

The Washington Center



TWC Advising Guide

For Institutional Partners



How To Use This Guide

New to TWC or perhaps a longtime supporter? This guide includes all the information you'll need to advise your students on our programs and support them through the application process.

Who We Are

The Washington Center (TWC) is the largest and most established student internship program in Washington, D.C. We've helped more than 60,000 college students translate their majors into thriving career paths. We use our scale, our expertise and our passion to create customized life-changing programs, seminars and professional development experiences for each and every student.

TWC helps colleges and universities deliver on their promise, to prepare students for life after graduation. The TWC experience complements students' on-campus learning and helps them develop the knowledge, skills and network they need to thrive in a career.

Our student interns live, work and learn in a global community. TWC offers students exposure to diversity of all forms — geographic, racial, socioeconomic and political. Students learn from their peers of different backgrounds and beliefs and, as a result, feel prepared to succeed in the workplace.

Table of Contents

- 04 Academic Calendar
- 07 Academic Internship Program Components
- 08 The Internship
- 11 The Academic Course
- 12 Career Readiness Programming

Academic Calendar

2022 Academic Calendar, Important Dates & Deadlines

January Seminar	Dates
Inside Washington Begins	Sunday, January 2, 2022
Inside Washington Ends	Monday, January 10, 2022

Spring Semester Internship	Dates
Spring 2022 Internship Advising Begins	Monday, October 4, 2021
Spring 2022 Academic Course List Released	Wednesday, November 10, 2021
Spring 2022 Community Profile Priority Deadline	Monday, November 15, 2021
Spring 2022 Community Profile Regular Deadline	Friday, December 3, 2021
Spring 2022 Course Registration Deadline	Friday, December 10, 2021
Spring 2022 Community Profile Final Deadline	Monday, December 20, 2021
Spring 2022 Course Add/Drop Begins	Wednesday, January 12, 2022
Spring 2022 Check-In Begins	Wednesday, January 19, 2022
Spring 2022 Program Orientation	Monday, January 24, 2022
Spring 2022 First Day of Internships	Tuesday, January 25, 2022
Spring 2022 Course Add/Drop Ends	Friday, January 28, 2022
Spring 2022 Last Day of Internships	Friday, April 29, 2022
Spring 2022 Check-Out	Saturday, April 30, 2022
Spring 2022 Grades Sent To Schools	Friday, May 6, 2022

Summer Term Internship	Dates
Summer 2022 Internship Advising Begins	Monday, February 14, 2022
Summer 2022 Community Profile Priority Deadline	Wednesday, March 23, 2022
Summer 2022 Academic Course List Released	Wednesday, April 6, 2022
Summer 2022 Community Profile Regular Deadline	Wednesday, April 6, 2022
Summer 2022 Community Profile Final Deadline	Wednesday, April 27, 2022
Summer 2022 Course Registration Deadline	Friday, May 6, 2022
Summer 2022 Course Add/Drop Begins	Wednesday, May 25, 2022
Summer 2022 Check-In Begins	Wednesday, June 1, 2022
Summer 2022 Program Orientation	Monday, June 6, 2022
Summer 2022 First Day of Internships	Tuesday, June 7, 2022
Summer 2022 Course Add/Drop Ends	Friday, June 10, 2022
Summer 2022 Last Day of Internships	Friday, August 5, 2022
Summer 2022 Check-Out	Saturday, August 6, 2022
Summer 2022 Grades Sent To Schools	Friday, August 12, 2022

May Seminar	Dates
National Security Begins	Sunday, May 15, 2022
National Security Ends	Saturday, May 21, 2022

Fall Semester Internship	Dates
Fall 2022 Internship Advising Begins	Tuesday, May 31, 2022
Fall 2022 Community Profile Priority Deadline	Monday, June 20, 2022
Fall 2022 Academic Course List Released	Wednesday, July 6, 2022
Fall 2022 Community Profile Regular Deadline	Monday, July 11, 2022
Fall 2022 Course Registration Deadline	Friday, July 29, 2022
Fall 2022 Community Profile Final Deadline	Friday, July 29, 2022
Fall 2022 Course Add/Drop Begins	Wednesday, August 17, 2022
Fall 2022 Check-In Begins	Wednesday, August 24, 2022
Fall 2022 Program Orientation	Monday, August 29, 2022
Fall 2022 First Day of Internships	Tuesday, August 30, 2022
Fall 2022 Course Add/Drop Ends	Friday, September 2, 2022
Fall 2022 Last Day of Internships	Friday, December 2, 2022
Fall 2022 Check-Out	Saturday, December 3, 2022
Fall 2022 Grades Sent To Schools	Friday, December 9, 2022



My experience with The Washington Center was nothing short of amazing. Being here has taught me to go for everything I desire. It has increased my confidence and I am forever grateful.

