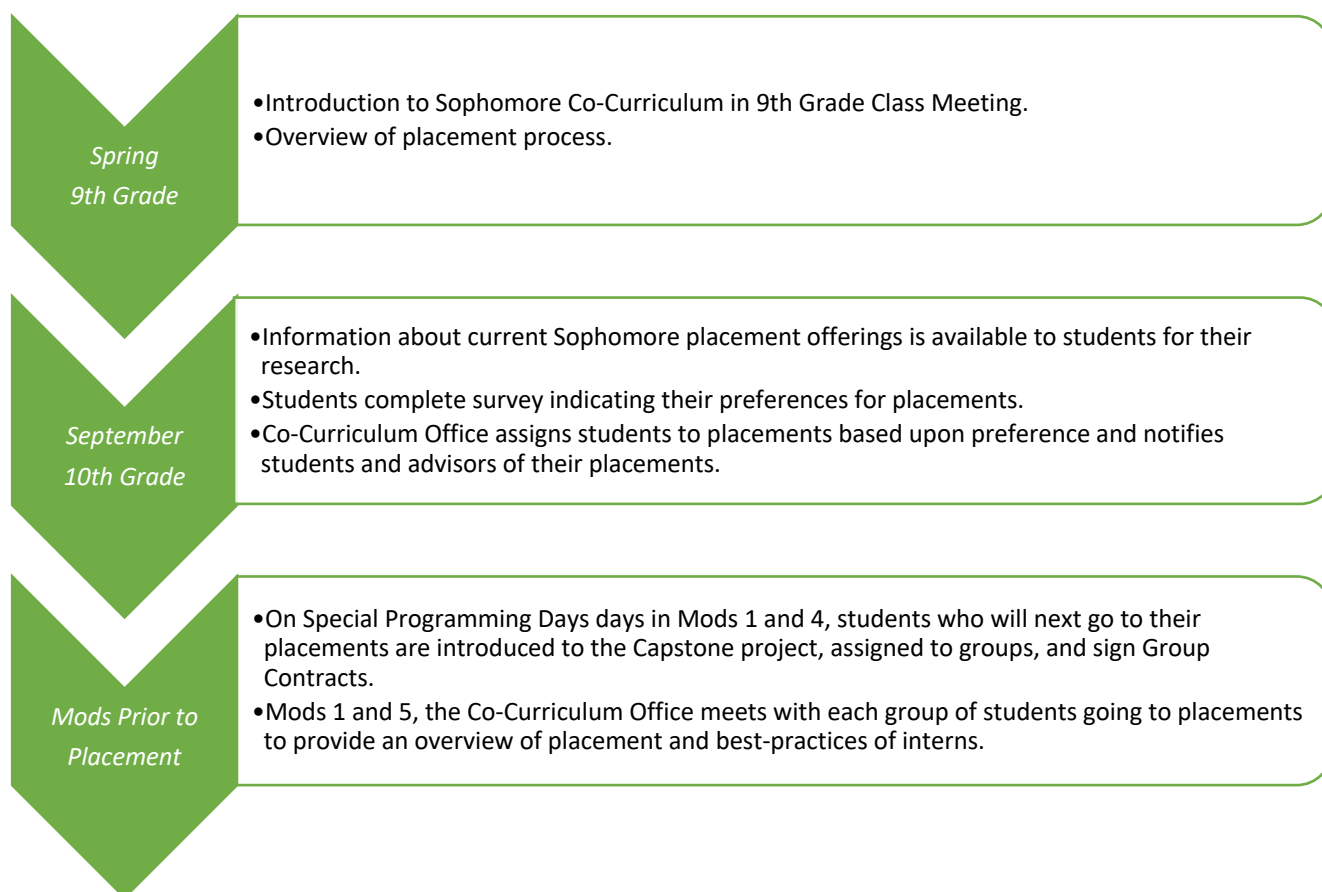


Co-Curriculum Placement Process

Each year students have progressing levels of choice and independence in their internships: sophomores rank their preferences among the current placement offerings, juniors indicate policy interests and are encouraged to apply to offices that match their interests, and seniors can pursue a placement that matches their passions. A primary function of the Co-Curriculum Office is to help students research, apply for, and secure internships in their sophomore, junior, and senior years. With over 50 years of building relationships with internship sponsors, the Co-Curriculum Office has extensive contacts in a wide variety of industries and fields. Of course, some Madeira families have their own contacts. For families who wish to pursue their own contacts, please note that you must adhere to the timelines below. The first step in the placement process for each year begins with the Academic Office scheduling the mod the student will go to their Co-Curriculum internship. If you have any questions about the placement process, please contact the Co-Curriculum Office at 703-556-8277.

