

RETURN THIS COMPLETED FORM TO THE CENTER FOR CAREER & PROFESSIONAL DEVELOPMENT

Semester looking to attend TWC: _____

**The University of Findlay
The Washington Center Internship Process**

BEFORE YOUR TWC EXPERIENCE:

- Meet with Alexis Binder or Brad Hammer in the Center for Career & Professional Development to discuss opportunities at the Washington Center (TWC).
- Contact and meet with Financial Aid about scholarships and off-campus study grant. (*This step is not required for international students.*)
- Contact the Business Office, specifically Director of Business Services, about the UF-TWC Payment Plan.
- Discuss your interest in TWC with your academic adviser to see how it will affect your degree plan.
- Discuss with parents whether you will be covered by your family's insurance plan or if you'll need to purchase one.
- Complete your resume, statement of professional interest, and issues essay. Have these materials approved by Alexis Binder or Brad Hammer in the Center for Career & Professional Development.
- For Spring 2020: Complete TWC application by the early deadline of October 9, 2019 or the regular deadline of November 6, 2019 for consideration.
For Summer 2020: Complete TWC application by the early deadline of February 19, 2020 or by the regular deadline of March 18, 2020.
For Fall 2020: Complete TWC application by the early deadline of April 8, 2020 or by the regular deadline of May 6, 2020.
- Discuss housing and placement concerns with The Washington Center representative. If you do not know your TWC rep, then contact Alexis or Brad in the CCPD.

DURING YOUR TWC EXPERIENCE:

- Notify the CCPD of your internship placement so your records can be updated.
- Begin work and complete all supervisor and faculty internship adviser assignments.

AFTER YOUR TWC EXPERIENCE:

- Participate in TWC Info Session on campus as a TWC alumnus/alumna to share your experience with interested students.

NOTE: Signatures MUST be obtained from the personnel listed below before approval for The Washington Center experience will be granted.

Academic Adviser

Date

Director of Business Services, Business Office

Date

Financial Aid Representative
(this signature not required for international students)

Date

REMEMBER: If you have any questions or concerns throughout this process, please contact the CCPD at 419-434-5874. Also please remember that the process of researching, applying, getting accepted, and receiving a TWC assignment is a semester-long process. Placement into an organization may not be known until a week before the internship is to begin.