



Campus Handbook

2022-23

Washington Internship Institute
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Contents

- Introduction.....4
- Program Components.....4
- Why the Washington Internship Institute is the Right Choice4
- Internships5
- Placement5
- Supervision.....6
- Academic Coursework.....6
- Evaluation7
- Housing and Co-Curricular Activities8
- International City, International Students8
- Admissions, Fees, and Credits8
- Fees.....8
- Credits9
- Institutional Partnerships9
- Appendix.....10
- Credit Arrangements.....10
- Financial Arrangements.....10
- Washington Internship Institute Board of Directors.....11
- Institutional Partnership Agreement12

Introduction

The mission of the Washington Internship Institute is to foster students' intellectual, personal, and professional development through individually tailored, quality internships and challenging academic coursework that take full advantage of the opportunities available in the nation's capital and reflect the best practices of experiential learning and liberal education.

The Washington Internship Institute provides an academically strong internship program in Washington, DC, promoting professional development, academic achievement, and personal growth for students during spring, summer, and fall semesters. We take pride in offering individualized advising to students throughout their internship and course experience. We can place students in all majors.

The Washington Internship Institute is distinguished by its structured academic environment grounded in the values and practices of liberal education. Students can complete substantive internships that are carefully selected to match their academic and career interests and complemented by rigorous coursework.

Program Components

- **Internships** featuring significant work four days a week in individually tailored placements at government agencies and offices, embassies, businesses, and nonprofit organizations.
- **Academic courses** taught by credentialed faculty providing the context in which to discuss, reflect upon, and understand the internship experience and then to relate the internship to their major and other courses.
- **Convenient housing and arranged activities** that take advantage of Washington's vigorous intellectual and cultural life.

Why the Washington Internship Institute is the Right Choice

There are many internship programs in Washington, DC, making it difficult for staff, faculty, administrators and students to decide what is best for the student. This is where our unique approach and program make all the difference.

- The Washington Internship Institute takes a **holistic approach** to the student experience, emphasizing the importance of academic learning and personal reflection to help the student capitalize on his/her internship experience and cultivate the qualities and practices of lifelong learning.
- We are the only internship program that assures that all students get the most out of their internships by requiring them to take the weekly course, "Internship Seminar: Reflections on Developing Personally, Professionally, and Civically." The seminar helps students **build professional skills while reflecting** on their internship experience, their academic coursework, and their roles as young professionals and citizens.

- We take pride in offering **individualized advising to students** throughout the internship placement process and their internship and course experience.

Internships

The Washington Internship Institute challenges students to relate their experiences and academic interests to the professional world. Working in a variety of settings, interns are expected to **have substantive responsibilities**. Interns work four days per week in their position, performing tasks such as engaging in research, attending meetings and special events, writing reports, preparing briefings, and completing other assignments. Students are expected to fully participate in office life and to be assimilated into the staff. The students are held accountable for what they have learned as well as what they have done in their internship.

Placement

The Washington Internship Institute devotes significant time and individualized attention to the placement of each student. We consider it essential to match each student with an appropriate organization where the student can engage in substantive work while advancing his/her long-term educational and personal objectives.

Personal contact between the student and our staff is the critical component of a successful placement process. Our staff initiates an in-depth dialogue with each student who is accepted into the program to become familiar with his/her interests, goals, and personality. Then, based on both the written information provided by the student and additional details from these dialogues, the staff contacts appropriate organizations.

The Washington Internship Institute maintains a large database of organizations which utilize the talents of undergraduate and graduate interns. In addition, staff develops new internship opportunities on a regular basis. We screen organizations and clearly define the requirements for an internship. Internship hosts appreciate the value of "hands-on" education and provide mentoring and appropriate feedback.

