

# GRINNELL-IN-WASHINGTON



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**Faculty Handbook  
Fall 2008**

# Table of Contents

GRINNELL-IN-WASHINGTON CONTACT INFORMATION .....	1
CONTACT INFORMATION FOR GIW08 STUDENTS .....	3
2008 SEMESTER SCHEDULE .....	4
2008 CLASS TIMETABLE.....	4
OVERALL SCHEDULE FOR.....	5
FACULTY DIRECTOR .....	5
BEFORE GOING TO WASHINGTON DC.....	6
GIW BOARD.....	6
RECRUITING STUDENTS FOR THE PROGRAM .....	6
ADVISING STUDENTS FOR THE PROGRAM .....	7
ASSISTING IN THE SELECTION OF GIW STUDENTS .....	7
BOOKS AND COURSE PACKETS.....	7
FACULTY TRAVEL BUDGET .....	7
MOVING EXPENSES.....	8
LOCAL TRANSPORTATION .....	8
FAMILY VISITS .....	8
RETURNING TO GRINNELL MID-SEMESTER .....	8
MOVING EXPENSES- AN ELABORATION .....	8
SALARY, BANKING, & TAXES .....	9
BUDGET FOR GIW .....	9
MAIL IN GRINNELL.....	9
EMERGENCIES IN WASHINGTON DC.....	9
HOUSING .....	9
SAFETY IN DC.....	10
ADDITIONAL SUPPORT MATERIALS TO TAKE TO DC .....	10
BURLING AND THE AV CENTER.....	10
GIW CREDIT CARD .....	10
CELLULAR PHONE.....	12
WHILE IN WASHINGTON DC .....	13
GIW ORIENTATION & WELCOME DINNER.....	13
ORIENTATION AT WII .....	13
WALKING TOUR DURING THE FIRST WEEK OF CLASS.....	13
WII FACILITIES .....	13
FACULTY OFFICE AT WII .....	14
FACULTY FELLOWS SOCIAL .....	14
COMPUTERS.....	14
CAR .....	15
INTERNSHIP SUPERVISION.....	15
GRADING .....	15
POL295: CONTEXTUAL POLICY MAKING .....	15
INTERNSHIP SEMINAR ST295 .....	16
LIBRARIES IN DC .....	16
FIELD TRIPS .....	19
SPEAKERS .....	19

SPECIAL PROGRAMS.....	19
ALUMNI IN THE DC AREA.....	20
VOTING WHILE OUT OF TOWN .....	21
WRAPPING UP THE SEMESTER.....	21
AFTER WASHINGTON DC.....	22
AFTER RETURNING TO CAMPUS.....	22
ONE YEAR OUT.....	22

## **Grinnell-in-Washington Contact Information In Grinnell:**

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Associate Dean of the College  
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### **Accounting**

Amy Anderson, Associate Controller  
Phone: 641 269 4641  
E-mail: [andersae@grinnell.edu](mailto:andersae@grinnell.edu)

### **Campus Safety and Security**

Stephen Briscoe, Director of Security  
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E-mail: [Briscoe@grinnell.edu](mailto:Briscoe@grinnell.edu)

### **Payroll**

Elaina Machin, Payroll Technician  
Phone: 641 269 4500  
E-mail: [machinel@grinnell.edu](mailto:machinel@grinnell.edu)

### **Student Affairs**

W. Houston Doughatry, Vice-President for Student Affairs  
Phone: 641-269-3700  
E-mail: [sa@grinnell.edu](mailto:sa@grinnell.edu)

## **In Washington:**

### **Washington Internship Institute (WII)**

1015 18<sup>th</sup> St., NW

Suite 1101

Washington, DC 20036

Phone: 202 833 8580

Fax: 202 833 8581

E-mail: [info@ielnet.org](mailto:info@ielnet.org)

### **Boston University Washington Center**

2807 Connecticut Ave, NW

Suite 114

Washington, DC 20008

Phone: 202 756 7800

Fax: 202 756 7854

E-mail: [BUDC@bu.edu](mailto:BUDC@bu.edu)

## Contact Information for GIW08 STUDENTS

Housing Option	Students
<p><b>Boston University Washington Center</b>            2807 Connecticut Ave, NW            Suite 114            Washington, DC 20008            Phone: 202 756 7800            Rosemary Harris, Residence Manager            E-mail: <a href="mailto:BUDC@bu.edu">BUDC@bu.edu</a></p>	<p>Terence Boksha             Carlos Lu             Tolcha Mesele</p>
<p><b>International Student House (ISH)</b>            1825 R. Street, N.W.            Washington DC 20009-1603            Phone: 202-232-4007 plus ext            Fax: 202-387-4115            Anne Pedersen, Executive Director            E-mail: <a href="mailto:apedersen@ishdc.org">apedersen@ishdc.org</a>  <a href="http://www.ishdc.org">http://www.ishdc.org</a></p>	<p>Yoji Konno</p>
<p><b>Thompson-Markward Hall (YWCH)</b>            230 Second St. NE            Washington DC, 2002            Phone: 202 546 3255            Lynnita Sykes, Director  <a href="mailto:ywchtm@aol.com">ywchtm@aol.com</a></p>	<p>Nmachi Jidenma             Alyssa Penner             Jasmine Sanchez</p>

## 2008 Semester Schedule

Saturday, August 23, 2008	Suggested arrival date for students, check-in day for BU Housing
Sunday, Aug 24, 2008 5:30 p.m.	Meet at BU Washington Center, Dinner out with Professor Andrews
Aug 25-27, 2008	Overnight field trip to Gettysburg
Thursday, Aug 28, 2008 9 :30am – 2pm	Mandatory Orientation at site TBA Welcome reception for all WII students
Friday, Aug 29, 2008 9 :30am-12pm	Mandatory Orientation at Washington Internship Institute (WII)
Monday, Sept 1, 2008	Labor Day – Grinnell College Alumni Picnic in Rock Creek Park
Tuesday, Sept 2, 2008	1st day of internships
Sept.2- Nov 26, 2008	Normal class & internship schedule
Monday, Oct 13, 2008	Columbus Day - most internship sites will be open on this holiday
Friday, Oct 24, 2008	Day off for long weekend (coincides with GC fall break)
Tuesday, Nov 25, 2008	Last day of internship
Nov. 26 - 28 (Wed - Fri)	Thanksgiving – Holiday – No classes/internship
Dec 1- Dec. 12, 2007	Classes, individual student conferences
Dec 5, 6, or 7(Fri-Sun)	Attend cultural event and end of semester dinner with Professor Andrews
Friday Dec. 12, 2008 By 5:00 p.m.	Papers due to Professor Andrews
Saturday Dec. 13, 2008	Students depart Washington DC

### Updated Schedule

The above schedule is a draft outline of the semester. You will receive an updated schedule over the summer that will include dates for field trips, alumni events and receptions, and cultural outings for the semester in addition to the class schedule. This information will be made available to students as soon as plans are finalized. Please plan to arrive in DC no later than August 23<sup>rd</sup> and depart no earlier than December 13<sup>th</sup>.

