



Washington Fellowship for Young African Leaders

Internship Host Interest Form • August – September 2014

The Washington Fellowship will place 100 Fellows at companies, government agencies, or civic organizations from August to September 2014. Internships will provide Fellows with first-hand experience of the day-to-day workings of a relevant U.S. workplace, build on their academic work through substantive projects, develop leadership skills, and expand their professional network.

IREX pre-screens candidates through an extensive application process, which includes detailed reviews of all applications, interviews in English and language testing. We then carefully match each Fellow with a professionally appropriate host company or organization. This ensures that Fellows are qualified and able to contribute actively to the life of the company or organization.

Given the great interest in hosting Washington Fellowship interns, please note that not all interested companies and organizations will host a Fellow.

Placement Procedures

- Washington Fellowship interns will be selected in late April 2014. In early May, IREX will begin an intensive personalized internship placement process. IREX will reach out to potential internship hosts and match the selected Washington Fellows to appropriate internships. IREX will negotiate the internship and mentoring agreement.
- Once finalized, internship hosts will sign an internship and mentoring agreement.
- Washington Fellows selected for internships will be notified of their placement prior to the start of the academic institutes.

Company/Organization: _____

Industry: _____

Contact: _____

Title: _____

Internship City/State: _____

Period of Work: *August 4 – September 30, 2014*

Fellowship Track(s) of Interest:

- Business and Entrepreneurship
- Civic Leadership
- Public Management

Please identify a potential Supervisor and Mentor for the Fellow:

Name: _____

Title: _____

Please return this form to Meredith Lopez at mlopez@irex.org or fax it to 202-628-8189 ATTN: Meredith Lopez.

The Washington Fellowship is a program of the U.S. government and supported in its implementation by IREX.

Please indicate the proposed Supervisor's area of expertise. Please attach the proposed Supervisor's resume and background on your company or organization when returning this form to IREX.

Please provide a brief description of the projects you would propose for the Fellow to work on while he or she is at your company or organization, including project objectives and deliverables.

Please list direct responsibilities you propose the Fellow to take on while he or she is working at your company or organization, the estimated percentage of time he or she will spend working on those tasks and assignments, and any skills needed to complete these tasks. Fellows should not spend more than 10% of their time on administrative tasks unrelated to their primary project(s).

Is safe, affordable housing available near your company or organization's office? Yes No

If yes, please list neighborhoods: _____

Is transportation available between proposed housing accommodations and your office?

Estimated length of commute: _____ minutes

Bus and/or metro rail: daily weekdays only weekends

Walking or biking distance to office and community: _____

Other: _____

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