



# The D.C. Internship Experience



## The Internship

Each week, you'll work Monday through Thursday at an internship site that is tailored to your interests, skills and professional goals.



## The Evening Course

One night each week (between Monday and Thursday), you'll take an evening course. These courses range across an array of disciplines, and you'll choose the option that's best for you.



## The LEAD Colloquium

On Fridays, you'll participate in small groups and professional tracks, along with periodic large-group activities like a speaker series, civic engagement and more.

## TWC Support Network

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



### Campus Liaison

Educates you about academic credit and financial arrangements and serves as a link to TWC on your campus.



### Internship Advisor

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



### LEAD Instructor

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



### Student Services Staff

Provides career advice, organizes cultural and networking events and assists students with disabilities.



### Alumni in Residence

Support you in TWC housing facilities and arrange social activities.



### Internship Site Supervisor

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



### Professor

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



### Fellow Interns

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

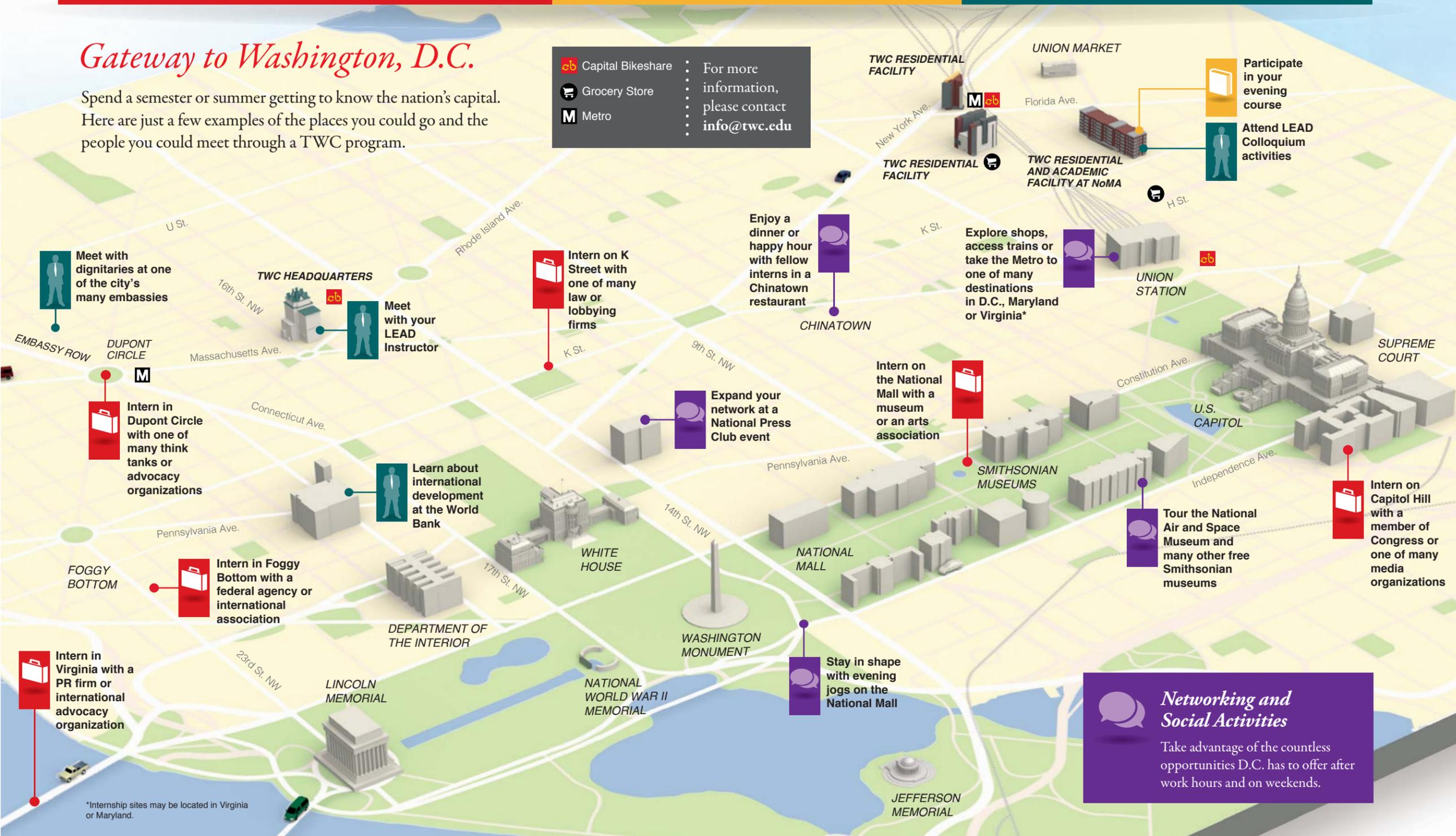


### TWC Alumni Community

Connects with you through networking events or social media and may provide future job leads and professional mentorship.

