## Department of Politics & Geography
### Internship Process for Students – Washington Internship Institute/Semester in D.C.

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| **STEP 1:** | Apply to WII!  
www.wiidc.org |  
Things to keep in mind:  
- WII helps with internship placement – you do not have to find your internship on your own! However, some employers require an interview with internship candidates, so be prepared for that process.  
- WII has housing in Crystal City, which is in Arlington, almost equidistant between Alexandria, VA and Washington, DC. The apartment building is near a Metro, so it is very convenient. You will be assigned a roommate. |  
| **STEP 2:** | Make an appointment to see Mr. Robert Bulzsa, director of Career Services and Internships. Mr. Bulzsa will give you the forms necessary to get you started. Be sure to ask him about how your financial aid and scholarships can be used to defray the costs of WII. |  
WII Forms from Mr. Bulzsa |  
| **STEP 3:** | Have your faculty sponsor/advisor fill out his/her part of the form that Mr. Bulzsa gave you. That section includes information about what credits you will receive. You can earn up to 15 credits for WII participation in Fall and Spring semesters, and 12 credits for Summer I and Summer II combined.  
You will enroll in POLI 498 for 12 credits (9 for the actual internship, and 3 for the Internship Seminar course you will take at WII).  
You will also enroll in POLI 399 for 3 credits. This corresponds to the track/concentration and core course you are taking at WII. WII has five tracks:  
- Inside Washington: Politics and Policy  
- International and Foreign Policy Studies  
- Global Health Policy Studies  
- Global Women’s Leadership Development  
- Environmental Law and Policy studies  
Your faculty sponsor will help enroll you in both courses. POLI 399 requires an “Instructional Course Contract,” which your sponsor can provide you. Work with him/her to fill it out! Once the form is complete, bring it to Dr. Tankersley for her signature. |  
Instructional Course Contract for POLI 399 |  
| **STEP 4:** | Do the work! Maintain contact with your faculty sponsor. Don’t be afraid to ask your sponsor questions or talk with them if you think things are not going well.  
Your faculty sponsor will also ask you to submit work to them directly. This may be work the two of you agree upon before you leave for D.C., or it may be the work you turn in for your class at WII. Regardless, make sure that you and your faculty sponsor are CLEAR ON WHAT WORK YOU SHOULD TURN IN! Your grade will be affected if you do not make prior arrangements with the sponsor. |  
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