Launch a Career You’ll Love
Switch majors, learn to code, nab an internship at a high-profile company, the list goes on and on. But all of these opinions are missing the point — you’re going to spend a third of your life at work, which is a long time to be stuck in a job that doesn’t align with your goals and beliefs.

So, the idea isn’t to get just any job, it’s to launch a career — a career that you’ll love, that excites and fulfills you, and that takes the best of what you can offer while giving you the compensation you need to fuel your ambition.

You have the power to envision your future. The question is: how do you gather the tools and the people to make it happen?
Welcome to the best network of internships, mentors and advisors you didn’t know about.

You’ve Got the Vision, We’ve Got the Connections

After helping over 60,000 students launch their careers, we hold this to be true: people, not technology, are the number one asset in your career journey. This is especially relevant in the digital age — how many times have you submitted an application online only to have it vanish into the void? So, the old saying of “it’s not what you know, it’s who you know” is more relevant than ever.

You’ve Got the Vision, We’ve Got the Connections

Welcome to the best network of internships, mentors and advisors you didn’t know about.

Anyone can get an internship, but not every internship will get you ready to hit the job market and launch your career. That’s why, for those who are serious about making themselves competitive in a global economy, the typical internship just isn’t going to cut it. You need a 360-degree experience that’s centered around you and your goals.

What You Need to be Career Ready

A quality, hands-on learning experience doing meaningful project-based work. Coffee runs and data entry won’t help you get ahead.

A Professional Semester with TWC

If you’re lucky! The quality varies immensely.

The Average Internship

Perhaps your supervisor will be kind and give you resume advice?

A Professional Semester with TWC

With the help of our career advisors, you’ll stand out in every stage of the job application.

The Average Internship

That’s what Google is for, right?

A Professional Semester with TWC

Because a career you love is only part of the equation.

Best of all, get academic credit so you can graduate on time.

Once your semester is complete, you’ll walk away with:

- A defined professional identity, so you can always put your best foot forward in the workplace.
- An in-depth, skills-driven report on the areas in which you excel, where you can improve and how you compare with your peers nationwide.
- An advanced online portfolio showcasing your accomplishments and connecting you with employers.
- A powerful network of employers, mentors, faculty, dedicated advisors and over 60,000 successful alumni all rooting for your success.
Here to Support You Every Step of the Way

Sure, you’ll have an incredible internship and a great city to live in, but it’s our people who make all the difference.

Admissions Counselor
I’m here to help you explore what TWC might look like for you, including cost and credit arrangements on your campus. I can serve as a resource when it comes to your application and am happy to answer any questions you have as you consider TWC.

Pre-Arrival Advisor
I’ll ask you about your interests and goals, then we’ll work together to match you with an internship that fits what you’re looking for. I’ll also help you prepare for your time in D.C. and answer any questions you have before you arrive.

Career Advisor
Once you arrive in D.C., I’ll help you establish goals, identify your strengths and create a plan for your career launch. We’ll typically work together as part of a small group on Fridays, but I’m also available for one-on-one advising on weekdays.

Internship Site Supervisor
You’ll see me Monday through Thursday at your internship site. I’ll be your go-to person in the office, so we’ll often talk about the projects you’re working on. Always feel free to ask questions or share your ideas if there’s a particular assignment you’d like to pursue!

Alumni Mentor
I live in TWC housing, so I’m around if you need a helping hand. I’ve been in your shoes as a D.C. intern, so I’m also happy to give advice or help you make the most of your time in the city.

Student Services Staff
We’re here to provide support and make sure you have what you need to live comfortably in TWC housing. Not to brag, but we also plan some pretty fun weekend trips and D.C. outings.

Evening Course Instructor
You’ll see me one night each week for your evening course. I’m here to provide my experience and expertise, but I’ll also lead our class through discussions so that we can learn from each other’s diverse perspectives.

71% of alumni reported improvements to their network-building abilities by the end of their time in D.C.

85% of alumni said their internship site supervisor contributed to their professional development.

Students gave their internship experience 4.5 out of 5 stars.
A Week in the Life

Never a dull moment on Capitol Hill

Tyler Hoover, Anderson University
Internship: Senator Tim Scott’s Office (R-SC)

Monday
Writing a memo on the Israel-Gaza Strip conflict

Tuesday
Prepping for my TWC evening course

Wednesday
Meet-and-greet with constituents

Thursday
Networking chat with a U.S. Naval Captain

Friday
Heading to NYC for the weekend

See more at www.twc.edu/tyler

Emily Yinger, University of Lynchburg
Internship: Voice of America

Monday
Hosting and editing a one-minute news segment

Tuesday
Interviewing for a job at NBC4

Wednesday
Call about volunteering for an Emmy Awards event

Thursday
Tour of Politico’s office and meeting with HR

Friday
See more at www.twc.edu/emily

Making the most of opportunities

Samuel Santos, Florida International University
Internship: American Association of Colleges for Teacher Education

Monday
Biking from work to TWC for my evening course

Tuesday
Brainstorming a project about diversity in education

Wednesday
Visiting the National Archives and watching Fourth of July fireworks

Thursday
Tour of the Supreme Court

Friday
Resume workshop with TWC staff

See more at www.twc.edu/samuel

Typical Weeks Don’t Exist Here...

...but this is a preview of what you can expect.