## Gateway to Washington, D.C.

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



Capital Bikeshare  
 Grocery Store  
 Metro

For more information, please contact [info@twc.edu](mailto:info@twc.edu)

Participate in your evening course  
 Attend LEAD Colloquium activities

Enjoy a dinner or happy hour with fellow interns in a Chinatown restaurant  
 Explore shops, access trains or take the Metro to one of many destinations in D.C., Maryland or Virginia\*

Intern on K Street with one of many law or lobbying firms

Intern on the National Mall with a museum or an arts association

Expand your network at a National Press Club event

Intern on Capitol Hill with a member of Congress or one of many media organizations

Tour the National Air and Space Museum and many other free Smithsonian museums

Stay in shape with evening jogs on the National Mall

**Networking and Social Activities**  
 Take advantage of the countless opportunities D.C. has to offer after work hours and on weekends.

\*Internship sites may be located in Virginia or Maryland.



# *The Washington Center Experience*

There's no better way to launch your career than by spending a semester or summer with The Washington Center. While immersed in the dynamic city of Washington, D.C., you'll have an experience that's just not possible in a traditional campus setting.

You'll sharpen in-demand skills, test-drive a future career and learn to navigate a professional environment with an internship in your field.

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

One of the many things that makes The Washington Center's program so valuable is its combination of real-world experience and academic coursework.

You'll choose from a wide variety of evening courses offered to complement your internship and deepen your understanding of your chosen field.

You'll hear from and engage with leaders, reflect on experiences in your internship and explore important local, national and international issues through the LEAD Colloquium.

When you leave The Washington Center, you'll have a better understanding of yourself—what you want and where you're headed. You'll be equipped with the confidence and sense of purpose to thrive in a highly competitive global marketplace.

And you'll be prepared to make a lasting impact on your community and society at large.



# Launch Your Career

## The Internship

The Washington Center serves students in many academic majors with interests in a wide range of fields. These include the government, nonprofit and business arenas as well as 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 professional interests and goals, and we'll help you find substantive and exciting internship options.

TWC internships give you the chance to work full time Monday through Thursday, allowing you to feel like a member of the staff at your office. You may assist attorneys during a trial, help in television production or attend congressional hearings. You could be conducting research or advocating policy positions. No matter which internship you choose, you will learn to confidently navigate the workplace, solve problems and effectively communicate your ideas. An internship through TWC will set you apart, whether you are working toward your first job, graduate school or a change in your career path.

### The Washington Center's Internship Matching Process

Once you're accepted, you will be paired with an internship advisor, who will help you define your interests and goals and guide you through the internship matching process.

The internship advising team also offers a variety of resources that can help you prepare for interviews, sharpen your professional skills and plan to make the most of your time in D.C.

TWC maintains an internship partner network with hundreds of organizations that provide high-quality internships in the D.C. area. Your internship advisor will help you navigate these opportunities, offering a valuable perspective about which sites offer the best experiences.

After TWC submits your materials for targeted internship opportunities, you will be able to interview with interested sites and decide whether to accept or decline any offers you receive. Your internship advisor will provide guidance throughout this process, helping you make a final decision. All accepted students are guaranteed an internship placement.

### Sample Internship Sites

#### Arts, Education & Humanities

- Studio Theatre
- United Way Worldwide
- U.S. Department of Education

#### Business, Economics & Trade

- Federal Trade Commission
- Foundation on Economic Trends
- U.S. Department of Commerce

#### Government & Politics

- Congressional offices
- The Chwat Group
- Urban Institute

#### Health, Science & Environment

- Sierra Club
- STEMconnector
- U.S. Department of the Interior

#### International Relations & Global Studies

- Empowered Women International
- National Defense University
- Peace Corps

#### Journalism, Media & Communications

- PBS' To The Contrary
- Double R Productions
- Voice of America

#### Legal Affairs & Criminal Justice

- D.C. Metropolitan Police Department
- Mil Mujeres Legal Services
- U.S. Marshals Service

For more sample internship sites, please visit [www.twc.edu/internships18](http://www.twc.edu/internships18).

