The Washington Fellowship
Intern Handbook
Preface

This, in accordance with the Liberty Way, will constitute the official Washington Fellowship Handbook and Honor Code. Please read this along with the Liberty Way thoroughly, as it will serve as your guide throughout this semester. You will be held accountable for the information contained herein and in the Liberty Way.

This Handbook is subject to changes during the internship semester. If significant changes are made, they will be communicated verbally and in writing.
**Table of Contents**

<table>
<thead>
<tr>
<th>Topic</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vision Statement</td>
<td>4</td>
</tr>
<tr>
<td>Mission Statement</td>
<td>4</td>
</tr>
<tr>
<td>Chain of Command</td>
<td>5</td>
</tr>
<tr>
<td>Role as an Intern</td>
<td>5</td>
</tr>
<tr>
<td>Internships</td>
<td>6</td>
</tr>
<tr>
<td>Academic Requirements</td>
<td>7</td>
</tr>
<tr>
<td>Christian Service</td>
<td>7</td>
</tr>
<tr>
<td>Metro Fare</td>
<td>8</td>
</tr>
<tr>
<td>Honor Code</td>
<td>8</td>
</tr>
<tr>
<td>Behaviors that May Result in Removal from Program</td>
<td>8</td>
</tr>
<tr>
<td>Academic Withdrawal</td>
<td>9</td>
</tr>
<tr>
<td>Honesty Policy</td>
<td>10</td>
</tr>
<tr>
<td>Hazing</td>
<td>10</td>
</tr>
<tr>
<td>Curfew</td>
<td>11</td>
</tr>
<tr>
<td>Signing Out</td>
<td>11</td>
</tr>
<tr>
<td>Live a Chaste and Virtuous Life</td>
<td>12</td>
</tr>
<tr>
<td>Inappropriate Gender-Based Behavior</td>
<td>12</td>
</tr>
<tr>
<td>Pornography and Indecent Material</td>
<td>12</td>
</tr>
<tr>
<td>Sexual and Similar Misconduct</td>
<td>13</td>
</tr>
<tr>
<td>Homosexual Behavior and Advocacy</td>
<td>13</td>
</tr>
<tr>
<td>Alcoholic Beverages, Tobacco, and Other Harmful Substances</td>
<td>13</td>
</tr>
<tr>
<td>Drug Testing</td>
<td>14</td>
</tr>
<tr>
<td>Honor Code Agreement</td>
<td>15</td>
</tr>
</tbody>
</table>
Vision Statement

The Washington Fellowship of Liberty University combines academic and professional development. The program is designed to prepare students for community, civic, and cultural leadership through internship opportunities in our nation’s capital. The program’s graduates and alumni have a special recognition and are awarded the status of Fellow as a lifetime member of the Liberty University’s Washington Fellowship.

Mission Statement

The purpose of the Washington Fellowship is to develop Christ-centered men and women with the values, knowledge, and skills essential to impact tomorrow’s world in every walk of life. The Washington Fellowship executes this mission through practical internships and rigorous academic training, both structured in a distinctly Christ-centered social environment.

This vision drives all that we do, as we aim to:

1. **Equip future leaders in all vocations.** Inspiring students and preparing them to excel and lead in their profession.
2. **Provide for superior education.** Constructing and implementing an education characterized by excellence.
3. **Remain in fidelity to the Christian faith.** Adhering to the perspective that God destined American tradition through Judeo-Christian values.
4. **Hold fast to the Holy Scriptures.** Pursuing truth in a context of free thought and expression informed by a standard.
Chain of Command

Resident Director (RD)
- Internship Coordinator
- Recruitment Coordinator
- Washington Fellowship Director
- Career Center Director
- CASAS Director

Role as an Intern

Your role as an intern is to gain experience in your chosen career field, make a positive impact within your specific organization, and grow professionally as an individual. Interns should expect to perform a variety of routine, but necessary tasks. These tasks might include basic office duties such as answering phones, making photo copies, sorting mail and hospitality. It is crucial that you perform these tasks with a Christ-like attitude.

Upon proving your ability to responsibly complete your assigned tasks, more interesting and complex projects and assignments will be given to you. If you demonstrate responsibility and initiative, then you will be entrusted with more work. You will find that most offices are often overburdened and are happy to share their workload with a capable intern.

