THE WASHINGTON SEMESTER PROGRAM

Internship Database Access

Instructions for logging onto the Internship Web:

Step 1: The Internship Web can be found under the "*Accepted Students*" link in the right-hand menu of The Washington Semester Program homepage. On that page, scroll down to see all internships links, and then click on the link "*Search Internship Database*." **wsp.american.edu** OR **www.american.edu/washingtonsemester** OR **https://washingtonsemester-csm.symplicity.com/students**

Step 2: **When signing into the database, your username will be the primary email you provided to Washington Semester when you applied to the program. Your password is preset and has been emailed to your username account. After your initial log-in, you may reset your username and/or your password. If you forget your password, then click "forgot my password" and a new password will be emailed to your username account.** If you continue to have trouble, please contact Shelby Harvey (sharvey@american.edu) or intern@american.edu.

Step 3: You can now browse the WSP Internship Web. If you would like to research organizations in more depth, follow the links to each specific homepage. This database is a wealth of information! Also, feel free to search for substantive internships outside the WSP Internship Web. While students may accept informal offers earlier, internships are typically confirmed in writing with the WSP Internship Duties Form, two weeks after the semester begins.

Note: The Internship Web is owned by American University's Washington Semester Program and is to be used solely by registered Washington Semester students. Any student who is found sharing the password or whose account shows unusual usage activity may be fined or dismissed from the program. The Washington Semester Program also reserves the right to pursue future legal action for any cases of software misuse.

Give yourself plenty of time to search the database thoroughly before you arrive in Washington, D.C. The earlier you start your web search, the greater your chances of narrowing down your choices and ultimately identifying your ideal internship. We know you'll be pleased with the extra advantages this database provides to undergraduate students seeking their preferred internship opportunity in a large, international metropolis.

If you have any questions or problems with your access to the database, please e-mail Shelby Harvey (sharvey@american.edu). Please send any comments and suggestions about the internship database to Amy Morrill Bijeau (Morrill@american.edu), Assistant Dean for Experiential Learning.

IMPORTANT NOTE: Access to the Internship Web is made available to accepted students who have paid the $200 program deposit. Once your account has been activated, it will remain valid until one month after you begin the Washington Semester Program, by which time you will have secured an internship.