



INNOVATIVE INTERNSHIP PROGRAMS
IN THE NATION'S CAPITAL

CAMPUS HANDBOOK
for
ADMINISTRATORS, FACULTY, AND STAFF IN HIGHER EDUCATION
2012 / 2013

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INTRODUCTION

Highlights of the WII Academic Internship Program

- WII is an academically strong internship program in Washington, D.C. promoting public service, leadership and professional development for students.
- WII is distinguished by its structured academic environment in which students can complete a full semester of credit through substantive internships that are carefully selected to match their academic and career interests and complemented by rigorous coursework.
- WII is 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 Public Service, Leadership and Professional Development, in which they reflect on their experiences and critically assess biographical case studies of national and local leaders who have made a difference through public service leadership. Students also develop professional portfolios of their semester's work.
- WII takes pride in offering individualized advising to students throughout their internship and course experience.
- WII can place students in **ALL MAJORS**.
- WII is very affordable. Two methods of payment are available: WII can bill students directly, or universities and colleges can form partnership agreements with WII whereby WII bills the university.
- WII offers an entire package for the student: individual attention, academic internship, challenging coursework, co-curricular student activities, and housing.
- WII strives for diversity in all its programs.

Track Descriptions

Environmental and Sustainability Policy Studies (ESPS) examines how US environmental and sustainability policies are made, who and what influences their creation, and the scope and breadth of the field. *ESPS* introduces students to the players and institutions that shape environmental decision-making on the major issues of our time including climate change, energy sustainability, manufacturing, architecture, urban planning, endangered species, the oceans, and many others. *ESPS* also critically analyzes the convergence of US environmental policy with the challenges and realities of geopolitics. This is an exciting and challenging time for students to see firsthand the intersection between environmental decision-making and the rapidly changing world of scientific discovery and domestic and international politics. An intensive core course combined with a substantive, hands-on internship prepares students for active citizenship, public service, and leadership in this growing and vital field.

The new spring 2013 WII academic initiative, ***Global Women's Leadership Development***, offers students the opportunity to spend a semester or summer in Washington, DC studying the key issues facing women around the world and in the US as we move into the 21st century. Whether considering critical issues 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; human trafficking; economic entrepreneurship and micro-lending; students will have the chance to critically assess case studies in an intensive core course. Through their professional and academic experience, students will also consider these questions: how do we develop more opportunities for women in global and domestic political leadership, women in Congress and parliaments, state houses, executive corporate leadership, international organizations, non-profit leadership? What obstacles remain to developing women leaders? What can we learn from the successful careers of women such as environmental activist Wangari Maathai, Joyce Banda, President of Malawi, or Fawzia Koofi, Deputy Speaker of the Afghan Parliament? What can we learn from the recent electoral efforts by women to win the US Presidency and to increase female participation in the US House and Senate? Students will combine the core course with a substantive, hands-on internship in the nation's capital with an international non-governmental organization, women's political or legal advocacy group, corporation, government agency or policy organization. Students can be a part of shaping opportunities for women in the world of the 21st century with a semester with WII.

Inside Washington is a multidisciplinary internship program examining the way in which diverse fields ranging from communications and literature to business, government, the arts, and education, converge in the nation's capital to create and influence today's politics and policy. *Inside Washington* combines an intensive core course exploring the shape and contours of recent US history, current events, and the politics influencing the national agenda with a substantive, hands-on internship in the student's field of interest. As participants in *Inside Washington*, students will spend the semester reflecting on the many ways their academic field and professional goals can make them more active citizens; and prepare for a leadership role on the local, state, or national level. Students can come see *Inside Washington* with WII.

International and Foreign Policy Studies. Over twenty years ago, political theorist Francis Fukuyama famously proclaimed the "end of history" as the post-World War II bipolar world order collapsed, seemingly opening a new era of tranquility and possibility. As events of the past decade have shown, foreign policy challenges for the US have mounted and in some ways become more complicated and dangerous. WII offers students the chance to spend a semester or summer in DC in an intensive core course drawing on talent from several sectors, including the State Department and other government agencies, foreign policy think tanks, international non-governmental organizations, and embassies. Through academic and professional work, students will explore the contours of international relations in the 21st century. Study includes such vital diplomatic and national security questions as America's role in the tumultuous post Arab Spring Middle East, the future of Afghanistan, the continued challenge posed by transnational actors such as Al Qaeda, and the foreign policy implications of the declining world economy. This WII core course encourages students to consider and critically assess questions such as: what are the limits of American power? What is the role of American diplomatic and military influence in a world fractured by so much conflict? How has the post 9/11 world shaped and influenced the course of American national security policies? Students combine the core course with a hands-on, substantive internship in a foreign policy think tank, a foreign embassy, a government agency, or other internationally-focused organization.

ACADEMIC INTERNSHIP PROGRAM OVERVIEW

The Washington Internship Institute (WII) provides a challenging academic internship program in Washington, D.C. The semester-long program is carefully designed to provide students with a structured, yet appropriately flexible learning experience which emphasizes **public service, leadership and professional development**. While in Washington, the interns are able to take full advantage of the rich and stimulating atmosphere of the “campus” which is the city of Washington and the surrounding area. The internship promotes the professional, educational, and personal development of each student through a unique and proven process. The programs meet the standards of most schools for the awarding of academic credit equivalent to a full semester load (12 – 18 credits).