Melanie Griffin, from the University of Central Arkansas, interned with the National Archives and Records Administration

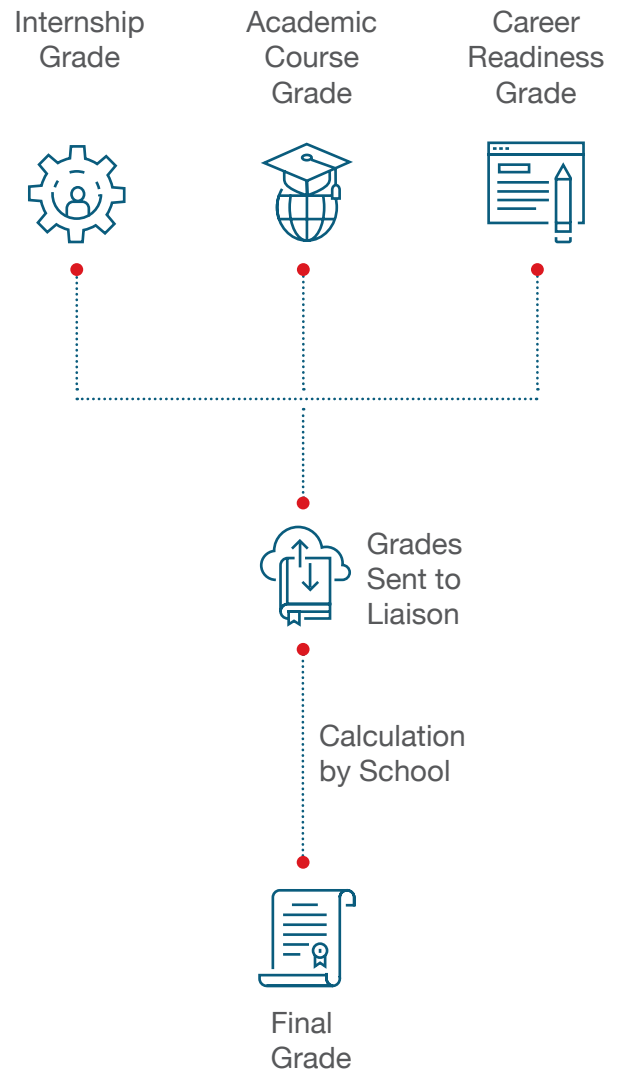
Academic Internship Program: Recommended Breakdown of Credits

When students spend a semester or summer with TWC, it's critical that they are able to maintain their degree progress at home. The Academic Internship Program is designed to integrate fully into each student's regular curricular experience, and TWC works with our partner institutions to ensure that students earn credit during their time with us. Based on the industry standard Carnegie Unit measurement, the program is worth at least 15 units during a semester and 9 during a summer; though each college or university ultimately decides what credit their students earn.

Recommended Minimum Credit Breakdown

	Spring/Fall	Summer
Internship	10	6
Evening Course	3	2
Career Readiness Programming	2	1
Total	15	9

The Grading Process



91%

of TWC's internship sites would consider hiring their intern full-time if a position became available

SkillsSurvey data from TWC internship sites

Application Documents Checklist

Students need to submit these documents as part of their application to the Academic Internship Program:

- ✓ **One-page Resume**
Outline educational background, honors or recognitions, work experience, activities, special skills, etc. Include any computer-related expertise or foreign language skills, as well as prior internships and volunteer activities.
- ✓ **Statement of Professional Interest**
A summary (around 100 words) of what students are seeking in an internship, the skills they're hoping to develop and interests they'd like to explore.
- ✓ **Issues Essay or Writing Sample**
Students can either write an original essay on a key issue that is relevant to the field they are hoping to intern in, or submit a professional writing sample (up to two pages) from a previous course or experience. We recommend that students choose a sample that can be submitted in its entirety.
- ✓ **Official Transcript**
Students can upload their official transcript directly into their application or request that it be sent to info@twc.edu.
- ✓ **Letter of Recommendation**
For spring 2022, recommenders must be a faculty member or professional supervisor. If students have a grade-point average below 2.75, they'll need to submit two letters of recommendation. Students can apply before their letter is submitted. For summer and fall 2022, letters of recommendation are no longer required for students with a grade-point average at or above 2.75 and only one letter is required for students with a grade-point average below 2.75.