## Pre-Arrival Experience

TWC matches you with an internship. Throughout this process, our internship advisors offer assistance and feedback.

Acceptance

### Internship Advising

One of TWC's internship advisors schedules an advising session with you to:

- Define** goals and expectations based on your interests, knowledge and skills.
- Review** your resume and offer tips for improvement.
- Discuss** next steps in the internship matching process.
- Explore** potential internship site opportunities.

### Internship Matching Process



- Your internship advisor will provide the following resources to enhance your professional skills:**
- Mock phone interviews**
- Online workshops**
- Decision-making guidance**
- Professional development resources**

Arrival



# Pursue Your Intellectual Interests

## The Evening Course

Your academic interests play an important role in shaping your future as a professional. At The Washington Center, you'll choose one evening course from up to 25 offered each semester or summer.

All courses meet for three hours one night a week but are otherwise like courses taught on your campus. In many cases, they have a direct relationship to the work you're doing throughout the week and range from politics and business to international affairs and communications.

The courses are led by highly qualified faculty who are dedicated teachers. 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
- Political Psychology

### **Business, Management and Public Administration**

- International Business Case Studies
- Nonprofit Leadership and Management
- From Ideas to Action: The Anatomy of Entrepreneurship

### **Communications**

- Strategic Communications
- Mass Media and American Politics

### **International Affairs and Foreign Policy**

- U.S. Foreign Policy
- U.S.-China Relations
- Middle East Politics

### **Law and Criminal Justice**

- Introduction to Criminal Law and Criminal Procedure
- Forensic Psychology

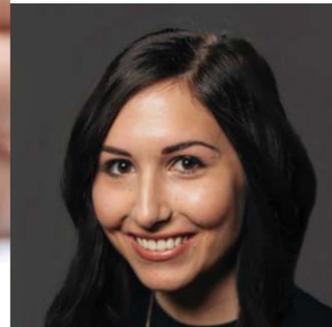
### **Research**

- Research and Writing Seminar

### **Washington, D.C.-focused course**

- Scandalous Washington: Uncovering D.C. History

 For additional details about the evening course, please visit [www.twc.edu/courses18](http://www.twc.edu/courses18).



### **Katie Nichols '16**

**School:** Loyola Marymount University

**Internship:** The Chwat Group

"I chose Mass Media and American Politics as my evening course because I wanted to learn about the role of the media in political outcomes. This course sparked my interest in campaign strategy and ultimately led me to pursue a graduate degree in Political Management."



Internships and Academic Seminars  
www.twc.edu



### Professional Tracks

Every TWC student selects a focus area from among the following options:

- Nonprofit & Advocacy
- Business & Global Trade
- International Affairs
- Law & Criminal Justice
- Media & Communications
- Politics & Public Policy
- Science, Technology & Society (*summer only*)

# Explore Your Potential

## The LEAD Colloquium (*Leadership, Engagement, Achievement, Development*)

Your time with The Washington Center is about more than professional and academic success. You'll also become a well-informed citizen and engaged leader through the LEAD Colloquium activities listed below. Each Friday, you'll be immersed in the energetic culture of Washington, D.C. and participate in programming that will challenge your perspective.

### LEAD Small Groups

You'll meet with your LEAD instructor to explore potential career paths and discuss professional development with your peers. Because your LEAD small group will include students from different backgrounds, majors and geographic locations, you'll have the opportunity to gain new insights from one another throughout the program.

### Professional Tracks

Along with other students who share your professional interests, you'll gather for panel discussions, networking events and site visits that will introduce you to the people and organizations advancing your field in D.C. You'll also have the chance to learn about current issues and make connections that will help you in the future (see sidebar for professional track options).

### Speaker Series

As part of the Alan K. Simpson–Norman Y. Mineta Leaders Series, you'll hear the perspectives of distinguished leaders from the business, nonprofit, media, government and diplomatic fields and have the chance to engage with them through Q&A sessions. Past conversations have focused on homeland security, race in America and the debate over gun control.