To complete the placement process, a Washington Internship Institute internship coordinator identifies several internship possibilities that **fit the student's interest and meet our standards**. Students take **an active role in the placement process**: we view the placement process as a vital educational opportunity as students learn more about themselves, their interests, and their abilities through talking with staff, preparing application materials, and participating in interviews. Of course, we provide guidance throughout the process as well: providing feedback on cover letters and resumes, helping the student prepare for telephone or videoconference interviews, and offering a method for making intelligent comparisons among internship opportunities. After interviewing with potential internship hosts, the student makes a final selection in consultation with staff and in some cases with the faculty adviser on campus.

Supervision

Washington Internship Institute staff supervises the internships and provides feedback to the student's home institution. In addition, our staff is willing to step in if challenges arise. In the unlikely event that a student is not satisfied with his/her placement, the Washington Internship Institute will immediately begin to generate additional options and work with the student to ensure that the student has a fulfilling experience.

Academic Coursework

As an integral part of the internship, the Washington Internship Institute requires that students attend two academic classes: the Internship Seminar and the Core Course. These courses are a particular distinction of the Washington Internship Institute. Attending classes and receiving feedback reinforce the point that interns are still students receiving credit for what they learn, not solely for what they do. All classes have clearly stated learning outcomes and employ rubrics for the grading of student work. Sample syllabi are posted on our website at www.wiildc.org.

The Internship Seminar: Reflections on Developing Personally, Professionally, and Civically, required of all students, encourages them to make the connection between what they have learned in the classroom and what they are learning and doing at their internship. Students need a context in which to discuss, reflect upon, and understand the internship experience and then to relate the internship to their major and other courses. They engage in dialogue about their internship experiences, gaining insights into office culture and how their own professional goals and plans are shifting or coalescing. Through writing exercises and public speaking assignments, students analyze their internship experience, the world of work, and their future goals and aspirations.

The **Core Course** is an academic seminar focused on policy and politics in a variety of areas. Core Courses frequently take advantage of DC as our "campus," taking students to the people who are engaged in the policy issues they study. We offer two Core Courses and periodically offer a special topics Core Course, depending on student demand.

Core Courses

- **"Inside Washington: Politics and Policy"** is an experiential seminar in which students analyze the importance of government institutions and processes and the politics of public policy decision-making. The course goes beyond the sound bites of the policy debates of our time and delves deeply into the pros and cons of different policy options.
- **"International and Foreign Policy Studies"** addresses the theory, practice, and politics of foreign policy development—from White House speeches to departmental strategies to internal policy decisions. The course analyzes how policy is crafted within the dynamic interests of executive agencies, Congress, the federal courts, the international community, non-governmental organizations, academic institutions, the media, and the American people.

Special Topics Core Courses

- **"Environmental Law and Policy"** examines how US environmental and sustainability policies are made, who and what influences their creation, and the scope and breadth of the field. The course also critically analyzes the convergence of US environmental policy with the challenges of geopolitics.
- **"Global Health Policy"** examines the structures that influence global health. The course surveys the large health nonprofits which have proliferated in recent years and measures the impact of these organizations. Students critically assess the issue of global health disparities, its structural determinants and what is being done to alleviate it.
- **"Global Women's Leadership Development"** offers students the opportunity to study the key issues facing women around the world and in the US as we move into the 21st century, such as women's health, including child bearing and HIV/AIDS, gender and family, universal legal and human rights, women in war and in post-conflict circumstances, and economic entrepreneurship.

Evaluation

Students are evaluated in a consistent and meaningful manner on a variety of levels. This constructive and timely feedback from Washington Internship Institute faculty and internship hosts is another key distinguishing feature of the Washington Internship Institute. Students are guided through a process of reflection which extends the boundaries of the internship, providing for a broad-based learning experience beyond the immediate demands of the "job" and ensuring that this experience is truly the kind of high-impact practice an internship can be.

