

GRINNELL-IN-WASHINGTON



**Student Handbook
Fall 2009**

Grinnell-in-Washington Contact Information

In Grinnell:

For general questions, please contact Neela Nandyal. If you cannot reach Neela Nandyal, please contact the Director of Off-Campus Study, and then the office of the Associate Dean.

Neela Nandyal

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Boston University Washington Center

2807 Connecticut Ave, NW
Suite 114
Washington, DC 20008
Phone: 202 756 7800
Fax: 202 756 7854
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Emergency Number in Washington:

To call for the police, fire department, or an ambulance immediately, dial **911**, the general telephone emergency number.

GRINNELL-IN-WASHINGTON

Student Handbook Fall 2009

Revised February 2009

Please note that the information in this handbook is current at the time of writing and is provided in good faith. However, Grinnell College takes no legal responsibility for any omissions or errors. The handbook is updated on an annual basis; please send comments and suggestions to Neela Nandyal.

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Introduction

Dear Grinnell Students,

Welcome to the Grinnell-in-Washington DC program! Whether you are an accepted student, or a student who is interested in applying to a future Grinnell-in-Washington Semester, let me extend a warm hello. I am the program coordinator for Grinnell-in-Washington, and will be your primary contact person.

The GIW program is a unique off-campus study experience. Each fall, a group of Grinnell College students spend an intensive semester in DC, taking courses with a Grinnell College faculty member, and completing a four-day a week internship at an organization of their choosing. Washington DC is truly one of the world's great cities, and the opportunities for internships are virtually limitless! Past GIW students have found rewarding internships in the fields of policy, finance, education, science, and social work. In addition, GIW takes advantage of the area's strong alumni network, putting GIW students in contact with alums on a weekly basis. GIW is a terrific program for students who are interested in exploring careers and meeting professionals in a variety of fields.

This Student Handbook is designed to assist you during your semester in Washington. All of the information in this handbook applies to every student who comes to Washington DC; however, no handbook can answer all of your questions. So, while we have tried to give you information we believe will be useful to you at this point, we are open to your questions and suggestions, including how to go about improving this handbook.

Bring this handbook with you to Washington! This information will be useful for you throughout your semester. Or, if you prefer, you can always look at an electronic copy through the GIW website: <http://www.grinnell.edu/academic/giw/handbook/>. Anyway you want to do it, make sure you've got this information handy when in DC!

A semester in Washington can be a life-changing experience – enjoy!

Best regards,

Neela Nandyal
Assistant Director of Off-Campus Study
Grinnell College

Financial Matters

Grinnell Financial Aid

Once students confirm their participation in the GIW Program, the Financial Aid Office will reconfigure the financial aid award package to take account of the higher housing costs in Washington DC and the fact that work-study is not available there. Students approved for participation in GIW who wish to receive aid must go through the same financial aid process as students intending to remain on campus. All financial aid deadlines and requirements still apply. Awards for the fall semester are generally mailed in June.

The Financial Aid Office uses the same federal and institutional formulas to determine family contribution and need, whether the student is on campus or on GIW. Budgets include allowances for tuition, room and board, textbook, personal expenses, transportation, and fees.

Grinnell makes every effort to meet students' demonstrated institutional need for off-campus study. However, students who choose to attend off-campus programs, including GIW, may have to borrow or contribute more than they would if they remained on campus.

Certain conditions apply to GIW that may affect your award:

- Trustee Honor Scholarships and Grinnell Foreign Grants can be used for GIW but cannot be adjusted upwards to reflect increased costs.
- Tuition-remission benefits do apply to the GIW program.
- Work-study eligibility may be replaced by loans.
- Aid will not under any circumstances exceed the cost of attendance.

Program Fees

Advance Deposits

Along with your acceptance letter, you will receive a confirmation of acceptance form. You should complete this form and return it to Neela Nandyal. Additionally, you must make a **\$50 deposit in the form of a check or credit card to the Cashier in the Chrystal Center** to hold your place on the program. This deposit will be deducted from the total amount due and will appear as a credit on your bill. **The deadline for withdrawal from Grinnell-in-Washington with a deposit refund is June 1.**

In addition, you will need to pay the **\$200 return-semester deposit** that is required of all students. It will be held and applied toward tuition and fees for your first semester back on campus. The payment deadlines are the same as if you were staying on campus. The deadline is April 1st if you are studying in Washington in the fall. Again, the **\$200** will be credited to you for the semester you return from off-campus study, **not** for the semester you are away.

Tuition & Fees

Grinnell will charge its own tuition and handling fee for enrollment in the GIW program. Room, transportation, and other miscellaneous charges billed to Grinnell College will appear as charges on the student's accounts.

College Billing

The college billing procedures for a GIW semester are essentially the same as for a semester on campus. That is, bills will arrive as they normally would in mid-July and mid-December. The invoice from the College will list Grinnell's tuition and handling fee along with other fees and any credits that are applicable, such as financial aid and the program deposits. Payment is due to Grinnell College at the same time as for any on-campus semester. Those who have selected the monthly payment plan may continue to use this plan for an

off-campus semester and the payments will be adjusted accordingly.