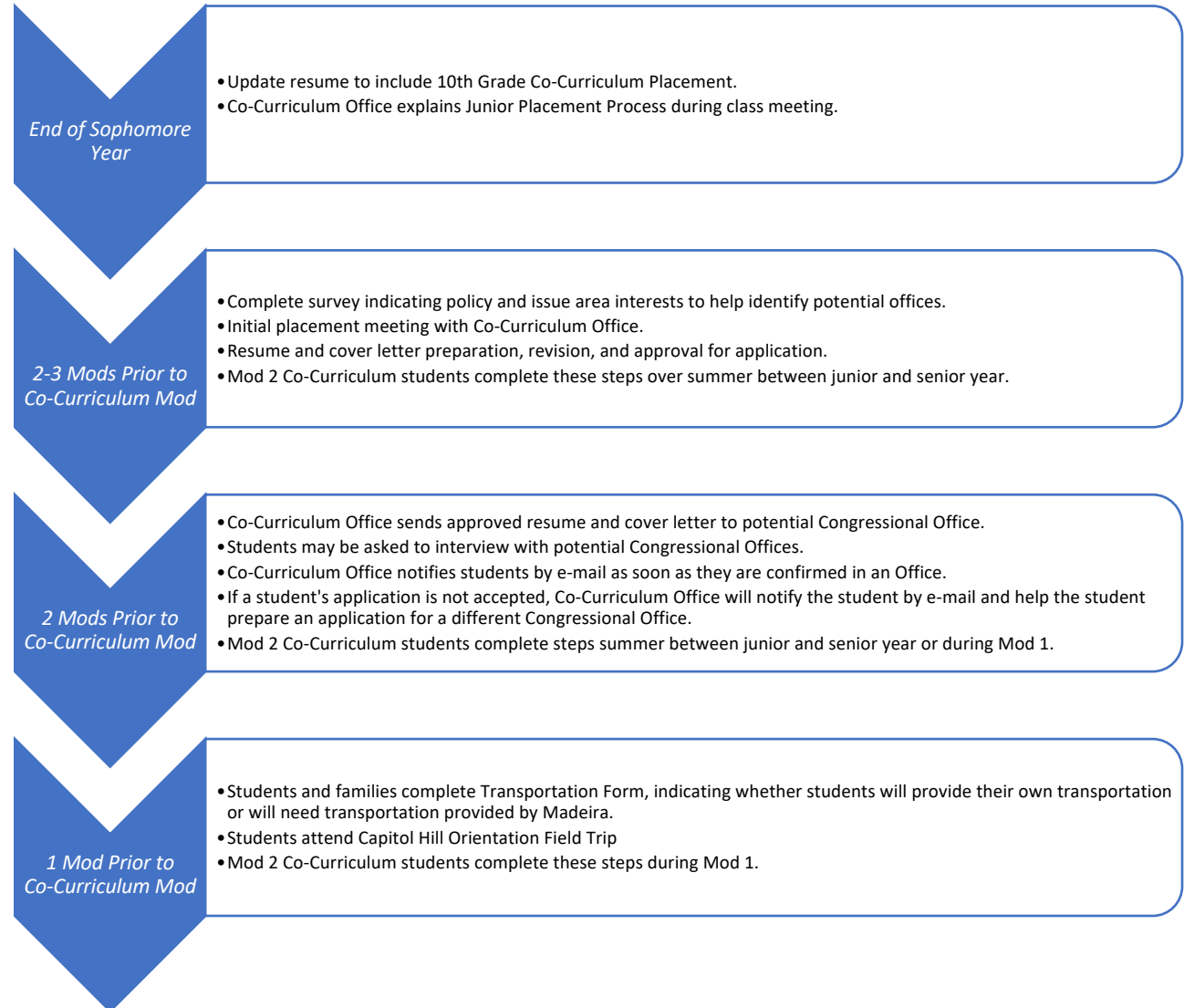
Sophomores Serving Others

About half of the sophomore class is scheduled for Mod 2 and the remaining half is scheduled for Mod 6. In September of their sophomore year, the Co-Curriculum Office will determine sophomores' placements.



Juniors Effecting a Change

A key factor in determining the Junior Co-Curriculum placement process is when students are scheduled to take the U.S. History PREP module. During the PREP module students receive training for their Capitol Hill internships and conduct research on their potential placements. Students may or may not have their internship secured by the time they take U.S. History PREP module. Another factor in determining the Junior Co-Curriculum placement process is the internship application timetable of offices on Capitol Hill.