### 2008 Class timetable

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
8:30am-5pm <i>intern</i>	8:30am-5pm <i>intern</i>	8:30am-5pm <i>intern</i>	8:30am-5pm <i>intern</i>	9am-12pm: <i>Contextual Policy Making (WII)</i>
		6:30pm-9:30pm <i>Internship Seminar (BU)</i>		

# OVERALL SCHEDULE FOR FACULTY DIRECTOR

*Note: For detailed information on how to complete each task, see specific sections in handbook.*

Clarification about the table below:

**Year 1** is the year you apply to go on the program, a full 2 years in advance of actually going!

**Year 2** is the year you spend recruiting on campus and picking the students to participate.

**Year 3** is your time in DC.

When	Task
Sept Year 1	Faculty preliminary application due. Faculty member informed if Board requests an expanded faculty application.
Oct Year 1	Faculty member expanded faculty application due.
Nov Year 1	Faculty informed of acceptance to teach on program. Faculty member checks with Program Coordinator to make sure that the description of the GIW courses for the catalogue are accurate and provides a list of proposed field trips, associated web links, digital photo of self, and a biography of self (all of which must be appropriate for use on website).
Summer Year 1	Faculty member meets with GIW Coordinator to create a realistic budget for the GIW semester. Faculty member works with Program Coordinator to create the information sessions and to strategize promotion of the program.
Sept/Oct Year 2	Faculty member speaks at 2 information sessions held in ARH 102. The information sessions are led by the GIW Coordinator and are approximately 45 minutes long. Faculty members are expected to attend each session, speaking for 10-15 minutes about their courses & field trips, and answering questions from students. Additionally, faculty member is expected to actively recruit/promote the program among students and faculty by working with colleagues and the Registrar to identify classes to attend and speak briefly about the program.
Aug-Feb Year 2	Faculty member serves as GIW adviser to all students interested in the program, meeting with the students to discuss the program and their ideas for internships and to review and sign applications to the program.
February Year 2	Faculty member reviews student applications and makes recommendations for acceptance to the program.
March Year 2	Faculty member submits to campus bookstore the book lists and course packets for their GIW classes.
Spring Year 2	Faculty member makes travel arrangements for self and spouse/children.
April Year 2	Faculty member attends GIW student orientation.
Spring Year 2	Faculty member meets with GIW Coordinator to review schedule for the fall semester and to discuss alumni appropriate for Friday lunches. Faculty member meets with Diane Hawkins in the CDO to receive and review paperwork.
Summer Between Academic Years 2 & 3	Faculty member researches housing, temporary housing, and schools in DC. Faculty member contacts Accounting to obtain a GIW credit card and the supporting computer training. Faculty member contacts alumni and schedules their participation in the Friday alumni lunches.
June Year 3	Faculty member submits signed housing contract to GIW Coordinator.
August-Dec Year 3	Faculty member teaches on GIW program. Note that receipts and credit card statements need to be sent monthly to GIW Coordinator. Internship paperwork needs to be sent to Diane Hawkins, meeting appropriate deadlines.
Jan Year 3	Faculty member meets with GIW Coordinator to review the faculty handbook and debrief. Faculty member turns credit card back in to Accounting. Faculty member attends Welcome Back reception!
Year 4	Faculty member completes survey concerning affect of GIW on teaching and scholarship.

# BEFORE GOING TO WASHINGTON DC

## GIW BOARD

You may be asked to participate in several meetings of the Off-Campus Study Board the year before and/or the year after you teach in DC. The Board meets every other week throughout both semesters. Discussions you might be asked to participate in: student selection, faculty selection, faculty applicant recruitment, and policy.

## RECRUITING STUDENTS FOR THE PROGRAM

The faculty members speak at two or three information sessions held during the fall semester, usually one in September, one in October before Fall Break, and possibly a final session in November before Thanksgiving Break. The information sessions are led by the GIW Coordinator and are approximately 45 minutes long. Faculty members are expected to attend each session, speaking for 10-15 minutes about their courses and answering questions from students. In the past, some faculty have chosen to make a short Power Point presentation to illustrate course content and the connection with resources in Washington DC. Additionally it is expected that faculty actively promote the program by discussing it with students at Grinnell College and by encouraging their departments to promote the program. Promotion of the program may mean working with the GIW Coordinator to send personalized, targeted letters to specific students and/or speaking for 5 minutes in colleague's classes. Any other ideas for recruitment are welcome!

A KEY RECRUITMENT METHOD is to find classes that have many sophomores and ask for permission to speak for 5 minutes at the start of these classes. At least half of the Fall 2006 participants were successfully recruited in this way. Please talk with the Registrar about courses that fit this description and that do not conflict with your teaching schedule and attend as many as you can in early Sept. before the information session.

