



# TWC Professional Semester Program Components

TWC is so much more than just an internship. It's a professional semester centered around you. And by the end of the experience, you will be ready to launch a career you'll love.

**Let's take a closer look at the three components that will make up your professional semester.**

1



**Internship**

(Monday-Thursday)

2



**Evening Course**

(One evening per week)

3



**Professional Programming**

(Fridays and weekday evenings)

# The Internship

Once you are accepted, you will be assigned a pre-arrival advisor. With this advisor, you can anticipate: a get-to-know-you video conference, resume review and next steps overview. Your pre-arrival advisor will work with you to figure out what is the best route to achieve your goals.

Together, you will explore what skills you have to offer, the type of internship site you are considering, the ideal organization size for you and other aspects that can weigh heavily on how comfortable and capable you will be at your internship. You will complete this part of the advising session with an idea of what type of role and/or what type of organization you'd like to work within.

## Internship Matching

Following your advising session, we'll submit your documents to targeted internship sites. Upon consideration from one of the sites, they will reach out to you and conduct a phone interview. You can expect to have one or several interviews. Once an offer is extended, you ultimately decide whether you want to accept it.

## Our Internship Sites

We have a network of over 600 internship site partners. We work closely with our partners to ensure you will get access to:

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

## Career Readiness Report

TWC has partnered with the SkillSurvey Career Readiness Project™, an HR tool to assess your skills following your internship experience. At the end of your professional semester, you will undergo a 360-degree evaluation by your peers, your supervisor and yourself. The end result is a comprehensive report that provides feedback on your Career Readiness Level and how you compare with the national average. You'll identify your strengths and improvement areas for 8 critical competencies desired by employers, along with a roadmap for further development.

## Sample Internships

We place interns in all kinds of industries, including nonprofit, government, the private sector, arts, finance and everything in between. This list is by no means exhaustive, but it will give you an idea of the range of organizations with which you could be matched.



### Arts, Humanities & Education

American Federation of School Administrators • American Foundation for Suicide Prevention • Catholic Diocese of Arlington-Migration & Refugee Services • Congressional Chorus • U.S. Department of Education • International Leadership Association • Joy of Motion Dance Center • National Archives • National Association of Federally Impacted Schools • Naval History & Heritage Command • RespectAbility • Special Olympics • Student Veterans of America • United Way Worldwide • The Urban Institute • Washington Performing Arts



### Business, Economics & Trade

1776 • Citigroup • The Consumer Goods Forum • U.S. Department of Commerce • Foundation on Economic Trends • Institute on Taxation & Economic Policy • International Executive Service Corps • Izar Capital Group • Manchester Trade • Peru Trade, Tourism & Investment Office • PrepFactory • U.S. Small Business Administration



### Government & Politics

American Security Project • Council of State Governments Grant Thornton • Kieloch Consulting • LobbyIt • National Hispanic Caucus of State Legislators • Running Start • S&P Global • The Abraham Group • The McKeon Group • The Potomac Advocates • U.S. Department of Energy • U.S. House of Representatives • U.S. Senate • Whitmer & Worrall



### Health, Science & Environment

Arthritis Foundation • CitizenScience.gov • Climate Institute • EarthShare • Ecological Society of America • Grand Oaks at Sibley Memorial Hospital • Healthsperien • Medicoverture • National Association of Health Underwriters • National Cancer Registrars Association • National Hispanic Medical Association • Scenic America • Securing Water for Food • Sierra Club



### Journalism, Media & Communications

C-SPAN • Comunicad • Double R Productions • Epic PR Group • IMGE • National Lesbian & Gay Journalists Association • PBS' "To The Contrary" • SRB Communications • Various nonprofits & government agencies • Voice of America • Washington Diplomat



### Law & Criminal Justice

Bureau of Alcohol, Tobacco & Firearms • Campaign for Youth Justice • D.C. Corrections Information Council • D.C. Law Students in Court • Dentons • Federal Practice Group • Federal Trade Commission • International Centre for Missing & Exploited Children • Justice Research & Statistics Association • Lawyers Without Borders • Metropolitan Police Department • National Legal Aid & Defender Association • Offender Aid & Restoration • Private law offices • Public Defender Service for D.C. • Same Day Process • U.S. Department of Homeland Security • U.S. Marshals Service



### International Relations & Global Studies

Americans for Democracy & Human Rights in Bahrain • Amnesty International • Association for Diplomatic Studies & Training • Empowered Women International • Foundation for Defense of Democracies • InterAction • Inter-American Defense Board • International Rescue Committee • Leadership Global • Meridian International Center • National Defense University • Peace Corps • Potomac International Center for Terrorism Studies • Seraphim Global • Various embassies • Wilson International Center for Scholars

## How We Match You



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.



