

Washington Semester Program

*Live, Study, and Work in our Nation's Capital
While Earning Credit towards your Santa Clara University Degree*



The Washington Semester Program offers students the opportunity to live, study, and work in our nation's capital for one semester along with other students from throughout the country, as well as from abroad. Numerous programs of study are available, including American Politics, Foreign Policy, International Environment & Development, Global Economics & Business, Journalism, Justice & Law, Peace & Conflict Resolution, and Islam & World Affairs. In the Washington Semester Program, students combine coursework taken at American University with hands-on experience via internships. In the past SCU students have interned at the White House, the Justice Department, the FBI, interest groups, Fox News, various non-profit organizations, and offices of Members of the House of Representatives.

Students participating in the Washington Semester Program earn 18 - 24 quarter credits for one semester of study. Grades and units received at American University will count toward the student's SCU GPA and course requirements for the department and the university.

FAQ & Information Packet

2012

Frequently Asked Questions about the Washington Semester Program

Should I go as a senior, junior, or sophomore?

Students usually attend in their junior or senior years. Occasionally, sophomores are accepted, but this is not recommended. Most SCU students attend in the fall because they miss only one quarter, rather than two, and return to SCU with more, rather than fewer, course credits than they would have taken otherwise.

How do I apply? When is the deadline?

Applications must be submitted online at <https://applyws.american.edu/applications/>. Key dates in the application process include:

- **Friday, January 13, 2012**: Deadline to submit petition to the International Programs Office
- **Thursday, January 26, 2012**: Information session on the program, with Dr. David Brown, Dean of Washington Semester. 3:30 pm, Weigand Room (Lucas 126)
- **Tuesday, January 31, 2012**: Notification letters sent to students of the status of petitions
- **Friday, February 24, 2012**: Deadline to submit application online
- **Thursday, March 15, 2012**: Notification of acceptance

Although petitions are not due until January, you should consult with your academic advisor as early as possible if you would like to attend this program so that you can plan your classes at SCU accordingly.

How competitive is it to get into the program?

Students are encouraged to apply for this unique opportunity; eligibility for the program is based on the student's class standing (junior or senior when program commences) and GPA, which must be 2.5 or higher at the time the application is submitted. If you are currently a sophomore or junior with a GPA of 2.5 or higher, and participation in this program will not impede your graduation, you have a good chance of being accepted. Most SCU students are able to attend their first-choice program.

Students with a GPA between 2.1 and 2.5 may be considered on an exceptional basis.

How many units of credit will I receive?

It depends on whether you take the **elective course** or do the **research project**. In general, completion of Washington Semester counts as 12 to 18 semester units, which translates to 18 to 24 quarter units of credit (1 semester unit = 1.5 quarter units).

Here's how it breaks down:

Basic Option

| Classes | SCU Course Fulfilled | Semester Units Earned | Quarter Units Earned |
|--------------------|------------------------------------|-----------------------|----------------------|
| AU Internship | POLI Upper-Div Elective | 4 | 6 |
| AU Seminar | POLI UD (IR, U.S., or Comparative) | 8 | 12 |
| Total Units | | 12 | 18 |

Research Project Option

| Classes | SCU Course Fulfilled | Semester Units Earned | Quarter Units Earned |
|---------------------|------------------------------------|-----------------------|----------------------|
| AU Research Project | POLI Senior Seminar | 4 | 6 |
| AU Internship | POLI Upper-Div Elective | 4 | 6 |
| AU Seminar | POLI UD (IR, U.S., or Comparative) | 8 | 12 |
| Total Units | | 16 | 24 |

* To receive credit for your Poli Senior Seminar requirement you must be a junior or senior and complete the AU Research Project with a grade of C or better. (Junior Standing means the student has completed 88 units before attending the WSP)

Elective Course Option

| Classes | SCU Course Fulfilled | Semester Units Earned | Quarter Units Earned |
|--------------------|------------------------------------|-----------------------|----------------------|
| AU Elective | UD Elective Units | 3 | 4.5 |
| AU Internship | POLI UD Elective | 4 | 6 |
| AU Seminar | POLI UD (IR, U.S., or Comparative) | 8 | 12 |
| Total Units | | 15 | 22.5 |

Most SCU students choose to enroll in the research project, but you may instead decide not to enroll in anything beyond your basic program, or to enroll in an **elective course**. If you want to enroll in an elective course, you will need to choose one that is offered after 5 p.m. to accommodate your seminar and internship classes. You are advised not to count on doing a required course at AU, as many of those courses close before you are allowed access to them.

