Washington Center Summer 2004 Internship

Contact Information

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The Washington Center 1-800-486-8921 (ext. 7582 or 7568)  
seminars@twc.edu or www.twc.edu

Assignments and Expectations

While you are in Washington, D.C. at your internship, there are a few additional assignments you are required to complete in addition to what the Washington Center requires.

1) When you arrive and are placed in housing, you must email me and give me your address, telephone number (cell or local), and your email. If any of this information changes while you are in Washington, D.C., please let me know as soon as possible.

2) Once you are placed at an internship, please send me all the necessary information (name of internship, name of supervisor, phone number and/or email at internship).

3) You will keep a weekly journal describing what you have done at your internship, your class, or what you have observed in Washington, D.C. Please send me this journal every Sunday during your stay. The journal should be approximately 2-3 pages in length (double-spaced; 12 point font). You can paste it to an email message or send it as an attachment.

4) For those of you registered for nine units of credit, you are required to complete a 10-12 page paper on a topic you will choose once you are in Washington, D.C. Please send me some ideas for topics within the first three weeks of your internship, and we will decide which topic is best. I would recommend that you find a topic that relates either to your internship or your class (or both). You are required to utilize at least three academic sources for this paper, which includes books or academic journals. You may use internet sources and newspapers but these will not count toward your three sources. This paper will be due no later than Monday, August 16.

How to Register

Before you can register, you must pay for the courses at Student Accounts. After you pay for your six or nine units, take your receipt to the Special Sessions office. You will also have to complete a Special Sessions registration form and an Independent Study form. The Special Sessions form requires my signatures and the Independent Study form requires my signature along with the Dean’s signature.

Grades
Your internship supervisor and your class instructor will each give you a grade, which will be based on your performance at the internship and in the class. I will receive these grades at the end of the semester and I will supplement them with the grades you receive on your weekly journal and your written assignment (if applicable).

**Odds and Ends**

As representatives of the University of San Diego, you will be expected to behave appropriately at all times. If you are in violation of any of the Washington Center or USD rules concerning conduct or academic integrity, you will be sent home and receive an “F” for the six or nine units.