



AGENCY SPONSOR HANDBOOK

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About WII

The Washington Internship Institute (WII) is a 501(c)(3) nonprofit organization that provides an internship program in Washington, DC for undergraduate students, graduate students, and recent graduates from the U.S. and abroad.

Objective

Our objective is to create a mutually beneficial situation for the intern and the internship site. WII seeks organizations and Agency Sponsors (i.e. supervisors) that can provide a substantive learning experience for students. At the same time, the organization can expect to benefit from the skills and enthusiasm of the intern.

About Our Students

Since 1990 the Institute has worked with thousands of students from more than 450 schools ranging from small, liberal arts colleges to major state universities.

The students have a wide variety of majors and interests. Most of the students are juniors and seniors, although we also work with recent graduates and the occasional sophomore or graduate student. Most students receive college credit for the internships. Approximately 30% of our students in a given year are international.

Program Format

WII offers a 15-week internship program each fall and spring. The summer session is 10 weeks long.

Students spend four full days per week (approximately 32 hours per week) at the internship site.

One day per week students take two classes. Although the class day varies by program and semester, it is consistent within a given semester.

WII also provides orientation, advising, activities, and optional housing. In addition, WII guides students through the placement process.

Internship Criteria

- **Substantive responsibilities** are essential, since most students receive college credit. No more than 20% of the intern's time should be spent on clerical work.
- Locations that are **easily accessible via public transportation** are strongly preferred.
- **Workspace** in your office, i.e. no telecommuting internships

Timeline

	Busiest Months for Placement	Internships Begin	Internships End
Spring Semester	October through December	Mid-January	Early May
Summer Term	February through May	Day after Memorial Day	Early August
Fall Semester	June through early August	Day after Labor Day	Mid-December

Placement Process

In most cases, the internship placement process takes place prior to the students' arrival in the Washington area.

We try to give the students a choice of internships with different organizations to give them an active role in the process and expose them to different opportunities.

1. **Announce your internship(s)** by emailing the description(s) to info@wiidc.org. When a WII internship advisor has a good candidate, he/she will forward the student's resume and essays.
2. **Review the candidate's materials** and let the WII internship advisor know how you would like to proceed.
3. **Conduct a phone interview.** The internship advisor will happily assist you in scheduling the interview.
4. **Notify the internship advisor** of your decision.
5. The internship advisor will be in touch with the student's decision.

Responsibilities of the Agency Sponsor

Note: **WII does *not* charge organizations a fee for hosting an intern.** Your organization decides whether the internship will be paid or unpaid.

- Provide an orientation to the internship site
- Review the student's Professional Development Plan
- Assign responsibilities
- Provide day-to-day supervision
- Complete midterm and final evaluations of the student's performance (Student will supply WII's evaluation forms)

Courses

Internship Seminar

- Academic course that puts the internship experience in the context of the student's discipline and the liberal arts skills
- Seeks to differentiate what the student is learning in the internship from what the student is doing;
- Includes a Professional Development Plan assignment at the beginning of the semester;
- Concludes with students creating and presenting a Professional Portfolio

Elective Seminar

- Policy-oriented course that varies by program
- Features site visits and guest speakers in addition to reading and writing assignments

Announce an Internship

Email a position description (or a link to the internship description) to info@wiidc.org.

Pre-arrival Checklist

- Email staff to introduce the intern
- Confirm starting day and time
- Set up computer account
- Set up email account
- Plan orientation
- Identify the intern's first tasks and projects

Orientation Checklist

- Introduce intern to staff
- Give a tour of the office
- Share office policies, procedures, practices, emergency plan, guidelines for kitchen usage and recycling, etc.
- Discuss confidentiality issues
- Obtain ID badge
- Intranet, shared files, etc.
- Provide copies of organizational materials
 - organizational chart
 - staff phone list / directory
 - brochures
 - publications
- Provide any other relevant reading material for background information
- Train intern on office equipment
 - phone
 - voice mail
 - fax machine
 - copier
 - scanner

Tips for a Successful Internship

- Assign substantive projects as soon as possible.
- Take advantage of teachable moments.
- Mentor the intern.
- Invest time in the intern...and reap the rewards!
- Model the professional behavior you expect the intern to show.
- Include intern in meetings and other work-related events whenever possible.
- Provide regular feedback instead of saving it for the evaluation forms.
- Discuss the completed midterm and final evaluations with the intern.

Jobs vs. Internships

A job...	An internship...
...may be a learning experience.	...is always a learning experience.
...is always paid.	...may be unpaid.
...may be 100% clerical / administrative.	...is no more than 20% clerical / administrative.
...may be unrelated to one's studies.	...complements one's academic background.
...pays the bills.	...launches a career.