Today’s rapidly changing world challenges colleges and universities to provide students with a quality education which will equip them with the skills necessary to critically assess the challenges of the 21st century and enable them to become successful, active citizens and leaders. Further, graduate schools, employers, parents, and students increasingly expect transferrable skills integrated into formal education. In order to help meet these demands and to respond to the educational needs of an increasingly diverse and globally-oriented student body, institutions of higher education have offered an array of non-traditional academic educational programs under the umbrella of experiential learning. Study abroad programs were among the first off-campus opportunities offered to students. Then came internships, followed by service learning and civic engagement and public scholarship. This list will continue to expand as educators strive to prepare students for the complex global community.

Colleges and universities that recognize these realities and are committed to assisting students in the transition from school to work frequently ask: “**How do we best implement an experiential learning internship program?**” The Washington Internship Institute provides the answer to this question.

WII’s approach to experience-based learning takes advantage of the natural ways by which individuals acquire knowledge and skills by recognizing that people learn more effectively when they are “active learners.”

Experiential learning at WII has three primary components:

- 1) **Knowledge**, which includes theory, concepts, facts, information, and prior experience;
- 2) **Activity**, in which theory is put into practice and knowledge is applied to current, on-going events;
and
- 3) **Reflection**, or thoughtful analysis and assessment of one’s internship and learning experience against the background of clearly articulated learning objectives and desired outcomes.

A WII internship combines these three principles and enables students to develop and define educational and career goals with confidence and success as they move from college to postgraduate employment or advanced study. Our philosophy is that when a student is meaningfully engaged, education becomes an active process, knowledge is constructed, and learning is enhanced and retained.

SELECTING A PROGRAM: WHY WII IS THE RIGHT CHOICE

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

Components of the WII Academic Internship

- A comprehensive emphasis upon public service, leadership and professional development
- Individualized advising and placement
- 4 days per week at the internship (32 hours per week)
- 2 academic seminars (one is the internship seminar, the other is a core course based on the track the student chooses)
- Site visits, tours and briefings
- An optional independent research project
- A thoughtful and thorough evaluation process
- Convenient housing in the Washington, D.C. area
- Affordability

Placement

WII devotes significant time and individualized attention to the placement of each student. WII considers it essential to match each student with an appropriate agency where the student can engage in substantive work while advancing his/her long-term educational and personal objectives.

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

WII maintains a large database of organizations which utilize the talents of undergraduate and graduate interns. In addition, the WII staff develops new agency sponsors on a regular basis. WII screens organizations and clearly defines the WII requirements for an internship. All agency sponsors appreciate the value of “hands-on” education and provide mentoring and appropriate feedback. In fact, there are a number of organizations in Washington that will use only WII interns because of our individualized attention and supervision of the student.

To complete the placement process, a WII internship advisor identifies two or more internship possibilities that fit the student's interest and meet WII's standards. WII provides guidance to help the student prepare for several telephone interviews and offers a method for making intelligent comparisons among internship opportunities. After interviewing with potential agency sponsors, the student makes a final selection in consultation with WII staff, and in some cases with the faculty advisor on campus.

Internship Responsibilities

WII challenges students to relate their experiences and academic interests to the professional world. Working in a variety of settings, WII interns are expected to interact as entry-level professionals with substantive responsibilities. WII requires interns to 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. They are also required to prepare a “**Professional Portfolio**,” i.e., examples of their work and their written analysis of their experience in the internship. During the last two classes of the semester, all students formally present their Portfolios to their classmates. The students are held accountable for what they have learned as well as what they have done in their internship.

Supervision

WII staff supervise the internships and provide feedback to the student's home institution. In addition, WII staff are willing to step in if things go awry for any reason. In the unlikely event that a student is not satisfied with his/her placement, WII will immediately begin to generate additional options and work with the student to ensure that the student has a fulfilling experience.

Academic Classes

As an integral part of the internship, WII requires that students attend two academic classes: the internship seminar and a core course based on the track the student chooses. **These courses are a particular distinction of WII and one of the significant differences from other D.C. internship programs.** 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.

1) The **Internship Seminar: Reflections on Public Service, Leadership and Professional Development**, 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.

The major components of this seminar include critically assessing primary historical sources and biographical case studies designed to encourage the student's critical thinking skills while considering those qualities that make effective, active citizen leaders. Students also create a Professional Development Plan articulating their goals for the internship; use primary research methodology to do a biographical based leadership analysis of a leader in their chosen field of study; keep a reflective journal; and compile a Professional Portfolio throughout the term and assessing that portfolio at the end of the term.

2) The second class is a **core course** that correlates with the track the student chooses. Students complete weekly reading and written assignments. A final "Issues Brief" or research paper is required.

An **independent research project** is an additional, optional learning activity that can be coordinated through faculty at the home institution under the supervision of a WII instructor.