Billing Questions

Ruth Carstensen
 Collection Manager
 Cashiers Office
 John Chrystal Center
 Grinnell College
 Grinnell, IA 50112-1690
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Financial Aid Questions

Gretchen Zimmerman
 Associate Director of Student Financial Aid
 Office of Student Financial Aid
 John Chrystal Center
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 zimmerma@grinnell.edu

What the Semester May Cost

What the semester may cost you, based on self-reported student expenditure for Fall 2008 Grinnell-in-Washington. These numbers were estimated by students at the end of the term, and should therefore be treated as approximate figures rather than hard ones.

Grinnell-in-Washington Fall 2008 (6 responses)

QUESTION	RESPONSE
Ave amt spent on transportation to/from DC	\$290
Housing – Thompson Markward Hall (YWCH)	\$3825 per SEMESTER
Housing – Boston University	\$4100 per SEMESTER
Housing – International Student House	\$4275 per SEMESTER
Ave amt spent on transportation within DC per week	\$17 per WEEK
Ave amt spent on food per week (this includes both groceries and eating out)	\$10-150 (some housing options include meals) per WEEK
Ave amt spent on entertainment per week (this includes clubs, movies, theaters, museums exhibits, etc.)	\$10-\$20 per WEEK
Ave amt spent on telephone calls per week	\$0-\$5 per WEEK
Ave amt spent on laundry per week	\$3 per WEEK
Ave amt spent on books for semester	\$70 per SEMESTER
Ave amt spent on internet for semester	\$0-\$35 (some housing options include internet) per SEMESTER

Financial advice from former GIW Students:

Sit down and make a budget! It can help you avoid running out of money. Look at paper listings of free events you can attend instead of spending money every time you go out.

Book your plane tickets as early as possible to save money. AirTran flies into DC for a very good price.

Bring your own lunch to work—you'll save a lot of money.

Because the Metro is more expensive during rush hour, you should always pay attention to when you're traveling in order to save money. If you don't have to go somewhere during rush hour, it's cheaper to just wait and go later. Also, many of the Metro stops are closer together than you might think, so walking is usually an option if you only need to go one or two stops.

Make sure you have a cell phone plan with free long distance. This saved me so much money! Also, Verizon is the only company that gets service in the Metro.

Always carry your P-card with you because you never know where there might be a student discount.

There are soooo many free events (like the daily free concerts at the Kennedy Center) and museums (every single Smithsonian) in DC so you really don't need much money for entertainment at all. Get a free Visitor's Guide to DC at the beginning of the semester for lots of free ideas.

Budget, budget, budget! Slow down on the take-out food because it adds up fast.

Washington Internship Institute

The Washington Internship Institute (WII) is a nonprofit educational organization which coordinates student internships. WII provides programs that combine the principles of experiential learning, academic rigor, and personal development. The goals of this program are to stimulate learning by combining "knowing and doing" with a component of reflection about the overall experience. Several months prior to arriving in DC, GIW students have the opportunity to work with a WII counselor one-on-one to search for internships. In addition, GIW classes are held at WII.

Directions to WII

1015 18th St., NW
Suite 1101
Washington, DC 20036

WII is located between K and L streets, convenient to both Farragut West (Orange & Blue lines) and Farragut North (Red Line) Metro stations.

Internship

From early September through early December, students spend four days per week at their internship, where they have responsibilities similar to those of an entry-level professional. Fridays and one weekday evening will be reserved for class time.

The following section attempts to answer preliminary questions about WII's internship program. Students will receive a booklet produced by the CDO that will cover many more aspects of the internship experience and will attend an orientation by the CDO in May about experiential learning/internships.

How will I get credit for my internship?

With your internship, there is a certain amount of paperwork that must be completed by yourself, your internship supervisor, and the GIW faculty director. You are required to fill out and turn in this paperwork by the specific deadlines stated by the faculty director in order to receive credit for your internship. The CDO will provide you and the faculty director with a list of all the requirements and the deadlines.

How much responsibility am I given in my internship?

The amount of responsibility you are given during the course of your internship will most likely depend upon your performance on the job. You will find your co-workers more willing to give you meaningful tasks once you have proven to be a trustworthy, intelligent, and responsible intern. You must also assert yourself in an organization by volunteering to take on tasks, and making it clear that you would like more responsibility.

Keep in mind that the more you know the more valuable you will be. To further your progress toward doing meaningful work, you should expect to read a great deal of background materials about your organization, talk informally with most of the people in all areas of your office, and be willing to help with mundane duties in the office. Take the initiative by pursuing projects that are of interest to you, and suggesting ways in which you could assist. To have the most positive experience possible, try to be flexible, inquisitive, helpful, and a valuable addition to your office.

In some cases, the offices will be very accustomed to working with interns and will have written guidelines. In other cases, you may be the very first intern that your organization has accepted. From the very beginning it is important to discuss what you hope to learn from the internship with your internship supervisor.

