

THE INSTITUTE OF WORLD POLITICS

WASHINGTON, D.C.

FALL, SPRING, AND SUMMER INTERNSHIP PROGRAM

ABOUT IWP

The Institute of World Politics is a graduate school devoted to the study of statecraft, national security, and international affairs. Statecraft is the use of the various instruments of power in service of national interests and purposes, including the cause of peace with freedom and justice. The Institute was founded to fill a major national need: to supply professional education in statecraft, national security, and foreign policy that no other school offers. If you decide to participate in our summer internship program, you will have the opportunity to play an important role in assisting with the Institute's important mission.

ABOUT THE INTERNSHIP PROGRAM

Many foreign policy and national security professionals in Washington, D.C. begin their careers as interns. IWP interns regularly include current undergraduate students, recent college graduates, and even those who have held professional positions but are looking to transition into a new field. Our internship program will help you build a network of contacts in Washington, D.C.; become more familiar with various professional positions within the disciplines of national security, intelligence, and international relations; and attain valuable administrative and research experience is vital to a successful career within government or the private sector.

It is our sincere hope that you will find your internship with us pleasant, intellectually stimulating, and beneficial for your long-term plans. Whether you are considering pursuing graduate studies with us, or whether your internship here is part of a different career or educational plan, we want your time with us to be enjoyable and fruitful. The atmosphere of IWP is unique: while we pursue serious education and research in matters of national importance, we value a spirit of collegiality, good humor, and teamwork. At heart, the Institute's mission is the education of a new generation of leaders in statesmanship, and you will find that our faculty, staff, and students embrace this mission personally and will seek to include you in it fully.

PROGRAM STRUCTURE

The Internship program is based on a 20–35 hour unpaid work week. Your time with us will be split proportionately between administrative and research-related tasks. In addition, you will be encouraged to take advantage of numerous events, lectures, seminars, and attractions in and around Washington, D.C.

ADMINISTRATIVE TASKS

Administrative tasks may include assisting with the preparation and execution of various events at IWP, bulk mailings, and the ongoing development of IWP's library, as well as answering phones and greeting visitors in the lobby. You may also be expected to assist with ongoing projects in the development, student recruitment, and academic affairs departments.

ACADEMIC/RESEARCH TASKS

As we are principally a graduate school of national security and international affairs, you may have the opportunity to assist one of our world-class scholar-practitioners. Because IWP professors are engaged in different types of research in various fields, everyone's experience will be different. Your duties will probably include a combination of performing research in IWP's library as well as other area libraries; writing executive summaries of books and journal articles in order to streamline your professor's research; organizing articles and notes; and possibly helping prepare course materials for the pending semester. Please be aware that being assigned to work with a professor is subject to the availability and needs of our professors during a given semester.

Another important aspect of your research activity will be attending seminars and lectures at other institutions in Washington. You will be provided with a listing of some of the think-tanks and educational organizations that routinely sponsor noteworthy events. Many of these events are posted on bulletin boards around IWP; others may come to your attention via websites or email. Over the course of the internship, you will be expected to attend at least one lecture or seminar around Washington per week, after which you will submit an executive summary. Particularly interesting papers and summaries may be circulated more widely within the Institute.

Finally, you are strongly encouraged to pursue independent research during your internship at the Institute. Whether you have projects that you would like to pursue, or receive an intriguing suggestion from one of our professors, an IWP internship is the ideal opportunity to engage in independent research and writing. As mentioned above, seeking out assignments (e.g., reading books on topics that a professor simply hasn't had time to cover adequately, and then writing a paper based off of your research) is an excellent way to distinguish yourself. IWP admires and rewards those who demonstrate hard work, insightful reasoning, and effective writing.

EVENTS AND OTHER BENEFITS OF INTERNING AT IWP

Washington, D.C. attracts scholars, diplomats, government officials, media personnel, and private interest groups from around the world. We hope to introduce you to this vast field of individuals. IWP regularly hosts diplomats, ambassadors, heads of state, military officers, journalists, scholars, and other key figures in both the private and public sphere who have an influential involvement in foreign affairs. In addition, we have

periodic informal lectures and seminars specifically designed for our interns, given by notable guest lecturers as well as IWP faculty members.

Your internship at IWP will not only help you in your future academic pursuits, it may also assist you in terms of your career. IWP professors, staff, and students are usually happy to assist promising interns by making introductions, providing references, and otherwise assisting them in the development of a professional network in Washington.

