

# The Washington Center – Frequently Asked Questions

Website: <http://www.twc.edu/>

## What is The Washington Center Internship Program?

Since 1975, The Washington Center (TWC) for Internships and Academic Seminars has helped more than 50,000 students from around the world gain valuable experience, and set them on a course of achievement, leadership and engagement in their communities. The Washington Center is the largest academic internship program in the country and in the world.

## Are internships paid?

While some students are offered internships that come with some sort of compensation (a small stipend, Metro fare, etc.), the vast majority of sites working with students at TWC Internship Program provide unpaid positions. The Washington Center is an academic program, so you are welcome to explore any scholarships for which you may qualify.

## How many credits will I receive for this program?

Florida International University students MUST register for a minimum of **1 Internship Course Credit** to be eligible for the internship program. Meet with your Academic Advisor to register for the 1 Internship Course Credit. Once this is approved, your Academic Advisor will need to send a confirmation email to The Washington Center Campus Liaison, Dr. Shlomi Dinar at [dinars@fiu.edu](mailto:dinars@fiu.edu).

\*\*It is at the discretion of your academic advisor to determine the number of internship credits you will need to register.

## What types of internships are available? How does the process of finding an internship work?

The Washington Center is able to find internship placements for students across almost all fields and sectors, regardless of students' majors and professional interests. View a sample of internship sites:

<http://www.twc.edu/internships/washington-dc-programs/internship-experience/internship-overview/sample-internship-sites>

## What are the deadlines for the application? What do the different deadlines mean?

The Washington Center publishes two deadlines for each semester or term. The first deadline is the "priority deadline." Students who apply by this deadline receive priority consideration for The Washington Center's private financial awards and any internships with early deadlines. There is also the "regular deadline," by which all students applying for any given term should aim to submit their online applications. We strongly encourage students to apply **BEFORE the priority deadline**. View the deadlines for the term to which you are applying: <http://www.twc.edu/internships/washington-dc-programs/dates-deadlines>

It's always recommended that you apply early if possible, especially for the summer (the term for which internships tend to be most competitive in D.C. generally). Please note that internship sites may have internal deadlines to select interns that fall before those in place at TWC. You can learn more on our early deadline page:

<http://www.twc.edu/internships/washington-dc-programs/dates-deadlines/early-deadlines>

## What is the difference between summer term and summer quarter?

Both the summer term and summer quarter are ten weeks in length. The quarter simply begins and ends later than the term. This schedule is designed to accommodate students who attend institutions on different academic calendars.

Please review the dates for the upcoming terms here: <http://www.twc.edu/internships/washington-dc-programs/dates-deadlines>

## How do I fill out an application?

The first step to applying is creating an account in the TWC student portal. This will allow you to fill out the application at your own pace. Be sure to save your information as you go so that nothing is lost when you log out. Before starting an application, be sure to review the information provided, so that you know exactly what is required.

\*To waive the Application Fee, use the code: **APPLY60**

After submitting the application, when will I hear whether or not I've been accepted? How will I be notified?

Upon submitting your online application, you will be contacted by one of TWC's staff to inform you of what supporting documents TWC is waiting to receive from you. Once all of those documents have been received, your application enters review. From that point, you could expect to hear back from TWC within two weeks via email to inform you of whether or not you have been accepted into the program.

Can graduate students apply? What about law students?

Graduate and law students are allowed to participate in our programs. However, you will need to ensure that you can earn credit from Florida International University, as earning credit is a requirement.

Can first-year students participate?

In order to participate, students must have achieved at least sophomore status at FIU by the term for which you are applying. Review all of the eligibility requirements.

Can I be considered if my GPA is below 2.75?

TWC would consider you if you have a GPA below 2.75, provided that you have approval from your campus liaison and submit three letters of recommendation instead of the standard two. Two of these three letters will need to come from a professor. TWC would review your full application and ultimately make an admissions decision based upon TWC's assessment of whether or not TWC believes they can find you an appropriate internship and otherwise set you up for success in TWC academic program.

Checklist of Documents to Submit with Application

All Students-You should prepare all of your application materials carefully, as they will often be referred to prospective internship sites after your acceptance!

Resume: Include a one-page resume that outlines your educational background, honors or recognitions, work experience, activities, special skills, etc. Please be sure to include any computer-related expertise or foreign language skills, as well as prior internships and community service activities. If you do not have a current resume, check with your campus career center for advice on format. TWC's online application provides resume samples.

Statement of Professional Interest: In approximately 100 words, broadly describe your internship interests, future career goals, skills you're hoping to gain, and ways in which you will contribute to your placement site. Please do not specify the name(s) of any particular organization in this statement. TWC's online application provides statement samples.

Issues Essay: Please compose an essay of approximately 500 words to be used as a writing sample. This component of the application provides you with an opportunity to reflect on a key issue related to your professional field of interest and demonstrate your written communication skills to TWC and prospective internship site supervisors. TWC's online application provides essay samples.