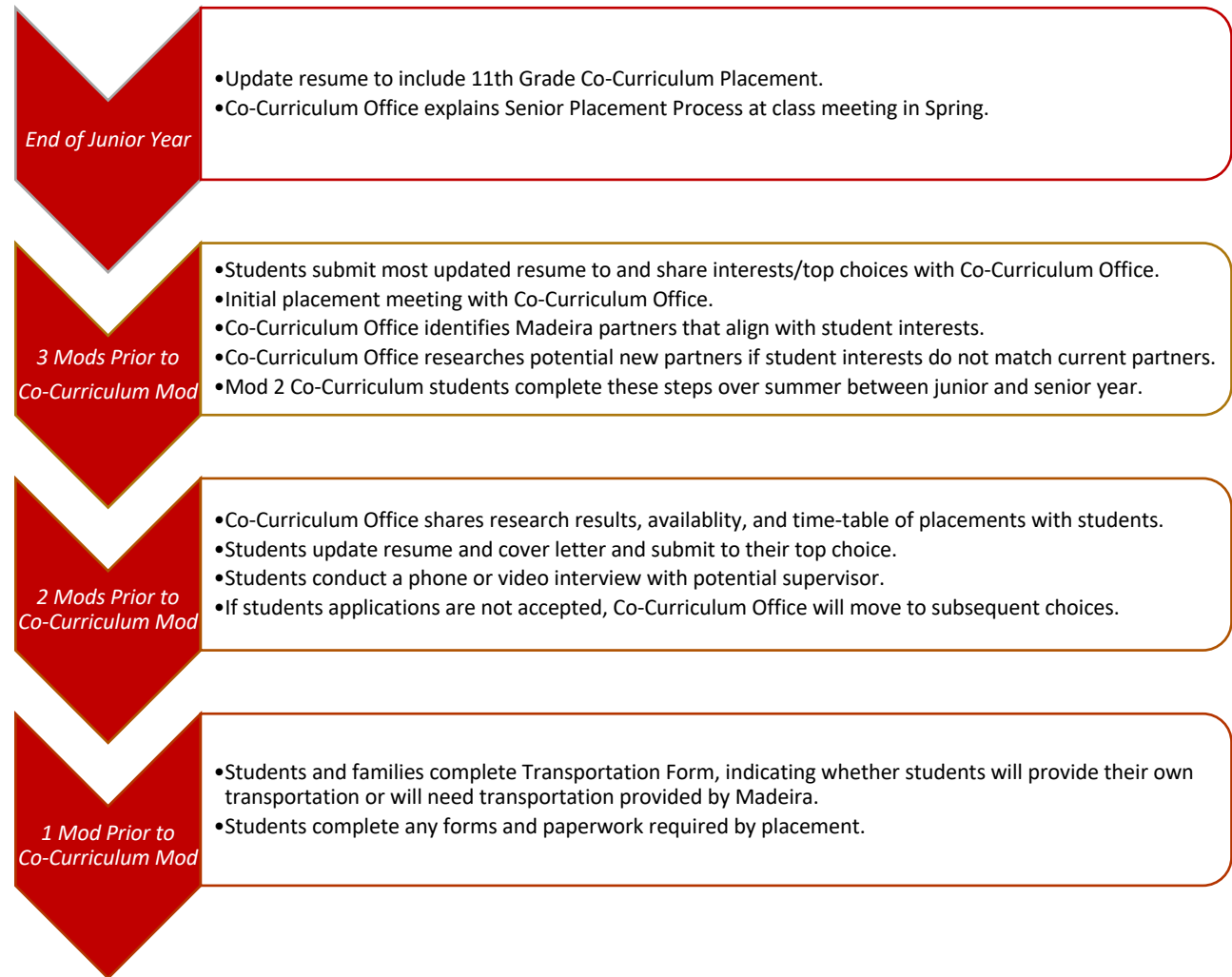


Please Note:

- Students may decide to secure an internship using their own network or contacts. The Co-Curriculum Office must receive confirmation from the Congressional Office two mods prior to the start of the student's Co-Curriculum mod. If the Co-Curriculum Office has not received confirmation two mods prior to the start of a student's Co-Curriculum, they will be assigned a placement by the Co-Curriculum Office.
- Stage 2 can take anywhere from a few days to a few weeks. The Co-Curriculum Office shares updates as soon as they are received from the Congressional Office.

Senior Pursuing a Passion

The senior year Co-Curriculum internship is an opportunity for students to explore their passions and interests. The Co-Curriculum Office can help students think about their options and potential internship placements. Seniors have the option of completing their internship requirement remotely (outside the vicinity of the Metro Washington, D.C. area). Students wishing to have a remote placement must complete a separate application with the Co-Curriculum Office and follow a different timeline, as identified on the application.



Please Note:

- Students may decide to secure an internship using their own network or contacts. The Co-Curriculum Office must receive confirmation from the sponsoring office two mods prior to the start of the student's Co-Curriculum mod. If the Co-Curriculum Office has not received confirmation two mods prior to the start of a student's Co-Curriculum, students will be assigned a placement by the Co-Curriculum Office.