Usually after the first few weeks you will begin to be given more substantial work. The staff will begin to know you and count on you for the completion of work. Once you have really settled into your internship, you will find great satisfaction in your work. Students often report that their learning is both conscious and unconscious. They find that a particular task that did not seem very important becomes the foundation for a larger and more responsible project. Just learning the language of the office is part of the experience.

Remember, a typical Grinnell student is smart and has reason to be self-assured, but don't be egotistical. The staff at your site knows what they are doing and you are there to learn from them; so listen and be a cooperative team member.

What if I do not like my internship?

In your first few weeks, you may feel anxious, slightly lost, confused, and unproductive. These feelings are normal for most interns and are a part of your learning process. Keep your eyes open, watch, talk, listen and learn as much as possible about your organization - you will find that as you grow more used to the organization and begin to be accepted as a full member, your anxieties and fears will lessen. Above all, be flexible and willing to learn at any level, emphasizing at every opportunity that you are willing to be part of the "team" to achieve the organization's objectives. Throughout the semester you should feel free to discuss any concerns about your internship with your program coordinator.

How can I make the most out of my internship experience?

There are many factors that might detract from the quality of your internship. To avoid problems, before beginning your internship, think about where you have worked in the past, and remember the behaviors that have annoyed you. Be as professional as possible in your work place. Stay out of office gossip and try to avoid taking part in office politics.

Comments from GIW Students

- *Call your internship site before you go to DC and ask what type of clothes you'll need. Also, know that the internships have varying starting and ending times. Some students start at 8am, others at 9:30 am, and you get home at all different times too.*
- *A lot of offices tell you to dress "business casual" and I remember a lot of people weren't sure what that meant: it's basically non-jeans and nice shirts.*
- *My advice to prospective GIWers is that small, less-than-conventionally-prestigious organizations may offer more fulfilling and challenging experiences. A friend of mine had an internship at a heavyweight economic think tank - and was bored to tears. I'm happy I chose my site. It's ideologically light, to be sure. But I suspect it's a boon I chose a small, under-funded nonprofit: there's no paper shuffling, and I'm endowed with real responsibility.*
- *Although I agree that becoming best pals with someone in the office isn't always good, I encourage everyone to socialize, go to happy hours, etc. with the interns and other people they work with. It is not every day that you get the chance to meet people with the same passions and interests as yourself and just getting exposed to others like me from all over was very inspiring.*

Five big tips from former interns

- show your interest
- don't gossip in the office
- know the company, learn the topics and the structure
- be flexible!!!

Internship Application Process

You will receive word by March 1 that you have been accepted into the GIW program, and your acceptance packet will include instructions regarding the Internship application. **You need to submit to the following items to Neela Nandyal in late April:**

- 1) **internship essay**
- 2) **personal essay**
- 3) **résumé**

Internship Placement Process

The process of placing you with an internship begins in May. You will attend an orientation held by the CDO to take you through the internship process and educate you on all aspects of internships at Grinnell. Separate of this orientation, the GIW Coordinator will send your Internship Application to WII in DC. WII will review your application and you will be assigned a specific internship coordinator. Your internship coordinator will work directly with you over the summer to place you in an internship.

Whom should I contact when I have questions over the summer?

WII expects you to have many questions during the summer as they go through the internship placement process together with you! Your internship coordinator will be your main point of contact at WII and will work with you

during the placement process. He or she is a valuable source of information about internships, the WII program, and the Washington DC area. Please feel free to contact your internship coordinator whenever you have questions.

How does the placement process work?

After WII receives your application in May, your internship coordinator will call you to discuss your interests and get to know you. If you are interested in specific organizations, be sure to tell your internship coordinator. If your interests are more general, don't worry! There are many possibilities, and we can help you narrow the options.

Based on your written information and his or her conversations with you, your internship coordinator will carefully research possibilities available to you and circulate your materials to organizations in Washington. Typically this step can take several weeks. This is perfectly normal. It takes time for WII to find the right organizations for you and, in turn, for those organizations to review your application and decide how to proceed. This step also depends on the decision-making timetables of different organizations; some organizations select their interns far in advance, while others decide shortly before the semester begins.

Occasionally potential agency sponsors have special application requirements. They may have their own application forms that applicants must complete. The application deadline may be far in advance of the semester. They may also have minimum GPA requirements higher than 2.75 (the minimum for GIW). These types of situations are especially true of federal agencies that are highly selective and that require background checks (e.g., the State Department, White House, etc.) If you are interested in agencies such as these, your internship coordinator will assist you in obtaining the necessary paperwork.

WII wants you to play an active role in the decision-making process. That's why you will do telephone interviews with potential agency sponsors. Your internship coordinator will help prepare you for the interviews. Generally, students are offered two or more internship possibilities from which to choose. You may not learn the outcome of the interviews right away; it will depend on each organization's decision-making process.

In consultation with your internship coordinator, your faculty advisor, and potential agency sponsors, you will select an appropriate internship which meets your educational and professional goals.

Will my internship be paid?

