tweet questions you may have.

#### Live Chat

Connect with a TWC representative on Live Chat. They are available Monday through Friday from 9:30 a.m. to 5 p.m. EST. Extended hours are available as application deadlines approach.

#### LinkedIn

Follow The Washington Center LinkedIn page and get updates on what current TWC students and alumni are doing.

#### Online Info Sessions

If you didn't get a chance to meet with a TWC representative on your campus, you can take advantage of our online information sessions. Check out the schedule for upcoming opportunities to hear about TWC programs online.

#### Connect with TWC



www.twc.edu/twcnow



www.facebook.com/ TWCInternships



@TWCInternships



www.linkedin.com/company/ The-Washington-Center



www.twc.edu/info-sessions

#### Contact TWC



www.twc.edu



202-238-7900 1-800-486-8921 (toll-free)



info@twc.edu



The Washington Center for Internships and Academic Seminars is a leading nonprofit educational institution headquartered in Washington, D.C. It provides undergraduates, graduate students and professionals from the United States and abroad with academic seminars on special topics and internshipcentered academic terms. Offered primarily in Washington, D.C. and London, England, the internship programs consist of a substantive work experience tailored to the student's interests, academic coursework, and civic and leadership programming.

The Washington Center enables students to gain the experience needed for entry-level employment and to prepare for lives of achievement, engagement and leadership; universities to extend their reach programmatically and geographically; organizations to connect with a new generation of talent; and its many supporters and alumni to shape the next generation of leaders.

## The Washington Center for Internships and Academic Seminars

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The Washington Center actively strives for equal access to its ptograms for all, regardless of race, religion, national origin, gender, sexual orientation, age, physical challenge or veteran status.

The information in this brochure is correct at the time of printing. The Washington Center reserves the right to make changes as circumstances warrant.

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