The Washington Center Academic Internship Program

Program Overview

The Washington Center has partnered with the University of Vermont’s College of Arts and Sciences to provide a semester-long internship experience in Washington, D.C.

Students of all majors are invited to participate in the program. Internships are a vital piece of a liberal arts education and the College of Arts and Sciences is committed to providing their students with a diverse range of experiential learning opportunities.

Program Components:

The Internship:

Students will work full time Monday through Thursday at their internship so that they are on the job enough to do real meaningful work and feel like part of the team. TWC works with more than 600 intern host partners, so there is a wide variety of opportunities available.

The LEAD Colloquium:

On Fridays, interns will begin to develop their professional identity and understand how to navigate the workplace as they get a feel for their career path. In the LEAD small groups, interns will interact with peers, identify and leverage their strengths and share their internship experiences. They will also select a professional track (Nonprofit & Advocacy, Business & Global Trade, International Affairs, Law & Criminal Justice, Media & Communication or Politics & Public Policy), which will take them through larger group activities, tours and site visits where they will hear from some great speakers in their field.

The Academic Course:

The Washington Center aims to provide its students with an integrated work and academic experience, and the courses offered by The Washington Center are an integral part of that overall learning experience. These courses provide you with a chance to step back from your daily work and to reflect through an academic lens on broader aspects of what goes on around you as you experience Washington, D.C. These courses may supplement the courses offered at UVM or offer a unique opportunity to pursue a specific interest not available on campus.

The Portfolio:

Throughout the program, interns will build a portfolio that showcases what they’ve learned and documents their professional journey.
**Academic Credit:**

UVM students will receive 15 credits for this semester long program.

1. **12 credits** will be internship credit under course number AS-190.

   These credits count as electives, and do count toward graduation. However, you can only count a maximum of 12 internship credits toward graduation as per CAS internship policy. So if you have already done an internship for credit, some of the credits you earn will not count toward your total 120 required hours. Check with your advisor if you have questions. Sophia Trigg, Internship Coordinator, can also help, strigg@uvm.edu

2. **3 credits** will be academic credit under course number AS-196. These credits are for the academic course you take while at The Washington Center. You may apply these credits toward your major with department permission.

   You will need to apply to have these credits counted toward your major. Keep in mind that your request may not be granted if the content of the academic course you take at TWC does not align with what your department considers credit worthy. If the credit is not counted toward your major, it will count as elective credit.

**Living in D.C.**

**Housing:**

The Washington Center owns its own apartment building in the NoMa neighborhood of Washington, D.C. Each apartment is 2-bed, 2-bath and houses 4 students.

Each apartment is fully furnished and includes:
- a full dining set (pots, pans, dishes, silverware, coffee maker and toaster)
- refrigerator
- microwave
- dishwasher
- iron and ironing board
- vacuum cleaner
- mop and broom
- washer and dryer
- wi-fi and cable

The apartment building also houses the classrooms where most of the academic courses and LEAD Colloquium will take place. This makes it very easy to get to class on time!

The TWC student services team and alumni mentors make sure students have the support they need, any time day or night. And the disability services staff ensures that every student has the tools they need to live comfortably, complete assignments and succeed in their work.
Parking is available on a first-come first-serve basis and is limited. See TWC website for rates.

Travel:

Washington D.C. has two airports close-by (Dulles International Airport and Ronald Reagan Washington Airport) and the city is serviced by the D.C. Metro. The student apartment building is only an 8 minute walk from the nearest metro station and a 13 minute walk from Union Station. It is recommended that students purchase a metro card online prior to arrival to avoid any move in day travel stress.

Costs & Fees:

Tuition:

UVM students will pay their normal tuition amount for a 15 credit semester. All grants, scholarships and financial aid will apply as normal.

Housing & Meals:

UVM students will not pay UVM for housing or a meal plan. Instead, they will work directly with The Washington Center to pay for housing. There is no meal plan associated with this program. Students will need to work with their roommates to shop, cook and eat together. See TWC website for current housing fees.

It is recommended that students use the budgeting worksheet found on the UVM-TWC website to plan for food and unexpected expenses.

Any questions?
Contact CAS Internship Coordinator Sophia Trigg at Sophia.Trigg@uvm.edu or 802-656-1212
Sample Internships

Hundreds of nonprofit, international, private sector, and government agencies host Washington Center interns each year. This list is not exhaustive and includes only a subset of organizations at which students have interned in the recent past. Some organizations have citizenship requirements and availability will vary by semester. You'll have an advisor to guide you throughout the internship matching process and help you secure a position that fits your interests, skills and background.

