

## Process to Apply for “Samford in D.C.” Program at The Washington Center

- ❑ Student sets up an appointment with Ms. Dora Ditchfield in the Career Development Center (205-726-2980) to learn about components of program and application process.
- ❑ Student contacts advisor to express interest in internship through The Washington Center (TWC) and learn about internship course options.
- ❑ Student schedules an appointment with Ms. Ditchfield prior to the Samford TWC deadline to work on the resume and 100-word statement of interest required by TWC.
- ❑ Student meets with Dr. Fred Shepherd (fmshepe@samford.edu) to discuss the combination of classes that can be used to meet total academic hours required for program.
- ❑ Student works through the TWC application process in a timely manner, including 500-word issues paper to accompany their resume and 100-word statement.
- ❑ Once all required application materials submitted to TWC, Dr. Shepherd or Ms. Ditchfield approves student to participate in program (this will depend on which one the students lists as Samford’s TWC liaison; either is fine).
- ❑ Once student receives acceptance email:
  - Student is strongly encouraged to schedule a mock interview with the CDC, either in person or via Zoom.
  - Student reviews “[Virtual Interviewing Tips](#)” video on CDC website.
- ❑ Student registers for Samford classes, decided in conjunction with Dr. Shepherd, during the normal registration window for that particular semester.
- ❑ Student contacted by TWC for pre-advising activity and session to discuss system/process used for internship matching.
- ❑ Student searches TWC internship database and sends materials to internship partners. Interested partners contact student directly for interview. Multiple interviews may occur within a relatively short time.
- ❑ Student maintains contact with TWC representative, finalizing placement and completing program paperwork as needed.
- ❑ Prior to departure, student works with CDC to create a LinkedIn page and learn how to use it to connect with others and discuss networking, informational interviewing, etc.

Questions? Contact Dora Ditchfield in the Career Development Center at [dditchfi@samford.edu](mailto:dditchfi@samford.edu) or at 205-726-2980.