

*Helpful Hints for
Completing The TWC Application Process at McDaniel College*

Plan early! All applicants must meet with the McDaniel TWC Liaison, April Johnson, in advance of applying, to review all aspects of the application process, including reviewing drafts of your resume, issues essay and request statement, and to review program costs, credits, and interest areas. Typically, students meet with the Liaison at least three times before the application is approved and submitted to TWC!

Applications will not be signed or approved without all supporting documents and a thorough review by the McDaniel Liaison.

Application Start your on-line application for **The Washington Center** at their site: http://www.twc.edu/students/how_to_apply.shtml You can start now, save it, and continue to work on it. **DO NOT** upload any documents, however, until they've been reviewed and approved by the McDaniel TWC Liaison, April Johnson.

Resume A one-page, professional resume is required. Please include your educational background, honors or recognitions, work experience, special skills, computer-related expertise, foreign languages skills, prior internships, community service activities, and leadership experience. Students are encouraged to create their first draft, then to visit the Career Services office, in Smith House. Subsequent drafts will be reviewed with the McDaniel Liaison.

Internship Request Statement The Internship Request Statement is a 100-word, no frills statement of the skills and experiences you wish to gain and the activities you would like to be involved in during your time with TWC. Your statement should be similar to the following outline:

- ~ I would like an internship in Washington DC in the area of...
- ~ Specifically, I'd like to be exposed to/learn more about/gain skills in...
- ~ This would assist me in reaching my career goal of...

Be direct, concise, and as specific as possible. Talk about how interning at TWC would relate to your career goals. If you want to intern with a certain agency, it is ok to name it directly, but be aware that such a statement may limit the number of organizations that consider your application.

Issues Essay Discuss 2 issues, related to the field(s) in which you wish to work that you are concerned and passionate about. Include in your discussion some of your personal views, opinions and background knowledge of the issues, as well as your desire to learn more about them. This is **not** a research paper! This essay serves 2 functions for TWC's hiring agencies:

1. It serves as a writing sample, for employers to see the quality of your writing skills, and
2. A way of indicating to any hiring agency where you stand on issues so that you are matched with an agency that is a philosophical fit for you.

Your 750 word essay should be double spaced with 1" margins and must include a "header" for each page with your last name and page number. Ex: "*Smith, N. T, p. 2.*" It

is suggested that you write in the first person; however, be sure to maintain a professional tone and use correct grammar.

Official Transcript

You will need ONE OFFICIAL transcript from EACH college or university you have attended. Visit the Registrar's Office at <http://www.mcdaniel.edu/2157.htm> and request ONE OFFICIAL copy be sent directly to TWC. There is a \$5.00 charge for each official copy and transcripts will only be issued if your account is clear with the Bursar's Office.

Two Letters of Recommendation

You will need two letters of reference; at least ONE MUST be from a faculty member (neither should be from a family member or friend). Give faculty advance notice of your request, and provide them with information on TWC if they aren't familiar with the program.

Don't forget to send a thank you note to your references once you've been accepted. It is also advisable to send a note once you are in DC, telling them about your placement and thanking them again for their support.

Payment

There is a \$60 application fee, assessed by TWC. You may pay by personal check, made out to The Washington Center, if you complete a paper application. Or, if you are applying on-line, you will be expected to include a credit card number to be charged. Applications cannot be sent without payment.

McDaniel Records Check

Complete a McDaniel Student Record Review form, to confirm that you are in good academic, financial and judicial standing, and that you will represent McDaniel in a positive light. Interning at TWC is a privilege, and students with prior judicial or arrest records may not be eligible to attend. This form can be obtained from the TWC Liaison.

Campus Housing

Make proper arrangements with Residence Life informing them about your absence from campus housing. This will ensure that you don't get charged for housing and a meal plan for the semester that you are away and that you have housing when you return.

Registration

Obtain McDaniel College's TWC Registration packet from the McDaniel College Liaison. Along with your faculty advisor, complete each form and submit to the Registrar's Office.

Billing

Upon acceptance to TWC, you will be directed to complete and submit the Housing Reservation Contract along with your \$300.00 Housing Security Deposit.

Students participating in TWC are charged McDaniel College tuition for the courses in which you are registered. TWC program fees are paid by McDaniel College. **TWC Housing fees are the sole responsibility of the participating student who will receive a separate bill from TWC.**

TWC requires that **all invoices** be **paid in full** by the due date noted on your invoice. Students with an outstanding balance may not check into Washington Center housing, or begin working at their internship site unless prior alternative arrangements have been

made with TWC's Finance Office. Refer to TWC's Application for refund and cancellation policies.

**Application
Deadlines**

Please visit <http://www.twc.edu/schools/default.shtml> for information regarding deadlines for submitting an application. **NOTE: Security clearance** placements with the U.S. Department of Justice and the U.S. Department of State have a **six month early deadline**. CNN, the Environmental Protection Agency, the Department of Commerce and the Department of the Interior, The White House, and the Diversity Leaders and Women Leaders Programs are highly **competitive** and require an early application of one month prior to the regular deadline. Check with the TWC coordinator regarding the specific program in which you are interested and the appropriate deadline.

**For More
Information
Contact**

Ms. April Johnson, Director of Career Services
Smith House
410.871.3305
aljohnson@mcdaniel.edu

Applications, view books, cost sheets, and other materials are available in the Career Resource Library.

All applications and accompanying documents must be reviewed AND approved by the McDaniel Liaison prior to submission to the Washington Center.

On-line applications will not be approved without prior review of all materials by the McDaniel College Liaison.