



INTERN PROFILE & REGISTRATION

INSTRUCTIONS

Congratulations on being selected to participate in WII's internship program! Please complete the Intern Profile in its entirety and **return the Profile to WII within 10 days**. It is extremely important that you return the Intern Profile promptly so that WII may begin the internship placement process and prepare for your arrival in Washington.

Before submitting the Intern Profile to WII, please be certain that you have:

- Typed or clearly printed **all items** on the Intern Profile form.
- Included **a resume, two essays, and a \$350 non-refundable registration deposit**.
- Obtained the signature of your faculty advisor if you will receive credit.
- Obtained the signature of your honor society advisor, if you are a member of one of the honor societies listed.
- Signed the Internship and Academic Program Agreement on the last page of the Profile.
- Made *two* photocopies of the entire package. Keep one copy for your records. Submit the other copy to WII along with the original. WII's address is at the bottom of this page.

RESUME

You will need to submit a resume to WII. Be sure to include your contact information (i.e., home and school addresses, phone numbers, and email address), school, major, and anticipated graduation date. Other relevant information includes your work history; extracurricular / community activities; honors or awards; and skills (e.g., computer skills, languages). The information should be nicely formatted and easy to read. One page is usually adequate for a resume. If you would like assistance in preparing your resume, contact WII or the career center on your campus.

ESSAYS

You are required to write two brief essays. WII staff will read your essays to learn about you and your interests. Potential agency sponsors will read the essays to determine your acceptance to their agency. They will be especially interested in your writing skills and will evaluate your essays in terms of content, style, and general mastery of the English language (i.e., grammar, spelling, and punctuation). *Careful proofreading is crucial*. Label each essay and don't forget your name!

Internship Essay – Please write a two-page essay that includes your overall personal goals for the internship and a discussion of an issue affecting the field in which you wish to work. *Do not state in your essay that you want an internship in a specific organization. The essay will be distributed to a number of agency sponsors. Feel free to submit the names of specific organizations on a separate sheet of paper.*

Personal Essay – Please write a one-page essay that gives the WII staff and the agency sponsor some idea of who you are.

Revised 9/09

PERSONAL DATA*

Name (last, first, middle) _____
Current Address _____
City _____ State _____ Zip _____
Current Phone _____ Cell Phone _____
Email _____ Current Address Valid Until _____

**Please notify WII of changes in this information from now until the semester begins.*

EMERGENCY INFORMATION

Emergency Contact Person _____ Relationship to You _____
Address _____ Phone (day) _____
City _____ State _____ Zip _____ Phone (night) _____
Email _____

Please provide information on disabilities or medical conditions:

HEALTH INSURANCE INFORMATION

All WII students **must** have health insurance for the entire length of the program.

Health Insurance Company _____
Address _____ City _____ State _____ Zip _____
Phone Number _____ Policy # _____ Group # _____

HOUSING ARRANGEMENTS

Please choose one of the following options.

- I request housing with WII.
 I do not request housing with WII. I will be staying at:

Address _____
City _____ State _____ Zip _____
Phone Number _____

Roommate Request (optional)

Roommate requests will be honored whenever possible. If you request a roommate, that person must also request you. Generally no more than two students from the same school may live in a given apartment.

Name of Requested Roommate _____

Special Needs

Please note any special needs or conditions of which WII should be aware. Use a separate sheet if necessary.

SCHOLARSHIPS FOR HONOR SOCIETY MEMBERS

WII applauds academic excellence! In partnership with the **Association of College Honor Societies**, WII awards a **\$500 WII/ACHS scholarship** to WII participants who have been inducted into one or more of the honor societies listed below. (This scholarship can be combined with other WII scholarships as long as the cumulative award does not exceed WII's tuition.) Take this form to your honor society's advisor and obtain his or her signature. WII will then verify your eligibility with the honor society's national office. The signature must be received and your membership must be successfully verified with the national office **prior to the beginning of your semester in DC** in order for you to receive the scholarship.

Members of these honor societies are eligible for the WII/ACHS scholarship:

ALPHA BETA GAMMA	ETA KAPPA NU	PI ALPHA ALPHA
ALPHA CHI	GAMMA THETA UPSILON	PI DELTA PHI
ALPHA DELTA MU	GOLDEN KEY INT'L	PI GAMMA MU
ALPHA EPSILON	HONOUR SOCIETY	PI KAPPA LAMBDA
ALPHA EPSILON DELTA	KAPPA DELTA PI	PI OMEGA PI
ALPHA EPSILON RHO	KAPPA MU EPSILON	PI SIGMA ALPHA
ALPHA IOTA DELTA	KAPPA OMICRON NU	PI TAU SIGMA
ALPHA KAPPA DELTA	KAPPA TAU ALPHA	PI THETA EPSILON
ALPHA KAPPA MU	LAMBDA IOTA TAU	PSI BETA
ALPHA LAMBDA DELTA	LAMBDA PI ETA	PSI CHI
ALPHA PHI SIGMA	LAMBDA SIGMA	RHO CHI
ALPHA PI MU	MORTAR BOARD	SIGMA BETA DELTA
ALPHA SIGMA MU	MU KAPPA TAU	SIGMA DELTA PI
ALPHA SIGMA NU	NATIONAL SOCIETY OF	SIGMA LAMBDA ALPHA
BETA GAMMA SIGMA	COLLEGIATE SCHOLARS	SIGMA LAMBDA CHI
BETA KAPPA CHI	OMEGA CHI EPSILON	SIGMA PI SIGMA
BETA PHI MU	OMEGA RHO	SIGMA TAU DELTA
CHI EPSILON	OMICRON DELTA EPSILON	SIGMA THETA TAU
CHI SIGMA IOTA	PHI ALPHA THETA	TAU ALPHA PI
DELTA EPSILON SIGMA	PHI ETA SIGMA	TAU BETA PI
DELTA MU DELTA	PHI SIGMA	TAU SIGMA DELTA
DSR-TKA	PHI SIGMA IOTA	THETA ALPHA KAPPA
DELTA TAU ALPHA	PHI SIGMA TAU	UPSILON PI EPSILON
EPSILON PI TAU	PHI UPSILON OMICRON	

To be completed by the honor society advisor on campus:

Name of Student _____

Name of Honor Society _____

Advisor's Name _____

Advisor's Mailing Address _____

Advisor's Phone Number _____ **Advisor's Email** _____

I certify that the student listed above has been inducted into the honor society I advise.