### Career Development

You'll be able to choose from a variety of sessions designed to help you stand out as a candidate for future employment. From tips on interviewing and navigating the graduate or law school application process, to strategies for effective public speaking and improving your LinkedIn profile, you'll leave equipped with the tools needed to succeed in your future career.

### Civic Engagement

Through TWC, you'll have the chance to explore topics of social concern, identify ways you can make a difference and put your knowledge into action. You can volunteer your time with an organization of your choice and participate in workshops on political and social engagement. The nation's capital also offers opportunities to observe members of Congress, lobbyists and think tank leaders to gain a firsthand view of the political process.

### Personalized Planning

You can meet one-on-one with a TWC staff member and map out a plan to maximize your time in Washington, D.C. Whether you want to explore different career options, find professional connections in your field, polish up your résumé or ask advice about your next steps, you'll have access to our trained staff.

### Portfolio

While at TWC, you will construct a portfolio of your work, documenting your activities and accomplishments for your home institution and prospective employers. Your portfolio will also give you a chance to reflect on your experiences, collect what you've learned from informational interviews with professionals in your field and plan strategically for your future.

 For details on the LEAD Colloquium, please visit [www.twc.edu/LEAD18](http://www.twc.edu/LEAD18).



**Your D.C. Bucket List:**

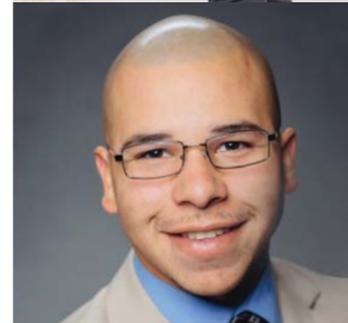
- World-famous monuments
- Outdoor activities, such as kayaking on the Potomac and hiking in Great Falls Park
- The Smithsonian museums, including the new National Museum of African American History and Culture
- The Newseum, International Spy Museum and many art galleries
- World-class performances at The Kennedy Center
- Nationals baseball, Wizards basketball and other sporting events
- Brown-bag lunches at think tanks
- Free concerts on the National Mall

# Live Like a Washingtonian

Washington, D.C. is a city like no other. Where else can you visit a zoo, witness a congressional hearing, eat at an award-winning restaurant and see the Declaration of Independence, all in one day? There's so much to see and do and it's all at your doorstep as a TWC intern.

On a typical weeknight, you might join your colleagues at a networking event, catch an outdoor movie at the Capitol Riverfront or head to Nationals Park to watch a baseball game. You might spend your weekends strolling through Eastern Market, meeting friends for brunch or hitting every free museum in the city.

During your summer or semester in the nation's capital, live like a local by joining a sports league or becoming a regular at your favorite food truck. Make the most of your time in the city by connecting with professionals in your field, meeting up with alumni from your university and learning more about organizations and companies you're interested in.



**Daniel Adorno-Cruz '17**  
**School:** University of Puerto Rico  
**Internship:** Embassy of Mexico

"Washington, D.C. is a place where everyone has a chance to explore their interests and discover career paths they may have never considered. Whether you're planning to start a business, become a politician or work in the communications field, the nation's capital provides opportunities to put your future on track."



### TWC Housing

You'll likely be matched with three other students in a furnished apartment with:

- Two bedrooms
- Two bathrooms
- Living/dining area
- Fully equipped kitchen
- Laundry facilities
- Iron/ironing board
- Flat-screen television in living area
- High-speed wireless internet
- Cable television service
- Fitness center access
- Computer lab access

## Join a Professional Community

By choosing TWC housing, you'll join interns from all over the world in our Residential and Academic Facility near Capitol Hill, or in one of a few other carefully selected buildings nearby.

From day one, you'll interact with students from a variety of backgrounds, all striving to make the most of their time in the nation's capital. TWC housing provides a professional environment where you can form connections with people who will inspire you, challenge your perspectives and help you grow. You'll live independently, but you won't be left totally on your own. The Washington Center ensures that support is always available through its staff of student services professionals and alumni in residence. Our disability services staff also ensures that every student has the tools they need to live comfortably in TWC housing, complete assignments and succeed in the workplace.

