

Internships and Academic Seminars



The Washington Center

*Experience
Transforms*



Washington, D.C., Program Guide 2018

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.

Capital Bikeshare
 Grocery Store
 Metro

For more information, please contact 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 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

All accepted students are guaranteed an internship placement. 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 a 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.

Sample Internship Sites

Arts, Education & Humanities

- Special Olympics
- Smithsonian Associates
- United Way Worldwide

Business, Economics & Trade

- Private consulting firms
- S&P Global
- U.S. Small Business Administration

International Affairs

- Center for Strategic and International Studies
- Organization of American States
- United Nations of the National Capital Area
- Woodrow Wilson International Center for Scholars

Legal Affairs & Criminal Justice

- American Bar Association
- Office of the Attorney General for D.C.
- Private law offices

Media & Communications

- Double R Productions
- Epic PR Group
- Linder Global Events
- Voice of America

Politics

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

Health, Science & Environment

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

Pre-Arrival Experience

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

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.



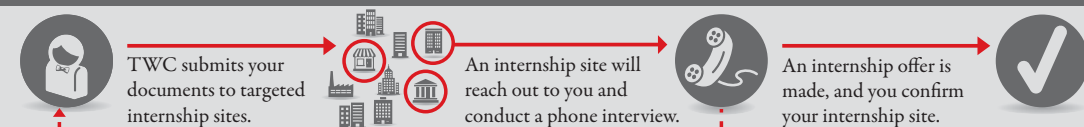
Discuss next steps in the internship matching process.



Explore potential internship site opportunities.

Acceptance

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

For more sample internship sites, please visit www.twc.edu/internships18.



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.



Yusei Ando '17
Tokai University, Japan

"My experience at The Washington Center helped me envision and broaden my career goals. Washington, D.C., is a very diverse and changing city, and meeting new people from different backgrounds and cultures gave me many insights into the world. The Global Language Network, where I interned, is a place where people with diverse identities work and learn together. I greatly benefited from this unique and valuable experience."



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.



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).

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



Jorge Efren Urias Armenta '17
Sonora Institute of Technology, Mexico

"Apart from being an unmatched opportunity to surround myself with talented and successful professionals from around the world, The Washington Center has been one of the most personally enriching experiences of my life. By interning at a Community Action Agency and doing civic engagement activities with the homeless population, I developed a sense of community. Now I am leaving Washington, but I will take all the knowledge, values and friendships with me."



Your D.C. To-Do 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 visiting 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.



Rebeca Ortega '17
Universidad Anahuac, Mexico

"Being part of The Washington Center gave me a new perspective on life and how non-profits work. My favorite part was getting to know people who care about the same issues as I do. TWC helped me shape my future through different classes and civic engagement work. It's not over yet! This experience showed me that with hard work I can reach my goals and make a difference in my community."



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 (or equivalent). 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, and
- 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. Department of State. It is mandatory that you enter the United States with your J-1 visa. Once you are 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. Department of State regulations.

 For more information on these requirements, please visit 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.


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.

 For more information, please email internationalinfo@twc.edu.



2018 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 2018	\$125	\$8,420	\$5,990
Summer 2018	\$125	\$6,900	\$4,940

Dates and Deadlines

	Application Deadlines	Program Dates	Check In	Check Out
	Priority Deadline*			
Spring 2018	Oct. 11, 2017	Spring 2018	Jan. 24, 2018	May 5, 2018
Summer 2018	Feb. 21, 2018	Summer 2018	Jun 3, 2018	Aug. 11, 2018
Fall 2018	April 18, 2018	Fall 2018	Aug. 28, 2018	Dec. 7, 2018

*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.

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 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.

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.**

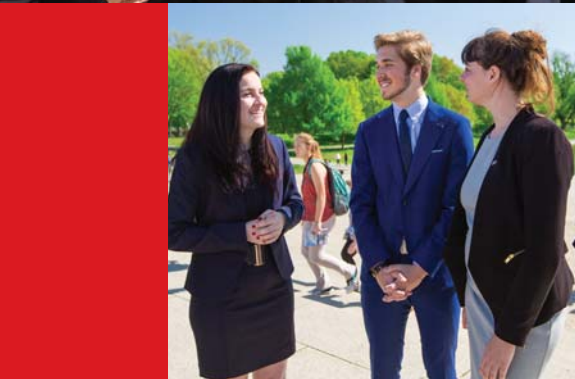
**Your application will be reviewed within two weeks of completion.



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 for a complete list and description of these documents.



Global Competencies Program

The Washington Center's Global Competencies 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, this 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, a win-win situation.

Program Components

Internship (Monday–Thursday): Internships help you gain professional experience and a competitive edge in the job market. 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 TWC assignments and requirements and will contribute to your professional journey.

Global and Executive Competencies Sessions (Friday): You will receive training on core professional competencies, helping to enhance your work performance and giving you a competitive advantage over your peers.

Mentorship and Networking Opportunities: Throughout the semester, you will receive one-on-one mentoring to further build on your newly developed professional skills and strategize about your career path. Individual mentoring sessions will take place three times, with each session spanning 30 minutes to an hour.


Program Learning Objectives:

- 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.
- 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.
- Obtain the right tools and guidance to build a strong Career Strategy Plan to direct your professional trajectory.



Sample Global and Executive Competencies Sessions

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

 For more information, contact us at internationalinfo@twc.edu.

Apply Now!

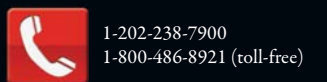
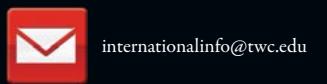
Go to www.twc.edu.

Click on Apply Now.

Create an account.

Start and submit the online application by following the instructions.

Contact TWC



Connect with The Washington Center

@TWCInternships



The Washington Center





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

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