Signature of Honor Society Advisor

Date

Student's Name _____

Please discuss your plans to participate in WII's program with your faculty advisor. Academic credit and billing arrangements are determined by each student's college or university; WII does not grant academic credit. If anyone on your campus needs additional information in order to make the credit and billing arrangements, please contact WII. Students will be billed for any fees that the school does not pay. Full payment of all fees is due prior to the beginning of the semester.

Check this box if you will *not* receive credit; you may skip the rest of this page. Non-credit students will be billed for all fees. Full payment of all fees is due prior to the beginning of the semester.

ACADEMIC CREDIT AND BILLING ARRANGEMENTS

This section should be completed by a faculty member or administrator.

List the **number of credits** the student will receive from the home institution for each component of WII's program.

	Internship (4 days/week = 32 hours/week)		Elective Seminar
	Internship Seminar: Bridging Theory and Practice		Major Research Project (optional)

Specify the **billing arrangements** by checking the appropriate boxes and writing your initials.

I authorize WII to bill the **home institution** for the following fees (check and initial all that apply and provide the billing contact information below):

Tuition Housing Housing Deposit

The **student** is responsible for paying the following fees (check and initial all that apply):

Tuition Housing Housing Deposit

If the home institution is to be billed, please provide the contact person's information below.

Name _____

Mailing Address _____

Phone Number _____ **Email** _____

FACULTY ADVISOR AGREEMENT

I have reviewed the Intern Profile and endorse this student's candidacy for the Internship and Academic Program. I certify that this student will receive academic credit from my institution upon successful completion of WII's program. I certify that the billing information provided above is correct. I agree to notify WII in writing of any changes to the credit and billing information. I acknowledge that I am the Faculty Advisor for this student for the duration of this program and that I will receive all evaluations and grades for this student.* (WII will recommend *letter grades* for the student unless instructed otherwise.) Communication of final grades and evaluations will be affected if the student has an outstanding balance. To opt out of email updates from WII, check this box:

Dr. Mr. Ms. _____ **Title / Dept.** _____

Mailing Address _____

City _____ **State** _____ **Zip** _____

Phone Number _____ **Fax Number** _____

Email Address _____

Faculty Advisor's Signature _____ **Date** _____

* If a duplicate copy of evaluations and grades should be sent to another person on campus (e.g. the registrar), please provide that information to the right.

HOUSING POLICY

If you choose to live in WII's housing during your internship, you must accept the following conditions. WII does not assume responsibility for loss or damage to personal property and suggests that students insure their valuables. No smoking is permitted. Students must go outside to smoke. No pets are permitted on the premises. WII reserves the right to change the students' accommodations at any time, fill a vacancy by placing another person in the room without prior notice, and enter the room if needed. WII reserves the right to terminate the housing agreement for any irresponsible conduct, unpaid fees, or conduct which is harmful to self or others. Rules and regulations are subject to change.

CANCELLATION / REFUND POLICY

The application fee and registration deposit are non-refundable. All cancellations must be received in writing. Students who withdraw prior to the arrival date of the term will receive a full tuition and housing refund less the registration deposit. There are NO tuition or housing refunds on or after the arrival date.

INFORMATION AUTHORIZATION

For many students, the educational process is a cooperative effort involving the guidance and support of family members. With your permission, WII would like to send information to your parent(s) to acquaint them with WII and share information about the internship program. Please provide the appropriate contact information below if you wish to take advantage of this opportunity.

Mr. Ms. Mr. & Mrs. **Name of Parent(s)** _____
Address _____
City _____ **State** _____ **Zip** _____ **Email** _____

INTERNSHIP AND ACADEMIC PROGRAM AGREEMENT

I understand that the Intern Profile, including all supporting materials, is the property of the Washington Internship Institute and may be shown to potential agency sponsors. No documents will be returned or transferred to any other institutions or potential employers.

I understand and agree that I am responsible for and will pay to the Washington Internship Institute all tuition, housing or other fees or deposits when they are invoiced. Interest charges and/or late fees may apply. I understand that, even if the home institution is billed for these amounts, I will remain responsible for payment until the home institution pays the Washington Internship Institute. Communication of final grades and evaluations will be affected if I have an outstanding balance. I understand that any financial assistance awarded through WII requires successful completion of the program; if I receive a scholarship from WII and do not successfully complete the program, I will be billed for the amount of the scholarship.

I have read and understand the refund policy and housing policy. I certify that I will have health insurance for the entire length of the program. I certify that all information is complete and accurate. I agree to notify WII of any changes in the information I have provided on this form.

Student's Signature _____ **Date** _____
Student's Name (please print) _____

CHECKLIST

Be sure to include the original and one copy of all documents except the check:

- Intern Profile Form (*complete all items on the form, including signatures*)
- \$350 Deposit (send a check or money order payable to WII, or go to WII's website to use PayPal)
- Resume
- Internship Essay
- Personal Essay