



# THE WASHINGTON SEMESTER PROGRAM

## Spring 2010 Internship Information

Congratulations on your acceptance into the spring 2010 term of the Washington Semester Program! We are looking forward to meeting and working with you next semester. We realize that the internship is the highlight of the semester for many students, yet, it is sometimes the biggest source of anxiety. To get you started, we have enclosed the Internship Guide for the spring 2010 semester, as well as instructions for accessing the online internship database. We encourage you to read the Internship Guide before you begin your online search. It contains information that will be helpful to you as you investigate potential internship sites.

**INTERNSHIP DATABASE** - The Internship Database is made available to those students who have paid the \$200 program deposit (beginning around October 1 for spring students). 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 know you have submitted your deposit and have not received email confirmation regarding your access to the database, please contact Kournii Brown at [kbrown@american.edu](mailto:kbrown@american.edu).

Keep in mind that you should try not to commit to an internship before you get to Washington, as the actual interview is a major part of the internship process. However, we do realize that an internship may have an early deadline in which you have to make a quick decision. Before accepting any positions, though, please ensure that no more than 40% of the duties are clerical, and be absolutely certain that it is the right internship for you! You should contact our office if you are being pressured by an organization to accept the position prior to your arrival.

**INTERNSHIP DAYS** - The list of internship days in the included guide is provided to assist you as you converse with prospective employers about your availability. While it is likely that these days will not change, it's a good idea to let prospective employers know that you will not be completely sure until you receive your class schedule at orientation in January 2010.

**RESUME AND TRANSCRIPTS** - Be sure to come to Washington with several printed copies of your resume and your home school transcript (unofficial copies are fine). Although an employer may not request your transcript, it is better to be prepared for any documentation which they may require. If you need help preparing a resume and a cover letter, refer to the information provided in the Internship Guide or reference the internship section on our website under the "*Accepted Students*" link at [www.washingtonsemester.com](http://www.washingtonsemester.com). A polished resume will increase your chances of success!

Please read the information contained in this packet carefully and share it with your parents. In December, we will send two separate mailings for both billing and arrival information to your permanent home address on file. Meanwhile, if you have any problems or questions, please don't hesitate to contact us at our toll-free number (800-424-2600). If you need immediate assistance, one of our staff members will be able to answer your questions. Enjoy the rest of your spring semester, and get ready for an exciting fall in D.C.!!

**Do not be concerned if you are busy this semester and are not able to search the internship database in depth right now. There will be plenty of time to search for your internship when you arrive in Washington, D.C. The Program will sponsor an Internship Bazaar on Monday, January 11<sup>th</sup>, where 80-100 potential internship employers will be in attendance. You will also have the first two weeks of the spring semester to interview and make your final decision on an internship. Please arrange any interviews during the first two weeks of classes and ONLY schedule interviews on the internship days applicable to your program.**