Eligibility

To be eligible, students must:

- Be at least 18 years old.
- Be enrolled in an undergraduate program. Recent graduates and students in master's level programs may be considered on a case-by-case basis.
- Be a sophomore or above while participating in the program and have completed at least two semesters on campus by the start of the program.
- Maintain a grade-point average (GPA) of at least 2.75 on a 4.0 scale.
- Demonstrate English-language proficiency.
- Receive academic credit from their college or university for their participation in the program.
- Have approval from their campus liaison (or a faculty sponsor if there is no TWC liaison on their campus).


“

When I applied to TWC, I had no idea what I wanted to do as an intern, let alone what organizations were available. I am a double major in business and healthcare, so I knew I had a broad range of options ahead of me. Fortunately, TWC has an internship-matching process that helped me narrow things down to specifics.

Morganne Blazejak, a double major in healthcare administration and healthcare science at Alvernia University (PA)

Academic Internship Program Components

1  Internship

2  Academic Course

3  Career Readiness Programming



TWC students' three most developed competencies were:

- Global and intercultural fluency
- Teamwork
- Digital technology

SkillsSurvey 2019



The Internship

Once students are accepted, they will be assigned a Pre-Arrival Advisor. With this advisor, they can anticipate two advising sessions: one focused on setting goals and developing a placement strategy and a second focused on the student's resume and other documents. Their Pre-Arrival Advisor will work with them to figure out the best route to achieve their goals.

Together, they will explore what skills they have to offer, the type of internship site they are considering, the ideal organization size for them and other aspects that can weigh heavily on how successful they will be at their internship.

Internship Placement

Following their advising session, students will have an idea of what type of role and what type of organization they'd like. They will then be able to view and apply to open internship opportunities directly using GradLeaders, TWC's internship placement platform. Upon consideration from one of the sites, they will be contacted directly by the site to conduct a phone interview. Students can expect to have one or several interviews. Once an offer is extended, students ultimately decide whether they want to accept it.

Our Internship Sites

We have a network of hundreds of internship site partners. We work closely with our partners to ensure students will have access to:

- A supervisor invested in their personal and professional success
- Meaningful work that aligns with their interests
- Projects and assignments they can own
- A goal-oriented approach to work that will help them grow and improve

Career Readiness Report

TWC has partnered with the SkillSurvey Career Readiness Project™, an HR tool to assess students' skills following their internship experience. At the end of their internship, they will undergo a 360-degree evaluation by their peers, their supervisor and themselves. The end result is a comprehensive report that provides feedback on their Career Readiness Level and how they compare with the national average. They'll identify their strengths and improvement areas for eight critical competencies desired by employers, along with a roadmap for further development.

Sample Internship Sites By Major



Accounting & Finance

Citigroup Management • Councilor, Buchanan, & Mitchell, PC • Internal Revenue Service • International Trade Administration • Munoz Investment Banking Group, LLC • PYT Funds



Business & International Relations

American Public Transportation Association • Fonbnk • International Executive Service Corps • International Trade Administration • Lean Construction Institute • Peace Corps • Special Olympics



Communications, Marketing & Journalism

Comunicad • Double R Productions • U.S. Environmental Protection Agency, Office of Public Affairs • National Lesbian and Gay Journalists Association • PBS "To the Contrary" • Rational 360



Computer Science, IT & Cybersecurity

Buzz Voice Inc. • Development Monitors • Inter-American Defense Board • Lovelytics • Peace Tech Lab • Teracore • U.S. Department of Homeland Security • United States Marshals Service



