

# The Washington Center (TWC) Internship Program

## University of Mount Union – STEP 1: Preliminary Inquiry & Expectations

Completing this form and meeting with the Mount Union-TWC Campus Liaison is the first step in being considered for a TWC internship. **You should not apply to TWC before receiving approval from the Campus Liaison.** To schedule an appointment with the Liaison, contact the Center for Student Success at 330-823-8685.

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

Current GPA: \_\_\_\_\_

Circle your current class standing:  Freshman  Sophomore  Junior  Senior

Major: \_\_\_\_\_

Minor: \_\_\_\_\_

Name of your academic advisor: \_\_\_\_\_

Do you meet the requirements for an academic internship within your major department?  YES  NO

Term and year you wish to apply: \_\_\_\_\_

**IMPORTANT NOTE:** If you are planning to attend during the summer term, be advised that the summer term is extremely competitive. Internship placements can take much longer to secure during this season. It is very possible that your internship may not be secured until after you arrive in Washington, DC. It is recommended that you have an alternative plan in case TWC is unable to find a placement for you that meets your preferences.

Application deadlines for University of Mount Union students are earlier than campus registration dates and are earlier than dates appearing on TWC literature and sites.

Summer 26	Early/Security Clearance: See twc.edu	Early: Dec. 3, 2025	Regular: January 8, 2026
Fall 26	Early/Security Clearance: See twc.edu	Early: N/A	Regular: April 15, 2026
Spring 26	Early/Security Clearance: See twc.edu	Early: N/A	Regular: Still accepting

Have you been involved in any disciplinary/judicial procedures while attending any college?

YES  NO

Have you been convicted of any felonies or misdemeanors? (includes DUIs)  YES  NO

(Previous misconduct may or may not exclude you from the program but will be discussed with you.)

\*\*\* Your signature on this form grants the Career Development Office permission to investigate and/or discuss your background and academic/residential history with all campus personnel.

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Have you checked your on-line presence to be sure that any internet search of your name reveals only positive or professional information?  YES  NO

Most internships will be unpaid. Because of the number of hours involved in the internship program, students will not be able to work a part time job to earn extra money while in Washington DC. Are you able to financially support yourself during this semester?  YES  NO

What is your primary interest in this program?  Gain experience in a particular career area or industry  Test out a career area  Make contacts in the WDC area with the hope of working there after graduation

What 3 organizations in the Washington DC area are you most interested in working for? Be specific.

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

\*\*\* Your response to the question above should not be const-ued as a placement request. It will be used to help begin a discussion of goals. The university is not involved in the placement process, and TWC cannot guarantee placement in any organization. TWC carefully screens internship sites and will place students only with organizations that abide by their protocols and safeguards.

\*\*\* Billing & Costs: Students will register for their internship and course at the university and pay tuition (in the amount of the program fee) to the university. No institutional aid (i.e. Mount Union scholarships) may be used to pay for this experience; however any federal, state or other private aid may be used. Students are required to meet with the Student Financial Services Office and the Business Office to verify costs and payment options. If a student chooses to take a UMU course while participating in The Washington Center program, there will be an additional tuition cost. Students will receive a separate bill for housing from The Washington Center and will pay that fee directly to The Washington Center.

\*\*\* To facilitate an internship through TWC, staff members may need to speak about your situation with other parties including advisors, department chairs, Registrar, parents, and other students who will be attending TWC. By signing this form below, you are granting permission for our staff to discuss (or share) your participation in TWC with such parties or anyone else who may help to expedite a successful TWC experience. Also, be aware that once you have been accepted by TWC and are going through the placement process, the campus liaison is no longer involved in or informed about your progress. It is up to you to keep the liaison aware of your interviews and your status.

### EXPECTATIONS

As a TWC intern, you will be required to participate in or complete a variety of activities, which will be graded. These activities primarily include the following: 1) Portfolio [reflection, cover letter/resume, individual development plan, work samples] 2) Programming which may include a civic engagement project, public policy dialogues, career boot camp, networking events, and field trips 3) An academic course 4) Internship 5) Possible other. Your TWC Advisor will provide guidance to you in all of these areas.

Students represent the university, TWC, and their host organization while enrolled in the program. Questionable behavior as well as negative or inappropriate comments made in public or private forums, including social media, may be grounds for dismissal from the program or internship. TWC is not obligated to find a new internship for students who lose their internship in this way.

Students may expect to earn 12-16 credits for their experience: Internship (8-12 credits) and Elective TWC Course (4 credits).

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In the event you decide not to accept any internships that may be offered to you, you should have a backup plan for taking courses on campus.

The information provided on this form is accurate and in no way misleading. I understand that if accepted into The Washington Center program, I will be representing the University of Mount Union. I will not engage in any illegal, unethical or questionable behavior that could reflect poorly upon myself, the University of Mount Union, The Washington Center, or on any participating internship organization. I will abide by Career Development's protocols and understand that acceptance/continuance in the program is not guaranteed. I also understand that neither employment nor references are guaranteed to participants.

Additionally, University of Mount Union and its agents shall not be held responsible for any injury, loss, accident, delay or irregular incident. It shall not be held responsible for any act or omission of any individual or organization which has undertaken to provide transportation, service or accommodation in connection with these arrangements, not for any delay or expense incurred. Further, unless specific courses and internship credit to be taken during The Washington Center experience have been approved, in writing by the appropriate department, University of Mount Union makes no representation that such course work will qualify to fill requirements for your major, minor or degree at University of Mount Union. The university is not responsible for any changes in course offerings or any changes due to a participant being unable to take a desired or approved course/internship. My participation in this program shall constitute my acceptance of these limitations of responsibility on behalf of the university and its agents.

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

Date \_\_\_\_\_