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SOUTHWESTERN  
COLLEGE

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THE WASHINGTON  
*Experience*

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Southwestern College is excited to offer The Washington Experience. Similarly to the Chicago Center for Urban Life, the Washington Internship Institute, an educational nonprofit organization, prepares college students for their future. During a semester or summer in Washington, DC, students learn about themselves and their fields through substantive internships, academic enrichment seminars, site visits, and shared housing. They become engaged and informed citizens and leaders who are equipped to make a difference in the world.

### ADMISSION TO THE PROGRAM

- Open to **any major**
- Students must have earned at **least 60 credit hours**.
- Students must have an overall **GPA of 2.5** or higher at the time of application.

### PROGRAM OVERVIEW

The Washington Internship Institute (WII) provides challenging, academic and experience based internship programs in Washington, D.C. The semester-long programs are carefully designed to provide students with a structured, yet appropriately flexible learning experience which combines “knowing and doing” -- theory and practice. While in Washington, the interns are able to take full advantage of the rich and stimulating atmosphere of the “campus” which is the city of Washington and the surrounding area. The internship promotes the professional, educational, and personal development of each student through a unique and proven process.

Today’s rapidly changing world challenges colleges and universities to provide students with a quality education which will make them successful citizens in the 21st century. Further, graduate schools, employers, parents, and students increasingly expect some “practical experience” integrated into formal education. In order to help meet these demands, and to respond to the educational needs of an increasingly diverse and globally-oriented student body, institutions of higher education have offered an array of non-traditional academic educational programs under the umbrella of experiential learning. Study abroad programs were among the first off-campus opportunities offered to students. Then came internships, followed by service learning and civic engagement. This list will continue to expand as educators strive to prepare students for the complex global community.

Experiential learning at WII has three primary components:

- 1) Knowledge**, which includes theory, concepts, facts, information, and prior experience;
- 2) Activity**, in which theory is put into practice and knowledge is applied to current, ongoing events; and
- 3) Reflection**, or thoughtful analysis and assessment of one’s internship and learning experience against the background of clearly articulated learning objectives and desired outcomes.

A WII internship combines these three principles and enables students to develop and define educational and career goals with confidence and success as they move from college to postgraduate employment or advanced study. The philosophy is that when a student is meaningfully engaged, education becomes an active process, knowledge is constructed, and learning is enhanced and retained.

## **THREE PROGRAMS**

**Capital Experience** - Available each fall, spring, and summer.

Shape policy. Attend Congressional hearings. Write press releases. Develop marketing plans. Participate in meetings. Plan events. Perform scientific experiments. Interns in WII's Capital Experience internship program accomplish these activities and more! Past intern experiences include: a research intern at the Center for Women Policy Studies, a development intern at the Woodrow Wilson International Center for Scholars, a marketing intern for the Washington Capitals hockey team, a human resources intern for the Corporate Executive Board, and a public relations intern at Edelman, to name of few.

**Embassy Scholars** - Available each fall, spring, and summer.

Study "Abroad" in Washington, DC! Are you curious about career options? Are you wondering what to expect in the professional world? Do you want to be even more prepared for your future? Recent placements include: an international development internship at the Citizens Network for Foreign Affairs, a policy internship at the State Department NATO office, and internships at the Embassy of Mexico and Embassy of France. Although many internships are with international organizations, all students intern in Washington, DC.

**Go Green!** - Available each fall, spring, and summer.

In a city with dozens of national and international organizations focused on environmental issues, students will choose the internship that best fits their interests. Potential internships include tracking national legislation for the Environmental Protection Agency, writing press releases for World Wildlife Fund, or researching energy issues for the Climate Institute.

WII students have interned at those organizations, offices, associations, and many others. However, students are not limited to these opportunities. During the internship placement process, the program coordinator at WII works with students to find internships that fit their interests and qualifications.

### *Components of the WII Academic Internship*

- Individualized placement
- 4 days per week at the internship (32 hours per week)
- 2 academic seminars (one is the Internship Seminar: Bridging Theory and Practice; the other is an elective)
- Site visits, tours and briefings
- A thoughtful and thorough evaluation process
- Convenient housing in the Washington, D.C. area
- A comprehensive Learning Plan assignment in which WII students define and articulate their learning objectives in the following areas: knowledge, professional, technical skills, personal growth, cultural and civic engagement
- A Learning Portfolio assignment in which students carefully assess their internship experience throughout the semester with reference to their personal learning objectives

### *Placement*

WII devotes significant time and individualized attention to the placement of each student. WII considers it essential to match each student with an appropriate agency where the student can engage in substantive work while advancing his/her long-term educational and personal objectives. Personal contact between the student and WII staff is the critical component of a successful placement process. WII staff initiates an in-depth dialogue with each student who is accepted into the program in order to become familiar with his/her personality, interests and goals. Then, based on both the written information provided by the student and additional details from these dialogues, the staff contacts appropriate agencies. To complete the placement process, a WII program coordinator identifies two or more internship possibilities that fit the student's interest and meet WII's standards. WII provides guidance to help the student prepare for several telephone interviews and offers a method for making intelligent comparisons among internship opportunities. After interviewing with potential agency sponsors, the student makes his/her final selection in consultation with WII staff.