Criminal Justice & Law

Bureau of Alcohol, Tobacco, Firearms and Explosives • DC Bar Foundation • Justice Lab • Domestic Violence Legal Empowerment and Appeals Project • National Sheriffs' Association • Offender Aid and Restoration • U.S. Department of Homeland Security • United States Marshals Service



Economics

Foundation on Economic Trends • Grant Thornton LLP • Greater Peoria Economic Development Council • International Trade Administration • Manchester Trade Ltd. • Running Start • S&P Global



Education

D.C. Public Schools • Department of Education, Office of Finance and Operations • Latino Student Fund • NAACP Washington Bureau • The Global Language Network



English

Law Media Group • National Association of Federally Impacted Schools • The Federal Practice Group • World Learning for International Development



Environmental Studies

Earthjustice • Ecological Society of America • U.S. Department of Justice – Environment and Natural Resources Division • WE ACT for Environmental Justice



Forensics

International Centre for Missing and Exploited Children • Metropolitan Police Department



History

Americans for Democracy & Human Rights in Bahrain • National Air and Space Museum • National Archives & Records Administration • U.S. Commission for the Preservation of America’s Heritage Abroad



Non Profit & Advocacy

El-Hibri Foundation • National Black Justice Coalition (NBJC) • Naval History and Heritage Command • Special Olympics DC • The Salvation Army National Capital Area • The Lincoln Archives Digital Project



Political Science & Government

AMIDEAST • Churches for Middle East Peace • League of Women Voters • LobbyIt.com • National Organization of Black County Officials (NOBCO) • The Global Fund for Children • U.S. House of Representatives • United States Conference of Mayors



Psychology

American Psychological Association • Campaign for the Fair Sentencing of Youth • Lawyers Without Borders • National Down Syndrome Society • The Public Defender Service for the District of Columbia-Mental Health Division

