



INNOVATIVE INTERNSHIP PROGRAMS

IN THE NATION'S CAPITAL

CAMPUS HANDBOOK

for

ADMINISTRATORS, FACULTY, AND STAFF IN HIGHER EDUCATION

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INTRODUCTION

Highlights of the WII Program

- WII is an academically strong internship program in Washington, D.C.
- WII is distinguished by its structured academic environment in which students can complete a full semester of credit through enriching internships that are carefully selected to match their academic and career interests and complemented by coursework.
- WII is the only internship program that assures that all students get the most out of their internships by requiring them to take an Internship Seminar in which – weekly – they set objectives, reflect on their internship experiences, and develop Learning Portfolios that give theoretical foundation and perspective to their hands-on learning experiences.
- WII takes pride in offering individualized attention to students throughout their internship 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, student activities, and housing.
- WII has an international focus.

Student Program Descriptions

- **The Capital Experience** - WII's umbrella internship program offering internship placements and accompanying seminars to students in ALL MAJORS. Placements are tailored to the interests of each student. Available each fall, spring, and summer.
- **Embassy and Diplomatic Scholars** - Highly selective academic internship program designed for students with interests in international relations and diplomacy. Includes a distinctive international relations seminar and special events. Available each fall and spring.
- **International Business School (IBS)** – Two-semester program for marketing and journalism students from Sweden. Includes full academic course-loads in the fall and internships in the spring.
- **Go Green!** – Internship program in which students identify and share perspectives on the focus of the environment in politics. Features the internship, Internship Seminar, and “Go Green: Building Environmental Policy” course. Available each fall and spring.

Note: The information in this handbook applies to The Capital Experience, Embassy and Diplomatic Scholars, and Go Green! programs.

PROGRAM OVERVIEW

The Washington Internship Institute (WII) provides challenging, academic and experience-based internship programs in Washington, D.C. The semester-long programs are carefully designed to provide students with a structured, yet appropriately flexible learning experience which combines “**knowing and doing**” -- **theory and practice**. 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 make them successful citizens in the 21st century. Further, graduate schools, employers, parents, and students increasingly expect some “practical experience” 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. 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 THE WASHINGTON INTERNSHIP INSTITUTE 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. That is where WII's unique approach and programs make all the difference.

Components of the WII Academic Internship

- Individualized placement
- 4 days per week at the internship (32 hours per week)
- 2 academic seminars (one is the Internship Seminar: Bridging Theory and Practice; the other is an elective)
- Site visits, tours and briefings
- An optional independent research project
- A thoughtful and thorough evaluation process
- Convenient housing in the Washington, D.C. area
- A comprehensive Learning Plan assignment in which WII students define and articulate their learning objectives in the following areas: knowledge, professional, technical skills, personal growth, cultural and civic engagement
- A Learning Portfolio assignment in which students carefully assess their internship experience throughout the semester with reference to their personal learning objectives
- 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 initiates 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 program coordinator 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 his/her 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 “**Portfolio of Learning**,” 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 who supervise the internships and provide grades to the home institution have a record of achievement in experiential education as well as on-campus experience. 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 seminars: the Internship Seminar: Bridging Theory and Practice and a seminar related to the student's major. **These seminars are a particular distinction of WII and one of the significant differences from other D.C. internship programs.** These seminars provide contact with students in an academic setting and frequent feedback on student performance, which are essential to enhance learning. Further, attending classes and receiving feedback reinforce the point that interns are still students receiving credit for what they are learning, not solely for what they are doing.

Another mark of quality education offered by WII is that all faculty at WII have **earned their doctorate, taught at the college level, and held faculty rank.**

1) The **Internship Seminar: Bridging Theory and Practice**, required of all students, enables them to make the connection between what they have learned in the classroom and what they are learning and doing at their internship. That is, WII's program may be compared to a science course: the internship is the lab portion of the course, while the Internship Seminar is the **theoretical and analytical** portion. 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 designing a learning plan, which is reviewed by the WII faculty member and the agency sponsor; doing an organizational analysis; writing reflective journals; and compiling a Portfolio of Learning throughout the term and assessing that portfolio at the end of the term.

2) The second seminar is **an academic course related to the student's major**. Students are expected to 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.

Learning Plan

The semester begins with an orientation to Washington and the internship program. Then, students focus on the nature and objectives of experiential education and how to make the most out of the internship, leading to their writing a first draft learning plan which designates both short-term goals and long-term objectives. The draft learning plan is then reviewed by WII faculty and returned to students for further refinement. The final learning plan should be five to ten pages in length. Since the agency sponsor reads and signs the final learning plan, the sponsor knows the student's goals and can help the student achieve them.

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, students evaluate their own experience vis-à-vis their original learning plan. If appropriate, they may request adjustments at the work site or

revise the learning 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 to WII 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 elective seminar, 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 Learning 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. All WII students must have an overall GPA of 2.5 or higher at the time of application. The Embassy and Diplomatic Scholars must have a 3.0 GPA and be U.S. citizens. Of course, home institutions are free to set their own higher standards in granting students permission to participate in WII's off-campus study program.

WII also accepts recent graduates and graduate students.

Housing and 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. Each apartment is shared by four students. The building has a modest exercise room, racquetball court, roof-top sun deck, and 24-hour front desk service. A limited number of parking spaces are available for an additional fee.

WII arranges student activities such as visiting a Civil War battlefield, going to ethnic festivals, doing a community service project, and attending receptions. Students are also encouraged to attend the many lectures, briefings, and cultural activities that are available in Washington, D.C. WII 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 which 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 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 elective seminar

Rutgers University

15 credits for the internship, elective seminar, and independent research project

Elon University

12 credits for the internship
2 credits for the Internship Seminar
2 credits for the elective seminar

Financial Arrangements

The financial arrangements should be finalized at the home institution. On the **Intern Profile** form, the section on "Financial Arrangements" must be completed indicating who will be responsible for the program tuition and housing fee. (The Intern Profile is a document completed by all WII students upon acceptance to the program. The Profile provides instructions for completing a résumé and two essays. It also requests administrative information.)

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*	\$4500
College retains difference for administrative costs	\$6500

Public College/University Examples:

College B

College bills student for regular tuition	\$2800
WII bills college and student for Program Tuition*	\$4500
Bill to college	\$2800
Bill to student	\$1700
WII bills student for Housing fee*	\$3800

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.)	\$4500
WII bills student for Housing fee*	\$3800

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 Fall Semester 2008. Please see www.wiildc.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		
Experiential Learning Seminar		
Elective Seminar		
Independent Research Project (optional)		

Please list special requirements if applicable.

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 list 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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