Interning on the GIW program provides many possible benefits, including applying what you have learned on campus, gaining professional experience, exploring career options, meeting new people, and getting to know the nation's capital. In addition, you receive 4 academic credits for your internship. However, the vast majority of internships on the GIW program are **unpaid**, so you should plan accordingly. Exceptions to this are typically financial services organizations, which only offer paid internships. In additions, some employers in the past have offered students fringe benefits like free lunches, but please keep in mind that these are few and far between, and that the inclusion of such benefits should not be a determining factor when you choose an internship.

Will I receive a transportation stipend or other perks from my internship?

A few internship sites provide stipends for transportation, a cafeteria open for interns to lunch, etc. However, WII does not monitor this aspect of internships. WII does not know this information because 1) it changes all the time and 2) it's irrelevant to having a good internship. WII does not want students to pick internships based on whether or not they receive a transportation subsidy. You should take the internship that is best suited to your interests and needs. If there is any subsidy on the side, that's a bonus.

What should I expect during the TELEPHONE INTERVIEWS?

Most interviews will be held over the telephone, since it is usually not practical for students to travel to Washington, DC, especially on short notice. Your internship coordinator should be able to give you some brief information about the organizations and internships before you do the interviews. Your internship coordinator may also be able to give you the organization's website addresses so that you can prepare for the interviews. Please keep in mind that throughout the interviewing process, it is important that you make every effort to respond promptly to phone calls and emails from your internship coordinator and interviewers. You should also review your voice mail message and email address to be certain that they project an appropriate image.

Keep in mind that...

- Interviewing is an **OPPORTUNITY** for you to take an active role in your placement, and thus, your entire semester.
- Before interviewing, it is your **RESPONSIBILITY** to learn everything you can about the internship.

The most important thing to remember is to ask questions. The potential agency sponsor obviously wants to determine if you are a good match for the organization. At the same time, you need to find out if the organization is a good match for you! Before your first interview, jot down a list of questions.

Code of Conduct

WII assumes that students are mature adults who will act in a respectful and responsible manner. U.S. laws concerning alcohol and drugs are very simple. You must be 21 years old in order to drink. The possession and/or use of illegal drugs will not be tolerated. WII reserves the right to refuse admission or to dismiss a student for just cause. Please also be aware that Grinnell College rules outlined in the Student Handbook apply to students on the GIW program.

Housing

GIW Students have three housing options:

- 1) Boston University Washington Center (BU)
- 2) International Student House (ISH)
- 3) Thompson Markward Hall - Young Woman's Christian Home (YWCH)

Please review the GIW website for photos of these housing options as well as links to their websites:
<http://www.grinnell.edu/academic/giw/housing/>.

For all 3 options, security deposits must be paid by the student. Semester rent may be paid by Grinnell College, and then applied to the student's fall housing bill.

Boston University Washington Center

The BU Washington Center is located at 2807 Connecticut Ave in Northwest DC, adjacent to the Adams Morgan/Woodley Park Zoo Metro Station on the Red Line. The Center consists of 3 bedroom, 2 bath apartments, complete with kitchens and living areas. Bedrooms are double occupancy and apartments are single-sex. Apartments are fully equipped and furnished. The Center also features a small computer lab and classroom space. In 2008, one weekly evening GIW class was held at the BU Center, and we're planning on doing this again in 2009.

Fall 2009 Cost: \$4,300/semester, plus \$300 security deposit

International Student House

Only students age 21 and over are eligible to apply to the ISH for housing, and preference is given to non-US citizens. The majority of students living there are international students. All rooms are furnished with a desk, chair, lamp, single bed, dresser, and bookcase. Heating, air-conditioning, communication, laundry facilities, and 13 meals weekly are included in the rates. Students share bathrooms and living spaces within the house, there is also a computer lab, library, and courtyard. The student lounges have refrigerators for food storage so that students can buy groceries for lunch. Grinnell College students cannot request to be roommates at ISH as they purposefully mix and match different nationalities and programs throughout the residence. Please see the ISH website for more information and an application: <http://www.ishdc.org/>.

Costs Fall 2009

Application fee: \$35 (non-refundable)

Room reservation: \$500 (refundable)

Student Services fee: \$60 (non-refundable)

Average semester rent: \$4,500

Note: Semester rent includes 13 meals/week.

YWCH Thompson Markward Hall

YWCH Thompson Markward Hall is open to all women, regardless of religious background. YWCH is in a beautiful brick mansion located directly east of the the Capitol. All 150 residents of YWCH have single rooms. Students do share bathrooms, living spaces, courtyard, and the library, in addition to the one computer available for student use. YCWH has a cafeteria and provides breakfast and supper. This cost is included in the cost of housing. The student lounges have refrigerators for food storage so that students can buy groceries for lunch. The Young Woman's Christian Home is a special place, suitable for students interested in respecting the rules that help to create and maintain the open and accepting community. Please see their website for more information and an application: <http://www.ywch.org>.

Costs Fall 2009

Application fee: \$125 (non-refundable)

No damage deposit required.

Approximately \$3,600 for semester rent.

Note: Semester rent includes 13 meals/week.

