Framingham State University & The Washington Center Checklist

The Washington Center for Internships and Academic Seminars uses the resources of the nation's capital to provide high-quality learning experiences to enhance student's academic, civic, and professional development, and in this way, seeks to promote future leadership for the public, private, and non-profit sectors of society. The Washington Center's internship placements include positions in government offices, communication organizations, law firms, trade and professional associations, human right groups, and a variety of companies and other organizations. Internships are coupled with a required academic course and weekly programming activities.

6 months prior to experience - Academic Considerations

1) Conduct research on your interest in attending The Washington Center - The Washington Center for Internships and Academic Seminars

2) Make an appointment to talk with your academic adviser about how The Washington Center program fits with your academic degree plan(s) and discuss the number of credits you are seeking from your academic department. Please share this document with your faculty advisor in order for your advisor to gain a better understanding of the experience. TWC can provide sample course and program area syllabi for academic advisors upon request.

3) Attend a joint meeting with your advisor and the TWC FSU Campus Liaison (Jill Gardosik).

3-6 months prior to experience - The Washington Center Application Process

1) Pay application fee ($60)

2) Resume, critiqued by the TWC FSU Campus Liaison (Jill Gardosik)

3) Statement of Professional Interest (see TWC web site for instructions)

4) Issues Essay (see TWC web site for instructions; have content reviewed by your advisor)

5) Two letters of recommendation (ask for in advance; at least one must be from a faculty member)

6) One official transcript from the Registrar's Office (Allow up to 4-6 weeks).

7) Complete TWC's on-line Internship application form. (DO NOT SUBMIT UNTIL A HARD COPY OF YOUR ENTIRE APPLICATION PACKET HAS BEEN REVIEWED AND APPROVED by your academic advisor and the TWC FSU Campus Liaison – Jill Gardosik.)
3 months prior to experience – Financial Aid Considerations

1) Read about financial aid considerations: **Tuition Waiver Program**
2) Meet with a financial aid representative to discuss your individual situation
3) You can also contact the **Massachusetts Office of Student Financial Assistance** at 617-727-9420 to obtain more information.
4) To be considered for acceptance for a **Washington Center Tuition Waiver**, a student must:
   a. Enroll in an eligible degree program at Framingham State University; and
   b. Have obtained a minimum 3.0 cumulative grade point average; and
   c. Meet other eligibility criteria as established by Framingham State University (see course description for INTD 495 Internship in Washington D.C. (3 Course-Credits)) and the **Washington Center**.
   d. Be a permanent legal resident of Massachusetts.
   e. Be a United States citizen or eligible noncitizen.
   f. Be in compliance with Selective Service Registration requirements.
   g. Not be in default of any federal or state loan or owe a refund on any previously received financial aid.
   h. Maintain satisfactory academic progress in accordance with institutional and federal standards.
   i. Not have received a prior bachelor’s degree or its equivalent.

Fall and Spring Participation: Total Scholarship Money Available

1) **Massachusetts Scholarship** = $5000 (currently). This money may be applied towards The Washington Center (TWC) Program fee ($8420) and/or housing costs (approximately $5990 and $4940 for summer).
2) **TWC Scholarship** = Up to $1000 (currently). This money can be applied towards housing costs only, (approximately $5990).
3) Framingham State Stipend $5000

3 months prior to experience – Registrar’s Office Considerations

You and your academic advisor must meet with a Registrar’s office representative early on in the process. Usually 3 to 4 course credits can be earned for the fall and spring semesters. Distribution of credit varies by academic department and/or student. Discussion of credit issues with your academic department and a Registrar’s office representative may include:

1) Number of credits to be applied towards the major
2) Number of elective credits
3) Number of credits for the academic course
4) Number of credits for a directed study
Course Descriptions:

INTD 495 Semester Internship in Washington D.C. (Three Course Credits) An internship program in Washington D.C. The work placements integrate practical knowledge with theory. Tailored learning experiences sponsored by the Washington Center are specific to students’ unique talents, career objectives and major, and are selected in consultation with department supervisor. Course requirements are determined by the major department chair.

Prerequisites: 2.75 GPA, permission of major department chair, and Junior standing.

Application for Semester Internship in Washington, D.C. must be submitted no later than the last day of the Course Add/Drop period for the semester the experience will occur. Please check the Washington Center for any deadlines they may have.

INTD 494 Washington Center Course (Independent Study) An opportunity for a student to select a special topic course offered and taught by the Washington Center. Prior approval of the topic from the student’s major department chair is required. The student supplements the in-person classes through readings, lectures, guest speakers, and site visits. Additional assignments over and above the Washington Center requirements are required by the student’s major department chair.

Prerequisites: Approved enrollment in INTD 495 Internship in Washington and permission of major department chair.

Students interested in enrolling in the INTD 494 Washington Center Course while participating in INTD 495 may request to do so by using the Independent Study form.