

# GRINNELL-IN- WASHINGTON



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**Student Handbook  
Fall 2014**

## Grinnell-in-Washington Contact Information

### In Grinnell:

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

#### **Jonathan Larson**

Assistant Director of Off-Campus Study  
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#### **Richard Bright**

Director of Off-Campus Study  
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Assistant to the Assoc. Dean of the College  
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Email : [STORY@GRINNELL.EDU](mailto:STORY@GRINNELL.EDU)

### In Washington:

**\*\*At the time of printing we were in the process of confirming D.C. contact information. Before you arrive in D.C. at the end of August you will receive an email with additional D.C. contacts that you can add to this space. Information for D.C.-based contacts will be included in an updated pdf of this handbook that will be posted on PioneerWeb.\*\***

### **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 2014**

**Revised April 2014**

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 Jonathan Larson.

Dear Grinnell Students,

Welcome to the Grinnell-in-Washington program! This student handbook is intended to serve as your primary resource of information during pre-departure preparations and while you are on the program in Washington, D.C. Other important pre-departure documents are assembled on Pioneer Web under Community > Organizations > Off-Campus Study Information for Students > Grinnell-in-Washington. If you are reading this as a prospective applicant to the program, we hope that you will find this handbook a helpful complement to information about the program that is presented on the program's website, <http://www.grinnell.edu/offices-services/ocs/giw>.

The Grinnell-in-Washington program strives to live up to its name and truly be a bit of Grinnell in the city of Washington. Your internship, the centerpiece of the semester, has been found with the support of Grinnell's Center for Careers, Life, and Service. Your coursework is offered by Grinnell faculty and aims help you engage with the city of Washington, D.C. and your internship while fostering your intellectual development through the liberal arts. You are also going to be meeting numerous Grinnell alumni who are eager to support your endeavors and your professional development through our alumni mentoring program. In addition, during the semester you will have numerous opportunities to experience the cultural and intellectual life of D.C. through outings, events, and speakers provided at no cost to you. Washington, D.C. is one of the most diverse cities in the U.S. and one of the richest centers of its history and cultural life, and it lies within easy reach of other destinations on the East Coast for weekend trips.

Soon after your arrival in Washington, you will meet with our 2014 GIW Faculty Director, Professor Vicki Bentley-Condit. During the first week of the program you will also meet other staff who will be assisting you, as well as the instructor of the policy course. Once you have arrived in Washington, you should think of Professor Bentley-Condit as your primary contact for matters concerning the program. I, however, am always available as well.

A semester in Washington can be a life-changing experience. I hope you have a terrific one. If any questions arise during your preparations for departure, please do not hesitate to contact me. Once you are in Washington, I would also be happy to hear from you with any comments about the program.

With warm regards,

Jonathan Larson

Assistant Director of Off-Campus Study

## 2014 OVERVIEW 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: Animal Rights, Animal Welfare, Animal Policy: Humans' Dealings with Other Animals, taught by Professor Bentley-Condit
				12pm-1pm: Grinnell Alumni Lunch
		6:30pm-9:30pm Internship Seminar, taught by Professor Bentley-Condit		1pm-4pm: Contextual Policy Making

\*Approximate internship hours. Exact hours will be determined by the internship sponsor.

\*\*Students should leave all Thursday evenings, except Thanksgiving week, available for speakers or class changes.

### Updated Schedule & Timetable

The above schedule and timetable is an overview of the semester schedule. Updated specific information on classes, speaker dates, and extracurricular activities will be made available to students as soon as plans are finalized.

## 2014 Overview Semester Schedule

This schedule is subject to modification and added details during the first weeks of the program. For instance, dates of field trips that might include weekend dates will not be established until the first few weeks of class.