Jean Ketter wrote the following email: *Hello, Everyone, Please forgive me for the mass email, but I wanted to contact you all to ask your permission to visit your classes for just five minutes to talk about the Grinnell in Washington program I'll be teaching and supervising next year (Fall '06). The course I will teach pertains to education policy and school reform, and I have been assured by Anne Geissinger that students will have a wide variety of internship opportunities--from the Women's Law Center, social service organizations, grass roots school reform groups, lobby groups, school based reform programs etc. --that will appeal to students in a variety of disciplines. I have targeted your classes because they meet during a time I can visit and will probably have a preponderance of sophomores ( 200 level course designations, or many sophomores in them even though they are 100 level). In a few cases, your classes meet at the same time mine does, (T/Th 2:15-4:05) so in that case, I want to ask a few of you to simply pass out an explanation of the program and a notification of the information meetings to be held on Sept. 14th at 7:00 and Oct. 4 a 4:15. I am looking at visiting on the following dates next week: Sept. 5, 6, 7, 8, 9, and the 12th and 13th of the next week. So, if you can spare five minutes and you have a number of sophomores, please let me know. In your response, please let me know which day would work best for you if you can spare me the five minutes. If you can't spare the class time, I hope you'll be willing to announce the information meetings and pass out a short handout I'll provide you.*  
*Thanks, Jean*

## **ADVISING STUDENTS FOR THE PROGRAM**

The Faculty Director also serves as the program adviser. The faculty member needs to meet with each applicant prior to the January deadline, to discuss their application and help them to clarify their ideas for an internship. The faculty member needs to sign off on the first page of the student application. Please maintain a list of students whom you have met with in order to help the GIW Coordinator verify that all GIW student applications have been received by the deadline. You may also find it extremely helpful to jot down notes from each of the appointments you have with potential GIW students- these notes may assist you later in deciding whether or not to accept a student into the GIW program.

## **ASSISTING IN THE SELECTION OF GIW STUDENTS**

Faculty members have traditionally participated in the process of selecting which students will go on the GIW program. Through this mechanism, the faculty member has the opportunity to get to know more about every student going on the program, and also become aware of any students who may need a bit of monitoring to ensure their success.

The GIW application deadline for students for the Fall 2008 program is Jan 31, 2007. On average, 10-20 students apply for the program. These applications are received by the GIW Coordinator who checks them for completeness, and then copies the applications and distributes them to the faculty member teaching the next year. Please review the entire application for each student including:

- Rationale
- 4 year plan
- 2 faculty recommendations
- GPA/transcript
- Internship paragraph

Please review the entire application, questioning whether you think this student can be self-directed and disciplined (characteristics required for a successful internship experience). You may also choose to refer to the notes you took when meeting with students to consider the level of maturity, responsibility, and enthusiasm displayed by the student. After reviewing the applications, the faculty member will meet with the GIW Coordinator to discuss the applicants. Any applicants on whom these two people are undecided or disagree will be taken to the Off-Campus Study Board for discussion- the Board will make the final decisions on the difficult cases. This process of review is completed during the first two weeks of February.

## **BOOKS AND COURSE PACKETS**

The GIW students purchase the books and course packets for their Washington DC classes directly from the College Bookstore the spring semester before they leave for DC. Please prepare a list of books and create any necessary course packs for each of your courses and submit these to Harley McIlrath at the College Bookstore by March 1. If you intend to use a packet for the internship seminar please put this together and submit it as a course packet so that students can purchase it on the timeline listed above. Mr. McIlrath will have the course packs printed and stock those along with the books for GIW, thus allowing students to purchase them before they leave campus. Please note that because the students will have their course materials significantly before the GIW semester begins, you could ask the students to prepare in advance for your courses by completing a certain amount of reading.

## **FACULTY TRAVEL BUDGET**

There is a budget line for \$3,000 to cover 'Faculty Travel'. Please see the following link on the GC webpage for further information:

<http://www.grinnell.edu/offices/accounting/accountspayable/includes/Travel%20Reimbursement%20Policy-Effective%207-1-05.pdf>

The following items fall under this category. If you exceed \$3,000, the additional amount will not be covered by the College. Additionally, only those items which fall within the categories listed below will be charged to the budget line.

### **MOVING EXPENSES**

GIW will cover the costs of your move (with family) to DC. Some faculty members decide to ship items and then fly. Another faculty member may drive out to DC. Please see an elaboration of this policy below.

### **LOCAL TRANSPORTATION**

The cost of local transportation, within and around DC, will be covered. Local transportation can mean Metro, train, bus, car rental, etc.

### **FAMILY VISITS**

If your family members who reside in the same residence with you in Grinnell do not relocate to DC for the semester, you may pay for one round-trip plane ticket for them to visit you in DC out of the allotted \$3,000.

### **RETURNING TO GRINNELL MID-SEMESTER**

If you need to return to Grinnell during the course of the semester, to help recruit for the program, attend to departmental needs, or other academic reason, you may pay for one round-trip plane ticket for you to return to Grinnell out of the allotted \$3,000.

### **MOVING EXPENSES- AN ELABORATION**

Faculty should make arrangements for transportation to and from DC. A total of \$3,000 is available to support your relocation (in addition to items mentioned above). This budget line can be used in the following manners (please see details below):

- 1) airplane tickets
- 2) shipping costs
- 3) transportation to/from airports
- 4) rental truck
- 5) gas for your own vehicle
- 6) meals/accommodations on the road should you drive to/from DC
- 7) tolls while driving to/from DC
- 8) etc. If you are unsure if your expenses will be covered, please check with the GIW Coordinator **before** you incur them!

Faculty interested in flying can make their own flight arrangements through Hamilton Travel (817 4th Ave Grinnell, 641-236-3600). Request that your flights be charged to Grinnell College, specifically the Associate Dean's Office/Grinnell-in-Washington DC. If they need an account number or further support, please have them contact the GIW Coordinator (x4640). Or, you can simply charge this cost to the GIW credit card.

Faculty who are flying can utilize the arrangement between Grinnell College and Enterprise car rental to get to and from the airport in Iowa.

Typically the Faculty Director has been able to use the GIW credit card to cover travel related expenses, so that the Faculty Director does not need to be reimbursed.

## **SALARY, BANKING, & TAXES**

Faculty should contact the Treasurer's Office directly if there are any changes to be made as to how their paychecks are deposited. In the past, most GIW faculty have found it convenient to have their paychecks automatically deposited into an account in Grinnell, and draw on that account from DC (either online or through an ATM).

Faculty members are encouraged to consult the U.S. government Publication 17 "Your Federal Income Tax for Individuals" for information on tax-deductible expenses. The business expenses chapter begins on p. 172 (or thereabout). A copy of Publication 17 can be downloaded from the web site "Tax Info For You": <http://www.irs.gov/>, then search for "Publication 17". This publication is also available from the IRS by calling 1-800-829-3676. Please check with an accountant for expert tax advice.

