



BRYANT UNIVERSITY

The Character of Success

Amica Center for Career Education

The Washington Center Internship Enrollment Process

Spring, Summer 2010

Bryant University Eligibility Requirement

- Junior at Bryant University, having completed a minimum of 90 credits.
- Minimum grade point average of 2.75.
- Post Graduate programs are available through TWC not requiring credit.

Application Process

- Discuss your eligibility with your academic advisor and complete The Washington Center Course Agreement.
- Apply on-line by going to www.twc.edu by deadlines posted on the Bryant Career Connection
- (A completed application consists of several components including essays, letters of recommendation, transcripts and the endorsement of your campus liaison).
- Print copy of application and submit to Barbara Gregory to sign.
- Go to the Financial Aid Office and complete a Study Away Form. Discuss aid for spring internship. Financial Aid is not available during the summer term.
- If you live on campus, go to Residence Life Office to inform them that you will be leaving campus and returning following your semester in Washington, D.C.

Placement Process

Washington, DC Program Advisor Role

- After submitting application through the website, student will be contacted by a TWC program advisor who provides internship placement options.
- Your program advisor will forward your application materials to potential placement sites. If the agency is interested, you will be contacted for a phone interview.
- If the agency determines you would be an appropriate match for their organization based on their needs and your interests and abilities, you will be offered the internship. Discuss all offers with your program advisor.

Bryant Faculty Supervisor

- Select a faculty member from the academic department for which you are seeking credit to serve as your faculty supervisor. He/she will provide a syllabus to follow to assess your learning and provide a final grade for the internship course.

Program Content

- An orientation to meet Program Advisor and other interns.
- 4 or 4 ½ day work week.
- Attendance at the Leadership Forum: President's Lecture Series, Public Policy Dialogues; Civic Engagement Project; Small Group Activities; Internship Portfolio.
- An academic course one evening per week (all interns, except those in the Postgraduate Professional Program are required to attend).

Evaluation Process

- Each intern receives an evaluation recommendation from TWC to include: an evaluation from the supervisor at the internship site, an evaluation from the program advisor based on overall participation, and a suggested course grade from the instructor of the evening course.
- The Bryant faculty advisor is responsible for the final grade and will consider TWC recommendations outlined above, as well as completion of syllabus assigned.

Program Cost

Summer

\$14,861- includes 9 credit hours and housing for 10 weeks.

- **Financial aid from Bryant does not apply**

Spring/*Fall

\$19,374- includes 12 to 15 credit hours and housing for 15 weeks.

- **Financial aid from Bryant will apply to tuition**

** subject to change based on tuition*

Timelines

TERM	EARLY DEADLINES BEGIN	COMPETITIVE DEADLINE	REGULAR DEADLINE	CHECK-IN	ORIENTATION	INTERN BEGINS	INTERN ENDS
Spring 2010	5/26/09	9/28/09	11/13/09	1/21/10	1/22/10	1/25/10	5/07/10
Summer 2010	9/28/09	2/01/10	3/12/10	5/26/10	5/27/10	6/01/10	8/06/10
Fall 2010	1/22/10	5/03/10	6/18/10	9/01/10	9/02/10	9/07/10	12/17/10

Questions

Contact: Barbara Gregory
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