

*Internships and Academic Seminars*



The Washington Center

# *Experience Transforms*

*Washington, D.C. Program Guide 2017*

# 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.

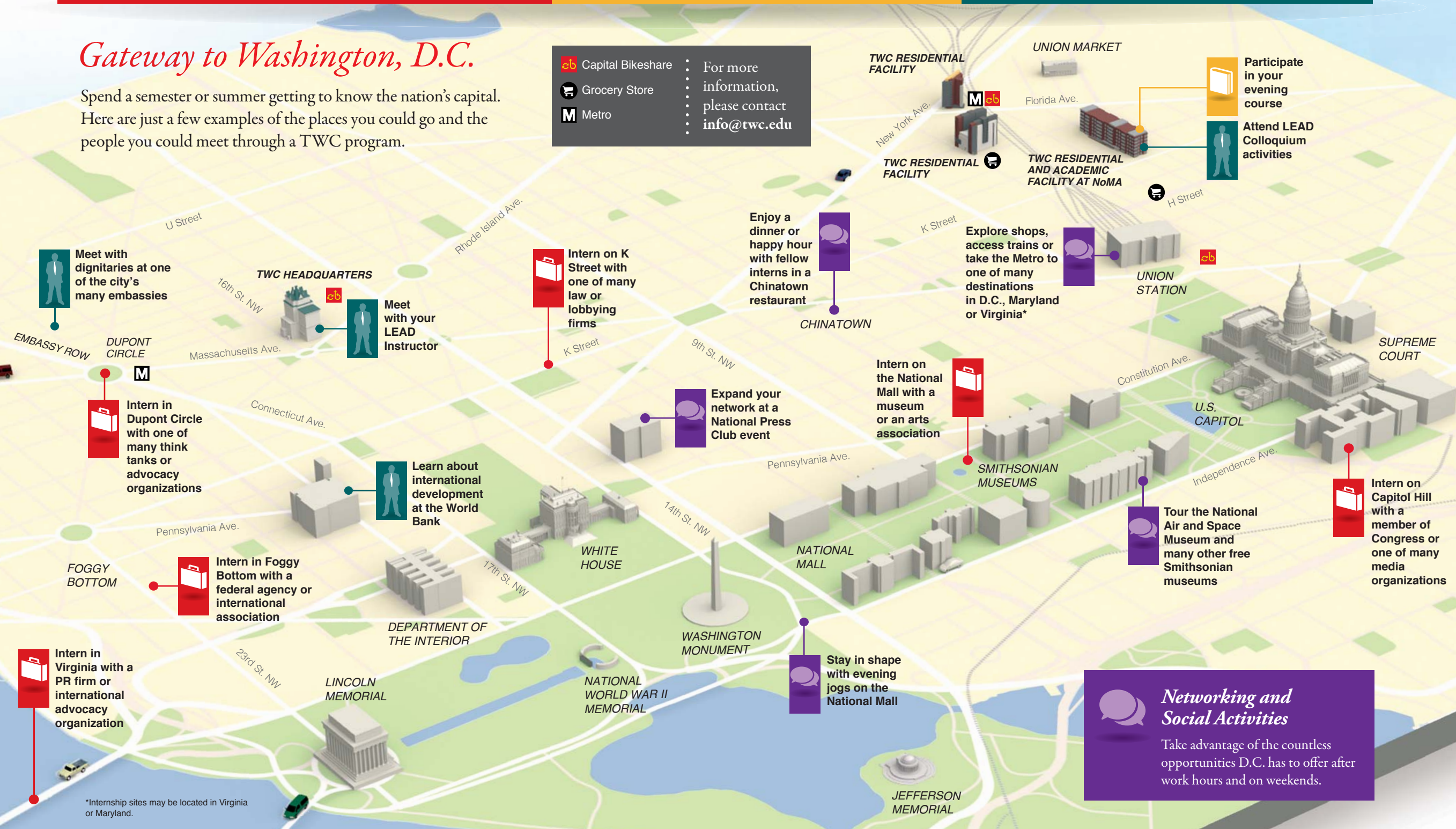


## The LEAD Colloquium

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.

## 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.



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

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

## 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.

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



# *The Washington Center Experience*

There's no better way to launch your career than 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, learn how to navigate a professional environment and gain a clear edge in the competition for postgraduate employment with a substantive internship.

*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 reflect on your experiences, hear from and engage with leaders, and wrestle with 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.



**Marie-Claude Lavoie**  
TWC Internship Supervisor,  
Pan American Health  
Organization

“TWC’s screening process saves us time, money and effort. They send us only the right students with the right skill sets who have just the right blend of academic training, motivation and character. Their energy, their enthusiasm and their dedication to the job at hand are infectious.”