Please note that although Grinnell College will pay the airfare for faculty members and their family, this is a taxable fringe benefit to the employee and the faculty member will be taxed on this through payroll. The amount of airfare that is taxable will be included with your monthly paycheck so that the appropriate taxes are withheld. The taxable amount can be spread over 1-3 paychecks.

## **BUDGET FOR GIW**

You will need to create a realistic budget for special programs for the GIW semester. This budget should include all special events and field trips that you envision, along with estimated costs. Note: a budget of \$3,000- \$4,000 for special programs is not unreasonable (if you assume participation of at least 10 students). The GIW Coordinator will use this information in the fall information sessions and on the website.

## **MAIL IN GRINNELL**

Please arrange to have your mail (College and home) taken care of while you are in DC.

## **EMERGENCIES IN WASHINGTON DC**

Grinnell-in-Washington DC has an emergency response plan in which you play a key role. You will receive a copy of this document from the GIW Coordinator. If you are concerned about your role in crisis management while on the GIW program, please meet with Houston Dougharty in Student Affairs before you leave for DC to discuss the potential scenarios and to review the emergency response plan.

## **HOUSING**

It is the faculty member's responsibility to research and obtain housing. The housing subsidy for faculty in Washington DC in fall 2008 is \$10,500. Once you arrange for housing, submit a signed copy of your housing contract/lease to the GIW Coordinator including the address and phone number for the apartment and a name, address, and phone number for the landlord/rental agency. The GIW Coordinator will arrange for the deposit and rent to be paid directly from the College. If the amount is over the housing subsidy provided, you will be responsible for paying the difference directly to the person providing the housing.

The following is a list of questions for people to consider asking in the process of renting an apartment "sight unseen":

- Are photographs of the building front and/or interior available on a web site or over e-mail?
- If the apartment is above ground floor, don't assume there is an elevator. Ask.
- Are bedrooms at front of the building (facing street, more traffic noise) or at the back?
- How much natural light does the apartment get during the day?
- Does the rental price include utilities, phone, etc, or how are these services to be handled?
- What is the nearest Metro station?
- Are any major grocery stores within walking distance of the apartment?
- Does the apartment have dishwasher? Washer? Dryer? Microwave?
- Does furnished apartment come with towels? Bed linens? Table linens? Vacuum cleaner?

One possibility for housing is with WII: *“The apartments are one-bedroom, living room/dining room combined - but a reasonably big enough space, though a rather old kitchen. We have modest furnishings. But the location can't be beat!!!!!! It is right between Cleveland Park and Woodley Park and right at the National Zoo.”* Please check with the GIW Coordinator if you are interested in pursuing this option.

### **SAFETY IN DC**

Be prepared for the possibility of theft in DC. Have a copy of your credits cards (front and back) and other key documents in a separate place, as well as a copy left in Grinnell. If you should find yourself the victim of theft, you will want to immediately take action to notify the police and the various companies to stop any identity theft from occurring. For additional resources on safety in DC, please review the GIW Student Handbook.

### **ADDITIONAL SUPPORT MATERIALS TO TAKE TO DC**

You will receive the following items from the GIW Coordinator. Please review and take these items with you to Washington DC for future reference.

- 1) GIW Student Handbook
- 2) GIW Budget
- 3) GIW Emergency Action Plan
- 4) GIW Faculty Handbook

### **BURLING AND THE AV CENTER**

You can check out materials from Burling to take with you for the duration of the GIW semester. The GIW Site has both VHS video and DVD capability. You may also check out equipment from the AV Center for the GIW semester.

### **GIW CREDIT CARD**

As Faculty Director, you will need to pay for a variety of different activities throughout the semester. The College will provide you with a credit card for this purpose. You are responsible for using the GIW credit card in a wise and responsible manner to support the GIW program.

There are a few rules surrounding the card:

- 1) there is a limit of \$1,500 per single transaction
- 2) there is a limit of \$7,500 per day
- 3) you can only pay for 8 transactions/day

There will inevitably be situations in which you cannot use the credit card (to pay for taxis for the students to get to/from an event, to pay for an impromptu pizza lunch for the students during class

time, etc.). You are responsible for maintaining the receipts from such expenditures in addition to a log explaining the purpose of each and submitting these to the GIW coordinator for reimbursement. You can either submit these costs once a month or at the completion of the semester. In sum, you will need to track and send the following items to the following people:

- 1) Cash receipts. Send to Neela Nandyal.
- 2) Monthly GIW credit card statements. Send to Neela Nandyal. These statements will be sent to your office address on campus. MAKE SURE that the administrative assistant in charge of your departmental mail knows to be on the look out for these and to forward these directly to Neela Nandyal.
- 3) Receipts from GIW credit card each month. Photocopy and send to Neela Nandyal. Accounting requires **original itemized receipts** for all purchases made on the GIW credit card.

To order your GIW credit card, please send Amy Anderson in Accounting the following information with a request for a credit card:

1. Formal name exactly as you want it printed on the card (specify whether you want middle initial included)
2. Three forms of identification: Mother's maiden name, date of birth, and 9 digit college ID number.

Once Amy has this information she can order your card. The card typically only takes about 2 days to arrive.

Please note that if you have any issues with your card, you can contact JP Morgan Chase (number on back of card) and you will be asked to identify the last 4 digits of your social security number- you will need to remember to list the last 4 digits of your P-card number INSTEAD. For security reasons, we no longer use social security numbers.

You are responsible for maintaining the receipts from use of the credit card and for assigning the appropriate object codes to the various expenses. In order to assign the object codes, you will need to utilize a computer program on-line through the College called Paymentnet.com. Contact Cindi Boulton in order to pick up your credit card and to receive a brief training on the website.

The acceptable object codes to use with Paymentnet are:

52203- GIW Travel: see travel section- lots of things come under this code

58104- Telephone: cell phone purchase/rental, cell phone charges, local phone charges, internet charges

58103- Special Programs: walking tour, meals with alumni and students, performances, entrance fees, transportation for students to/from events, etc.