Site Visits, Tours, and Briefings

Washington, D.C. is the students' campus, and WII is their guide to the many enriching and stimulating additional learning opportunities in the nation's capital, from attending State Department briefings to touring the Holocaust Museum, the White House, and the Smithsonian museums.

Evaluations

Students are evaluated in a consistent and meaningful manner on a variety of levels. This constructive and timely feedback from WII faculty and agency sponsors is another benchmark of the WII difference. 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.”

Mid-Term Evaluation - At mid-term, WII faculty submit grade and attendance reports to the president of WII in order to document the student’s academic progress. Students evaluate their own experience vis-à-vis their original Professional Development Plan. If appropriate, they may request adjustments at the work site or revise the plan with the approval of the agency sponsor. At this time, the agency sponsor submits to WII an evaluation of the intern. The agency’s mid-term report is sent to the on-campus faculty advisor.

Final Evaluation - The agency sponsor 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 WII faculty. A faculty member writes a summary of the student’s internship, and the WII transcript is sent to the home college or university. 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 WII grades on the official college transcript; and still others re-evaluate the student’s work (including the Professional Portfolio) upon return to campus and then assign their own grades based on that analysis.

Admissions

The majority of WII students are undergraduate juniors and seniors. WII will accept sophomores who have strong faculty recommendations. Home institutions are free to set GPA requirements in granting students permission to participate in WII’s off-campus study program. WII also accepts recent graduates and graduate students.

Housing and Co-Curricular Student Activities

WII 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 to take advantage of the cultural and recreational activities in D.C.

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. Each apartment is shared by four students. The building has a modest exercise room and a roof-top terrace with a grill. A limited number of parking spaces are available for an additional fee.

WII arranges student activities that take advantage of Washington's vigorous intellectual and cultural life. Opportunities include going to ethnic festivals, participating in community service projects, and attending receptions, lectures, and symposia. WII also provides a weekly activities calendar that highlights events in the area.

International City, International Students

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

Emergency Procedures

WII has emergency procedures in place. Students who require medical treatment are referred to one of the physician referral services or to an area hospital. Students who require psychological assistance are referred to a consulting therapist or psychiatrist.

Fees

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

Credits

WII believes that 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" in order to receive credit. The home institution does not lose any tuition.

INSTITUTIONAL PARTNERS PROGRAM

THERE IS NO FEE FOR AFFILIATION WITH WII

WII is your school's program in the nation's capital; WII acts as the home institution's distance faculty. Colleges and universities are asked to fill out an Institutional Partnership Agreement which outlines the working relationship between WII and the educational partner as well as our mutually-agreed objectives. (See appendices.)

One option is a formal affiliation agreement in which WII permits the university/college to advertise the WII experiences as its own internship program in Washington, D.C. The partner institution, in turn, makes every effort to send its students to WII on a regular basis.

APPENDICES

Credit Arrangements

Credit is awarded by the home institution. Students on a semester program normally enroll in courses equivalent to full-time registration of 15 credit hours. The student, faculty advisor and other relevant officials determine how that credit will be distributed and awarded by the home institution. The following examples illustrate some options:

Roger Williams University, Fairfield University, Duquesne University, Daemen College

This is a common arrangement used by a number of schools.

9 credits for the internship
3 credits for the internship seminar
3 credits for the core course

Rutgers University

15 credits for the internship, core course, and independent research project

Elon University

12 credits for the internship
2 credits for the internship seminar
2 credits for the core course

Financial Arrangements

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

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.

Private College/University Example:

College A

College bills student for regular tuition	\$11,000
WII bills college for Program Tuition*	\$5300
College retains difference for administrative costs	\$5700

Public College/University Examples:

College B

College bills student for regular tuition	\$2800
WII bills college and student for Program Tuition*	\$5300
Bill to college	\$2800
Bill to student	\$2500
WII bills student for Housing fee*	\$4450

College C

Public college/university contracts with WII to provide services for the students. This arrangement is handled similar to an "outside vendor" or contractor.

College bills student for regular tuition	\$2800
WII bills college for Program Tuition* (The difference is made up from State funds.)	\$5300
WII bills student for Housing fee*	\$4450

State institutions have waived on-campus tuition so that the student could afford the WII tuition, or have handled payments to WII similar to study abroad or third party agreements.

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

** The fees listed are for the Spring Semester 2013. Please see www.wiidx.org for complete fee information.*



INSTITUTIONAL PARTNERSHIP AGREEMENT

Campus Contact

This institution has appointed the following individual to serve as the Campus Contact to 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 WII 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:

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Financial Arrangements

This institution agrees to the following financial arrangements for the WII programs.

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

Please provide the contact person for billing purposes:

Name _____
Title _____
Campus Address _____
City _____ State _____ Zip _____
Phone Number _____
Email Address _____

**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:*

Signatures

This institution agrees to enter into this Partnership Agreement with WII.

Institution _____
Name of Official _____
Title _____
Signature _____ Date _____

WII agrees to enter into this Partnership Agreement with the institution named above.

Name of WII Official _____
Title _____
Signature _____ Date _____

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