TWC also provides plenty of opportunities to meet other interns (neighborhood tours, salsa dancing lessons and weekend bus trips) and polish your professional skills (public speaking workshops, networking activities and career-focused panel discussions).



**Grisoranyel Barrios '15**  
 School: University of Toledo  
 Internship: National Association of Federally Impacted Schools

"One of the best things about The Washington Center is that you will meet people from all over the world. It was fascinating to get to know so many fellow interns with different cultural backgrounds and still be able to connect with all of them so well."

To read about other students' experiences, please visit [www.twc.edu/blogs18](http://www.twc.edu/blogs18).



## Eligibility

The information below outlines TWC's eligibility requirements for the academic internship program. Because your home institution may have additional requirements, we encourage you to contact your campus liaison before starting an application. If you need help contacting your campus liaison or have additional questions, please email [info@twc.edu](mailto:info@twc.edu).

To be eligible, you must:

- be at least 18 years old and have status as a sophomore or above while participating in the program,
- be enrolled as an undergraduate student at an accredited college or university,\*
- maintain a grade point average (GPA) of at least 2.75 on a 4.0 scale,
- receive academic credit from your college or university for your participation in the program (TWC does not grant credit), and
- have approval of your campus liaison (or a faculty sponsor, if your institution does not have a campus liaison).

\* TWC also considers recent college graduates and students in master's level programs on a case-by-case basis. Please contact us at [info@twc.edu](mailto:info@twc.edu) to learn more.

 For more details on eligibility, please visit [www.twc.edu/eligibility18](http://www.twc.edu/eligibility18).

## Dates and Deadlines

TWC offers programs during the spring, summer and fall. We recommend that you apply by the deadlines listed below but are sometimes able to consider late applications on a space-available basis. Because your home institution may have earlier deadlines, we encourage you to contact your campus liaison before starting an application.

Students are admitted on a rolling basis, so we encourage you to submit your application materials as soon as possible. We recommend that students apply by the priority deadline to receive top consideration for TWC's private scholarships. Those who submit after the priority deadline can still be considered for scholarships, but please note that funding may be limited.

### Spring 2018

- **Priority Deadline:** October 11, 2017
- **Regular Deadline:** November 15, 2017
- **Check-in:** January 24, 2018
- **Check-out:** May 5, 2018

### Summer 2018

- **Priority Deadline:** February 21, 2018
- **Regular Deadline:** March 14, 2018
- **Check-in:** June 3, 2018
- **Check-out:** August 11, 2018

### Fall 2018

- **Priority Deadline:** April 18, 2018
- **Regular Deadline:** May 16, 2018
- **Check-in:** August 29, 2018
- **Check-out:** December 8, 2018

 For detailed information on these dates and deadlines, please visit [www.twc.edu/deadlines18](http://www.twc.edu/deadlines18).

## Cost of Attendance

Although TWC charges program and housing fees (see table at right), the cost of attendance varies from student to student. Depending on how the program works at your college or university, 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.

Take these steps to see how much it will cost for you to participate in TWC's academic internship program:

1. **Contact your liaison to see how TWC will work for you.** Many colleges and universities ensure that their students do not pay both tuition on campus and TWC fees, but arrangements vary at each institution. If you need help contacting your campus liaison about the arrangements at your institution, email [info@twc.edu](mailto:info@twc.edu).
2. **See if your financial aid package can be applied toward TWC costs** (or adjusted to account for any increased cost of attendance). We also encourage you to ask if additional support is available at your college or university.
3. **Review scholarships on TWC's website.** You may be eligible to receive funding through a state grant. There are also private scholarships available for campus leaders, students from diverse backgrounds, members of honors societies and programs, students with disabilities and more.
4. **Apply to the program using the admissions guide below.** You will be able to select the scholarships you'd like to be considered for in your application, but we also recommend contacting [financialaid@twc.edu](mailto:financialaid@twc.edu) to ask about additional support from TWC.

**Note:** Some scholarships are contingent on staying in TWC housing. Students will be notified of scholarship awards on a rolling basis after the regular deadline for any given term. If you are selected to receive a scholarship, you will be informed by email.

 For the most up-to-date information on financial aid and eligibility requirements, please visit [www.twc.edu/financialaid18](http://www.twc.edu/financialaid18).