51202- Instructional Supplies: office supplies, photocopying

58101- Postage: postage

58101- Miscellaneous: other

The budget for Fall 2008 will be made available to you spring 2008. Make sure to review the budget and become acquainted with the budget lines that are for your use in DC and those primarily used by the GIW Coordinator in Grinnell.

Meal reimbursement has become a tad more difficult these days as the College requires an itemized receipt. Most restaurants will automatically provide you with one but there may be some occasions where you may have to ask for one. You are required to submit for meal reimbursement with an ITEMIZED RECEIPT and you must write the names of each person who

attended the meal on the receipt (or an additional page attached to the receipt). IF YOU FAIL TO DO SO, THE COLLEGE WILL NOT HONOR THIS CHARGE. Very important!

## **CELLULAR PHONE**

As Faculty Director, it is essential that both the College and the students be able to contact you in case of emergency. If you own a cellular phone, please take this to DC. The program will cover the roaming costs for emergency phone calls. If you do not have a phone, you will need to purchase one before the start of the semester (after you arrive in DC) or the College may be able to provide you with one. Please check with the GIW Coordinator if you do not own a cell phone.

Notes from previous GIW Directors concerning cell phone options:

- *We were in DC for a year so we got a cell phone that worked for there, from **T-Mobile**. Most companies that work in D.C. do not work well in Grinnell. When we returned to Grinnell, we changed companies and got an account with US cellular. They probably do DC as well, I think you would need to get their national account which is more expensive than some of their more local plans. I would check with them. Most of the others don't work in Grinnell, or at least not in the section of Grinnell we are in.*
- *Since most cell phone plans won't allow a short (6month) subscription plan it makes sense to try to get something that works there and in Grinnell (if possible). Unless, of course, you have a sabbatical in Washington and can just get a 1 year contract. I had a number of calls from students when I was on the Metro, out shopping, etc. It is a good idea for emergencies to have a cell phone.*

# WHILE IN WASHINGTON DC

## GIW ORIENTATION & WELCOME DINNER

GIW Orientation is scheduled for Sunday, August 24<sup>th</sup> at 5:30pm. A typical schedule for orientation is:

- Meet at BU DC
- Icebreaker- hear about students summers and their ideas for internships in DC.
- Provide and review the finalized semester/class schedule with them. Take them through the various field trips that have been organized, the alumni events, etc. and stress that these are all mandatory attendance.
- Discuss your expectations for how the semester will proceed.
- Have each student fill out the mandatory Student Anticipated Self Evaluation and turn it in to you right then and there.
- Handout emergency contact cards including your cell phone number and address. Discuss what an emergency is and when to call you. Discuss the emergency response plan.
- Collect specific room numbers/phone numbers from all students and add to list in handbook.
- Walk group to restaurant for supper. Note- this is an opportunity to teach students how to ride the Metro if they haven't already done this before.

## ORIENTATION AT WII

WII will hold two half-day orientations August 28<sup>th</sup> & 29<sup>th</sup>, beginning at 9:30am. This orientation will cover issues such as health & safety, WII's expectations of students, banking in DC, etc.

## WALKING TOUR DURING THE FIRST WEEK OF CLASS

As an introduction to the DC area, the GIW faculty director often arranges to take the students on a walking tour. Possible tour companies to use are:

<http://www.washingtonwalks.com/walking-tours.html>

<http://www.historictours.com/washington/LandSea%20Tours.htm>

<http://www.tourdc.com/Tours.html>

[http://www.culturaltourismdc.org/information2546/information\\_show.htm?doc\\_id=45204](http://www.culturaltourismdc.org/information2546/information_show.htm?doc_id=45204)

[http://www.culturaltourismdc.org/information2546/information\\_show.htm?doc\\_id=43994](http://www.culturaltourismdc.org/information2546/information_show.htm?doc_id=43994)

Note that tours may not run on Labor Day (check with the tour group you select for specific details).

## WII FACILITIES

Our program is located at the **Washington Internship Institute (WII)**, 1015 18<sup>th</sup> Street NW. WII is located between the Farragut North and Farragut West Metro stations, and is open 9am-5pm Monday-Friday. Classes or receptions cannot be held at night, nor is there access on the weekend.

The WII site has a receptionist, offices for WII administration, an office for the Faculty Director (see more detailed information below), and classrooms. There is no computer lab or library associated with the WII site.

The WII site has some equipment- a photocopier, fax, blackboards and white boards, overhead projector, VCR, and DVD player.

## **FACULTY OFFICE AT WII**

WII has kindly offered the use of an office one day a week at no cost to the College. There is a computer there with Microsoft Office, plus Internet. If the Faculty Director does not require any special configuration, it should work just fine. There is no problem with getting in to Grinnell College email with this arrangement. Additionally, there is no problem with the faculty member bringing in a laptop and plugging in to the internet. WII provides a phone with free local and free long distance, but cannot provide a dedicated line. The Faculty Director must use the existing lines that WII has. The primary purpose of this office should be as a place to meet with students. Please note that this office does not have a locked door, therefore it is not recommended that you store personal items there.

If the Faculty Director requires the use of an office for more than 1 day a week, please notify the GIW coordinator immediately. Arrangements will need to be made with WII and rent paid for an office. This requires tweaking of the budget, most likely leading to a reduction in the budget line for Special Programs. For this reason, we much prefer faculty to utilize the WII office 1 day/week for student meetings, and take care of the administrative side of the GIW program from their home apartment. Another option is to hold office hours at a local coffee shop (often done on the Grinnell-in-London program!).

## **FACULTY FELLOWS SOCIAL**

WII offers the Faculty Fellows Internship Program in cooperation with the Association of American Colleges and Universities (AAC&U). Here's a brief description of the program:

*"The Faculty Fellows Internship Program provides semester-long professional internship experiences in Washington, DC. It enables faculty to broaden their professional, disciplinary, and personal horizons, reinvigorating their own work as scholars, teachers, and educational leaders. For four days each week, Faculty Fellows work in a challenging professional environment, such as a government agency, nonprofit organization, national association, museum, foundation, or other site. One day each week, Fellows participate in a seminar designed for participants to assess their field-based learning and connect it to issues on their campuses and in their disciplines. The program is addressed specifically to mid-career faculty at the rank of Assistant or above at accredited institutions of higher education."*

WII holds a social for the Faculty Fellows at the beginning of the semester, but the date varies. WII will invite the GIW Faculty Director to this social. Previous Faculty Directors have said it was a nice opportunity to meet some adults and get to know a bit more about WII.