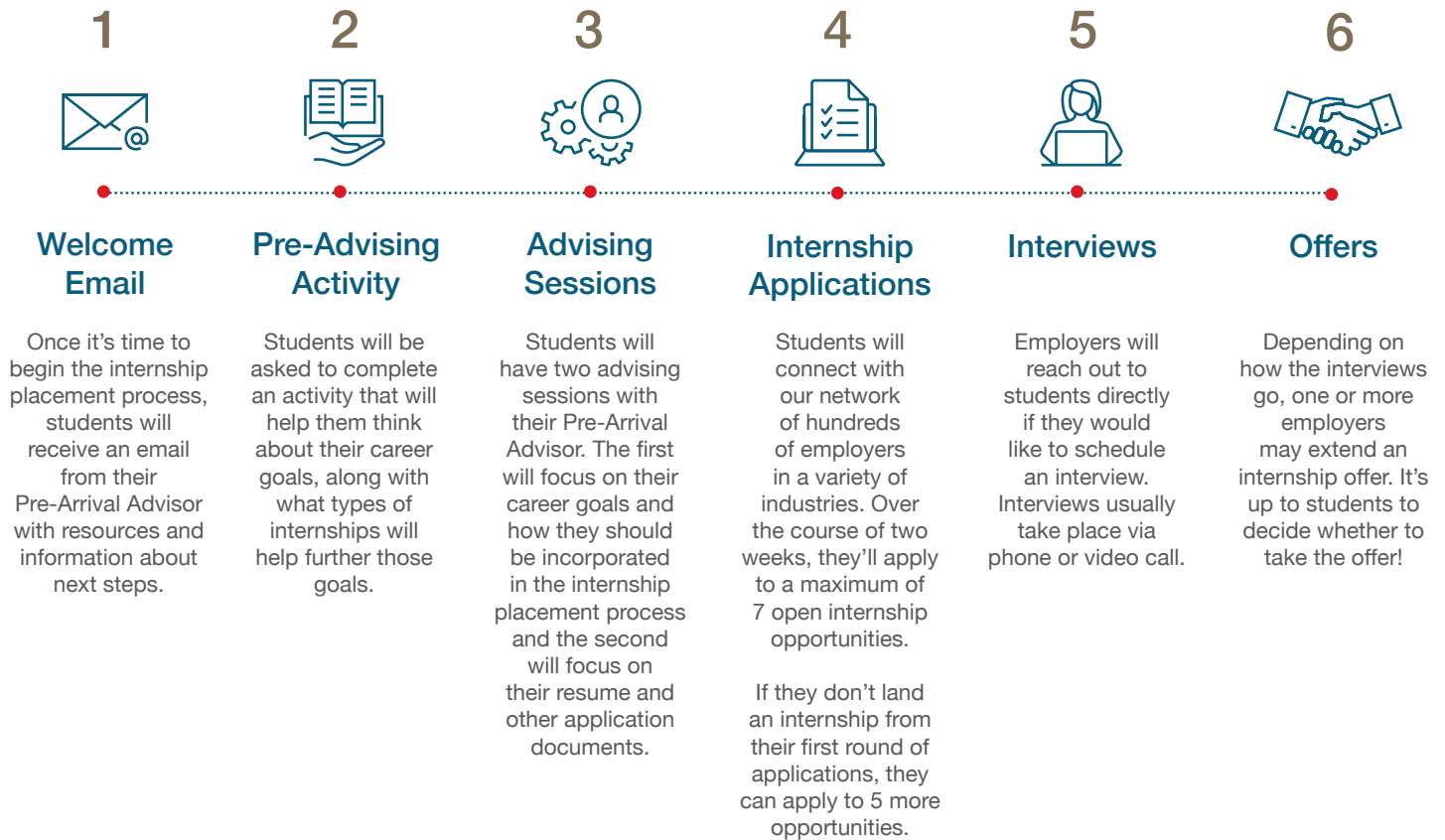


Public Health & Health Care

Active Minds • Aplastic Anemia & MDS International Foundation • D.C. Greens • Health Volunteers Overseas • Limber Health • National Cancer Registrars Association • National Hispanic Medical Association • Peace Corps - Office of Health Services

The Internship Placement Process

The internship placement process begins two to three months before the program starts. Here's what students can expect:



94%

of internship sites would work with their TWC intern again in the future

SkillSurvey data from TWC internship sites



The Academic Course

One night per week, students take part in one of our courses designed to help them step back from their daily work and reflect through an academic lens on broader aspects of their experience.

These courses are taught by professors who are typically working professionals in their field of expertise, which makes for a great opportunity to network and experience classroom learning with real-world context.

Sample Academic Courses

American Politics & Social Sciences

Scandalous Washington • The Death Penalty • Political Psychology

Business & Administration

Essentials for Aspiring Leaders • International Business: Case Studies in Strategic Trade Management

Media & Communications

Crisis Communications • Media Management

International Affairs

Conflict, Security and Peace in International Relations • International Organizations and Humanitarian Law

Research

Research & Writing



“

The classroom and the professional world are so different, and TWC helped set me up for success in making the transition. I now feel confident navigating the workplace: how to interact with my supervisor, with my peers, what are good questions to ask and what are questions for me to figure out on my own.

Gregory Harpe, Monmouth University (NJ)
Interned with Clark Construction Group



Career Readiness Programming

Our professional programming is a mix of workshops, one-on-one career advising, events and networking opportunities designed to complement what students learn at their internships. It helps students step back from their work week and reflect on what they want, what they're good at and what they want to learn more of as they pursue careers.

At the end of the semester, they'll leave with a better understanding of who they are, what they love and what their strengths are, along with a powerful network that can help them achieve their career goals and an online portfolio to showcase their work to future employers.



When I had a problem or challenge at my internship, I would ask my Career Advisor. It's a great resource to help you through anything that may come up during your internship.

Josette John, from the University of the Virgin Islands, interned at the National Cancer Registrars Association

The grade TWC recommends for the Career Readiness Program will be based on the criteria broken down below.

Academic and Professional Development Assignments

50-55%

Attendance and Participation

45-50%



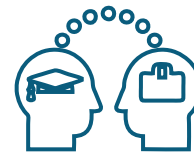
Informational Interview Reports
30% (x 3, Spring & Fall)
30% (x 2, Summer)



Capstone Reflection
10% (Spring & Fall)
15% (Summer)



Professional ePortfolio
10% (Spring, Summer & Fall)



Career Readiness Programming
40% (Spring & Fall)
35% (Summer)



Discussion Posts
10% (Spring, Summer & Fall)

Career Readiness Programming Components

1 Professional Development, Career Exploration and Networking Modules

Students attend a minimum of 10 sessions in a semester or 7 in the summer, from among the 30 to 40 that are typically offered. This mix of hands-on workshops, networking events and workplace simulations is designed to help students optimize their strengths, make lasting connections and navigate the job market.