- **Mid-Term Evaluation:** At mid-term, Washington Internship Institute faculty submit grade and attendance reports to the president of the Washington Internship Institute to document the student's academic progress. The internship supervisor submits to the Washington Internship Institute an evaluation of the intern. The host's mid-term report is sent to the on-campus faculty adviser.
- **Final Evaluation:** The internship supervisor submits a final evaluation of the student's work and progress over the semester. In addition, the student writes a final evaluation of the internship. This assists with quality control at the internship sites.
- **Final Grades:** Final grades for the Internship Seminar, the Core Course, and the internship are given by the Washington Internship Institute faculty. A faculty member writes a summary of the student's internship, and the Washington Internship Institute transcript is sent to the home college or university along with a copy of the final evaluation completed by the internship host. **The actual grade that is recorded on the student's permanent transcript is at the discretion of the home institution.** Some institutions award credit without posting a grade, others post Washington Internship Institute grades on the official college transcript, and others re-evaluate the student's work upon his or her return to campus and then assign their own grades based on that analysis.

Housing and Co-Curricular Activities

Washington Internship Institute interns live in conveniently located apartments in the Crystal City neighborhood of Arlington, Virginia. Shops, grocery stores, dry cleaners, banks, restaurants, and a library are located within walking distance. Students can walk to the Crystal City Metro Station in just five minutes, making it easy to commute downtown to their internship sites and take advantage of the cultural and recreational activities in DC.

The apartments have two bedrooms, two bathrooms, a full kitchen, a living room/dining room area, and a balcony. WiFi-enabled apartments allow students to have internet access the day they move in. Four students share each apartment. The building is equipped with an exercise room and a roof-top terrace with a grill. A limited number of parking spaces are available for an additional fee.

The Washington Internship Institute arranges student activities that take advantage of Washington's vigorous intellectual and cultural life. Opportunities include going to ethnic festivals, receptions, lectures, and symposia, and perhaps even a Nationals game.

International City, International Students

Washington, DC is truly an international city, with embassies representing countries around the globe, countless ethnic enclaves, restaurants, festivals and international organizations. The Washington Internship Institute welcomes a student body of American and international students and encourages lively discussions of world issues. One way the Washington Internship Institute promotes multicultural friendships and fosters global understanding is to have American and international students room together when possible.

Admissions, Fees, and Credits

Most Washington Internship Institute students are undergraduate juniors and seniors. The Washington Internship Institute will accept sophomores who have strong faculty recommendations. Home institutions are free to set GPA requirements in granting students permission to participate in the Washington Internship Institute's program. The Washington Internship Institute also accepts recent graduates and graduate students.

Program Fees

The Washington Internship Institute provides a cost-effective program for both public and private colleges and universities. Compared to other programs in Washington, the Washington Internship Institute is quite affordable for most students. Financial aid can be applied, since the student is receiving credit from the home institution. The Washington Internship Institute encourages colleges and universities to work out fee arrangements with the Washington Internship Institute to reflect each institution's policies. Some institutions have their students pay all fees directly to the Washington Internship Institute. Other institutions elect to form a billing agreement with the Washington Internship Institute whereby the student continues to pay tuition (and perhaps room) to the home institution and the Washington Internship Institute then bills the institution directly for the expenses (see Appendix for more information on fees).

Program and Housing Fees for 2022-2023

	<i>Fall 2022 or Spring 2023</i>	<i>Summer 2023</i>
Program Fee	\$7,400	\$5,700
Housing	\$5,300	\$4,200
Total	\$12,700	\$9,900

Credits

The Washington Internship Institute believes that the combination of an internship and the two courses is as academically challenging as a traditional semester spent on campus. Students should receive a full semester's worth of credit for the internship program. Credit arrangements are at the discretion of the home institution. The student is enrolled at the home institution, so the student does not have to transfer "out" to receive credit (see Appendix for examples of credit assignments). Through an arrangement with Belmont University, students may earn credits from Belmont University for participation in the summer term with approval from their home institution.