If you experience conflict or inappropriate treatment at your workplace, please be sure to contact the Director of The Washington Fellowship. The earlier that communication of a problem is established, the better we can help you.
**Internships**

As an intern, you will be assisted in obtaining your internship(s). Internships are based on your major, academic performance, level of experience, and organizational needs. We focus on assisting you with obtaining an internship with an organization that is relevant to your major, which develops specific skills in your profession. The Washington Fellowship does not guarantee internships with a specific organization. **As an intern it is your role to be proactive about securing your internship and communicating regularly with the Internship Coordinator.**

You will complete a 15/16-week period during fall and spring academic semesters or a 12/13-week period during the summer academic semester. You must work a minimum of 30 hours per week. In order to complete the program, you must work the entire fall, spring or summer semester.

You will receive 3-6 academic credits for your internship(s). The internship will be noted as a 499 class on your account. You are also required to complete a minimum of 6 academic credits during your internship in either Directed Studies through Liberty University Online, with the exception of summer. It is suggested that students take no more than 12 hours total. This will include 3-6 hours of 499 and 6 or more hours of academic courses.

If you are released from your internship, it is your responsibility to secure a secondary internship within 5 business days. Failure to acquire a second internship will result in automatic dismissal from the program. **You will be required to leave housing within 48 hours and possibly lose your internship credit.** You will not be allowed to participate in any Washington Fellowship programs or activities in the future. Once you’ve been dismissed from housing, you can contact the Liberty University Office of Housing (434-592-4139) for on campus options or make your own housing arrangements (Consult the Office of Housing for off-campus housing policies).
Academic Requirements

Spring/Fall:
6 credits of 499 and a minimum of 6 credits of online classes.

Summer:
3 credits of 499

It is your responsibility to remain current on your coursework and to maintain contact with the appropriate university faculty member. However, if you are experiencing difficulty, please contact a Washington Fellowship staff member.

Christian Service

As a participant, you are still required to complete your Christian Service requirements as approved by Liberty University. All residential undergraduate students who are full-time during the fall or spring semester are required to be enrolled in a CSER. Undergraduate students are considered full-time if they are taking 12 or more credit hours in a given semester. For any other questions regarding CSER, please contact the Christian Service office by calling 434-582-2325 or emailing cser@liberty.edu. You can also find more information by visiting the Center for Christian Service’s website at http://www.liberty.edu/cser. The Washington Fellowship can recommend opportunities for CSER. All potential CSER must be approved by the CSER office.

If your internship is unpaid and with a non-profit organization, you are able to earn CSER credit. This can be done in addition to your internship hours, once the required internship hours have been completed.
Metro Fare

Metro fare will be provided for the use of metro and buses. The purpose of this allotment is to ensure that you are able to get to and from work and nothing more. Metro fare is distributed by the Resident Director (RD) at the beginning of the semester. If you feel that additional metro fare is needed, please contact a Washington Fellowship staff member with an appeal and justification. Any metro fare unused at the end of the semester can no longer be claimed.

Honor Code

As a Liberty University student, organizations are already expecting you to set a worthy example of Christ in your work, conversations, habits, dress, and character. Your conduct at all times and in all situations must exhibit the highest level of moral integrity and professionalism. During your time in the Washington Fellowship, you will be held to a higher standard. Failure to comply with this Honor Code will be grounds for program dismissal and academic withdrawal.

Behaviors That May Result in Removal from Program Include but Are Not Limited to:

- Failure to maintain the standard set in the Liberty Way and this Honor Code
- Loss of internship
- Quitting your internship without going through the chain of command
- Being in the residence room of a person of the opposite gender outside of the context of open dorms
- Repetitive curfew violations
- Having after hours visitors
- Fire and Safety Violations:
  o Having open fire in room (e.g. candles, grills, etc.)
  o Moving, adjusting, or tampering with fire equipment
o Possession and/or use of firearms, fireworks, explosives, or knives
- Lying, forgery
- Hazing or excessive/inappropriate practical jokes
- Possession and/or use of illegal drugs
- Obscene or offensive telephone calls
- Possession or use of alcoholic beverages
- Possession or viewing of pornographic material (including but not limited to movies, magazines, internet or email)
- Any sexual harassment
- Sexual immorality
- Stealing
- Violating any regulations set forth in the housing agreement

**Academic Withdrawal**

If you are *academically withdrawn* from the program, you will lose academic credit for the internship. There is no refund of fees.