Professional Development Workshops

These workshops are self-paced and take place online, so students can learn how to effectively enter the workforce on their own schedule. Past professional development workshops have covered topics such as LinkedIn, salary negotiation techniques, informational interviews, federal resumes and more.



Professional Development Series

Should students wish to dive deeper into a specific career readiness-related topic, we also offer professional development series. Each series will have multiple discussion-based, group-oriented sessions centered around a topic related to career success. Past examples of this programming include our Diversity, Equity & Inclusion series, CliftonStrengths series and Student Wellness series.



Networking Events

Students will be able to participate in a host of networking events that will connect them with TWC's global network of 60,000+ alumni, working professionals and industry leaders. These events are designed to help students explore career opportunities in a variety of different industries such as politics, international affairs, communications, marketing, advocacy and more.

2 One-On-One Career Advising

Each student is assigned a Career Advisor who guides and supports them during their professional journey. Career Advisors grade assignments and answer questions students have about the program. In addition, they are available for personalized advising sessions covering issues like interviewing skills, resume construction, career planning and more. Career Advisors also arrange weekly touch-points (open office hours) available to all students interested in further developing their professional skill sets and expanding their networks.

76%

of TWC alumni reported being employed within six months of graduating

2019 survey of TWC alumni

3 Career Readiness Program Assignments



Professional ePortfolio

To help students document and reflect upon their learning and experiences during their internships, they will construct an ePortfolio including a wide range of assignments, activities and accomplishments. This ePortfolio is shared with the campus liaison and may include work students could use in their applications for future jobs or graduate school. As students complete various tasks, assignments and projects during the semester, they upload them to their ePortfolio.



Capstone Reflection

The capstone reflection is a chance for students to reflect holistically on their experiences during the semester, what they have learned and their plans for the future. This culminating assignment requires them to think critically about their internship and how it impacted their career goals, their strengths and areas of improvement, and key insights generated during their semester or summer. Students upload their capstone reflection to their ePortfolio.



Informational Interviews

Informational interviews are excellent networking tools for job seekers. They allow students to gain practical insight into what it takes to be successful in a particular position or profession. They also allow students to build confidence in their ability to interact with professionals in a chosen field. This gives students the chance to practice strategic outreach and connect with like-minded professionals that will help them in the future. Students will need to identify and interview three individuals and complete an informational interview report for each. Students then upload all three reports to their ePortfolio.



Discussion Posts

At specific intervals throughout the semester, Career Advisors pose challenging and thought-provoking questions via Canvas, TWC's learning-management system. These questions are aimed at helping students think critically about their professional growth and milestones, reflect on impressions about their career, discover important insights and more.



This experience gave me the confidence needed to believe in myself and make me see that I can be somebody, despite my background and being a first-generation college student.

Tevin Ali, from Florida Atlantic University, interned at STEM Connector



Sample Career Readiness Schedule

June

Session Name	Date	Time (ET)
LinkedIn	June 15	12:00 PM
Informational Interview	June 17	12:00 PM
Strengths 101: Introduction to Strengths	June 22	12:00 PM
Networking: Historically, Underrepresented Students	June 24	6:00 PM
DEI Series: Accessibility and Universal Design for Online Communities	June 24	12:00 PM
Strengths 201: Strengths and Networking	June 29	12:00 PM
US Secret Service-Brown Bag & Info Session	June 30	12:00 PM