## 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



TWC submits your documents to targeted internship sites.



An internship site will reach out to you and conduct a phone interview.



An internship offer is made, and you confirm your internship site.



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

# 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 towards 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.

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 valuable perspective about which sites offer the best experiences.

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.

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 internship placement.

### Sample Internship Sites

#### Arts, Education and Humanities

- United Way Worldwide
- Save the Children
- Smithsonian Associates

#### Business, Economics and Trade

- Amber Road
- Entrepreneurs’ Organization
- U.S. Small Business Administration
- Private consulting firms

#### International Affairs

- Center for Strategic and International Studies
- Organization of American States
- Woodrow Wilson International Center for Scholars

#### Legal Affairs and Criminal Justice

- Office of the Attorney General for D.C.
- Mil Mujeres Legal Services
- Private law offices

#### Media and Communications

- Epic PR Group
- Double R Productions
- Voice of America

#### Politics

- Center for Strategic and International Studies
- Democratic National Committee
- The Brookings Institution
- Capitol Hill

#### Health, Science and Environment

- STEMconnector
- Pan American Health Organization
- Ecological Society of America
- Securing Water for Food

For more sample internship sites, please visit [www.twc.edu/internshipsites17](http://www.twc.edu/internshipsites17).



**Dr. Alicia Campi**  
Professor

**Course**  
Rising China: U.S.–China  
Relations in the 20th and  
21st Centuries

“I teach TWC courses related to East Asia and Chinese history and Chinese-U.S. economic relations. The opportunity to work with TWC students from different backgrounds and schools has been a stimulating intellectual challenge for me over the years, and this fact, together with the ever-changing nature of the United States’ relationship with Asia, keeps the topics fresh and relevant. I am happy to say that I still hear from some of my former students now out making their own careers.”

# Pursue Your Intellectual Interests

## The Evening Course

An academic course is an integral part of your learning experience at The Washington Center. You’ll be able to choose one of up to 25 courses typically 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

### Business, Management and Public Administration

- International Business Case Studies
- From Ideas to Action: The Anatomy of Entrepreneurship

### Communications

- Media and the Movies
- Mass Media and American Politics

### International Affairs and Foreign Policy

- U.S. Foreign Policy
- Rising China: U.S.–China Relations in the 20th and 21st Centuries
- How Washington Engages the Arab Middle East

### Law and Criminal Justice

- Philosophy of Law, the Supreme Court and the U.S. Constitutional Tradition
- Forensic Psychology
- Introduction to Criminal Law and Criminal Procedure

### Leadership

- Essentials for Aspiring Leaders
- Nonprofit Leadership and Management

### Research

- Research and Writing Seminar

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

- Scandalous Washington: Uncovering D.C. History



For additional details about the evening course, please visit [www.twc.edu/courses17](http://www.twc.edu/courses17).



## Professional Tracks

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

- Advocacy, Service & Arts
- 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. And because no two Fridays are alike, every week presents an exciting new experience.

### LEAD Small Groups

**Most Fridays:** You'll meet with your LEAD instructor to reflect on what you are learning, as well as discuss leadership, professional development and other topics with your peers. Since 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

**Most Fridays:** Along with other students who share your professional interests, you'll gather for panel discussions, site visits and briefings 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).

## Civic Engagement

**Select Fridays:** With TWC, you'll explore topics of social concern, identify ways you can make a difference and put your knowledge into action. You'll volunteer your time with an organization of your choice and participate in workshops on political and social engagement. Through TWC's public policy dialogues, you'll also interact with members of Congress, lobbyists or think tank leaders to understand how public policy works.

### Speaker Series

**Select Fridays:** 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 the role of the United States in the world, racial tension in America and the debate over gun control.

### Career Boot Camp

**One-time event:** You'll have the opportunity 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.

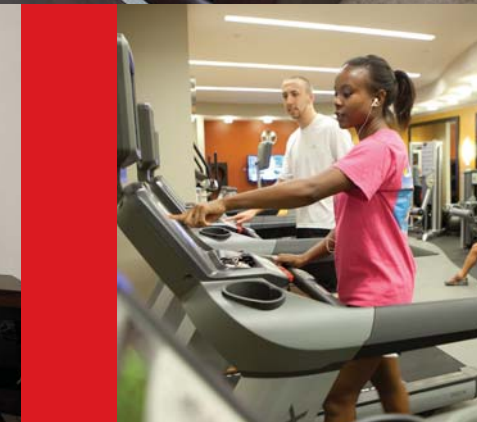
### Global Connections Forum (*fall and spring only*)

**One-time event:** You'll deepen your cross-cultural understanding and develop skills needed to navigate an increasingly interconnected world. You'll also discuss global leadership, explore pathways to service abroad and learn about international development. Later that evening at our Global Festival, you'll share food, culture and traditions from your home state or country with the TWC community.