Please note: If you attend one of the five programs that have a travel component you will have a very limited selection of courses for the Elective Course Option.

What requirements are satisfied by the courses taken in Washington?

- The SEMINAR COURSES fulfill various Poli Sci and elective requirements, as listed in the table below.
- The INTERNSHIP CLASS counts as an upper division Political Science elective.
- The RESEARCH PROJECT fulfills the Political Science Senior Seminar requirement if taken in your junior or senior year, as long as you have credit for the corresponding introductory class in that field, and you earn at least a “C” on your research paper. If taken before junior year or before you have satisfied the lower-division requirement in that field, the research project counts as an upper-division Poli Sci elective.

It is helpful to keep these courses in mind as you select which courses to take at SCU both before and after you attend the Washington Semester Program.

| Program | Upper-Division Poli Sci Requirements Fulfilled |
|-----------------------------------|---|
| American Politics | US Politics, Elective |
| Foreign Policy | International Relations, Elective |
| Global Economics & Business | International Relations, Elective |
| Int’l Environment & Development | International Relations, Comparative, Elective |
| International Law & Organizations | International Relations, Elective |
| Islam & World Affairs | Comparative Politics, Elective |
| Journalism | US Politics, Elective |
| Justice & Law | US Politics, Elective |
| Peace & Conflict Resolution | International Relations, Comparative, Elective |
| Transforming Communities | US Politics, Elective |

If you are working on the Public Sector Emphasis, any of the seminars will also count as one of the required upper division courses outside the department.

Depending on course selection, some pre-law emphasis requirements may be completed at AU. Law-related WSP coursework can be approved for pre-law list A coursework. Please see Professor Izquierdo for more information.

I am studying a language at SCU - Can I continue that in Washington?

Yes, you can enroll in a language course at American University as an elective, and will need to be approved by the chair of the Modern Languages program. The only constraint is the schedule of classes at AU. You need to find a course that meets after 5 p.m., so that it does not

interfere with your other classes. If you take the AU elective, you will probably not be able to do the research project as well. **If you attend a program with a travel component, you will not be able to enroll in a language course.**

How much does it cost?

Please see the attached price list for an estimate of the tuition, housing options, meal plans, fees, and other costs.

Thanks to a \$5,000 discount on WSP tuition offered by American University, students pay the same tuition rate as all other SCU students.

Will my financial aid transfer to American University? Is other aid available?

Your financial aid grants and loans from SCU should transfer in full to American University if you attend Washington Semester. You should consult your financial aid officer to confirm the amount of your financial aid package and determine which of your awards (if applicable) will transfer to D.C. and if any will not. Tuition is paid directly to SCU, so your financial aid from SCU will apply first to your tuition bill.

In the event that you need **additional financial assistance**, there are also scholarships available from American University. Some are need-based, while others are tied to specific academic programs at WSP. Information on the Dean's Scholarship (which is need-based) is included below. You can inquire about program-specific scholarships directly from AU.

How do the internships work? Do I have to find my own?

You may find your own, but most students meet employers through the Washington Semester Program's Internship Bazaar at the beginning of the semester, and interview with a few offices before deciding on an internship. The Washington Semester staff at American University has excellent resources and connections to help you secure an internship.

The political science department has a book listing over 2000 internships available through AU's Washington Semester Program. You can stop by A&S 230 anytime to look through the book to get an idea of possible internships you may wish to pursue while in DC.

Can I do this program and also study abroad?

The answer to this question depends on several factors, including how many quarters you will spend "in residence" at SCU (a minimum of 45 units after junior standing at SCU is required), and which study abroad program you attend. You should discuss this with your academic advisor as well as the Study Abroad office. They can help you map out your remaining courses and verify that you will graduate on time. Students typically do not have problems doing both, but every student's situation is different.

If you want the **Washington D.C. experience as well as an overseas experience in one semester**, you may want to consider one of the five Washington Semester programs that also include an overseas trip.

