

# ★ THE WASHINGTON CENTER FOR INTERNSHIPS & ACADEMIC SEMINARS ★

Congratulations...your application has been approved and submitted to **The Washington Center**... *Now what?*

**ACCEPTANCE** Your first communication from TWC will be an automated email acceptance. Most subsequent contact will be conducted through email primarily. Print or keep copies of everything you get in a TWC folder. You will be assigned a **Program Advisor (PA)** who will be your Washington Center contact. You will be able to track your applications on-line, however don't be afraid to call your PA to find out where things are in the placement process; which agencies your application has been sent to, and when you should expect to start receiving call. The toll free number for TWC is **800.486.8921**.

**PLACEMENT** Your Program Advisor sends your materials to potential placement sites, and you can track all this on the TWC website. If the contact believes that your goals and experience are compatible with their organization, a phone interview is arranged. **Most students are placed two to six week prior to arrival.** When you are offered an internship, discuss it with your PA, academic advisor or UNH Campus Liaison. **NOTE:** Take any unprofessional messages off your voicemail. Only answer calls from unknown numbers when you are able to talk safely, professionally, and uninterrupted. You want to appear professional when an agency or employer calls. If you have roommates or parents answering or taking messages, discuss this with them now.

**HOUSING:** You will be given a web site for information about housing, including your housing contract, deposits, placement. You will receive an invoice for housing directly from TWC. Make sure you meet all housing deadlines.

**TWC Course:** TWC's course descriptions will also be available on-line in a few weeks. Discuss this with your UNH Faculty Sponsor to determine if major or minor credit can be granted. Return your completed forms by the posted deadlines.

## **REGISTRATION AT UNH AND PAYMENT FOR WASHINGTON CENTER PROGRAM FEE:**

**Tuition: Academic Year:** You will pay your normal tuition at UNH, plus any "mandatory" fees. All other fees will be waived.

**Summer Students:** Registration is a bit complex; we will meet in April to go over the procedures & payments.

**Registration:** The UNH TWC Liaison will register you for **SCSC 682 Washington Internship** (12 credits, 8 for summer). You must also register for a 4-credit independent study or explorations course within your major or minor sponsoring department. This must be done at least three weeks prior to the end of the semester prior to your internship. The independent study is what gives you the four credits for the class you will be taking as part of your internship. You and your faculty sponsor may also discuss additional papers or readings that may be required, and whether your credits will be pass/fail or letter-grade. If your faculty member has questions about your internship, please have him/her contact me directly.

**ONCE IN WASHINGTON** You will move in, attend an orientation, meet your PA, etc. Then, your internship begins!

- ★ Your PA will provide supervision, guidance, related assignments, and evaluation
- ★ You will have an agency supervisor at your internship site who will also provide supervision and evaluation
- ★ You will attend your TWC course one evening per week
- ★ You will attend Leadership Forum events, participate in an embassy visit and civic engagement
- ★ You will meet with your PA every week for professional workshops or small group discussions
- ★ You will be invited to several optional student life activities
- ★ You will develop your internship portfolio and receive feedback on your progress

## **INTERNSHIP EVALUATION**

- You will receive a **TWC Student Handbook at Orientation**. READ and SAVE it! This will outline all expectations, including setting goals, assignments due to your PA, developing your portfolio, etc.
- Your PA will conduct two on-site visits with you and your agency supervisor
- Your agency supervisor and TWC faculty member will submit mid-term and final evaluations to your PA
- Based on your agency supervisor grade, and your PA's evaluation, TWC will submit a recommended internship grade to UNH along with the recommended grade from your TWC faculty member for your Washington course
- **Your portfolio must be sent to the UNH TWC Liaison.** She will review all evaluations and materials, and submit the final grade (CR/NC) for SCSC 682.
- The Liaison will copy your course evaluation from TWC Faculty and forward it to your sponsoring UNH faculty member, who must then submit a letter grade for your independent study or related UNH course

**KEEP IN TOUCH** Throughout the process of obtaining your internship, please keep in touch with your UNH TWC Liaison. SCSC 682 is a course posted on UNH's **BlackBoard** system; check it for announcements and information. Also visit the new TWC at UNH group on Facebook. At any time, please call or e-mail with your questions or concerns. **Congratulations!** In a very short time you will be starting one of the greatest experiences of your college career...living & interning in Washington, DC!