If you are **academically withdrawn from the program** you must leave *housing within 48 hours* and will not be allowed to participate in any Washington Fellows hip programs and/or activities in the future.

This will also apply to you whether or not you are receiving academic credit for your internship.
Honesty Policy

The first injunction of the Washington Fellow Honor Code is the call to be honest. You have chosen to participate in the Washington Fellowship not only to improve your mind, gain knowledge, and develop skills that will assist you in your life's work, but also to build character. You should seek to be totally honest in your dealings with others. You should complete your own work and be evaluated based upon that work. You are to avoid academic/social dishonesty and misconduct in all its forms, including plagiarism, fabrication or falsification, cheating, and other academic misconduct.

Hazing

You are expected to conduct yourself so as to create a minimum of disruption both in the routine and activities of other interns. Hazing is defined as “recklessly or intentionally endanger the health or safety of a student or students or to inflict bodily injury on a student or students in connection with or for the purpose of initiation, admission into or affiliation with or as a condition for continued membership in a club, organization, association, fraternity, sorority, or student body regardless of whether the student or students so endangered or injured participated voluntarily in the relevant activity” (Code of Virginia § 18.2-56). If you participate in hazing, you may, by law, have to forfeit your financial aid, may be immediately dismissed, and may be subject to legal action.

During the semester, you will be housed with other students from Liberty University and other colleges and universities throughout the country. It is expected that you, as a Washington Fellow observe all resident rules.

Practical jokes have a tendency to get out of hand and interns may be hurt, embarrassed, angered, or even physically injured as a result. If this occurs, the staff will review the situation and may respond with disciplinary action. Pranks are prohibited.
Curfew

Sunday – Thursday 10:00PM
Friday and Saturday 12:30AM

Signing Out

Signing out for the weekend on Friday and Saturday night is permissible and does not require prior approval. However, you must be sure to sign out using the provided googledoc sign-out sheet, and all information must be provided. While approval is not required for a weekend sign-out, communication with the RD is strongly encouraged.

Signing out during the week requires prior approval from the Director of the Washington Fellowship. Life events such as weddings, family issues, and personal emergencies are examples of justification for signing out during the week. Any advance notice that can be given is strongly encouraged. In such an event, be in strong communication with your supervisor, seeking approval for an absence.

In the unfortunate event that a personal/family emergency will interfere with your internship, please adhere to the following guidelines:

- Notify your employer (in accordance with his/her requirements)
- Contact the Resident Director and email the Director of the Washington Fellowship

Please be sure to communicate:

- The nature and severity of the emergency
- What you wish to do, or how you plan to handle the situation
- If you require assistance of any kind
- How long you may need to be away from your internship
- How you can be contacted
Live a Chaste and Virtuous Life

A chaste and virtuous life encompasses many principles, including respect and self-control, as well as reserving sexual intimacy for marriage.

“Finally, brothers and sisters, whatever is true, whatever is noble, whatever is right, whatever is pure, whatever is lovely, whatever is admirable—if anything is excellent or praiseworthy—think about such things.” Philippians 4:8

Inappropriate Gender-Based Behavior

A breach of the university’s Unlawful Sexual Harassment and Inappropriate Gender-Based Behavior Policy is an Honor Code violation. The following are examples of inappropriate gender-based behavior or sexual harassment:

a. Repeated stereotypical gender-based remarks
b. Sexually-oriented joking, flirting, or comments
c. Unwelcome touching or any touching of a sexual nature
d. Verbal or physical abuse
e. Graphic, sexually-oriented comments about an individual's body
f. Derogatory or demeaning comments concerning gender
g. Offensive or crude language
h. Display of objects or pictures which depict nudity or are otherwise sexual in nature
i. Persistent and unwanted attempts to change a casual or friendly relationship into a romantic or more intimate one