## 2018 TWC Fees<sup>1</sup>

The fees listed below are usually offset by various types of financial assistance and scholarships or through arrangement with your school. To determine your cost of attendance, follow the steps to the left.

### Spring and Fall Programs

Application Fee	Program Fee	Housing Fee
\$60	\$8,420	\$5,990

### Summer Program

Application Fee	Program Fee	Housing Fee
\$60	\$6,900	\$4,940

<sup>1</sup> Fees for 2019 will be published in Fall 2018.

 For information about TWC's refund and cancellation policy, please visit [www.twc.edu/refunds18](http://www.twc.edu/refunds18).

# 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).

**Contact** [info@twc.edu](mailto: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 resume.

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

## Online Application

**Go** to [www.twc.edu/apply](http://www.twc.edu/apply).

**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 two weeks of completion.



### CHECKLIST OF DOCUMENTS TO SUBMIT WITH APPLICATION:

All students:

- Resume
- Issues essay
- Statement of interest
- Transcript
- Letters of recommendation\*

Students attending schools outside the United States:

- All documents above
- TOEFL score
- Copy of first page of passport

\* Will be submitted online directly by the provider.

 Visit [www.twc.edu/appdocs18](http://www.twc.edu/appdocs18) for a complete list and description of these documents.



# Discover Academic Seminars

## Additional TWC Experiences

The Washington Center also offers short-term academic seminars that allow you to dive into specific topics with unique access to the nation's capital. You'll hear from experts in daily speaker sessions, participate in faculty-led group discussions and visit relevant organizations throughout the District. These fast-paced programs give you the opportunity to immerse yourself in a subject of interest, expand your professional network and explore potential career fields.

### *Inside Washington*

January 2–14, 2018

January 6–19, 2019

As part of Inside Washington, you'll examine a variety of current issues while gaining direct access to the perspectives of media experts, political players and national influencers. You'll have the chance to explore Washington, D.C. and visit important organizations throughout the city such as media organizations, congressional offices, embassies and think tanks. Through this program, you'll gain insight into potential career paths in the media, politics and advocacy fields and consider how you can become a leader who can effect positive change.

### *National Security 2018*

May 13–24, 2018

During National Security 2018, you'll be introduced to a wide range of issues surrounding the protection of U.S. interests at home, abroad and in cyberspace. Through exposure to the knowledge of experts in the field and the exploration of sites with national security connections, participants will gain a better understanding of the issues and actors, enhance their professional networks and discover potential career pathways.

### *Did you know?*

The Washington Center can also design custom seminars to bring learning outside the traditional classroom. If you have an idea for a special topics seminar, talk it over with your favorite professor and have them contact [seminars@twc.edu](mailto:seminars@twc.edu) to explore possibilities.

For more information on academic seminars, please visit [www.twc.edu/seminars18](http://www.twc.edu/seminars18).

### Past Speakers Include:

- Chuck Todd, moderator of NBC's *Meet the Press* (pictured)
- Justice Stephen Breyer, U.S. Supreme Court
- Dr. Martha Joynt Kumar, White House Transition Project
- Dr. Dan Massey, Department of Homeland Security
- Chris Matthews, host of MSNBC's *Hardball with Chris Matthews*
- Debbie Wasserman Schultz, U.S. Representative and former DNC Chairwoman
- John Brennan, former Director of the CIA
- Reince Priebus, former White House Chief of Staff and former RNC Chairman
- April Ryan, White House Correspondent
- Michael Steele, former Lieutenant Governor and former RNC Chairman
- Dee Dee Myers, former White House Press Secretary
- Dr. Michael Eric Dyson, Author
- Candy Crowley, former CNN Chief Political Correspondent



**Antoine Campbell '17**  
School: Quinnipiac University

"No matter which side of the aisle you're on, academic seminars give you a once-in-a-lifetime chance to explore current topics in the nation's capital. Through this program, I was able to hear from incredible speakers and learn about issues from the perspective of D.C. insiders."



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 internship-centered academic terms. Fall, spring and summer internship programs consist of a substantive work experience tailored to the student's interests, academic coursework, and civic and leadership programming.

TWC 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

1333 16th Street, N.W.  
Washington, D.C. 20036-2205  
Phone: 202-238-7919  
Email: [info@twc.edu](mailto:info@twc.edu)  
[www.twc.edu](http://www.twc.edu)

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

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