The five programs with an overseas travel component are:

| Program with Travel Component | Fall Travel Itinerary | Winter/ Spring Travel Itinerary |
|--|--|--|
| Peace & Conflict Resolution | Bosnia-Herzegovina, Serbia, and Croatia | Greece, Turkey, Cyprus |
| International Environment & Development | Galapagos Islands, Andes Mountains, Ecuador | Ghana |
| Islam & World Affairs | Middle East (variable) | Middle East (variable) |
| Global Economics & Business | New York City, China- Beijing, Hong Kong, Shanghai | New York City, Europe- Brussels, Paris, and London |
| International Law & Organizations | New York City, London, Geneva, Strasbourg, The Hague, Brussels, Luxembourg | New York City, London, Geneva, Strasbourg, The Hague, Brussels, Luxembourg |

Additional Questions

If you have additional questions that were not answered in this packet, please feel free to contact Julie Wong or Pandora Fontes (polisci@scu.edu, Arts & Sciences 230), or call the Washington Semester Program directly at 1-800-424-2600. You can also check out their web site at www.washingtonsemester.com.

SCU Washington Semester Program Application Materials for Fall 2012

DEADLINE: Friday, February 24, 2012

1. Fill out the **application form** at <https://applyws.american.edu/applications/>. SCU is a member school; our CEEB Code is 4851.
2. You should determine how much of your financial aid (if applicable) will travel to D.C. Most financial aid grants, loans, and scholarships from SCU transfer in full. Consult your financial aid officer to confirm the amount of your financial aid package. The Political Science department does not have control over your SCU financial aid situation and it is crucial that you make sure that it is in order before going to D.C.
3. American University offers several scholarships to offset costs not covered by your financial aid. Talk to the financial aid office at the WSP for details about program-specific financial aid.

The Dean's Scholarship is a need-based award. To apply you must submit the following hard copies to the Political Science department:

- a) **AU Dean's Scholarship Application** completed online and downloaded.
 - b) copy of the first page of last year's tax returns (your parent or guardian's tax return, if they claim you as a dependent);
 - c) statement describing your financial need, providing as much supporting evidence as possible;
 - d) printout of your tuition expenses and financial aid award from your e-campus account
- All information will be kept confidential.*
4. If you are not a political science major, you will need to include with your application a completed "**Non-Political Science Major Advisor Approval**".
 5. If you are seeking to have courses count at SCU in departments *other than* the political Science department, you will need to complete the "**Non-Political Science Course Approval Form**" and obtain the appropriate signatures.

Non-Political Science Major Advisor Approval

Dear Applicant: If you are not a political science major, you will need to discuss your plans to attend the Washington Semester with your major advisor and/or department chair. You need to ascertain, before enrolling in the Washington Semester Program, that your department approves of your participation, and you need to understand precisely the equivalencies of courses you take in Washington.

Dear Advisor: Your advisee is interested in studying in the Washington Semester Program, a program that has long been affiliated with SCU, and whose units and grades transfer to Santa Clara. In the past, however, there have been some problems related to particular departments approving Washington courses as equivalents to their own. In order to prevent any difficulties, then, I would like to impose upon you to review the student's proposed curriculum and discuss with the student (hopefully with a written accompaniment) your department's position regarding course endorsement.

Without your signature below, I will not proceed with this student's application. Your signature represents that you have spoken with the student about her or his participation in the Washington Semester, and that you have reached a mutual understanding of your department's treatment of the student's work there.

Advisor's Name/Department

Advisor's signature

Date

Thank you,

Janet Flammang
Professor
Department of Political Science
Department Chair



Washington Semester Program Non-Political Science Course Approval Form

This form is to be used by students seeking approval for Washington Semester Program (WSP) courses to count towards specific requirements outside of the Department of Political Science. The University Registrar will use this form to apply your WSP credits toward specific SCU graduation requirements. Incomplete information may result in misappropriation of credits to your records thus delaying your graduation. It is your responsibility as the student to ensure accuracy of information listed on this form.

To gain approval for a course listed in a department other than the Department of Political Science contact that specific department's Chairperson who will need to sign this form once approval has been given. WSP course Syllabi should be submitted to the Chairperson as well and can be located at washingtonsemester.com or by contacting Julie Wong or Pandora Fontes in A&S 230.