## **COMPUTERS**

The Faculty Director will have a computer available at the WII office. In addition, the College can arrange for their computer on campus to be shipped to Washington DC for the semester along with a printer. If you have a computer (home or laptop) that you will be taking, please notify ITS and request their assistance with software/other needs to make sure that your computer functions well while away from campus.

Please note that purchase of printer cartridges and paper can be done with the GIW credit card and the budget number for these items would be 'supplies'.

## **CAR**

Most faculty members who direct the GIW program do not take a car with them to DC. A great option for easy access to a car now and then (for grocery shopping, short trips, etc) is Zipcar: <http://www.zipcar.com/index>.

## **INTERNSHIP SUPERVISION**

The GIW Faculty Director oversees the academic portion of the internships of each student, following the written guidelines for quality internships and working to ensure that the required forms are written, signed, and sent to Diane Hawkins in the Career Development Office (CDO). You will meet with Diane Hawkins the spring or summer before you go to DC in order to receive all the updated forms and to agree upon deadlines for each form. The CDO will make these available to you via Blackboard if you request, or simply send you the electronic files directly.

The Faculty Director needs to fill out part of the academic expectations form. Here are possible answers:

- 1) How will you maintain contact with the student? *Weekly seminar & email.*
- 2) Will there be a produce over the final paper? Yes, *weekly written assignments.*
- 3) What will be the frequency of submission, substance, and form of the written journal?  
*Weekly submission; journal focusing on personal adaptation/growth, growth of knowledge and skills, and development of career interests; either hard copy or electronic file.*

Additionally, Diane Hawkins will need a 1 paragraph summary of each internship. A couple of weeks in to the internship, please ask each student to email you with this paragraph description. Cut and paste these into a single electronic file and send to Diane Hawkins, and copy Neela Nandyal.

Mid-way during the course of the student internships, the Faculty Director is required to visit each internship site. This visit will help to clarify your understanding of the student's experience, and place you in a position to ask more knowledgeable, in depth questions of the student as well as mediate for the student in case of any difficulty (along with the assistance of WII).

## **GRADING**

Please note that you are responsible for grading three parts of the GIW program:

- 1) The internship
- 2) The internship seminar
- 3) Your course.

You will receive grade sheets for these courses and the Contextual Policy-Making course from the Registrar at the end of the semester. Please make sure that the adjunct instructor receives the appropriate forms.

## **POL295: CONTEXTUAL POLICY MAKING**

Our local adjunct faculty teaches the POL295 course. The GIW Board requests that you sit in on this course to get the same briefing in policy in DC that the students receive. Additionally, you will receive the copies of the course texts. Take these with you to DC. A previous Faculty Director found that his course was more meaningful to the students when coordinated with POL295. Whether or not you connect your course with the POL course is up to you.

## INTERNSHIP SEMINAR ST295

The Internship Seminar is meant to help the students place their internship experience within an academic framework. The text utilized for this course is *The Successful Internship: Transformation and Empowerment in Experiential Learning*. You should pick up a copy at the College Bookstore (charge to GIW). Below is the schedule of classes and assignments as designed by one Faculty Director.

Class 1	Ch. 1: Laying the Groundwork. <i>Prepare Springboards for Discussion 1-4 on page 22. Decide on your journal's format.</i>
Class 2	Ch. 2: Framing the Internship: Developmental Stages and
Class 3	Ch. 3: Understanding Yourself (Read up to p. 49.) Ch. 3: (pp. 50-60) and Ch. 4: Understanding Yourself as an Intern <i>Do the exercises on pp. 76-78.</i>
Class 4	Ch. 5: The Anticipation Stage
Class 5	Ch. 6: Getting to Know the Clients and Ch. 7: Getting to Know your Colleagues. <i>Do exercises 3-7 (clients, pp. 109-110); 1-4, 6 (supervisor, pp. 129-130); 1, 2, 4, 5 (co-workers, p. 130).</i>
Class 6	Ch. 8: Getting to Know the Placement Site. <i>Do exercises 1-17 on pages 152-153.</i>
Class 7	Ch. 10: The Disillusionment Stage. <i>Do exercises A 1-18; B 2 on pages 188-189.</i>
Class 8	Ch. 11: Breaking Through Barriers: The Confrontation Stage <i>Consider the eight-step meta-model for creating change. Can you apply it in your internship?</i>
Class 9	Ch. 12 The Competence Stage and Ch. 14: The Culmination Stage <i>Prepare written answers to the questions "for personal reflection" at the end of both chapters.</i>
Class 10	<i>Assignment: Write a description and analysis of the stages of your internship. Did your experience follow S&amp;K's stages or not? (10-15 pages)</i>

## LIBRARIES IN DC

There are a variety of resources available to GIW students. Please see the information below when considering homework and assignments for your courses.

## Electronic Resources

Students and faculty can access a variety of resources through Burling Library from a remote site.

Source	Website	Information
Grinnell College Library Catalog	<a href="http://cat.lib.grin.edu/">http://cat.lib.grin.edu/</a>	Accessible through any internet connection
Databases and Indexes Electronic Reserves	<a href="http://www.lib.grin.edu/databases/index.html">http://www.lib.grin.edu/databases/index.html</a>	Off-campus use is available for Grinnell College students, faculty, and staff with a valid College ID. For instructions on how to connect to these databases from off-campus, see " <a href="#">Setting up your Browser for Remote Access to Internet Resources.</a> "

		( <a href="http://132.161.56.2/screens/wamproxy.html">http://132.161.56.2/screens/wamproxy.html</a> )
Reference Assistance	<a href="mailto:Greenjen@grinnell.edu">Greenjen@grinnell.edu</a> OR <a href="http://web.grinnell.edu/library/forms/Liblab.html">http://web.grinnell.edu/library/forms/Liblab.html</a>	Have a reference question? Email a reference librarian or request a library lab and Grinnell College librarian will assist you.

Off-campus databases include LexisNexis, Academic Search Premier, all the FirstSearch databases (including Medline), Cambridge Scientific Abstracts, and many more.

