

The Washington Center for Internships and Academic Seminars

Application Procedures and Deadlines

Procedures

_____ Students who are interested should visit the website of [The Washington Center for Internships and Academic Seminars](#) to learn more about the [Academic Internship Program](#). Applications for the program will need to be submitted online from The Washington Center website on or prior to the regular deadline (see deadlines below). Students with disabilities are also encouraged to apply for the program.

_____ Prior to applying for the internship program, students should contact one or more of their academic advisors (major and minor) and department internship coordinator (if applicable) to schedule meetings to discuss whether or not the [Academic Internship Program](#) can be completed as part of their academic degree plan. For the internship program, participating students are required to enroll in twelve UCA credit hours (fall/spring) or nine UCA credit hours (summer). Along with the academic advisors and department internship coordinator, students should determine the UCA courses in which they will be enrolled during the period of the internship program. The courses are usually, but not necessarily, internship, special topics, and independent study courses offered by many departments at UCA. Students are encouraged to meet directly with the UCA faculty members and/or department internship coordinator who will be listed as the instructors for the UCA courses.

_____ After discussing the internship program with academic advisors and department internship coordinator, students should submit the [UCA Coursework Form](#), which will need to be completed, signed by an academic advisor or department internship coordinator, and emailed to Dr. Mark Mullenbach, UCA Liaison, at markm@uca.edu prior to submitting the application for the internship program. Applications submitted by UCA students will not be approved unless the completed and signed UCA Coursework Form has been emailed to the UCA Liaison.

_____ If necessary, students should make an appointment with the UCA Office of Financial Aid to discuss whether financial aid may be used to pay some of the costs of the internship program. Students who are normally eligible for financial aid (e.g. state or UCA scholarships, federal student loans, etc.) should ask if this assistance can be used to cover TWC program fees and housing fees.

_____ Students should be aware of the [program and housing fees](#) for the internship program, which may be higher than the normal costs for attending a semester at UCA. UCA students who are U.S. citizens and Arkansas residents may be eligible for the Arkansas Scholarship (\$7,000) to offset some of the costs of the internship program. Applicants are responsible for paying the program and housing fees directly to The Washington Center prior to the start of the internship program.

_____ Students should carefully prepare their application materials (see list below) prior to the online application deadline. The issue essay, statement of professional interest, and résumé must be submitted with the online application. Before submitting these applications materials online, students are encouraged to email a copy of the issue essay, statement of professional interest, and résumé to Dr. Mark Mullenbach, UCA Liaison, at markm@uca.edu. The UCA Liaison is responsible for reviewing

and approving UCA student applications after they are submitted to The Washington Center, so it is useful to get feedback from the UCA Liaison prior to submitting the materials online. The letter of recommendation should be submitted online directly by the applicant's recommender. An official copy of the applicant's transcript may be requested from the UCA Registrar's Office and uploaded directly into the application or may be mailed to The Washington Center.

_____ Students should submit their application with any necessary application fees on or prior to the regular deadline.

Application Materials

- **Issue Essay** – Applicant should write an essay of approximately 500 words to be used as a writing sample. The essay provides an applicant with the opportunity to reflect on a key issue related to his or her professional field of interest and demonstrate written communication skills to The Washington Center and prospective internship site supervisors. The issue essay should be typed using Times New Roman, 12 pt font, and double-spaced. Please include a title at the beginning of the issue essay.
- **Statement of Professional Interest** – In approximately 100 words, applicants should describe their internship interests, future career goals, skills that are desired from the internship, and one or more ways in which they might contribute to the internship site. Applicants should not specify the name of any particular organization in the statement.
- **Résumé** – Applicants should include a one-page résumé that outlines their educational background, honors or recognitions, work experience, volunteer activities, special skills, etc. Please be sure to include any computer-related expertise or foreign language skills, as well as prior internships and community service activities.
- **Letter of Recommendation** – One letter of recommendation from a university faculty member or professional supervisor is required. The letter should not come from a family member or friend, and it is suggested that the letter not come from high school teachers. The letter of recommendation should be submitted online directly by the recommender.
- **Official Transcript** – Applicants must request an official transcript from the UCA Registrar's Office. Official transcripts are preferably uploaded directly into the application. Alternatively, official transcripts may be mailed to: The Washington Center, 1333 16th Street N.W., Washington DC 20036.

Application Deadlines

Spring 2021: Early deadline is October 7, 2020. Regular deadline is November 4, 2020.

Summer 2021: Early deadline is February 17, 2021. Regular deadline is March 17, 2021.

Fall 2021: Early deadline is April 7, 2021. Regular deadline is May 5, 2021.