Housing – Deciding & Applying

Please read this handbook, review the website for photos of the housing options, and talk with previous GIW students to learn more about the options. The GIW Coordinator will hold a meeting in early March to allow you to meet the rest of the students on the program, and talk about housing options. You should then follow the directions below in order to apply for your housing option. Note that each housing option has different fees. You are responsible for paying these fees and deposits directly. If you are not able to do so, please contact Ruth Carstensen in the Treasurers office for assistance. Unless you request otherwise, semester rent will be paid by the College, and applied to your fall housing bill.

You will need to make your housing decision by the Thursday before Spring Break. Circle your housing choice on the program acceptance form and return to Neela Nandyal. You will also need to go to the John Chrystal Center and make a \$50 program deposit.

APPLYING TO BUDC

Fill out the application provided to you by Neela Nandyal, and return with deposit. **Note that the deposit must be made in the form of a Cashier's Check, available from your bank.**

APPLYING TO ISH

Go to <http://www.ishdc.org/> and fill out the application on-line. You will need to have a credit card to charge for the non-refundable application fee. If you are accepted at ISH, they will charge the room deposit to your credit card. Please note that your deposit will be refunded to you UPON YOUR REQUEST at the end of the semester if you go to the main office at ISH. It is your responsibility to obtain your deposit.

APPLYING TO YWCH

Call YWCH to make sure that they have room available. Then print and fill out the YWCH application (<http://www.ywch.org>). Mail your YWCH application along with the deposit check to YWCH. Please note that YWCH does not accept credit cards.

Preparing for GIW Checklist

1. Prepare for your courses/ internship

___ Pre-register for Grinnell-in-Washington courses

Pre-registration information will be handed out at the GIW Orientation in April.

___ Buy your textbooks for GIW courses taught by GC faculty

Books and packets for these courses will be available in the Grinnell College Bookstore and should be purchased before the end of May.

As to books for courses taught by resident adjunct faculty in DC, you will be given that information at the orientation in DC.

___ Check your email during the summer for notices of course reading assignments to be completed before the first day of class

___ Internship application

___ Make sure your laptop computer is in good shape

While there is a computer lab administrator and assistant at the teaching site, who are usually very willing to help if they can, they are responsible only for the site computers, not for any brought by students. If you encounter difficulties with software, hardware, or viruses on your personal laptop, you will be responsible for dealing with any problem and any repair cost.

2. Arrange for Housing in DC.

Students will be required to indicate their housing selection on the Program Acceptance Form, to be returned to Neela Nandyal in March.

3. Prepare for Spring term 2010

___ Grinnell pre-registration

As indicated above, in April you must pre-register not only for your GIW courses **but also for your courses in the spring on your return from DC**, so arrange to discuss this with your advisor.

___ Sign up for meal plan for the spring semester following GIW

Before you leave campus, submit a request now for a meal plan for the **spring** semester next year. And on the drop-down menu under "Housing Location" be sure to indicate that you will be away from Grinnell during the fall semester. **If you do not submit a request prior to May this year, you will be automatically assigned to and billed for the full 21 meal plan** for the spring

semester. If you have any questions, please do not hesitate to call the Dining Services Office at extension 3661.

The dining plans are now available for your review at

<http://www.grinnell.edu/offices/dining/boardprogram/diningoptions/>

Please submit your plan request at

<http://www.grinnell.edu/offices/dining/boardprogram/diningplanform/>

___ **Housing**

If you would like to participate in room draw (April 19^h), pair up with someone who intends to be away in Spring 2010. If you don't participate in room draw, Housing will contact you in the summer to find out if you need housing in the Spring.

4. Make Your Travel Arrangements

___ **Inform the Program Coordinator of your travel details**

Neela Nandyal will compile everyone's travel information and send it out to the entire group a few weeks before your departure date. Be sure to arrive no later than the suggested arrival date, and depart no earlier than the suggested departure date.

___ **Arrange temporary accommodation in DC, if necessary**

5. Financial Planning

___ **Make a budget**

Use all the information in the guidebooks and websites you've consulted to map out a realistic budget for yourself. And then make a plan for how to stick to it.

___ **Check with your bank**

Inform the bank you'll be in DC for the semester, and check on their ATM fees, daily maximum withdrawals, and other policies.

6. Other Arrangements

___ **Arrange for a full supply of prescription medicines, or transfer your prescription to a DC pharmacy.**

___ **International Students:** contact the Office of International Student Services (X3703) before leaving to study off-campus to be sure that you understand the regulations that apply to you on the GIW program. You will be responsible for following these guidelines. In most cases, the internship is considered a part of your Grinnell coursework and does not require OPT or CPT authorization.

___ **Will you be applying and/or taking exams for graduate school while in DC?**

Check exam websites for locations, dates, and registration information.

___ **Prepare for your DC experience: do some reading!**

Arrival in Washington DC

Plan your arrival in DC in accordance to housing availability and the GIW schedule. Do not book a flight that will not allow you to attend the mandatory orientations or that will arrive too late for you to pick up your key to obtain admittance to your housing. If necessary, arrive a day early and make arrangements to stay in a hotel until your housing is available. Policy states that the published start and end dates of the program are the official arrival and departure dates. You cannot arrive later nor depart earlier than the official dates of the program. However, you can arrive earlier and depart later, if you have made arrangements with your specific housing provider.