### *Internship Responsibilities*

WII challenges students to relate their experiences and academic interests to the professional world. Working in a variety of settings, WII interns are expected to interact as entry-level professionals with substantive responsibilities. WII requires interns to work four days per week in their position, performing tasks such as engaging in research, attending meetings and special events, writing reports, preparing briefings, and completing other assignments. Students are expected to fully participate in office life and to be assimilated into the staff. They are also required to prepare a **“Portfolio of Learning,”** i.e., examples of their work and their written analysis of their experience in the internship. During the last two classes of the semester, all students formally present their Portfolios to their classmates. The students are held accountable for what they have learned as well as what they have done in their internship.

### *Academic Classes*

As an integral part of the internship, WII requires that students attend two seminars: the Internship Seminar: Bridging Theory and Practice and an elective seminar. These seminars provide contact with students in an academic setting and frequent feedback on student performance, which are essential to enhance learning. Further, attending classes and receiving feedback reinforce the point that interns are still students receiving credit for what they are learning, not solely for what they are doing.

1) The **Internship Seminar: Bridging Theory and Practice**, required of all students, enables them to make the connection between what they have learned in the classroom and what they are learning and doing at their internship. That is, WII's program may be compared to a science course: the internship is the lab portion of the course, while the Internship Seminar is the theoretical and analytical portion. Students need a context in which to discuss, reflect upon, and understand the internship experience and then to relate the internship to their major and other courses. The major components of this seminar include designing a learning plan, which is reviewed by the WII faculty member and the agency sponsor; doing an organizational analysis; writing reflective journals; and compiling a Portfolio of Learning throughout the term and assessing that portfolio at the end of the term.

2) The second seminar is **an elective course**. Students are expected to complete weekly reading and written assignments. A final “Issues Brief” or research paper is required.

### ***Learning Plan***

The semester begins with an orientation to Washington and the internship program. Then, students focus on the nature and objectives of experiential education and how to make the most out of the internship, leading to their writing a first draft learning plan which designates both short-term goals and long-term objectives. The draft learning plan is then reviewed by WII faculty and returned to students for further refinement. The final learning plan should be five to ten pages in length. Since the agency sponsor reads and signs the final learning plan, the sponsor knows the student's goals and can help the student achieve them.

### ***Evaluations***

Students are evaluated in a consistent and meaningful manner on a variety of levels. Students are guided through a process of reflection which extends the boundaries of the internship, providing for a broad-based learning experience beyond the immediate demands of the "job."

**Mid-Term Evaluation** - At mid-term, students evaluate their own experience *vis-à-vis* their original learning plan. If appropriate, they may request adjustments at the work site or revise the learning plan with the approval of the agency sponsor. At this time, the agency sponsor submits to WII an evaluation of the intern. The agency's mid-term report is sent to the on-campus campus liaison.

**Final Evaluation** - The agency sponsor submits to WII a final evaluation of the student's work and progress over the semester. In addition, the student writes a final evaluation of the internship. This assists with quality control at the internship sites.

### ***Credit Arrangements***

9 credits for the internship for the Fall and Spring semesters or 6 credits for the internship for the Summer semester

3 credits for the Internship Seminar

3 credits for the elective seminar

Total: 12 credits for the Summer semester, 15 credits for the Fall and Spring semesters.

### ***Housing and Student Activities***

WII interns live in conveniently located apartments in the Crystal City neighborhood of Arlington, Virginia. Shops, grocery stores, dry cleaners, banks, restaurants, and a library are located within walking distance. Students can walk to the Crystal City Metro Station in just five minutes, making it easy to commute downtown to their internship sites and to take advantage of the cultural and recreational activities in D.C. The apartments have two bedrooms, two bathrooms, a full kitchen, a living room/dining room area, and a balcony. Each apartment is shared by four students. The building has a modest exercise room, racquetball court, roof-top sun deck, and 24-hour front desk service. A limited number of parking spaces are available for an additional fee. WII arranges student activities such as visiting a Civil War battlefield, going to ethnic festivals, doing a community service project, and attending receptions. Students are also encouraged to attend the many lectures, briefings, and cultural activities that are available in Washington, D.C. WII provides a weekly activities calendar that highlights events in the area.

