

## Host an Intern

Interns are a key part of the D.C. workforce for a reason. They infuse organizations with fresh ideas, energy and enthusiasm while helping boost productivity. Area employers welcome interns not only for their vibrant contributions, but also to tap into a pipeline of prospective, capable employees.

Identifying qualified intern candidates yearround presents its own challenge to human or financial resources that may be stretched or limited, challenging many organizations to remain competitive and thrive.

If you are one of these organizations, consider hosting a TWC intern. TWC is the largest internship program in the U.S. with over 600 partner organizations here in the D.C. area. Each student is vetted and pre-qualified through a rigorous matching process before reaching you. Our interns are young, passionate students from across the U.S. and around the world, eager to learn and committed to contributing value to your organization, while maximizing their own professional development.

We stand by every one of our interns. TWC offers them a solid support system when they are not at their internship sites, removing the need for your organization to commit additional resources. TWC's dedicated Student Life staff administer housing, student services, professional training and career advising.

Are you ready to take the next step and discover how TWC can help your organization prosper?



## Benefits of Hosting Interns

Direct access to our extensive and diverse talent pool

Use TWC to start recruiting from everywhere! Our students came from 225 different colleges and universities representing 40 states and 15 countries in 2018.

2 Tailored service to help you find the right intern

A dedicated Site Relations Coordinator will be your main point of contact. Discuss what you are looking for and they will connect you to students who may be a good fit for you to interview.

3 Structured programs with advising and support

Outside of their internship with you, students have support from TWC. They participate in professional development programming on Fridays and an evening course one night per week. TWC offers student housing in the NoMa area of D.C. where students live with other interns. Most students receive academic credit for the whole experience from their college.



## Intern Host Responsibilities

- 1 Provide a substantive internship experience
  - Monday–Thursday for 32 hours a week
  - Have a dedicated work space
  - · Assign engaging projects and training
- Commit to your intern's growth and development
  - Mentorship
  - Networking
  - Professionalism
- 3 Engage in your interns program
  - · Internship Agreement form
  - Mid-semester site visit
  - Final evaluation

## Intern Selection Process





## Begin your intern selection process

Identify internship opportunities and share job descriptions with your TWC site relations coordinator.





#### Receive and review student profiles

TWC shares student application packets for your review.





#### Interview Students

Contact students to arrange a phone or Skype interview-we recommend within 3-5 business





candidates Not the right fit? Did the student

turn down your

know so we can try again.

offer? Let us

Consider other

### Make a decision and share interview results

Send the offer to intern with your organization directly to your selected student. Inform students if they will not move forward in your intern selection process.





#### Confirm the internship

Your student will reply to formally accept or decline your offer.





#### Onboard your student

Once you've confirmed the internship, share any materials or pertinent information with your student. If you have additional paperwork, a security clearance, or if you are hosting an international student requiring visa paperwork, we will work closely together to ensure successful completion.





### Student begins their internship

A TWC site relations coordinator will guide you through the intern selection process. We recommend reviewing and interviewing candidates within a week. TWC interns typically accept an internship offer within a month.

## Program Dates

## Spring 2019

Check-In: Jan. 23

Internship: Jan. 28-May 2

Check-Out: May 4

#### Summer 2019

Check-In: June 2

Internship: June 4-Aug. 8 Check-Out: Aug. 10

#### Fall 2019

Check-In: Aug. 28

Internship: Sep. 2-Dec. 5 Check-Out: Dec. 7

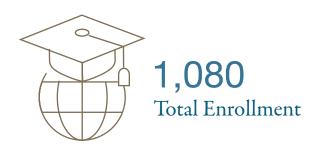


I was excited to finally have a taste of what it is like to work in my field of interest, and the opportunity was even better than I expected. Not only was I given the chance to work on essential duties, but was provided the best resources. I thank my supervisor Rachael Wilkinson for providing me the advice, support and guidance needed to reach and succeed my goals.

Michaella Patterson, Studio Theatre, Spring 2017 intern



# TWC by the numbers 2018



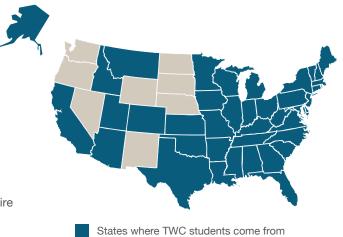
## First Generation College Students



## Where do TWC students come from in the U.S.

## Top 5 States Massachusetts New Jersey Pennsylvania New York Ohio

# Top 6 Universities Stockton University Furman University Westfield University University of New Hampshire Tiffin University St. Lawrence University



## Student Interests



Advocacy • Art • Business Communications • Criminal Justice • International Affairs • Law • Politics • Science Technology

3.4



The average GPA of our incoming students.

## TWC International Students