**Arts, Humanities and Education**
- American Foundation for Suicide Prevention
- Catholic Diocese of Arlington-Migration and Refugee Services
- Congressional Chorus
- Joy of Motion Dance Center
- Kennedy Center for the Performing Arts
- National Association of Federally Impacted Schools
- National PTA
- Naval History and Heritage Command
- Special Olympics
- Studio Theater
- The Urban Institute
- United Way Worldwide
- U.S. Capitol Historical Society
- U.S. Department of Education
- U.S. WWI Centennial Commission

**Business, Economics and Trade**
- 1776
- Amber Road
- Brazilian Industries Coalition
- Central Union Mission
- D.C. Department of Small and Local Business Development
- Entrepreneurs’ Organization
- Foundation on Economic Trends
- Izar Capital Group
- Manchester Trade
- Prep Factory
- The Consumer Goods Forum
- U.S. Department of Commerce
- U.S. International Trade Commission
- U.S. Small Business Administration
- WorkAmerica

**Government and Politics**
- American Legislative Exchange Council
- Brady Campaign to Prevent Gun Violence
- Circle of Friends for American Vets
- Council of State Governments
- D.C. Mayor’s Office
- Kieloch Consulting
- Lobbyit.com
- National Hispanic Caucus of State Legislators
- Public Allies
- S&P Global
- The Abraham Group
- The Chwat Group
- The Potomac Advocates
- U.S. House of Representatives
- U.S. Senate
- Whitmer & Worrall
Health, Science & Environment

• Arthritis Foundation
• EarthShare
• Ecological Society of America
• Healthsperien
• National Association of State Foresters
• National Cancer Registrars Association
• National Park Service
• Planet Forward
• Securing Water for Food
• Sierra Club
• STEMconnector
• U.S. Department of Health and Human Services
• U.S. Department of the Interior
• U.S. Food and Drug Administration
• U.S. Government Accountability Office

International Relations & Global Studies

• Center for Security Policy
• Empowered Women International
• Foundation for Defense of Democracies
• Institute of World Politics
• Inter-American Defense College
• International Association of Women Judges
• International Rescue Committee
• Leadership Africa
• Meridian International Center
• National Defense University
• Peace Corps
• Robert F. Kennedy Human Rights Center
• Seraphim Global
• Various embassies
• Wilson International Center for Scholars

Journalism, Media & Communications

• Communicad
• Double R Productions
• Epic PR Group
• Global Voice Hall Live
• JWM Productions
• National Lesbian & Gay Journalists Association
• PBS’ To The Contrary
• Politifact
• RedEye Post
• Shout!
• SRB Communications
• Tricom Associates
• Viva Creative
• Voice of America
• ZCOMM

Legal Affairs & Criminal Justice

• D.C. Corrections Information Council
• D.C. Department of Forensic Sciences
• Federal Practice Group
• Federal Trade Commission
• Justice Research and Statistics Association
• Metropolitan Police Department
• Mil Mujeres Legal Services
• National Legal Aid & Defender Association
• Offender Aid & Restoration
• Potomac International Center for Terrorism Studies
• Private law offices
• Public Defender Service for D.C
• Same Day Process
• U.S. Department of Homeland Security
• U.S. Marshals Service
The Washington Center Academic Internship Program
Timeline & Deadlines

Spring 2019:

Application deadline: October 17, 2018

To apply you will need:
- One-page resume
- Statement of Professional Interest (approx. 100 words)
- Issues Essay (approx. 500 words)
- Official Transcript (request from myUVM)
- Two Letters of Recommendation (one from a faculty member, one from a supervisor)

See the TWC website for details on each of these items.

Notification: October 20 – November 14, 2018

You may be contacted during this time to revise pieces of your application or to talk with a TWC Admissions team member.

Internship Matching/Selection Process: November/December 2018

Each student is guaranteed an internship if they have been selected for the program.

Housing deadline: Approx. December 2018 (exact date TBD)

Deadline for UVM Academic Advising Form: December 14, 2018

Deadline to withdraw from UVM housing contract for Spring 2019: December 14, 2018

Move-in date: January 23, 2019

Internship period: January 28 – May 2, 2019

Check-out date: May 4, 2019

Grades posted: Week of May 13, 2019
Pre-Departure Checklist for The Washington Center Academic Internship Program

TO BE COMPLETED BY THE STUDENT PRIOR TO DEPARTURE

Do you need help? Contact Sophia.Trigg@uvm.edu with questions.