## APPLICATION PROCESS

- 1. Download *the Washington Experience booklet* at <http://www.sckans.edu/thewashingtonexperience>.
- 2. Contact the Washington Experience Program Coordinator, Dr. Jolivet ([jean-gabriel.jolivet@sckans.edu](mailto:jean-gabriel.jolivet@sckans.edu)) to discuss your plans for internship and be pre-selected for the program. In this conversation, discuss and receive approval for Southwestern College coursework substitutions.
- 3. Make an appointment with College Services to discuss charges for your chosen program.
- 4. Make an appointment with the Office of Financial Aid to discuss options for financing the program.
- 5. Bring the completed application back to the Program Coordinator **by the deadlines!**

Once accepted into the program:

- 6. Provide the registrar with a copy of the approved coursework substitutions.
- 7. Enroll in LAS 394 – The Washington Experience for the correct number of hours (15 for the Spring and Fall semester and 12 for the Summer semester).

## DEADLINES

Students who wish to participate in the Washington Experience must have sent their full application to the Washington Internship Institute by:

For the Fall and Summer session: **March 1<sup>st</sup>**

For the Spring session: **November 1<sup>st</sup>**

Applications are accepted on a first-come, first-served basis as WII has a rolling admissions policy. They encourage students to apply three to six months before the semester of their choice. Many organizations have early deadlines, and they want to give students the best choices of possible internships.

Some government agencies require security clearance and thus have very early application deadlines. If you think you might be interested in one of these organizations (e.g. State Department, Department of Justice, White House), please apply at least nine months before the semester starts.

## CHARGES

Charges differ depending on if the experience is a semester long or summer session experience. Charges typically include Southwestern College tuition and a fee for housing provided by the Washington Internship Experience program. A non-refundable, \$350 tuition deposit is due upon acceptance to the program. Southwestern College will pay this deposit upfront on behalf of the student, however, if the student does not participate in the internship, the \$350 non-refundable deposit will still be charged to the student's Southwestern account. Other charges and expenses that will be the sole responsibility of the student are a \$50 application fee and a \$100 refundable housing deposit as well as food, Metro fees, and entertainment expenses in the Washington DC area.

Tuition and housing charges are handled through the Southwestern College student account. Southwestern College charges participating students for full-time tuition as well as for the exact amount of the Washington Internship Institute's housing fee. The Washington Internship Institute then bills Southwestern College for the program's expenses and Southwestern pays the bill from the amount collected on the student's account. Southwestern College requires that a student's account, including charges for the Washington Internship Institute and all previous charges, be paid in full prior to leaving for the Washington Internship experience.

### **FINANCIAL AID**

Southwestern students usually continue receiving some forms of financial aid while at the Washington Internship Institute. State and Federal scholarships, grants and loans are normally available for legitimate study away from campus. Southwestern scholarships may also be continued with limitations. To review the complete policy, visit the [Winfield Main Campus Scholarship](#) section of the [Office of Financial Aid](#) Website.

### **APPENDICES**

- The Washington Experience Application
- The Washington Experience Checklist
- The Washington Experience Credit Form



## Application Form

Thank you for your interest in the Washington Experience with the Washington Internship Institute, where you can discover yourself and create your future! Please read this entire document, including the instructions on the last page, before you begin.

### Personal Data

<b>Last name</b>	_____
<b>First name</b>	_____
<b>Middle initial</b>	_____
<b>Preferred name (if different)</b>	_____
<b>Current Address</b>	_____
<b>Current Address</b>	_____
<b>City</b>	_____ State _____ Zip _____
<b>Current Phone</b>	_____
<b>Current Email</b>	_____
<b>Address Current Until (mm/dd/yy)</b>	_____
<b>Permanent Address</b>	_____
<b>Permanent Address</b>	_____
<b>City</b>	_____ State _____ Zip _____
<b>Permanent Phone</b>	_____
<b>Date of Birth (mm/dd/yy)</b>	_____
<b>School</b>	Southwestern College
<b>Major</b>	_____
<b>Minor</b>	_____
<b>GPA</b>	_____
<b>Expected Graduation (mm/yy)</b>	_____
<b>Advisor's Name</b>	Dr Jean Gabriel Jolivet
<b>Advisor's Phone Number</b>	620-229-6213
<b>Advisor's Email</b>	<a href="mailto:jean-gabriel.jolivet@sckans.edu">jean-gabriel.jolivet@sckans.edu</a>
<b>Languages Spoken</b> <i>(please specify for each language: slight, adequate, fluent)</i>	_____
	_____
	_____