Regardless of how you plan to travel to DC, please make sure to inform Neela Nandyal of your arrival and departure information by July.

Three airports serve the greater Washington area:

- The closest airport to DC is the Ronald Reagan Washington National Airport (DCA) (<http://www.airwise.com/airports/us/DCA/>), which the locals still call National Airport. It is the most convenient airport from which to travel into DC – just get on the Metro, or take one of the many ground transportation options.
- The Washington Dulles International Airport (IAD) (<http://www.metwashairports.com/Dulles/>) is located in Virginia. Flying into Dulles is perhaps less convenient than National because it is rather far from the center of DC and you have to take a shuttle, as the Metro does not extend that far. Taxis from Dulles to DC are very expensive.
- Another option is to fly in to the Baltimore/Washington International Airport (BWI) (<http://www.bwiairport.com>). BWI is located in Baltimore so you have to take the train down to Washington DC and then the Metro or a train and then a cab. This is pretty easy and straightforward. Students have said it is worth the hassle if you get a much cheaper flight by arriving in BWI.

Washington is also accessible by train and by bus. Amtrak trains stop at Union Station. If you travel by train or by bus, you will probably need to take a cab to your housing. The cab fare will depend on your housing option.

If you plan to drive to Washington, buy a map that will get you from your home to the Washington, DC area, or find a map on the internet. Please note that it is NOT recommended that students bring a vehicle to Washington, D.C.

Safety & Security

Emergencies

- In the event of an emergency in the Washington area, immediately call WII at (202) 833-8580 to check in and receive instructions. If the voice mail picks up, leave a message. Then contact the faculty director (see emergency contact card). Then call your parents. You will be given an emergency contact card at Orientation Day 1 in DC that you should carry with you at all times that outlines the above steps and provides the important telephone numbers.
- Put an ICE (In Case of Emergency) number on your cell phone. We suggest that it be the Faculty Director's mobile number – as this would be the person to contact if you were found injured.

General Precautions

Like any large city, safety in Washington DC varies by neighborhood. We strongly suggest that you purchase and read a good guidebook so that you become familiar with the city. In general, areas of tourist interest (where you'll be spending much of your semester) are relatively safe. The following are a few items to keep in mind:

- If you're going out on your own at night, tell your roommates where you're going.
- If you're unsure of a neighborhood you have plans to travel to, check with DC locals (ie WII staff, housing front desk personnel, internship colleagues, etc.)
- Don't carelessly display money or valuables. When going out at night, don't carry your entire wallet – take only what you need.
- Be aware of who's around you at all times. If you feel unsafe, stick to a populated area. Consider taking a taxi if you're worried about walking to a Metro/Bus stop late at night.

Safety Resources

Washington DC Metropolitan Police Department Website – see Safety Tips page.

<http://mpdc.dc.gov>

Medical Information

If you need medical care while you are here, you will be asked to show your insurance card. All Grinnell students must have health insurance. For emergency care, go to the emergency room of a local hospital for immediate attention. If you are not in need of serious treatment, call an appropriate clinic and make an appointment. In both cases, you may have to pay for the treatment and then file a claim with your insurance company. Sometimes, the physician will file the claim, but this is the exception rather than the rule. If you have questions about reimbursement or treatment policies, ask your insurance company.

You are responsible for locating a doctor and a hospital within the DC area that can provide you with medical services. Your insurance company may be able to assist you in finding an area healthcare provider. Your housing provider may also have a contact list for resident's use.

One way to locate a doctor is through a referral service. Students on other programs have used the George Washington University's Physician Referral Service. The phone number is 1-888-449-3627 (1-888-4GW-DOCS). You can call or apply online for a referral. This service is available 24 hrs/day, 7days/week. You can utilize the service as much as you like. See the website for further information and to obtain a referral on-line: <http://www.gwhospital.com/p5.html/>. There are many other referral services in addition to doctors listed in the telephone book and on-line. Do some research and find a doctor and a hospital that you would feel comfortable with and who can handle your insurance so that you are prepared if you should need medical services.

While in Washington DC

Computers

The GIW program does not have a computer lab available for students to utilize while in DC. For this reason, students are expected to either bring a computer and printer, share this equipment with their roommates, or to choose housing that provides computer access. Please take the issue of computers into consideration when choosing your housing option.

There is some computer availability connected with housing.

- Every BU apartment has the option of cable and internet, and there is a small lab on site. Wireless is currently not available in the facility.
- ISH has a small computer lab (8 computers and 14 outlets for laptops) and wireless internet access.
- YWCH has two computers available to all 120 residents but does have wireless if you pay a monthly fee.

There is no cost to the students to utilize the computers at ISH and YWCH. However, students at YWCH who bring a laptop computer will pay a one-time fee of \$35 for Internet service. Only students living in these housing situations will have access to these computers.

