

The Washington Center Internship Program

2020-2021

The Washington Center was founded in 1975. It is an independent nonprofit, nonpartisan, educational organization that provides internship programs and academic seminars to college students from across the country and around the world. TWC is affiliated with more than 850 colleges and universities, including Rogers State University, and works with 2,000-3,000 internship placements in Washington D.C. representing major professional fields in the private, public and nonprofit sector. The Washington Center has over 30,000 alumni.

Rogers State University, in affiliation with the Washington Center, makes possible participation in the preeminent internship program in the nation’s capital. We provide together a unique combination of benefits: a structured, well-supported program for which interns receive academic credit, an extensive internship tailored to the interests of the intern, whatever his or her major; a rich program of academic coursework, lectures by national and international leaders, small group meetings with members of Congress, site visits, embassy visits, workshops and many other enriching activities.



# RSU-Washington Center Internship Benefits

* RSU covers Washington Center Program fees
* RSU covers Washington Center Housing fees
* RSU waives University Tuition/Fees for up to 12 hours
* RSU awards up to 12 hours academic credit

**Note:** Scholarships and awards from other sources may affect the total scholarship package. All actual amounts are determined in conjunction with a student’s federal and state aid package.

# Qualifications and Admission Requirements

Selection for the RSU-Washington Center Internship program is competitive. Students will be required to meet the following qualifications and admission requirements:

* Completed a minimum of 45 hours academic credit
* Accepted as a declared major in a RSU Baccalaureate degree program
* GPA minimum of 2.75
* Submit all required materials
* On-campus interview with selection committee
* Fulfill all TWC (The Washington Center) eligibility requirements. See [www.twc.edu](http://www.twc.edu) for additional details.

# The Washington Center Internship Program Application

* Deadline is March 27 for all application materials for Fall 2020, Spring 2021, and Summer 2021 semester programs.
* Selection for grant is competitive.
* Campus interviews for finalists will be Friday, April 3.

Send completed application and reference letters to:

Dr. Jim Ford, Director, Center for Academic Enrichment
Rogers State University
Baird Hall, room 101B
1701 Will Rogers Blvd.
Claremore, OK 74017
(918) 343-7749
jford@rsu.edu

# Application Checklist

To be considered for The Washington Center Internship grant, applicants must submit the following:

* Completed **RSU Application form**
* **One-page Resumé:** Outline your educational background, honors or recognitions, work experience, activities, special skills, etc. Please include any computer-related expertise or foreign language skills, as well as prior internships and community service activities. For tips on how to write an effective resume, read TWC’s [resume guide](http://www.twc.edu/sites/default/files/Resume_Guidelines_07_16.pdf).
* **Statement of Professional Interest** (approx. 100 words): Broadly describe your internship interests, future career goals, skills you're hoping to gain and ways in which you will contribute to your placement site. Please do not specify the name(s) of any particular organization in this statement. If you need help, read TWC’s [statement of professional interest guide](http://www.twc.edu/sites/default/files/Statement_of_Professional_Interest_07_16.pdf).
* **Issues Essay** (approx. 500 words): Reflect on a key issue related to your professional field of interest and demonstrate your written communication skills to TWC and prospective internship site supervisors.
* **Official Transcript**
* **Two Letters of Recommendation:** One of these letters must be from a faculty member. The other may be from a professional supervisor. Neither letter should come from a family member or friend.

# Application

General Information

Name:

Address:

City, State, Zip:

Telephone:

Email Address:

Overall GPA (Minimum of 2.75 is required):

Major:

Minor:

References

List the name, address, and phone number of the two references who will provide RSU Washington Center Internship Program with a letter of recommendation regarding your academic potential and work ethic. At least one must be from a faculty member.

**First Reference:**

Name:

Address:

City, State, Zip:

Telephone:

**Second Reference:**

Name:

Address:

City, State, Zip:

Telephone:

# Signature

Federal law requires the University to obtain written permission before releasing information to the news media regarding grant recipients. IF you wish to give such permission, please mark the appropriate box:

⃝ Yes ⃝ No

I certify that all the information contained on this application is true to the best of my knowledge. I have completed this form voluntarily and understand that the information that I have provided will be treated confidentially and will only be used in connection with the grant application process.

Signature of Applicant Date

Rogers State University does not discriminate on the basis of race, color, national origin, sex, age, religion, disability, or status as a veteran in any of its policies, practices, or procedures. This includes, but is not limited to admissions, employment, financial aid, and educational services.

# To the Recommender

Thank you for taking the time to write on behalf of this candidate who is applying to The Washington Center for an Internship. Please answer all the questions listed in the table.

On a separate sheet of paper, please describe in narrative form why you endorse the student as a nominee for The Washington Center’s Internship Program. Be sure to address what you know about the student’s academic and professional experiences, participation in extracurricular activities, and work in school, government and community service.

Make a photocopy of your letter along with this form and return it to the candidate in a sealed envelope with your signature across the seal, or mail directly to Dr. Jim Ford, Rogers State University, 1701 Will Rogers Blvd., Claremore, OK 74017.

Must be received by March 27, 2020.

Your Name and Title:

Organization:

Phone: Fax: Email:

Signature: Date:

Name of student you are recommending:

How long have you known this applicant? In what capacity?

How do you rate the candidate on the following criteria?

|  |
| --- |
|  |
|   | OUTSTANDING TOP 2% | VERY GOOD TOP 10% | ABOVE AVERAGE TOP 25% | BELOW AVERAGE BOTTOM 50% | UNOBSERVED |  |
| INTELLECTUAL CURIOSITY |   |   |   |   |   |  |
| SERIOUSNESS OF PURPOSE |   |   |   |   |   |  |
| MOTIVATION |   |   |   |   |   |  |
| CONCERN FOR OTHERS |   |   |   |   |   |  |
| LEADERSHIP |   |   |   |   |   |  |
| ACADEMIC ACHIEVEMENT |   |   |   |   |   |  |
| POTENTIAL GROWTH |   |   |   |   |   |  |

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