Pornography and Indecent Material

Involvement with pornographic, erotic, obscene, indecent, or other offensive materials, expressions, or conduct, which in the sole discretion and judgment of the university, is inconsistent with this Honor Code and is a serious offense. This may result in university sanctions including, in appropriate cases, immediate suspension or dismissal from the university as well as prosecution pursuant to the law.
Sexual and Similar Misconduct

Liberty University and the Washington Fellowship affirm that sexual relationships outside the covenant of marriage are inappropriate. Examples include but are not limited to the following:
   a. Extra-marital relations
   b. Promiscuity or predatory behavior
   c. Aberrant behavior
   d. Solicitation of sex
   e. Homosexual conduct
Any level of sexual or similar misconduct during the Washington Fellowship is significant and will lead to academic withdrawal.

Homosexual Behavior or Advocacy

Homosexual behavior and/or advocacy of homosexual behavior are inappropriate and violate the Honor Code. Homosexual behavior includes not only sexual relations between members of the same sex, but all forms of physical intimacy that give expression to homosexual feelings. Advocacy includes seeking to influence others to engage in homosexual behavior or promoting homosexual relations as being morally acceptable.

Alcoholic Beverages, Tobacco, and Other Harmful Substances

Consumption of alcohol, in any form, is inappropriate and a breach of the Honor Code. The following are examples of activities to avoid relating to alcohol use and are not meant to be all-inclusive:
   • Personally consuming alcohol
   • Possessing alcohol
   • Presenting or purchasing alcohol for self or others
   • Having alcohol in one’s apartment*

*It is not appropriate to have any alcohol in your residence including wine or other alcoholic beverages for cooking purposes or any other use.
Refrain from smoking, chewing tobacco, using e-cigarettes/vaping, or using other harmful substances. Any consumption, use, possession, purchase/sale/distribution, or furnishing of drugs illicitly is in violation of the Honor Code. Avoid the abuse of legitimate prescription drugs, medicines, or over-the-counter stimulants. You should leave a gathering/party where inappropriate substances are being consumed, used, or abused.

**Drug Testing**

When there has been a report of a drug violation of the Honor Code and there is supporting information, or the university has taken action for a reported violation, you may be asked or required to take drug tests at a lab authorized by the Washington Fellowship staff. You are responsible for any costs incurred and may not be returned to good Honor Code standing until all tests are completed to the satisfaction of the Washington Fellowship staff.

Upon refusal to take a drug test, the Washington Fellowship staff may still proceed to make a determination of your honor code status, based on the facts and circumstances presented by its own investigation, which could result in an academic withdrawal.
Honor Code Agreement

I have read and acknowledged the guidelines and terms contained in the Washington Fellowship Handbook. __________ (Initial) ______________ (Date)

I have read and acknowledged the guidelines and terms contained in the Liberty Way within the past week. __________ (Initial) ______________ (Date)

I agree to abide by the standards of conduct contained in this Honor Code in accordance with the Liberty Way. I understand that if I fail to adhere to this Honor Code, my participation in the Washington Fellowship may be terminated without academic credit for my internship. I also acknowledge that if my participation is terminated under academic withdrawal I will not receive a refund from Liberty University for any fees or tuition paid. I further acknowledge that I am responsible for my personal conduct and possessions and that I will not hold Liberty University liable for any personal injury, accidents of any kind, loss or damage of property, or loss of fees, or tuition due to termination of internship.

I understand the Washington Fellowship staff has worked with the cooperating company or organization (employer) to develop an internship which meets university and program criteria. Therefore, if I successfully complete the internship, academic credit will be granted by the university. However, the daily managerial control and working conditions of the internship program are coordinated by and under the sole direction of the cooperating company or organization (employer).

Consequently, the university does not have, neither can it assume, any liability relative to the protection of the individual intern. I assume all liability for activities that occur during participation in the program.

In light of the above, I should review, with the cooperating company or organization, what employee benefits are made available to me, i.e. health and accident insurance, workmen’s compensation, and liability insurance. If adequate benefits are not available, I may wish to make my own arrangements. I hereby understand that Liberty University does not have nor can it assume any liability relative to my protection during the internship program.

Signed _______________________________ Date: __________________

Full Name (please print): ________________________________________