Start your internship.

“D.C. has so many internships that are very competitive, and The Washington Center has access to a network of hundreds of organizations that we can open up for the students.”  
Pre-Arrival Advisor





# The Evening Course

One night a week, you'll take part in one of our courses designed to help you step back from your daily work and reflect through an academic lens on broader aspects of what goes on around you as you experience Washington, D.C. You could fulfill a requirement for your major, delve deep into something you've always been interested in or experience a course you could only find in D.C.

## Commonly Offered Courses

### American Politics & Public Policy

- Issues in Science Policy
- Political Psychology
- U.S. Foreign Policy

### Business & Administration

- International Business: Case Studies in Strategic Trade Management
- Introduction to Project Management
- Nonprofit Leadership and Management
- Social Entrepreneurship

### Communications

- Crisis Communications
- Journalism Ethics in the Movies
- Media Management

### International Affairs

- Conflict, Security and Peace in International Relations
- International Organizations and Humanitarian Law
- Middle East Politics
- U.S.-Chinese Relations
- Weapons of Mass Destruction

### Law & Criminal Justice

- Criminal Procedure
- The Death Penalty
- The First Amendment
- Forensic Psychology
- U.S. Intelligence Community

### Research

- Research & Writing



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I had the pleasure of taking the Crisis Communications course. This course focused on the volatile nature of social media and the challenges companies face when social media attacks. Ultimately, I want to pursue a career in publishing. Thanks to the experiences gained from my Crisis Communications course, I'll be more aware of possible crises that may arise when working with a sensitive project or content leaks.

Lauren E. Munroe, Bridgewater State University  
Interned at D.C. Bar Foundation



Read the full story at [www.twc.edu/course-experience](http://www.twc.edu/course-experience)



# Professional Programming

Our professional programming is a mix of small group sessions, one-on-one career advising, events and networking opportunities designed to complement your internship experience. It helps you step back from your workweek and reflect on what you want, what you're good at and what you want to learn more of as you pursue a career.

At the end of the semester, you'll leave with a better understanding of yourself, what you love and what your strengths are, a powerful network that can help you achieve your career goals after TWC and an advanced online portfolio to showcase your work for future employers.

“

The LEAD professional development sessions each Friday gave me the language, strategies and skills to effectively communicate my own strengths. I also benefited from my LEAD group peers and their experiences, what they were learning and who they were meeting at their internship sites. 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, **Elon University**  
Interned with **Amnesty International**

## Career Readiness Programming (LEAD Colloquium)

Fridays at TWC will be dedicated to your professional development. We've designed a curriculum that combines small group sessions, career exploration days, addresses by distinguished speakers and other events across D.C.

### ✔ Small Group Sessions

You'll take part in small group sessions with your peers that are led by your career advisor.

These sessions are designed to help you develop your professional identity, build lasting connections and learn how to navigate the job market like a pro.

These sessions are broken into modules, that will serve as a framework for your professional development throughout the semester:

- **Module 1**  
**Professional Identity:** You'll take the Clifton Strengths Assessment and learn to use the findings at your internship site, networking opportunities and in your career planning.
- **Module 2**  
**Workplace Dynamics:** You'll focus on understanding and navigating the workplace environment, drawing upon your professional bio and strengths.
- **Module 3**  
**Career Launch:** You'll learn all about personal branding, how to develop your professional brand and define your networking style.

### ✔ Simpson-Mineta Lecture Series

This speaker series aims to cultivate a spirit of civil discourse, discussing polarizing topics with distinguished guests and gaining a better, more holistic understanding of what's happening in the world.

### ✔ Career Exploration Days

There will be several opportunities for you to explore specific careers through our career readiness and professional development projects.

On two days during the semester, you can attend programs, events and activities to network with professionals in D.C. and explore relevant topics in multiple industries.

