

APPLICATION & ELIGIBILITY REQUIREMENTS

THE WASHINGTON CENTER—ALBERTA INTERNSHIP PROGRAM

Last Updated: January 15, 2018

INTRODUCTION

The Washington Center – Alberta Internship program was initiated in 2007 and provides funding for Alberta students to gain valuable work international experience and undertake courses at The Washington Center (TWC) in Washington, D.C. Annually, eligible students undertake professional internships with government, industry and non-profit organizations around the American Capital region.

Alberta Advanced Education provides \$8,500 CDN per student for up to 25 students per year. TWC will contribute an additional \$1,500 USD per student.

This internship program is administered by TWC and is partially funded by Alberta Advanced Education and TWC.

The following information is for Designated Institutional Representatives (DIRs) and program liaisons/sponsors at Campus Alberta institutions.

APPLICATION REQUIREMENTS

Please ensure that student applications include all of the following:

- Personal and academic information.
- Interest area preferences
- Resume that clearly outlines educational, volunteer, leadership and work experience.
- Statement of Professional Interest (100 words) that describes the types of activities the student wants to be involved with during the internship and how they relate to the student's career goals.
- An Issues Essay (500 words) that discusses one issue related to the area in which you wish to work. The student should make note of their personal views on the

topic. This essay is not meant to be a research paper, but it should show the student's has background knowledge and interest in the topic.

- Two letters of recommendation
- Transcript(s)

ELIGIBILITY

STUDENT

To be eligible to receive Ministry funding, students must meet all of the following conditions:

- is a Canadian Citizen or Permanent Resident
- is currently attending and registered in an approved doctoral, masters, bachelor or diploma program at an Campus Alberta institution
- has completed at least two semesters of their program
- has a GPA of 2.75 or higher on a 4.0 scale.
- is an Alberta resident, as defined as:
 - a student who was born in Alberta
 - a student that has graduated from a high school in Alberta; or
 - a student that has lived in Alberta for 12 consecutive months
- will receive credit from your college or university for participating in the program
- has liaison/campus sponsor approval

INSTITUTION

To be eligible for funding, students must be enrolled at an eligible Campus Alberta, post-secondary institution (PSI). Eligible PSIs must have:

- An active/signed partnership agreement with TWC

APPLICATION PROCESS

To submit student applications to the Ministry for consideration for funding, please follow the following steps:

- 1) Students complete online TWC application form but **do not send**.
NOTE: students may send application forms immediately to TWC if they intend to participate in the TWC program regardless of whether or not they receive financial support from the Ministry.

- 2) Students submit a print out of their completed TWC Application Form along with all other required documentation to their liaison/campus sponsor for review and approval
 - 3) Students should advise their referees to send recommendation letters:
 - a. to the student in a sealed envelope (to be included in their application package funding to be sent to the ministry)
 - b. to TWC electronically, after Ministry releases competition results
 - 4) Liaison/campus sponsor must forward approved applications to the Ministry in order for them to be considered for funding.
 - 5) TWC Selection Committee will review received applications.
 - 6) After the Ministry has announced funding recipients, students/liason/campus sponsors may proceed in sending completed applications to TWC
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For any additional information, please contact:

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