

The Washington Center for Internships and Academic Seminars

Application Procedures

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 at least one of their academic advisors (major or 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.

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

Application Materials

- **Issues Essay or Writing Sample** – Applicant either write an original essay of approximately 500 words on a key issue that is relevant to the field they are hoping to intern in, or submit a writing sample from a previous course or experience.
- **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 awards, 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 for applicants with a grade-point average below 2.75. A letter of recommendation is not required for applicants with a grade-point average at or above 2.75.
- **Official Transcript** – Applicants must request an official transcript from the UCA Registrar's Office. Official transcripts are uploaded directly into the application.