In order to get off-campus access, faculty and students need to follow these instructions -- <http://132.161.56.2/screens/wamproxy.html>. These instructions are also available on multiple web pages.

As long as the student, staff, or faculty member has a valid ID and a direct connection to the Internet and follows the instructions above (which involve making a slight change to your web browser), they have access to the same capabilities of these databases as do folks on campus--full text, etc.

This authentication is required by the database vendor if that vendor allows off-campus access. As you can see from the lists above, not all database vendors allow off-campus access.

If a faculty member or student has problems with off-campus access, he/she can send a note to Gail Bonath and she will try to resolve the problem.

### **Libraries in Washington DC**

The libraries listed below are available for Reading Room access only, and do not include check-out privileges. Additionally, identification will be required upon entry- make sure you bring your drivers license and Grinnell Pioneer One Card.

Library	Information
<p>Library of Congress  <a href="http://www.loc.gov/">http://www.loc.gov/</a></p>	<p>Getting Started and Reader Registration:  <a href="http://www.loc.gov/rr/readreg.html">http://www.loc.gov/rr/readreg.html</a>            Services for Researchers:  <a href="http://www.loc.gov/rr/">http://www.loc.gov/rr/</a>            Reading Room Descriptions:  <a href="http://www.loc.gov/rr/rrbrief.html">http://www.loc.gov/rr/rrbrief.html</a>            Maps and Floors plans:  <a href="http://lcweb.loc.gov/loc/maps/">http://lcweb.loc.gov/loc/maps/</a>            Hours:  <a href="http://www.loc.gov/library/hours.html">http://www.loc.gov/library/hours.html</a></p>
<p>Catholic University  <a href="http://libraries.cua.edu/welcome.html">http://libraries.cua.edu/welcome.html</a>            Mullen Library  <a href="http://libraries.cua.edu/welcome.html">http://libraries.cua.edu/welcome.html</a>            On the Catholic University of America campus            202-319-5055</p>	<p><b>Directions:</b> Take the Metrorail Red Line (Wheaton or Silver Spring) two stops to the Brookland-CUA station.  <b>Hours:</b>            Monday - Thursday 8am to 10pm            Friday - 8am to 10pm            Saturday - 9am to 10pm            Sunday - 11am to 10pm</p>
<p>American University            Bender Library  <a href="http://www.library.american.edu/">http://www.library.american.edu/</a>            4400 Massachusetts Ave.            (202)885-3221</p>	<p><b>Directions:</b>            American University is located 2/3 mile from the Tenleytown/AU stop on the DC Metro's Red Line. Leaving the station on the East Side of Wisconsin Avenue (left at the top of the escalators), there is an AU shuttle bus that stops adjacent to the city bus stop by Hollywood Video. If you wish to walk to the University from the Metro stop, walk south on Wisconsin Ave. a couple blocks to Nebraska Ave. and take a right. Walk down Nebraska Ave. to Ward Circle, cross the circle and continue down Nebraska until the light at New Mexico Ave. The Library will be on your right.  <b>Other Directions:</b>  <a href="http://www.library.american.edu/Help/library/directions">http://www.library.american.edu/Help/library/directions</a>  <b>Hours:</b>            Monday to Wednesday 8am to 2am            Thursday 8am to Midnight            Friday 8am to 10pm            Saturday 9am to 9pm            Sunday 9am to 2am</p>

## FIELD TRIPS

Research and arrange for field trips that support the course you are teaching. This can include outings to museums, walks around DC, admissions to performances, etc.

One professor made the following statement about field trips:

*“I emailed the current Chairman of the NEA Dana Gioia yesterday to see if our group could have a one-hour meeting with him toward the end of the semester, and got an immediate reply from his scheduler that he's very interested! My proposal was that we could discuss the Endowment's present and his vision of its future. After 3 months studying its history and controversies, the class will be ready for him. Since that looks so promising, I'm going to try to arrange for the class to meet with Sen. Tom Harkin (of Iowa). Experiencing how citizens can actually interact with their senator will certainly leave an impression on the students from China, Kenya and India. We can also apply for "congressional" tours of places like the Library of Congress. **The more I get into this, the more I think that D.C. has limitless possibilities for our program.**”*

Advice from a previous Grinnell-in-London faculty member on field trips:

*“I had never taught in a field-trip format before, and was not sure how to use them pedagogically. It helped me a lot when a former GIL faculty member pointed out that the field-trip site itself could be treated as similar to an assigned reading or text for the class. You want to think about giving the students some guidance in what to look for, what questions to ask while they are "reading" the site, and how the site can help them understand the other readings for the class. I was quite surprised by how the students tend to "race through" a site without pausing to read labels, linger over items of interest, or pay sufficient attention to what they see. It really helps for the instructor to give some structure and purpose to the field trip ahead of time (like a list of questions) so that students have a clear idea of the kinds of things they should notice and take away from the experience.”*

## SPEAKERS

We do not currently have a line in the budget to pay for speakers. However, we have an incredible number of Grinnell alumni in DC who are more than happy to participate in the program. Consider contacting them and asking for their participation in class, as speakers or part of a panel discussion. You may also discover they are willing to give behind-the-scenes tours of their place of employment, etc. Work with OCS staff the summer before you go to DC to create a list of topics on which it would be great to have alumni input. Alumni Relations to run these variables through their database and develop an excel file of local alumni on whom you can call to participate in the program. Additionally, you will need to identify from this list approximately 10 alumni that you want to participate in the Friday lunches.

## SPECIAL PROGRAMS

Typically, the following events occur during the GIW semester:

- Local tour of DC
- Start of semester supper with Faculty Director
- Volunteer opportunity
- *Friday alumni pizza lunches*
- *Alumni picnic in Rock Creek State Park*
- *Formal alumni reception arranged and hosted by AR*
- Field trips
- End of semester supper with Faculty Director

You are primarily responsible for these events. Please check with the GIW Coordinator for information on what has been done in previous semesters. The events involving alumni (above in italics) will be arranged before the start of the semester by the GIW Coordinator and the Director of Alumni Relations at Grinnell College, with your only significant involvement being the Friday alumni pizza lunches. Your role with the alumni events varies by event. Please see the section on 'Alumni In The DC Area' for specific information. **Students are expected to participate in all events**; please make this clear to them.