Email

Students are expected to check email frequently. Please make sure that you check email at least once a day.

Gym

There is no physical education complex associated with the GIW program. Students have found ways to keep physically active while in DC:

- *I was a member of the Washington Sports Club located on Connecticut Avenue, next to Dupont Circle. I paid about \$30 for membership at a special discounted rate. They might have this special discount in the future or they might charge that much for students. I also paid about \$60 per month, but only for two months. They gave me the first two weeks of December for free. I recommend it, if you're willing to pay.*
- *I would go running on the Mall every night!*

Libraries

There are many libraries in Washington, D.C., including public libraries and the Library of Congress, the largest library in the world. The Martin Luther King Library, the major D.C. public library, is located at 10th & G Streets, NW. Students on the GIW program have also made use of the following facilities:

- Internet sources
- The Washington Post
- Catholic University
- H.U.D. library
- Internship facilities

In addition, you can utilize some of the resources of Burling Library on-line. For instructions on how to do this, please see <http://www.lib.grin.edu/research/giw/>.

Mail

By August, you will receive the address (including the apartment or room number) of your housing. You can share this address with friends and family. Please note that you cannot receive mail prior to your arrival in DC. If there are items you need in DC that you cannot bring with you, arrange for shipment to arrive after you have moved into your housing.

Orientation in DC

There are two mandatory orientation sessions in Washington DC. The first led by the faculty director. You will receive emergency contact cards, a schedule for classes for the semester, and other important information pertinent to the GIW program at this orientation. The second orientation will be held at the WII site and will be led by a WII staff member. This orientation will primarily serve to introduce you to WII and life in Washington DC. For the exact dates and times, please monitor your e-mail throughout the summer.

Restaurants

There are myriad of wonderful restaurants in DC – here’s a few affordable suggestions in the Dupont Circle area:

Alberto’s *pizza*
2010 P St. NW
Washington, DC
T: 202.986.2121

Alero *mexican*
1724 Connecticut Ave., NW
Washington, DC
T: 202-234-8100

City Lights *chinese*
1731 Connecticut Ave NW
Washington, DC
T: 202.265.6688

Luna Grill & Diner *eclectic american*
1301 Connecticut Ave., NW
Washington, DC
T: 202-835-2280

Malaysian Kopitiam *malaysian/indonesian*
1827 M St. NW
Washington, DC
T: 202-833-6232

Moby Dick House of Kabob *middle eastern*
1300 Connecticut Ave., NW
Washington, DC
T: 202-833-9788

Teaism Café *japanese american*
2009 R Street, NW
Washington, DC
T: 202-667-3827

Zorba's *greek/mediterranean*
1612 20th St. NW
Washington, DC
T: (202) 387-855

Special Programs

One important aspect of the GIW program is the opportunity to attend a variety of events in Washington DC, from field trips to cultural events to alumni events. The faculty director will provide a schedule of the events at orientation. You are expected to attend all of these events, as they are an integral part of your GIW experience. The program covers the cost of attendance.

Transportation

DC has a wide variety of public transportation, from the Metro to buses to taxis.

MetroRail (Subway)

The train routes are color coordinated, easy to learn, and easy to follow. Rates are posted at each station. The cost per ride depends on how far you will travel and whether or not you are traveling during rush hour. Food and drinks are not allowed within the MetroRail system, and there is a zero tolerance policy.

Metro trains stop running around midnight except on Fridays and Saturdays, when service is extended until approximately 2:00 a.m. The time when the last train leaves the station is posted in that station. Watch the clock and make sure you can get home if you are returning after the trains have stopped.

You are strongly encouraged to purchase a Metro Pass or SmarTrip Card for Metro Rail & Bus travel upon arriving in DC – see <http://www.wmata.com/default.cfm> to research which card is best for you, and to familiarize yourself with the Metro system.

Buses

Metro provides brochures which detail different bus routes and schedules. Some of the buses only run during rush hour on a weekday schedule; others run seven days per week. Bus passes and bus/rail passes are available; see Metro's website. Take note that certain areas of DC (eg. Georgetown) are only accessible by bus or car.

Taxis

Taxis are reasonable in comparison with other cities. You will need to take a taxi if you travel after the Metro closes (midnight on weekdays or 2 a.m. on weekends). In addition, you may want to take a cab in the evenings when the buses and Metro run less frequently. In Virginia and Maryland, the taxis are on a meter and there is no question about the cost. However, in DC the taxi fares are determined by a "zone" system, and the driver charges you by how many zones you go through during the drive. Learn the zone system (there are maps easily available on the internet as well as in the cabs themselves), because sometimes if you walk down the street two blocks, it can be a zone closer to where you are going, and save you some money!

Washington DC- what to do?