Transcript: An official transcript is required. TWC's online application provides a way for you to upload your official transcript directly into your application (preferred method). Alternatively, you can have your official transcript sent to Enrollment Services, The Washington Center, 1333 16th Street NW, Washington, DC 20036

Letters of Recommendation: Two letters of recommendation are required. One of these letters must be from a faculty member, while the other may be from a professional supervisor. Neither letter should come from a family member or friend, and we suggest that you do not request letters from high school teachers. If you have below a 2.75 GPA, you will need to obtain three letters total (two of which should be from faculty members). Letters are submitted online directly by the recommenders.

### How much does this program cost? Is there financial aid available?

The TWC fees are **subject to change**. For an update program fee schedule visit:

<http://www.twc.edu/internships/washington-dc-program/program-fees>

State of Florida provides Florida International University students- \$8000 and TWC gives FIU students- \$1500 for housing  
Total aid given to the student to help cover the program fee and housing fee: \$9500

**\*\*State of Florida funds are limited and there is no guarantee that total aid will be available upon acceptance.**

### How can I cover the remainder of the cost?

- Apply for Financial Aid to:
  - Financial Aid Contact: Jessica Herrera ,Financial Aid Officer II, Financial Aid Office
  - Phone: 305-348-7223
  - Email: [jeherrer@fiu.edu](mailto:jeherrer@fiu.edu)
- Financial Loans
- Scholarships
  - Senator Richard B. Stone Award
  - Office of Scholarships – [undergrad.fiu.edu/scholarships](http://undergrad.fiu.edu/scholarships) OR Office: PC 140
  - [FIUacademicworks.com](http://FIUacademicworks.com)
  - First Generation Scholarship Fund- <http://www.onestop.fiu.edu/financial-aid/scholarship-information>

\*Scholarship funds are not guaranteed.

### What does this program offer besides an internship?

TWC is a comprehensive academic internship experience. If accepted, you will be doing much more than interning during your time in Washington, D.C. The program components are as follows: **a nearly full-time internship, an evening course, and the LEAD Colloquium**. You would also compile a professional portfolio of assignments throughout the semester or term.

### Where will I take classes, and who is teaching them?

Students take their courses in one of two locations – in classrooms located in the lower level of the TWC’s Residential and Academic Facility or in the annex building of TWC’s headquarters. The instructors for these courses are associate faculty for TWC. They are most often professors at one of D.C.’s many universities or professionals in the fields associated with the courses being taught. A course guide with faculty biographies is available upon request. Contact [info@twc.edu](mailto:info@twc.edu). Student will receive a list of courses upon acceptance to TWC. For a sample list of evening courses view: <http://www.twc.edu/internships/washington-dc-program/the-internship-experience/evening-course>

### FIU Course

FIU students have the option to enroll for an FIU Course at the FIU DC Office while at The Washington Center. The course offered during the Summer ONLY is: ISS 4385 Effective Governmental Communication. The course credits will show in the FIU transcripts when registered for this summer course.

### What is the LEAD Colloquium?

The LEAD Colloquium (formerly called the Leadership Forum) is a series of events, primarily taking place on Friday afternoons, which is meant to enhance the experience, both professionally and academically, for students during their time in D.C. LEAD stands for Leadership, Engagement, Achievement, and Development. Read more about the LEAD Colloquium: <http://www.twc.edu/internships/washington-dc-programs/internship-experience/LEAD-colloquium>

### How am I graded for my participation in this program?

You would be evaluated by your internship site supervisor, evening course instructor, and TWC LEAD instructor. These three recommended grades, along with your professional portfolio, will be transmitted to your campus liaison. The Campus Liaison will provide your grades to your FIU academic advisor/internship supervisor. Learn more about grades and evaluations. View Grades and Evaluation Policy: <http://www.twc.edu/internships/washington-dc-program/twc-policies#grades-evaluations>

### Networking Opportunities- FIU DC Office

Students will have the opportunity to visit the FIU DC office and network with FIU alumni and meet prospective employers. For additional information visit: <https://washingtondc.fiu.edu/>

### Who is the campus liaison and The Washington Center Recruiter?

The Florida International University campus liaison is Dr. Shlomi Dinar, Associate Dean for Graduate Studies and Innovation in the Steven J. Green School of International and Public Affairs. He can be reached at [shlomi.dinar@fiu.edu](mailto:shlomi.dinar@fiu.edu) or (305)348-6958

For additional questions you can also contact Milly Buendia, Assistant Director of Career Development at [abuendia@fiu.edu](mailto:abuendia@fiu.edu) or (305) 348-4888 OR Nelly C. Leon, Assistant Director of Career Development at [neleon@fiu.edu](mailto:neleon@fiu.edu) or (305) 348-7911

The Washington Center Admissions Counselor is Jesse Kerzner and he can be reached at: Reid May at [Reid.May@twc.edu](mailto:Reid.May@twc.edu) or (202) 238-7702

### Next Steps?

- Attend The Washington Center Information Session on campus to learn more! **REQUIRED ATTENDANCE**
- Create an account at The Washington Center's Student Portal: <http://portal.e.twc.edu/>
- Apply for the Internship Program
- Meet with your Academic Advisor to register for a minimum of **ONE Internship Course Credit- REQUIRED**  
\*It is at the discretion of your academic advisor to determine the number of internship credits you will need to register.
- Meet with a Career Advisor at Career & Talent Development for additional questions and for a resume review