## Portfolio

While in Washington, D.C., 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 and plan strategically for your future path of leadership.

For details on the LEAD Colloquium, please visit [www.twc.edu/LEAD17](http://www.twc.edu/LEAD17).



**Haley Brown '15**  
TWC Alumna in Residence

“My semester with The Washington Center was life-changing. Not only did I get to interact with some of the most incredible people I have ever met, but I was also able to explore what I am looking for in a career. Because of my experience, I feel equipped to help the students that I work with realize their own future goals. I love helping them discover their passions and find the means to pursue them.”

# 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 an 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 live-in 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 provides plenty of opportunities to meet other interns (neighborhood tours, salsa dancing lessons and weekend bus trips) and polish your professional skills (individual career consultations, informational interviews and networking activities).

## 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



Spencer Wagner '16  
Elon University

“My TWC experience was a chance to step outside my comfort zone and gain insights for the future. I now have a much clearer image of my career path and my goals. Take this opportunity in D.C. to talk to as many people as you can. Reach out to TWC alumni, professionals in your field and anyone else you have an interest in speaking with. This is a unique chance to hear their advice, see the path they’ve taken and understand how they’ve found success.”

To read about other students’ experiences, please visit our student blogs at [www.twc.edu/blogs17](http://www.twc.edu/blogs17).

# Discover the Nation’s Capital

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 see and do, and it’s all at your doorstep as a TWC intern.

The nation’s capital offers impressive architecture and monuments, incredible museums, world-class theater, great nightlife, a rich international community and restaurants with a wide range of cuisines. Throughout your time with TWC, you’ll experience the city in a way that tourists never could.

Best of all, you’ll get to know fellow students from the United States and around the world. You’ll participate in a variety of social activities, trips and adventures together. And by the time the program concludes, you’ll have created friendships that remain strong for many years in the future.



## Your D.C. Bucket List:

- World-famous monuments
- Hiking in Great Falls, VA, kayaking on the Potomac, and other outdoor activities
- The Smithsonian museums, including the National Air and Space Museum and National Gallery of Art (*all free!*)
- The Newseum, International Spy Museum and many art galleries
- World-class performances of theater, music and dance
- Nationals baseball, Wizards basketball and other sporting events
- Brown-bag lunches at think tanks
- Free concerts on the National Mall



## Eligibility

The information below outlines TWC's general requirements. Because your school may have additional requirements, we encourage you to contact your campus liaison before beginning the application process.


To be eligible, students must:

- Be at least 18 years of age.
- Attend an accredited college or university with at least four semesters completed before participating.
- Maintain a grade point average (GPA) of at least 3.0 on a 4.0 scale. Students with a lower GPA may be considered.
- Have an official English exam score that meets the following minimums: TOEFL iBT 80; TOEFL PBT 550; IELTS 6.5; TOEIC 850; waived in certain cases.
- Receive academic credit from their college or university for their participation in the internship program; exceptions apply.
- Have the approval of their campus liaison or faculty sponsor.

## J-1 Visa and Health Insurance

TWC is a designated J-1 visa sponsor by the U.S. State Department. It is mandatory that you enter the United States with your J-1 visa. Once you're accepted into TWC's program, you will be given all of the necessary information about how to secure your J-1 visa.

You must also certify that you have a valid health insurance policy to comply with U.S. State Department regulations.

 For more information on these requirements, please visit [www.twc.edu/j-1-visa](http://www.twc.edu/j-1-visa).

## Dates and Deadlines

TWC offers programs during the spring, summer and fall. Please check with the liaison at your university, as some universities may have earlier deadlines. Students who will be applying for a J-1 visa should use the priority deadline to allow for as much preparation time as possible.

 For detailed information on our deadlines, please visit [www.twc.edu/deadlines](http://www.twc.edu/deadlines).

## Program Costs and Scholarships

TWC charges a program fee as well as a housing fee (see table at right). These costs vary based on the length of the program. Program and housing fees are listed separately as students are not required to stay in TWC's housing.

TWC currently offers three scholarship opportunities for which international students may be eligible. These scholarships are contingent on using TWC housing and successfully completing the program (with a grade of C or better in each component).