Institutional Partnerships

The Washington Internship Institute is your institution's program in the nation's capital. Colleges and universities are asked to complete an Institutional Partnership Agreement (see below) which outlines the working relationship between the Washington Internship Institute and the educational partner as well as our mutually-agreed objectives.

The Washington Internship Institute has also arranged with several institutions special immersion and other short-term programs: we provide organizational support, meeting space, and/or activity arrangements for students who come to Washington for winter or summer programs, lasting from a few days to several weeks.

Appendix

Credit Arrangements

Credit is awarded by the home institution. Students on a semester program normally enroll in courses equivalent to full-time registration. The faculty adviser and other relevant officials determine how that credit will be distributed and awarded by the home institution. The following examples illustrate some options:

- Daemen College, Duquesne University, Fairfield University, Roger Williams University
 - 9 credits for the internship
 - 3 credits for the Internship Seminar
 - 3 credits for the Core Course

- Elmhurst University, Occidental College
 - 8 credits for the internship
 - 4 credits for the Internship Seminar
 - 4 credits for the Core Course

Financial Arrangements

Financial arrangements should be finalized at the home institution. Students who are accepted into our program are instructed to request that a faculty member or campus administrator complete our Credit and Billing Form. The "Financial Arrangements" section of the form indicates who will be responsible for the program fee, housing fee, and housing deposit.

Most institutions already have financial arrangements established for off-campus programs such as study abroad sponsored by another school or institution. It is a common practice for many institutions to require their students to pay the regular tuition to the home institution if they wish to receive credit for the off-campus experience. The institution, in turn, pays program fees to the off-campus provider and retains the surplus to cover administrative costs.

Example 1

College bills student for regular tuition	\$11,200
We bill college for program fees	\$7,400
College retains difference for administrative costs	\$3,800

Example 2

College bills student for regular tuition	\$3,000
We bill college and student for program fees	\$7,400
Bill to college	\$3,000
Bill to student	\$4,400
We bill student for housing fee	\$5,300

We will be pleased to work out the most appropriate arrangement for your institution.

Washington Internship Institute Board of Directors

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Community Services Specialist
Smithsonian's National Museum of the American Indian

Sarah Bruno
Chief of Staff
Accountable.US

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Director of Career Services and Adjunct Professor
Daemen College

June Sager Speakman, Ph.D.
Professor of Political Science
Roger Williams University

Institutional Partnership Agreement



This agreement articulates credit and billing arrangements for students from your institution who participate in the Washington Internship Institute program. The information provided in this agreement allows the Washington Internship Institute to provide accurate information to students and other stakeholders.

Institution Name

Campus Contact

This institution has appointed the following individual to serve as the campus contact for the Washington Internship Institute:

Name

Title

Institution

Campus Address

City, State Zip

Phone Number

Email Address

Credit Arrangements

This institution has arranged for credits to be awarded for the Washington Internship Institute programs as follows:

Program Component	Number of Credits	
	Fall and Spring	Summer
Internship		
Internship Seminar		
Core Course		
Independent Research Project (optional)		

Please list special requirements if applicable:

Financial Arrangements

This institution agrees to the following financial arrangements for the Washington Internship Institute’s program.

Program Component	Whom should the Washington Internship Institute bill for each program component? Please check one box on each row.	
	Institution	Student
Academic Internship Program Fee*		
Housing Fee*		
Housing Deposit		

*Please indicate if summer term arrangements will be different from fall and spring semesters, as well as any other special requirements and/or restrictions, if applicable:

Please provide the contact person for billing purposes:

Name _____

Title _____

Campus Address _____

City, State Zip _____

Phone Number _____

Email Address _____

Signatures

This institution agrees to enter into this Partnership Agreement with the Washington Internship Institute.

Institution _____

Name of Official _____

Title _____

Signature _____ Date _____

The Washington Internship Institute agrees to enter into this Partnership Agreement with the institution named above.

Name of Official _____

Title _____

Signature _____ Date _____