Academics:

☐ Complete the Academic Advising Form (go.uvm.edu/twcforms) and hand in to the CAS Dean’s Office at 438 College Street.
☐ Enroll in AS 190 C (12 credits)
☐ Enroll in AS 196 A (3 credits)
☐ Get in contact with SAS (Student Accessibility Services) to make sure any accommodation documentation is forwarded to TWC as soon as possible.

Health:

☐ Make any arrangements for counseling services while in D.C.
☐ Make any arrangements for prescription medications while in D.C.
☐ Make sure that your UVM health forms and immunizations are up-to-date and your emergency contacts are correct in MyUVM.
☐ If you are enrolling in UVM SHIP (student health insurance), you MUST contact the student health insurance office to coordinate a new PCP: StudentInsurance@uvm.edu

(For general advice regarding health while away, please see go.uvm.edu/twcforms)

Housing:

☐ If you are signed up for a dorm room during the semester you will be away, contact reslife@uvm.edu stating your intention to withdraw from student housing due to participation in a CAS Sponsored study away program. CC Sophia Trigg so that she can provide official documentation to ResLife.

Budgeting:

☐ Complete the Estimated Cost of Attendance Form (go.uvm.edu/twcforms)

Travel:

☐ Book your flights/plan your travel to and from D.C.
☐ Purchase your SmarTrip Card for the D.C. Metro and bus systems

(For advice regarding travel, please see go.uvm.edu/twcforms)
Academic Advising Form for The Washington Center Academic Internship Program

TO BE COMPLETED BY THE STUDENT IN CONSULTATION WITH YOUR FACULTY ADVISOR

Don’t know who your faculty advisor is? Check your Degree Audit report to confirm.

*Submit this form to the College of Arts & Sciences Deans Office at 438 College St.*

Student Name: _____________________________      ID #: ___________________________
Department/Major(s): _______________________      Department/Minor(s):____________________
Anticipated Graduation Date: _________________      Faculty Advisor Name: ___________________

Which semester are you planning on participating in The Washington Center Academic Internship Program? Please consider the following factors:

☐ Are you aware of which classes are required to complete all degree requirements as noted in your Degree Audit?
☐ Are there particular courses that are only offered once per academic year (e.g. spring only) OR are there course sequences that must be taken at a particular time?
☐ Are you planning on also studying abroad?
☐ I am planning on going to The Washington Center during the semester noted below. Will I need to take a particular academic course through The Washington Center and have it count toward my major in order to stay on track for graduating in May / December __________?

Planned semester at The Washington Center: _______________________

I met with my advisor to discuss how a semester at The Washington Center may impact my academic progress toward graduation. I understand no one can promise that the course I take at The Washington Center will fulfill specific degree requirements until after a transfer evaluation is completed upon my return. I understand it is to my benefit to know what requirements I have left to complete prior to deciding whether to participate in The Washington Center Academic Internship Program.

_________________________________________________          ______________________
Student Signature         Date

To be completed by faculty advisor

☐ This student met with me to discuss the factors which should be considered in planning for a semester internship experience at The Washington Center.

_________________________________________________          ______________________
Faculty Advisor Signature       Date
Estimated Cost Form for The Washington Center Academic Internship Program

Do you need help with this form? Contact Sophia.Trigg@uvm.edu with any questions.

Student Name: _____________________________      ID #: _______________________________
Semester at TWC: ___________________________      Washington, DC     USA                    15 Weeks
Orientation begins: __________________________      Semester begins: _____________________

Estimated Cost of Attendance:

☐ UVM In-State Tuition $7,968 (minus grants, scholarships, etc)
☐ UVM Out-of-State Tuition $20,088 (minus grants, scholarships, etc)
☐ Tuition Remission $0

UVM Comprehensive Fee $1,170

Subtotal: In-State: $9,678 (minus grants,... etc)
Out-of-State: $21,258 (minus grants,... etc)
Tuition Remission: $1,170

Living Expenses/Extras:
TWC Apartment Fee $5,990
Travel to/from D.C. $500
Course Supplies $60
Transportation in D.C. (metro) $400
Food (no meal plan) $2,000
Misc. (events, eating out, personal items, etc.) $3,000

Subtotal: $11,950

Total Estimated Cost:

In-State: $21,628 (minus grants,... etc)
Out-of-State: $33,208 (minus grants,... etc)
Tuition Remission: $13,120

This is the amount you should budget for this semester.

My estimated total cost of attendance is ________________________ and I am ready to spend the semester away in Washington, D.C.!

Need financial assistance? Visit go.uvm.edu/aid to explore financial aid options. The Washington Center also provides scholarships for students to assist with housing fees – visit go.uvm.edu/twc-aid for more info.