D.C. is one of the most fascinating cities in the world. There are many museums, restaurants and tourist attractions that you will want to see. We recommend that you purchase a guidebook. A good, extensive guide for most students is the *Let's Go Guide to Washington, D.C.* It will give you many details about life in the D.C. area, as well as a thorough guide to all the sights. Also visit the GIW web site (<http://www.grinnell.edu/academic/giw/>) and review the page called "Useful Websites". Here are some suggestions from former GIW students:

- **The Lonely Planet** was a great guide, especially for museum information, etc. Also, <http://www.washingtonian.com/> was a useful website as far as restaurants went.
- As far as things I've done in D.C. in these first 3 weeks, I have been to several of the Smithsonian Museums (the Hirshorn Gallery is my favorite so far because I love sculpture and modern art), a Caribbean festival, several free outdoor dance performances (one even happened to feature a Grinnell alum!), a tango performance at the Kennedy Center's free Millennium Stage, a live taping of "Crossfire" on CNN, a law school fair at George Washington, a tour of the Capitol with the Grinnell group (John McCain walked right by us!), and the Eastern Market. I have also been trying to hit every independent and used bookstore in the city because I love bookstores, and there are some amazing ones here with visiting authors coming to talk all the time. As you can see, there is much to do, and so I actually made a very long checklist of everything I MUST do before I leave.
- I can recommend the free performances on the Millennium Stage of the Kennedy Center, every evening at 6:00 PM. For example, on Monday, Oct 6, is The Advent Capelle Choir which "uses music and choreography to illuminate Philippine history, from patriotic music of World War II to American songs of the '70s and '80s." You can check www.kennedy-center.org for the schedule. To get there, take either the Orange or Blue Metro lines to Foggy-Bottom/GWU. When you come out of the Metro Station on 23rd Street, find the Kennedy Center free bus shuttle stop near the "Hospital Entrance" sign. Red shuttle buses come about every 15 minutes and provide a free ride to the Kennedy Center. Go in the main entrance and all the way down the hall to the Grand Gallery and turn left to the Millennium Stage. It is best to arrive by 5:30 to queue for seats. Refreshments at the snack bar at the other end of the Grand Gallery are half price until the beginning of the performance at 6:00. I attended a concert of a marvelous Scottish music group and it was great fun--and free!
- The Kennedy Center is definitely a must. The museums on the Mall are great, but you'll never see them all.
- Visit Georgetown. Go up the Washington Monument. Eat together with the rest of the GIW participants at least once a month.
- Visit all the Smithsonian museums and the monuments (they're free). Also, try to check out plays and musicals that they have for \$20 (that is a student discount).
- My goodness, there is so much to see and do that all I can say is don't lounge around at your housing, go out and walk around, you'll probably end up doing things you'd feel like you're always wanted to do but never thought you would. Like meeting Julie Andrews, for instance.
- Visit the clubs in Adams Morgan.
- Studentadvantage.com: a \$20 card that gets you discounts almost everywhere!
- If you intern on the Hill (or even if you don't), go to the receptions sponsored by various lobby groups or caucuses. There is always free food, plus it's a way to meet people, and Senators and Congressmen usually show up. The first one I went to I schmoozed with Congressman Dennis Kucinich.
- Eastern Market in Capitol Hill, there's actually a metro stop on the blue and orange line called 'eastern market' and then when you get off, there are signs. When you get to the top of the escalator, you go left...then you'll see signs. The flea and farmers market is only on Saturday and Sunday, but there is a huge giant deli area that is open all week.

Appendix A. Web Resources

Visitors' Information and Cultural Opportunities

<http://www.wmata.com/>

The Washington Metro Area Transit Authority's site has information about public transportation in the Washington, DC area. You'll find maps, schedules, fare information, and more.

<http://www.washington.org/>

Information about Washington, DC.

<http://www.cultural-alliance.org/tickets/>

Find out about TICKETplace's half-price, day-of-performance tickets for theaters in the Washington, DC area.

<http://www.kennedy-center.org/programs/millennium/>

Check out the schedule of free performances at the Kennedy Center's Millennium Stage held each night at 6:00 p.m.

<http://www.washingtonian.com/>

DC Publications

Get a taste of the news in DC! The Washington Post and City Paper have sections about entertainment, with information and/or links to museums, theaters, and more. The other two sites report on Congressional news.

<http://www.washingtonpost.com/>

<http://www.washingtoncitypaper.com/>

<http://www.rollcall.com/>

<http://www.hillnews.com/>

Appendix B. Suggestions for Packing

Internship Clothing:

- 1 dark suit
- 2-4 dress slacks
- dress belt
- 3- 6 shirts/blouses
- ties/scarves
- sport coat (men)
- 1-3 dressy sweaters/twin sets (women)
- 1-2 pairs dress shoes

Non-Internship Clothing:

- 1-3 pairs jeans or casual pants
- 3 – 5 casual tops
- sweatshirt/hoodie
- windbreaker/ light rain coat
- 1 dressy outfit for evening events
- winter jacket
- comfortable walking shoes

Other Items*:

- GIW handbook
- course books
- notebooks, pens, etc.
- backpack/messenger bag for field trips
- small duffel or 2nd backpack for overnight trips

Optional But Recommended:

- laptop
- printer
- cell phone

***When packing, please consider the housing that you have chosen. Some housing options include linens, others do not. Review the specifics of your housing in order to pack and bring the appropriate items.