



# SCHOLARSHIP FOR SERVICE INTERNSHIP PROGRAM THROUGH THE WASHINGTON CENTER

The Washington Center  
for Internships and Academic Seminars



## Information for Federal Agencies

### OVERVIEW

The Washington Center for Internships and Academic Seminars is working on behalf of the National Science Foundation's (NSF) Federal Cyber Service: Scholarship for Service Program (SFS) to provide internship opportunities for SFS scholars. Offered through a multi-agency partnership between NSF, the Department of Homeland Security (DHS), the U.S. Office of Personnel Management (OPM), and an Interagency Coordinating Committee (ICC), the SFS program plays a key role in protecting the Federal government's critical information systems infrastructure by supporting students being trained in information assurance (IA) who want to serve the Federal government.

### SFS SCHOLARS

All SFS scholars are U.S. citizens and they must be enrolled full-time in a Bachelor's, Master's, or Doctoral degree program in an IA-related field at an academic institution that is designated as a Center of Academic Excellence in Information Assurance (CAE IAE) by the National Security Agency (NSA) and the Department of Homeland Security (DHS). Scholars are selected through a competitive process at their academic institution. In exchange for full tuition, room and board, and stipend support, students agree to work full-time in an IA position at a Federal agency for a period equivalent to the length of the scholarship or one year, whichever is longer. During their period of Federal service, participants join the agency's cadre of professionals that protect its critical information infrastructure. The generous nature of the SFS program makes the Federal Government the employer of choice for students planning to pursue a career in the field of information assurance.

### SCHOLARSHIP INSTITUTIONS

All SFS scholars attend an academic institution that is designated as a CAE IAE by NSA and DHS. In addition, in order to participate in the SFS program, institutions must be selected through a NSF peer review competitive process that evaluates the rigor of the IA program, qualifications of the faculty, management plan for the scholarship program, and a host of other factors. Scholarship institutions also work with the Office of Personnel Management (OPM) to determine student suitability for the program and Federal employment.

Some of the SFS scholarship institutions include: Florida State University, Georgia Institute of Technology, Iowa State University, Johns Hopkins University, Mississippi State University, Syracuse University, Carnegie Mellon University, Purdue University, University of Idaho, George Washington University, University of Tulsa and the Naval Postgraduate School. For a full listing of participating schools visit [www.sfs.opm.gov](http://www.sfs.opm.gov)

### ROLE OF THE WASHINGTON CENTER

- DIVERSE STUDENT BODY** - Each semester The Washington Center brings together between 400 and 500 students from across the country and around the world. TWC organizes social activities to provide a community for students during their semester in D.C.
- HOUSING** - The Washington Center guarantees its interns some of the finest, most upscale housing available to interns in the area. Housing facilities provide shared, independent living arrangements in apartment buildings in Northern Virginia, Washington, D.C. and suburban Maryland.
- SUBSTANTIVE, TAILORED INTERNSHIP** - TWC prides itself on providing customized attention to each student to identify an internship that meets the student's specific academic and professional goals. TWC's curriculum provides structure to the internship to ensure both students and supervisors get the most out of the internship experience. Students work 36 hours per week during a 10-week summer internship program.
- WASHINGTON FORUM** - Students have the opportunity to participate in TWC's prestigious Washington Forum - a lecture series that exposes students to the people and organizations that shape national and world policy. Distinguished speakers have included: Sam Donaldson (ABS News), John Kerry (U.S. Senator (D-MA), Ari Fleisher (Former Press Secretary, The White House), Sir David Manning (Ambassador, United Kingdom of Great Britain), Leslie Silverman (Commissioner, EEOC). The Washington Forum takes place on Monday afternoons.

- ❑ **ACADEMIC CREDIT** - Through an institutional affiliation arranged by The Washington Center, students have the opportunity to earn academic credit for the internship and academic components of the program through their home institution. Students typically earn between 9 and 15 credits each semester. The courses, taught by TWC adjunct faculty, complement the internship experience. Each semester students can choose over 25 course options. Courses meet one weeknight each week for three hours. The Washington Center will work directly with students and their institution to arrange the credit.

### EASY FIVE-STEP PROCESS TO SECURE A TWC-SFS INTERN:

1. Develop a position description outlining roles and responsibilities of the intern and specific skill sets you seek. Please note that you are interested in an SFS scholar.
2. Log on to our web-based Intern Connect System where you can create a profile, post an internship, track student applications and view our schedule of events ([www.myinterfase.com/twc/employer](http://www.myinterfase.com/twc/employer)). For complete instructions visit: [http://www.twc.edu/agencies/select\\_intern.shtml](http://www.twc.edu/agencies/select_intern.shtml)
3. Once you post an internship, TWC will forward you applications electronically.
4. Interview students.
5. Complete contract paperwork and forward to The Washington Center (see below).
6. Communicate intern selection to TWC staff member.
6. Supply a computer, telephone and work space. Provide a project of substance. Monitor time and attendance. Provide a mid-term and final evaluation.

#### Internship Dates:

- ❑ **Summer Term 2006:** 05/30/06 - 08/04/06
- ❑ **Summer Quarter 2006:** 06/06/06 - 08/11/06

#### Other Important Dates:

- ❑ 12/1/05 submit position description to The Washington Center through the Intern Connect System.
- ❑ 2/1/06 complete interviews with qualified candidates.
- ❑ 2/15/06 submit paperwork for security clearance if required.
- ❑ 3/1/06 communicate final selections to The Washington Center.
- ❑ 4/1/06 submit all contract paperwork via fax 202-336-7609 or email [jenniferc@twc.edu](mailto:jenniferc@twc.edu) to Jennifer Clinton at The Washington Center.
- ❑ 5/30/06 students begin work.

#### What is the Cost to Host an Intern?

**Full scholarship:** \$9900 per student.

#### What does this cover?

- ❑ \$550 per week stipend to cover meals and miscellaneous expenses. Should students choose to live in TWC professional apartments in Northern Virginia and Maryland within walking distance to the Metro, TWC will deduct the weekly stipend by \$300.
- ❑ Transportation to and from Washington, D.C. (up to \$300)
- ❑ Program fees that cover recruitment of students, required academic component, and other activities of the program, internship oversight and student monitoring, and support to agency representatives with the interns.

- Tuition for evening classes and other academic programs. Students choose their classes from a list of over 25 taught by accredited professionals.

**General Services Administration Multiple Award Schedule Contract**

The Washington Center holds a Multiple Award Schedule Contract with the General Services Administration (GSA). The GSA Contract number is GS 02F-0078P. The benefit of working through a GSA Contract is that students do not take up FTE positions. They are considered employees of The Washington Center. TWC takes care of all administrative duties of time keeping, payroll, etc.

To work through the GSA Contract, a contracting officer must complete a purchase order, identify the funding amount, include TWC's GSA Contract number GS 02F-0078P on the document, and fax the document directly to The Washington Center at 202-336-7609. You can use Optional Form 347 Order for Supplies or Services. The General Service Administration price list can be downloaded from the following website <http://www.twc.edu/agencies/docs/GSApricelistjuly2005.pdf>

**For questions, call Jennifer Clinton 202-336-7569 or [jenniferc@twc.edu](mailto:jenniferc@twc.edu)**