

# DEPARTMENT OF EDUCATION

## OFFICE OF THE SECRETARY

Statutory Authority: 14 Delaware Code, Section 122(d) (14 **Del.C.** §122(d))  
14 **DE Admin. Code** 247

### FINAL

#### Regulatory Implementing Order

#### 247 Delaware Post Secondary Internship Program at The Washington Center (TWC) for Internships and Academic Seminars

#### I. Summary of the Evidence and Information Submitted

The Secretary of Education intends to adopt 14 **DE Admin. Code** 247 as amended in order to permit by The Washington Center to set the time line for when the Financial Aid Packages from the Universities must be submitted to the Department's Student Assistance Program. The regulation is being published as a final regulation since the change does not represent a substantive change.

#### II. Findings of Facts

The Secretary finds that it is appropriate to adopt 14 **DE Admin. Code** 247 in order to permit The Washington Center to set the time line for when the Financial Aid Packages from the Universities must be submitted to the Department's Student Assistance Program.

#### III. Decision to Amend the Regulation

For the foregoing reasons, the Secretary concludes that it is appropriate to adopt 14 **DE Admin. Code** 247. Therefore, pursuant to 14 **Del.C.** Ch. 34, 14 **DE Admin. Code** 247 attached hereto as *Exhibit "B"* is hereby adopted. Pursuant to the provision of 14 **Del.C.** §122(e), 14 **DE Admin. Code** 247 hereby adopted shall be in effect for a period of five years from the effective date of this order as set forth in Section V. below.

#### IV. Text and Citation

The text of 14 **DE Admin. Code** 247 adopted hereby shall be in the form attached hereto as *Exhibit "B"*, and said regulation shall be cited as 14 **DE Admin. Code** 247 in the *Administrative Code of Regulations* for the Department of Education.

#### V. Effective Date of Order

The actions hereinabove referred to were taken by the Secretary pursuant to 14 **Del.C.** Ch. 34 on February 9, 2007. The effective date of this Order shall be ten (10) days from the date this Order is published in the *Delaware Register of Regulations*.

**IT IS SO ORDERED** the 9<sup>th</sup> day of January 2007.

**Department of Education**

Valerie A. Woodruff, Secretary of Education

247 Delaware Post Secondary Internship Program at The Washington Center (TWC) for Internships and Academic Seminars

The Washington Center (TWC) for Internships and Academic Seminars is an independent, nonprofit educational organization founded in 1975. Its mission is to utilize the resources of the nation's capitol to provide participatory learning experiences in order to enhance students' academic, civic and professional development. The Washington Center (TWC) seeks to promote future leadership for public, private and nonprofit sectors of our society. The purpose of this regulation is to define the terms and the procedures used for the operation of this internship program.

### **1.0 Definitions:**

**"Department"** means the Delaware Department of Education

**"Financial Aid Package"** means the identification of all of the costs to the student to participate in the internship program and all sources of funding to meet those costs. Funding sources may include scholarships, grants, tuition waivers, loans, family contributions and contributions from the Student Intern.

**"Grant"** means funds that are applied against a student's cost of attending The Washington Center (TWC) for Internships and Academic Seminars program. These funds do not have to be reimbursed by the Student Intern.

**"Student Intern(s)"** means a matriculated student at Delaware State University or the University of Delaware who has been selected by his or her respective University to participate in The Washington Center (TWC) for Internships and Academic Seminars program and is placed in a full time internship for one semester at The Washington Center (TWC) for Internships and Academic Seminars.

**"University"** means the two universities participating in The Washington Center (TWC) for Internships and Academic Seminars program, Delaware State University and the University of Delaware.

### **2.0 Division of Funds**

Funds appropriated to the Department for the Washington Center (TWC) for Internships and Academic Seminars shall be divided evenly between Delaware State University and the University of Delaware for the purpose of providing Grants to Student Interns at The Washington Center (TWC) for Internships and Academic Seminars. The maximum Grant for a Student Intern shall be a one time grant of \$5,000 per student for one semester, provided further that grant amounts per student may change based on the appropriation made by the General Assembly to fund this program.

### **3.0 Each University shall be responsible for the following:**

- 3.1 Identifying a University liaison to The Washington Center (TWC) for Internships and Academic Seminars;
- 3.2 Establishing a selection process for the applicants;
- 3.3 Identifying all sources of financial aid for the Student Interns; and
- 3.4 Arranging for each Student Intern to receive between 12 and 16 credits for a successful term spent at the Washington Center (TWC) for Internships and Academic Seminars.

### **4.0 Submission of Financial Aid Packages**

Each University shall submit Financial Aid Packages for up to eight (8) applicants listed in priority order to the Department's Student Assistance Program by July 1 of each year in accordance with timelines established by The Washington Center (TWC); provided further that the number of applicants may change based on the appropriation made by the General Assembly to fund this program.

4.1 The Department's Student Assistance Program staff shall review the Financial Aid Packages and forward the approved Financial Aid Packages to the appropriate University for their selection of the four Student Interns. The number of Student Interns that may be selected to participate in this internship shall be based on 2.0 and 4.0 of this regulation.

4.2 If either University selects fewer than their allotted number of Student Interns for the program, the unused funds at that University shall be made available to the other University in order to provide for additional internships.

### **5.0 Annual Reports Required**

The Washington Center (TWC) for Internships and Academic Seminars shall provide annual reports to the Delaware Department of Education on the Student Intern program.

**10 DE Reg. 1142 (01/01/07)**

**10 DE Reg. 1430 (03/01/07) (Final)**