**Citizenship** (check all that apply)  U.S. citizen  
 Permanent legal resident of the U.S.  
 Citizen of (please specify): \_\_\_\_\_

**Gender** \_\_\_\_\_

**Applying for** \_\_\_\_\_ Embassy and Diplomatic Scholars  
 \_\_\_\_\_ Capital Experience  
 \_\_\_\_\_ Go Green!

**Semester** \_\_\_\_\_ Fall \_\_\_\_\_ Spring \_\_\_\_\_ Summer

**Year** \_\_\_\_\_

**While in DC I will be a** \_\_\_\_\_ junior \_\_\_\_\_ senior

**How did you hear about WII?** \_The Washington Experience Southwestern College \_\_\_\_\_

### Internship Placement Information

On a separate piece of paper, please describe the type of internship you would enjoy. Be as specific as possible. You may want to consider these questions as you answer: What do you hope to gain and learn during the internship? What are your interests and passions?

By checking this box, I certify that the above information is correct. I understand that all of the credentials submitted in support of my application to WII will become property of WII and are not returnable to me. I authorize WII to share my recommendations and transcript(s) with potential internship sites. I further understand that if I am accepted to the program, WII will send me an Intern Profile form to complete.

Today's Date: \_\_\_\_\_

Signature: \_\_\_\_\_

### Application Instructions

A completed application includes the following:

- A completed **application form**
- **Two professional recommendations** (at least one must be from a professor or administrator on campus, and the other may be from an employer)
- A **\$50 non-refundable application fee** (check or money order made payable to WII)
- An **official transcript** of all college work.

Reminder:

- Open to **any major**
- Students must have earned at **least 60 credit hours**.
- Students must have an overall **GPA of 2.5** or higher at the time of application.

Once completed, make an appointment to meet with the Washington Experience Program Coordinator, Dr Jean Gabriel Jolivet ([jean-gabriel.jolivet@sckans.edu](mailto:jean-gabriel.jolivet@sckans.edu)).



## The Washington Experience Checklist

Please return the completed checklist to the Registrar, 1<sup>st</sup> floor, Christy Administration Building

### Personal Information (please print)

Name: \_\_\_\_\_

SC ID: \_\_\_\_\_

### CHECKLIST (to be completed by March 1<sup>st</sup> for Summer and Fall semesters and November 1<sup>st</sup> for the Spring semester)

- 1. Download the Washington Experience booklet at <http://www.sckans.edu/thewashingtonexperience>.
- 2. Contact the Washington Experience Program Coordinator, Dr. Jolivet ([jean-gabriel.jolivet@sckans.edu](mailto:jean-gabriel.jolivet@sckans.edu)) to discuss your plans for internship and be pre-selected for the program. In this conversation, discuss and receive approval for Southwestern College coursework substitutions.
- 3. Make an appointment with College Services to discuss charges for your chosen program.
- 4. Make an appointment with the Office of Financial Aid to discuss options for financing the program.
- 5. Bring the completed application back to the Program Coordinator **by the deadlines!**

Once accepted into the program:

- 6. Provide the registrar with a copy of the approved coursework substitutions.
- 7. Enroll in LAS 394 – The Washington Experience for the correct number of hours (15 for the Spring and Fall semester and 12 for the Summer semester).

### Agreement of Participation

Students wishing to participate in The Washington Experience program agree to pay all charges assessed by Southwestern College for this program.

\_\_\_\_\_  
**Student Signature**

\_\_\_\_\_  
**Date**

### Approvals/Signatures

The Washington Experience Program Coordinator: \_\_\_\_\_

College Services: \_\_\_\_\_

Financial Aid: \_\_\_\_\_

Registrar: \_\_\_\_\_



**The Washington Experience Credit Form**

Name: \_\_\_\_\_

Student Identification: \_\_\_\_\_

**Southwestern College is awarding me credit for a term at the Washington Internship Institute.**

Semester:    \_\_\_ Fall    \_\_\_ Spring    \_\_\_ Summer    Year: \_\_\_\_\_

**Program Component**

**Internship**

\_\_\_ 9 credits hours for Fall and Spring semester

\_\_\_ 6 credit hours for Summer semester

course title student is getting credit for: \_\_\_\_\_

Experiential Learning Seminar

**The Internship Seminar: Bridging Theory and Practice**

3 credit hours.

Course title student is getting credit for: **POLS 455 – Internship Seminar: Bridging Theory and Practice**

Elective Seminar:

**Name:** \_\_\_\_\_

3 credit hours

Course title student is getting credit for: \_\_\_\_\_

\_\_\_\_\_  
*The Washington Experience Program Coordinator Signature*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Registrar Signature*

\_\_\_\_\_  
*Date*