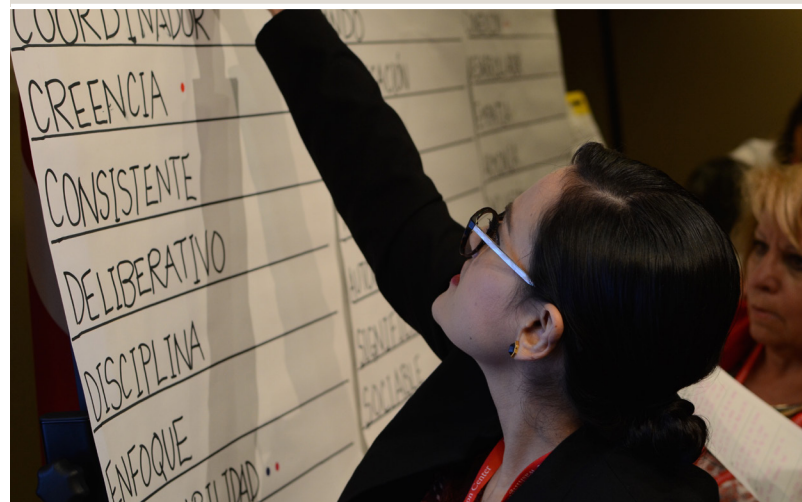
July & August

Session Name	Date	Time (ET)
DEI Series: Authentically Yourself	July 7	12:00 PM
Strengths 301: Strengths-Based Goal Setting	July 8	12:00 PM
Networking Session: Politics	July 13	12:00 PM
Networking Session: Law and Advocacy	July 14	12:00 PM
Networking Session: Criminal Justice	July 15	2:00 PM
ePortfolio Information Session	July 20	2:00 PM
Federal Resumes	July 21	12:00 PM
Embracing Chaos in Your Career	July 22	12:00 PM
Ethical Leadership and the Holocaust	July 27	2:00 PM
Job Interviewing Techniques	July 28	2:00 PM
DEI Series: Discrimination and Rights in the Workplace	July 29	12:00 PM
Salary Negotiation	August 2	2:00 PM
Wellness Session: De-stress at Your Desk	August 3	12:00 PM
Making Sense of Job Benefits	August 4	2:00 PM



The professional development sessions gave me the language, strategies and skills to effectively communicate my own strengths. As a result, I'm better positioned to determine what I'm looking for in a career and how to market myself as an asset to prospective employers.

Ryan Wells, from Elon University (NC), interned with Amnesty International



86%

of students agreed or strongly agreed that their Career Advisors were a valuable resource

End of program survey results of summer 2020 interns

Advising Students for TWC: Frequently Asked Questions

I'm a faculty member: what is my role and how can I promote the program to my students?

We have found that students are more likely to participate in a program like TWC if their faculty mentors or academic advisors recommend it. To offer support in this process, we've developed a suite of resources to help you promote the program on campus! Please scan below.



Please scan to view the Toolkit

When TWC recruits on campus, we give quick five-minute presentations to classes and invite your students to join us for an information session at the end of the day. We would also be happy to meet with your students virtually. Please contact institutionalpartnerships@twc.edu to see if a TWC representative will be visiting your campus this semester!

What departments should advise students to attend TWC?

TWC works with students from most departments and majors. Our top majors include criminal justice, political science, communications, business, international relations and humanities. We've also had great success securing internships for students in English, modern languages, history, fine arts, psychology and sociology.

During what year of study should I advise my students to participate in this program?

TWC welcomes students between their sophomore and senior years. Historically, we've found that sophomores use this program to discover a sense of their professional selves, returning to campus either reassured of their major, or interested in pursuing another academic direction. Juniors and seniors may leverage TWC to begin developing practical skill sets and professional networks that can serve them as they launch their careers after graduation. Many seniors join us during their final semester, hoping to turn their internship experience into a full-time position.

I have a student who is interested in virtual internship opportunities through TWC. Who should I connect them with?

Students who join TWC online are still be able to have an internship tailored to their interests, along with plenty of opportunities for professional development and networking. Students can visit info.twc.edu/virtual-option to learn more.

How will my students afford the program?

TWC works with each of our institutional partners to develop custom credit and billing arrangements for our program. Our goal is to keep overall costs comparable with a typical semester on campus. We also recognize that the cost of living in the D.C. area is higher than most other regions of the United States and do our best to help participants fill gaps in their funding.

In most cases, your student's financial aid package will apply during their semester with TWC, and we also offer a variety of private and state scholarships to our students.

You can reach out to institutionalpartnerships@twc.edu to learn more about how students on your campus pay for TWC.

Contact Information For:

Liaison, faculty or institutional staff members

institutionalpartnerships@twc.edu

Students

info@twc.edu

Connect with TWC



[@twcinternships](https://www.facebook.com/twcinternships)



[the-washington-center](https://www.linkedin.com/company/the-washington-center)