PLEASE SUBMIT THIS FORM TO THE POLI SCI DEPT (A&S 230) AND KEEP A COPY FOR YOUR RECORDS. ADDITIONALLY, IF YOU ARE A MAJOR OR MINOR IN ANOTHER DEPARTMENT A COPY SHOULD BE SUBMITTED TO THAT DEPARTMENT AND KEPT IN YOUR STUDENT FILE WITHIN THAT DEPARTMENT.

| | |
|--|-----------------------------------|
| Full Name: | Primary Major/ emphasis: |
| SCU ID: | Secondary Major/ emphasis: |
| Term/ Year in Washington D.C.: (Ex: Fall '12) | Minor(s): |
| WSP Program Option: (Ex: Intn'l Environment & Devlp) | E-mail Address: |

| WSP Course 1. Course Program (Ex: Intn'l Environment & Devlp.) 2. Course Title (Ex: Seminar I, Research Project, Internship, etc.) | SCU Equivalent Subject/ Number (Comm 100) Title (Mass Communicaton) | Applies Toward (<i>be specific</i>) 1 st / 2 nd Major (ex: Econ), Minor, Emphasis (ex: pre-law), Core, Electives | Approval Signature Department Chair |
|---|--|--|---|
| 1. EXAMPLE: Intn'l Environment & Development 2. EXAMPLE: Research Project | ENVS 200 Agriculture, envnt & devlp: Latin America | ENVS Major Envs law & policy concentration | |
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Santa Clara University is not responsible for changes or cancellations in course offerings by the Washington Semester Program operators. In all cases it is your responsibility as the student attending the program to ensure that courses taken will meet SCU graduation requirements. **GRADUATION REQUIREMENT AGREEMENT:** I understand the graduation requirements both within my major/ minor, as well as for the University/ CORE, and will plan my schedule accordingly:

Student Signature

Date

WASHINGTON SEMESTER PROGRAMS

Fall 2012 Dates to Remember

Dates are subject to change – the \$400 program deposit is non-refundable.

| | |
|---|---|
| Monday, April 30, 2012 | Priority Deadline for Registration and Housing materials for Fall 2012 semester. |
| Monday, May 28, 2012 | FINAL DEADLINE for receipt of registration and housing materials. Last day to withdraw from Fall 2012 semester and/or cancel housing for a 100% housing refund. <i>Housing cancellations received Tuesday, May 29, 2012 through Friday, August 17, 2012 will result in a 25% housing charge.</i> Cancellations must be in writing, followed up by a phone call to confirm receipt prior to May 29 for a full credit. |
| Early July 2012 | Arrival & billing information sent to all accepted students who have registered and paid program deposit. Information includes details on arrival plans, first few days on campus, and internships. |
| Wednesday, August 22, 2012 | Students move into residence halls. You may also pick up the orientation packet, get your AU ID card, make changes in registration, and pay your bill if you arrive on campus before 5:00 p.m. (<i>Meal plan begins with lunch</i>) |
| Thursday, August 23, 2012 | Mandatory orientation and first meeting with individual program/unit directors. |
| Friday, August 24, 2012 | ID cards, course changes and bill paying. Any student who did not return their registration form must come to the Washington Semester office before 5:00 pm—this is the last day to register without a \$50.00 late registration fee. Some professors will schedule classes or internship meetings on this day. Students who have received a work-award will also meet on this day at approximately 3:00 pm. |
| Monday, August 27, 2012 | Internship Bazaar (<i>morning</i>) Classes begin (<i>afternoon</i>) |
| Monday, September 3, 2012 | Labor Day Holiday (<i>no classes, university offices closed</i>) |
| Monday, September 10, 2012 | Last day to make changes in Fall 2012 registration (i.e. add or drop classes including the research project, change grading option to Pass/Fail or Audit). Students from member schools must have their faculty representative's approval to make changes in their registration that involve grading options or the research project. All students should check with their home school advisor or Registrar regarding transfer of credits for their elective before this date. Last day to drop a course without a "W" recorded on transcript. |
| Wednesday, September 12, 2012 | All students must begin working at their internships by this date. Internship contracts due to internship faculty. |
| Friday, October 12, 2012 | Fall Break (<i>no classes</i>) |
| Friday, October 19, 2012 | Last day to drop a course , including the research project. ("W" recorded on transcript for withdrawals from September 10 through October 19). |
| Wednesday, November 21 - Sunday, November 25, 2012 | Thanksgiving Break (<i>Tenley Café closes after lunch on Tuesday, November 20 and reopens with dinner on Sunday, November 25, 2012</i>) |
| Friday, December 7, 2012 | Last Day of Classes and Internships |
| Monday, December 10 and Tuesday, December 11, 2012 | Final Examinations |
| Wednesday, December 12, 2012 | Study Day |
| Thursday, December 13 - Monday, December 17, 2012 | Final Examinations (<i>Tenley Café closes after lunch on Friday, December 14, 2012</i>) |