TWC scholarships for international students include the following:

- **Civic Engagement Award:** Recipients are public-spirited and socially engaged, making a positive impact among a community of people around them.
- **Professional Achievement Award:** Recipients have demonstrated a commitment to career advancement evidenced by membership in professional organizations or prior work experience.
- **International Leadership Award:** Recipients have a record of involvement and leadership in relevant settings (college or university, community, etc.).

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

 For other general questions, please email [internationalinfo@twc.edu](mailto:internationalinfo@twc.edu).

### 2017 TWC Fees

TWC Spring and Fall programs are 15 weeks.  
TWC Summer programs are 10 weeks.

#### *Semester and Summer Term Programs*

Term	Application Fee	Program Fee	Housing Fee
Spring and Fall 2017	\$125	\$8,178	\$5,820
Summer 2017	\$125	\$6,695	\$4,800

### Dates and Deadlines

<i>Application Deadlines</i>		<i>Program Dates</i>		
Priority Deadline*			Check In	Check Out
Spring 2017	Oct. 12, 2016	Spring 2017	Jan. 25, 2017	May 13, 2017
Summer 2017	Feb. 15, 2017	Summer 2017	May 24, 2017	Aug. 5, 2017
Fall 2017	May 3, 2017	Fall 2017	Aug. 23, 2017	Dec. 9, 2017

\*It is strongly suggested you apply by the priority deadline.

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

## 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** [internationalinfo@twc.edu](mailto:internationalinfo@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/appdocs17](http://www.twc.edu/appdocs17) for a complete list and description of these documents.



# Global Competencies Program

TWC's new program is designed for high performing seniors, recent college graduates or students currently enrolled in graduate school. Recognizing current needs and a skills gap in the world labor force, TWC's new Global Competencies Program is a cutting-edge forum that will give you the skills, experience and expertise you need to succeed in a competitive international labor market. The program will equip you with powerful skills and tools to increase your employability chances at top jobs and expand your opportunities for upward career mobility. Program participation will help you shorten the learning curve while benefiting you and your employers, resulting in a win-win situation.

## Program Components

- **Internship:** You will intern at your assigned internship site four days per week. Time spent at your internship site will help you gain professional experience, a competitive edge in the job market and present you with networking opportunities. Internship sites will serve as a platform for the direct application of the skills you will develop throughout the program. Internship supervisors will be made aware of your assignments and requirements and will contribute to your professional journey each week.
- **Accelerated Career Track Sessions:** You will meet for three hours per week to receive training on core professional competencies. These sessions will provide you with a competitive advantage and enhance your work performance.
- **Professional Coaching Sessions:** Throughout the semester, you will receive one-on-one coaching to further build on your newly developed skills and strategize about your career path. Individual coaching will take place four times, with each session spanning 30 minutes.


## Program Learning Objectives:


- You will develop an understanding of the global and executive competencies that are essential to succeed in the workforce and recognize the correlation between those competencies and upward career mobility.
- You will incorporate the skills and tools learned through the interactive workshops in a real world environment, particularly at your internship, and comprehend how this experience will impact your work performance.
- You will obtain the right tools and guidance to build a strong Career Strategy Plan to direct your career trajectory.



## Sample Accelerated Career Track Sessions

- Harnessing Professional Etiquette
- Managing Transitions and Culture Shock in Your New Role
- Project Management
- Emotional Intelligence (EQ)
- Career Visioning and Purpose
- Navigating Organizational Dynamics
- Communicating Value and Creating a Personal Brand
- Developing Your Community and Professional Network
- Leveraging Your Strengths for Teamwork and Building Cross-Functional Capacity
- Enhancing Teamwork, Problem-Solving, Innovative Thinking and Cross-Cultural Communication Skills
- Developing a Career Strategy Plan

 For more information about the program eligibility, please visit [www.twc.edu/global-eligibility](http://www.twc.edu/global-eligibility).

 For cost, dates and instructions on how to apply, contact us at [internationalinfo@twc.edu](mailto:internationalinfo@twc.edu).

*Apply Now!*

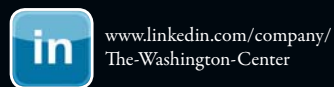
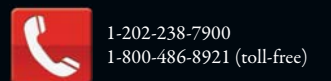
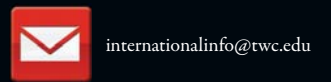
Go to [www.twc.edu](http://www.twc.edu).

Click on Apply Now.

Create an account.

Start and submit the online application by following the instructions.

*Contact TWC*



*Connect with  
@TWCInternships*





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.

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 programs for all, regardless of race, religion, national origin, gender, sexual orientation, age, physical challenge or veteran status.

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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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