There is approximately \$3,000 to use towards special programs. This covers the following items:

- 1) Alumni events *excluding the alumni reception in Oct and alumni picnic in Sept*
- 2) Field trips
- 3) Meals you arrange/provide with class/speakers/etc.
- 4) Cultural events

## **ALUMNI IN THE DC AREA**

The alumni in the DC area are quite active and love to be involved with the GIW program. They volunteer to serve as host families for the students (this part of the program has been temporarily discontinued), participate in picnics and receptions, and actively seek out ways to be involved with the academic side of the program. You will be provided with a database of local alumni which includes their career and work information created specifically for you (see above few paragraphs). Please review this database. Consider whom you might want to contact to request a 'behind-the-scenes' tour of their work place, or who might be good in a panel discussion in one of your seminars. Alumni contact the GIW Coordinator throughout the year. She will forward these e-mails to you; please respond to these e-mails as appropriate. With some alumni it will be appropriate and possible to include in the program- for others it will not. We wish to continue to foster open and positive relationships with the alumni, even when we have to turn down offers of assistance, so please make sure to keep up with the correspondence.

### **Alumni Picnic**

One Saturday or Sunday in September is when the alumni picnic is held. Usually 75-80 alumni attend. AR arranges this event and will inform us of the details. You are responsible for advertising this picnic to the students prior to the event, then making the rounds and introducing yourself/the students at the actual event.

### **Alumni Lunches**

You will work with the GIW Coordinator to arrange alumni pizza lunches for the Fridays of the internship phase (6-7). These lunches provide the opportunity for informal discussion with alumni on their job, education, or other experiences. Through discussion with the GIW Coordinator, you two will create a list of variables/interests that you have that you would like alumni to represent or speak above. The GIW Coordinator will then work with AR to generate an excel file that lists probably more than 100 alumni who meet one or more of these variables. At this point, you then take over, both winnowing down your list to a handful then contacting these alumni directly to arrange for their involvement. You will have at least two points of contact with the alumni before the Friday lunch: 1) initial contact over the summer, and 2) reminder a few days before the lunch.

On the day of the lunch, you'll need to arrange for food/drink. We've used Alberto's (near Dupont Circle at 2010 P Street NW) for pizza in the past. The routine is to phone the order in during a class break at around 11am, asking them to deliver at noon. Make sure to clean up the classroom afterwards. The phone number for Alberto's is (202)-986-2121. A typical order (for 8

students, 1 faculty, and 1 alumni) is 4 large pizzas, a six-pack of Coke and 4 bottles of water. The cost is approximately \$90 (which includes a tip) and Alberto's accepts the GIW credit card and will include the tip on the charge. A former GIW Faculty Director commented, "The alumni lunches are clearly an important part of the students' learning experience, in addition to being very enjoyable." However, the comment has also been made that the students are tired of pizza and would enjoy a little more culinary variety. You might want to check out the local restaurants, pick out menus, and find out who delivers what and if you can pay with a credit card before the internship phase/alumni 'pizza' lunches starts!

Meal reimbursement has become a tad more difficult these days as the College requires the itemized receipt. Most restaurants will automatically provide you with one but there may be some occasions where you may have to ask for one. You are required to submit for meal reimbursement with an **itemized receipt** and you must write the names of each person who attended the meal on the receipt (or an additional page attached to the receipt). Very important!

### **Alumni Reception**

Alumni Relations holds a very nice reception every fall in DC. You have no responsibilities at this reception other than to attend and perhaps speak for 10 minutes or so on the GIW program. You should advertise this reception to the students and mention that they may be called upon to speak for 1-2 minutes, describing their internship situation. This reception is very well attended and often quite fun.

### **VOTING WHILE OUT OF TOWN**

To be able to vote absentee, you need to send a request to the county you are registered in, giving them the following information: name, address at which you are registered to vote, name of election and election date for which you want a ballot, your signature and date of request. If it is for a primary you need to declare your party affiliation. For students and faculty registered in Poweshiek County this request should be sent to:

Poweshiek County Auditor  
Commissioner of Elections  
P.O. box 57  
Montezuma, Iowa 50171

### **WRAPPING UP THE SEMESTER**

There is some paperwork that needs to be completed at the end of the semester, including items regarding the internship seminar (review deadlines and information provided by Diane Hawkins). Additionally, you will receive packets of official evaluation forms for the GIW courses. Follow the directions to administer these evaluations on the last day of class. These packets of evaluations need to be returned to Institutional Research at Grinnell College within a week of the end of the semester. Lastly, **you will need to ask the students to fill out two evaluations for the GIW Coordinator: a cost of living survey, and a program evaluation.** You will receive these forms as files emailed to you mid-semester. Both of these items are extremely important. The information provided by the students will go directly into the student handbook and will affect the financial aid package the next group of GIW students receives. Please mail these completed forms to the GIW Coordinator promptly after the completion of the GIW semester!

## **AFTER WASHINGTON DC**

After you return from DC you will need to:

- 1) Write and submit your end of semester report. The GIW Coordinator will copy and distribute this to the Associate Dean and the GIW Board members. The Off-Campus Study Board will seriously consider any suggestions and comments you make concerning the shape of the program in the future. For guidance on what the end of semester report should look like, please see the report from the previous fall. It's a good idea to keep a list of events, alumni, etc. throughout the semester so that you can accurately report all special programs in the report.
- 2) Complete any last minute Paymentnet.com entries and turn in your credit card to Accounting.
- 3) Meet with the GIW Coordinator to debrief on the program, review the faculty handbook together, and turn in any cash receipts for which you need reimbursement.
- 4) Attend the GIW Welcome Back Reception!

## **AFTER RETURNING TO CAMPUS**

Please attend the Welcome Back reception in January in order to reconnect with the students you taught in DC as well as encourage/recruit any new students. Additionally, the next one or two GIW Faculty Directors will be in attendance and may enjoy learning from you about your experiences. Lastly, don't hesitate to invite your colleagues- we are always recruiting for the next GIW Faculty Director!

## **ONE YEAR OUT**

You will be sent a survey asking how the GIW program has affected your teaching and/or scholarship. Please fill out the survey and return this to the GIW Coordinator.