Monday Tuesday Wednesday Thursday Friday Saturday Sunday
9 am Internship Internship Internship Internship Internship Internship
10 am Internship Internship Internship Internship Internship Internship
11 am Internship Internship Internship Internship Internship Internship
12 pm Internship Internship Internship Internship Internship Internship
1 pm Professional Programming Professional Programming
2 pm Internship Internship Internship Internship Internship Internship
3 pm Internship Internship Internship Internship Internship Internship
4 pm Internship Internship Internship Internship Internship Internship
5 pm Internship Internship Internship Internship Internship Internship
6 pm Optional Professional Workshops Optional Professional Workshops
7 pm Evening Course Evening Course
8 pm One night per week

Take advantage of all that D.C. has to offer:

• World-famous monuments
• Outdoor activities, such as kayaking on the Potomac and hiking in Great Falls Park
• The Smithsonian museums, including the National Museum of African American History and Culture
• The National Building Museum, International Spy Museum and many art galleries
• Nationals baseball, Wizards basketball and other sporting events
• Free concerts on the National Mall

Professional Programming

Optional Professional Workshops
Monday-Thursday

Evening Course
One night per week
Meet Your Home Away from Home

You’re not just moving into a building; you’re joining a community of bold, ambitious students from across the country (and around the world)! Our apartments are designed to give you the space and independence you need while also connecting you with the people who will make your time here truly special.

The Apartment
You’ll likely live in a two-bedroom, two-bathroom apartment with three other interns. Apartments are fully-furnished and include a washer/dryer and dishwasher in every unit. They also come with Wi-Fi, cable, essential appliances and even pots, pans and cutlery already stocked in the kitchen cabinets. Our housing is managed by our dedicated student services team to ensure you have the tools and accommodations you need to live comfortably.

The Community
You’ll be living in NoMa, a walkable neighborhood with lots of local amenities and easy access to public transportation. Within our housing, you’ll be part of a community of interns looking to make the most of their time in D.C. Whether it’s studying together, going to dinner in your new neighborhood or seeing the sights on the National Mall there are lots of ways to find lasting friendships at TWC.

The City
Visitors will tell you they love D.C. for the monuments and museums. Locals will add that it’s so much more. It’s a perfect fit for someone who is looking to advance their career in a diverse city where there’s truly something for everyone. There are opportunities for networking and career development, but there’s also a vibrant arts and music culture, a world-class food scene, every kind of professional sport, and plenty of festivals and community events to attend.
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
Interned with Clark Construction Group
See If You’re Eligible

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.

Tell Us About You

Application Documents:

- 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.
- 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.

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.
- Speaking to your campus liaison and financial aid office.

What’s Next

1. Learn More
   - Visit [www.twc.edu/explore](http://www.twc.edu/explore).
   - Tell your liaison you’re considering TWC.
   - Choose which semester or summer you want to come.
   - Contact info@twc.edu or 202-238-7919 with questions.

2. Get Started
   - See if your financial aid package can be applied to TWC costs.
   - Work on your application documents.
   - Talk to your letter of recommendation writer.

3. Apply
   - Go to [www.twc.edu/apply](http://www.twc.edu/apply).
   - Start an application for the Academic Internship Program.
   - Submit your application with code APPLY2020 to waive the $60 fee.
   - Confirm TWC has received all application documents.

4. You’re All Set
   - Kick back while your application is reviewed by your liaison and TWC.

*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

<table>
<thead>
<tr>
<th>Program Dates</th>
<th>Check-In</th>
<th>Internship Period</th>
<th>Check-Out</th>
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<tbody>
<tr>
<td>Spring 2020</td>
<td>Jan. 22</td>
<td>Jan. 27–April 30</td>
<td>May 2</td>
</tr>
<tr>
<td>Summer 2020</td>
<td>May 31</td>
<td>June 2–July 30</td>
<td>Aug. 1</td>
</tr>
<tr>
<td>Fall 2020</td>
<td>Aug. 26</td>
<td>Aug. 31–Dec. 3</td>
<td>Dec. 5</td>
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</table>

Application Deadlines

<table>
<thead>
<tr>
<th>Application Deadlines</th>
<th>Early Deadline*</th>
<th>Regular Deadline</th>
</tr>
</thead>
<tbody>
<tr>
<td>Spring 2020</td>
<td>Oct. 9, 2019</td>
<td>Nov. 6, 2019</td>
</tr>
<tr>
<td>Summer 2020</td>
<td>Feb. 19, 2020**</td>
<td>March 18, 2020</td>
</tr>
<tr>
<td>Fall 2020</td>
<td>April 8, 2020</td>
<td>May 6, 2020</td>
</tr>
</tbody>
</table>

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Promo Code

APPLY2020
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 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 • Paru Trade, Tourism & Investment Office • PreFactory • U.S. Small Business Administration

Health, Science & Environment

Arthritis Foundation • CitizenScience.gov • Climate Institute • EarthShare • Ecological Society of America • Grand Oaks at Sibley Memorial Hospital • Healthspaner • Medicovery • National Association of Health Underwriters • National Cancer Registrars Association • National Hispanic Medical Association • Scenic America • Sierra Club

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

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

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

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

How We Match You

TWC submits your documents to targeted internship sites. 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

How We Match You

TWC submits your documents to targeted internship sites. An internship offer is made and you confirm your internship site.

Start your internship.
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

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
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.

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.

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.

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

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.

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.
I wanted an internship to supplement my education with real world experience and get a better idea of what I hoped for out of a career. Now, I feel much more prepared to graduate and have a job, to navigate a workplace and handle my relationships with coworkers. I feel like a completely different person than I did before participating in The Washington Center.

Hunter Johnson, Florida State University Interned with National Legal Aid & Defender Association (NLADA)