You will also have full access to IWP's Career Services Coordinator, Derrick Dortch. Mr. Dortch is an expert in national security and international affairs career searches, and is available to meet one-on-one with you to discuss your accomplishments and aspirations, and assist you with matters ranging from resume writing to questions concerning security clearances.

ASSIGNMENTS AND RESPONSIBILITIES

- Attend at least 10 lectures hosted by Washington think tanks and write a 1 page executive summary of each event's proceedings
- 15–20 page research paper on a topic of national security, intelligence, or international affairs
- Complete various research and administrative tasks for the professor to whom you are assigned
- Attend all IWP lectures, seminars, debates, events, and Washington outings
- Visit at least three IWP classes of interest (Optional)
- Assist with administrative tasks including answering phones, sorting mail, making copies for professors, helping with the logistics of IWP events, and assisting the recruitment and development departments

EXPECTATIONS AND PROFESSIONALISM

As an intern at IWP you are expected to uphold the highest personal moral standards and maintain a spirit of professionalism. It is important to remember that you represent the Institute in all you say and do; yours may be the first face a new student or donor sees at IWP and the impression that you give may be lasting. We cannot stress enough the importance of making good impressions upon all visitors to the Institute.

A successful intern is expected to be pleasant, hardworking, precise, efficient, and willing to cooperate with others; ask questions to ensure that the job gets done correctly; proactively seek out new assignments; and work in a way that will inspire the confidence and trust of IWP staff and faculty, as job placements and recommendations can be the result.

Interns are expected to maintain a traditional and professional appearance. Acceptable work attire for men typically includes a business suit or sports jacket, tie, dress pants, dress shirt, and leather shoes. Acceptable work attire for women typically includes business suit, business-type dress or skirt, and blouse or sweater. Casual attire such as denim, shorts, and mini-skirts do not project the type of image that we seek here at the Institute and therefore are not permitted.

HOUSING

IWP does not provide housing for its students or interns; however, we are available to provide assistance upon request. Below you'll find a list of helpful resources. (The Institute of World Politics does not screen properties or landlords; we are not responsible for any circumstances that may occur when renting properties located in the referral listing.)

On-campus housing (summer only):

[American University Summer Housing](#)

[Catholic University Summer Housing](#)

[George Mason University Summer Housing](#)

[Georgetown University Summer Housing](#)

[George Washington University Summer Housing](#)

Off-campus housing:

[Apartments.com](#)

[Catholic University's Off-Campus Housing Resource Center](#)

[Craigslist -- Washington, D.C.](#)

[International Student Housing of Washington, D.C.](#)

[Roommates.com](#)

[Internhousing.com](#)

[ApartmentGuide.com](#)

[Apartment Showcase](#)

[Every Apartment Mapped](#)

[Move.com](#)

[RentalsOnline.com](#)

[StudentRent.com](#)

[Mynewplace.com](#)

WHO MAY APPLY

Qualified applicants should be students in good academic standing from an appropriately accredited institution with a minimum 3.2 GPA. (The internship is open to sophomores, juniors, seniors, and recent graduates.) In addition, applicants must have taken introductory studies in history, political science, international affairs, or economics, and demonstrate a serious interest in pursuing graduate studies and/or a career in international affairs, national security, or intelligence.

APPLICATION REQUIREMENTS

The following materials are required of all applicants interested in IWP's internship program. If you have any questions or concerns, or if you are finding it difficult to meet one of the requirements listed below, please contact Colin Parks at parks@iwps.edu.

- Completed and signed application
- Completed questionnaire (addendum to the application)
- 1-2 page resume
- Academic Transcripts (Student-copy will suffice)
- Essay on professional and education goals (Typewritten, 500 words)
- 3-5 page writing sample on a topic related to international affairs, national security, or intelligence
- Two academic or professional letters of recommendation

INTERNSHIP PERIODS

Spring 2011: January 25th – May 13th
Summer 2011: June 1st – August 12th
Fall 2011: August 30th – December 16th

DEADLINES TO APPLY:

Spring 2011: November 1st
Summer 2011: April 1st
Fall 2011: July 1st

Please send all application materials to:
Colin Parks, Director of Student Recruitment
The Institute of World Politics
1521 16th Street, NW
Washington, D.C. 20036