### ✔ ePortfolio

At the end of your semester, you'll showcase all of your academic accomplishments in one place through Portfolium, a student-centric ePortfolio that's also employer-friendly.

This will allow you to feature not only your academic achievements and learning outcomes, but also specific career competencies and skills through work samples and artifacts that highlight your D.C. experience.

## Optional Professional Opportunities

During the week, you can deepen your knowledge with on-demand, one-on-one career advising sessions and other optional workshops.

### ✔ One-On-One advising

Your career advisor will be available throughout the week in the evenings to meet individually with you and discuss your goals, strengths and challenges, and how to overcome them.

Together, you will work on a detailed plan to help you launch a career you'll love.

### ✔ Extended Learning Opportunities (ELOs)

These are optional workshops and events that take place on weekday afternoons or evenings throughout the semester.

They complement your Professional Programming by providing you with all the tools that make you job-search ready. The following are some sample ELOs offered in the past. This list is not exhaustive since ELOs offered each semester vary based on student demographics and interests.

- Capitol Hill Lunch & Learn
- Develop a 60-Second Commercial Video
- Federal Resumes
- Grad School Series
- How to Get a Mentor 101
- International Careers Lunch & Learn
- Job Applications
- Law School Admissions Lunch & Learn
- Microsoft Excel 101 & 102
- Professional Mission Statement
- Professionalism in the Workplace
- TWC Women Alumni Career Lunch & Learn
- Understanding Workplace Benefits
- Your Move to D.C.



# Eligibility

To be eligible, you 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 your college or university for your participation in the program.
- Have approval from your campus liaison (or a faculty sponsor if there is no TWC liaison on your campus).

Your home institution may have additional eligibility requirements. Please contact your campus liaison before starting an application to TWC.



If you need help identifying your campus liaison, email us at [info@twc.edu](mailto:info@twc.edu).

# Application

- **One-page Resume:** Don't be shy — include any and all experiences like volunteer opportunities, leadership roles on campus, honors and awards.
- **Statement of Professional Interest:** A summary (100 words) of what you're seeking in an internship, the skills you're hoping to develop and interests you'd like to explore.
- **Issues Essay:** A writing sample (500 words) on a key issue that is relevant to the field you're hoping to intern in.
- **Transcript:** An official transcript from your school. You can upload your official transcript directly into your application or request that it be sent to TWC.
- **Letter of Recommendation:** We'll need one letter of recommendation for students with a GPA of 2.75 or above (two letters are needed for everyone else). Recommenders should be someone who knows you either in a professional or academic setting.



Visit [www.twc.edu/app-docs](http://www.twc.edu/app-docs) to learn more about how your application documents will be used and to see samples of the documents above.

## Application Deadlines

	Early Deadline*	Regular Deadline
Spring 2020	Oct. 9, 2019	Nov. 6, 2019
Summer 2020	Feb. 19, 2020**	March 18, 2020
Fall 2020	April 8, 2020	May 6, 2020

\* Applying by the Early Deadline gives you the chance to hear from TWC sooner and be considered for internship sites that have earlier internal timelines.

\*\* Some internship sites have timelines that precede TWC's Early Deadline. These sites include most law enforcement opportunities, as well as some positions in the law/legal affairs and international relations fields, and at various think tanks, government agencies, embassies and museums. If you're interested in opportunities like these, we recommend submitting your application by January 2020.

## Program Dates

	Check-In	Internship Period	Check-Out
Spring 2020	Jan. 22	Jan. 27–April 30	May 2
Summer 2020	May 31	June 2–July 30	Aug. 1
Fall 2020	Aug. 26	Aug. 31–Dec. 3	Dec. 5

# Program Cost

Your investment amount depends on where you go to school and is often less than our listed fees. Find out your cost-of-attendance by:

- Getting in touch with our Admissions Team, [info@twc.edu](mailto:info@twc.edu).
- Speaking to your campus liaison and financial aid office.

## Spring 2020 and Fall 2020

**Program Fee:** \$8,965

**Housing Fee:** \$6,290

## Summer 2020

**Program Fee:** \$7,100

**Housing Fee:** \$4,990



Review additional scholarship options and budgeting resources at [www.twc.edu/cost](http://www.twc.edu/cost).



To learn more and download our program guide, visit [info.twc.edu/campus](http://info.twc.edu/campus).