WASHINGTON SEMESTER PROGRAMS

Fall 2012 Estimated Cost Information

Tuition

Tuition rate is same whether at SCU or abroad, and paid directly to SCU

Required Full-Time Student Fees

| | | |
|-----------------------------|-----------------------|-----------|
| - | Sports Center | \$ 65.00 |
| - | Student Confederation | \$ 73.50 |
| - | Technology | \$ 120.00 |
| Total Required Student Fees | | \$ 258.50 |

Tenley Campus Room Rental Fee (per person)

| | | |
|---|-------------------------------|-------------|
| - | Single room with private bath | \$ 6,804.00 |
| - | Single room with shared bath | \$ 5,827.00 |
| - | Double room | \$ 4,645.00 |
| - | Triple room | \$ 3,395.00 |

Meal Plans ¹

| | | |
|---|--|--------------------|
| - | Super plan - unlimited meals plus \$400 EagleBucks | \$ 2,903.00 |
| - | 200 block plan plus \$400 EagleBucks | \$ 2,528.00 |
| - | 175 block plan plus \$400 EagleBucks | \$ 2,445.00 |
| - | 150 block plan plus \$400 EagleBucks | \$ 2,315.00 |
| - | 100 block plan plus \$400 EagleBucks | \$ 1,722.00 |
| - | 75 block plan plus \$400 EagleBucks | \$ 1,451.00 |

Estimated Student Health Insurance Fee ²

| | | |
|---|---|-----------|
| - | Coverage begins 8/21/2012 and ends 12/31/2012 | \$ 675.00 |
|---|---|-----------|

Estimated Additional Fees for Programs With Travel Component (in addition to tuition) ³

Programs With Travel Components:

- Global Economics & Business: *Beijing, Shanghai, and Hong Kong*
- International Environment & Development: *Costa Rica*
- International Law & Organizations: *New York City, Geneva, Strasbourg, The Hague, and Brussels*
- The Middle East & World Affairs: *Egypt and Turkey or Jordan*
- Peace & Conflict Resolution: *Serbia, Bosnia-Herzegovina, Croatia*

| | | |
|--------------------------|-----------------------|--------------------|
| - | Program Fees | |
| - | Airfare | |
| - | Ground Transportation | |
| Approximate Total | | \$ 4,800.00 |

Other Estimated Expenses

- Books: approximately \$200
- Transportation to seminars & internships: \$30-\$40 per week
- Passport for travelers: approximately \$200
- Visa for travelers: approximately \$100-\$200³
- Personal expenses while overseas³
- Social and cultural activities
- Meals other than planned group dining while overseas: \$400-\$500
- Preventative medical treatment for travelers: approximately \$150-\$400³

For more information, please visit wsp.american.edu

¹ Meal plans are required if you choose to live on campus. On-campus residents will be automatically enrolled in the 150-Block Plan (plus \$400 in EagleBucks). Students may change their plan to the Super Block, 200 Block, 175 Block, 100 Block or the 75 Block Plan if desired. (Unused EagleBucks are refundable at the end of the semester.) The 100 Block or 75 Block plan is recommended for students enrolling in programs with a travel component.

² Student Health Insurance may be waived if student is covered under another plan. All students **MUST** complete a waiver form to avoid this fee.

³ Costs listed are estimated and subject to change. The safety and well being of our students is our top priority. Therefore, we reserve the right to cancel programs or change site locations if we deem, for any reason, a destination to be unsafe or we do not meet the minimum enrollment requirements. All students **MUST** travel together to sites outside the Washington, D.C. metropolitan area and abroad.

For information regarding the accreditation and licensing of American University, please visit <http://www.american.edu/academics>