Saturday August 23	Suggested arrival date for students, check-in day for WISH
Sunday, Aug. 24, time TBA by email	Housing, 12pm to 6pm Meet at WISH dorm for dinner out with Professor Bentley-Condit
Monday, Aug. 25	TBA
Tuesday, Aug. 26	TBA
Wednesday, Aug. 27	Organizational class meeting
Thursday, Aug. 28	TBA
Friday, Aug. 29, 9am-12pm	Animal Rights class
Friday, Aug. 29, 1-4pm	Policy class
Monday, Sept. 1	Labor Day — Holiday — No classes/internships
Tuesday, Sept. 2	TBA
Wednesday, Sept 3, 6:30pm to 9pm	Internship class
Thursday, Sept. 4	TBA
Friday, Sept. 5, 9am-12pm, 1-4pm	Animal Rights class and policy class
Saturday, Sept 6	Alumni picnic, time and location TBA
Monday, Sept 8	First day of internships
Wednesday, Sept. 10, 6:30pm – 9pm	Internship class
Friday, Sept. 12, 9am-12pm, 1-4pm	Animal Rights and policy class
Wednesday, Sept. 17, 6:30pm – 9pm	Internship class
Friday, Sept. 19, 9am-12pm	Animal Rights class
Friday, Sept. 19, 1-4pm	Policy class
Wednesday, Sept. 24, 6:30pm – 9pm	Internship class
Friday, Sept. 26, 9am-12pm	Animal Rights class
Friday, Sept. 26, 1-4pm	Policy class
Wednesday, Oct. 1, 6:30pm – 9pm	Internship class
Friday, Oct. 3, 9am-12pm	Animal Rights class
Friday, Oct. 3, 1-4pm	Policy class
Wednesday, Oct. 8, 6:30pm – 9pm	Internship class
Friday, Oct. 10, 9am-12pm	Animal Rights class
Friday, Oct. 10, 1-4pm	Policy class
Monday, Oct. 13	Columbus Day — Holiday — Some internship sites may be open
Wednesday, Oct. 15, 6:30pm – 9pm	Internship class
Friday, Oct. 17, 9am-12pm	Animal Rights class
Friday, Oct. 17, 1-4pm	Policy class
Wednesday, Oct. 22, 6:30pm – 9pm	Internship class
Friday, Oct. 24	No class

Wednesday, Oct. 29, 6:30pm – 9pm  
Friday, Oct. 31, 9am-12pm  
Friday, Oct. 31, 1-4pm

Internship class  
Animal Rights Class  
Policy class

Wednesday, Nov. 5, 6:30pm – 9pm  
Friday, Nov. 7, 9am-12pm  
Friday, Nov. 7, 1-4pm

Internship class  
Animal Rights class  
Policy class

Wednesday, Nov. 12, 6:30pm – 9pm  
Friday, Nov. 14, 9am-12pm  
Friday, Nov. 14, 1-4pm

Internship class  
Animal Rights class  
Policy class

Wednesday, Nov. 19, 6:30pm – 9pm  
Friday, Nov. 21, 9am-12pm  
Friday, Nov. 21, 1-4pm

Internship class  
Animal Rights Class  
Policy class

Nov 26 -28 (Wed-Fri)

Thanksgiving – Holiday – No classes/internships

Wednesday, Dec. 3  
Friday, Dec. 5

Internship class  
Course meetings to be confirmed later

Wednesday, Dec 10,  
Friday, Dec. 12

Course meetings to be confirmed later  
Course meetings to be confirmed later

Saturday, Dec. 13

Students depart Washington DC

# Introduction

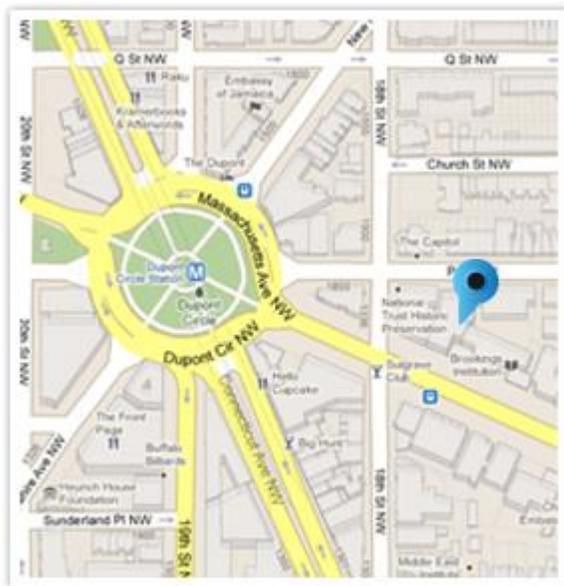
Classes will be held in facilities provided by Washington University in St. Louis's D.C. Programs.

## Directions to the WUSTL in D.C. Center

The WUSTL in D.C. Center is located in the Carnegie Endowment for International Peace building, right off of Dupont Circle, at:

1779 Massachusetts Ave, NW  
Suite 705  
Washington, D.C. 20036

The center is in the heart of Washington, D.C. located a short walk from Dupont Circle and the Farragut North Metro Station. The Dupont neighborhood is a center of culture, cuisine, and nightlife. In addition, Dupont serves as a center for embassies and consulates, religious institutions, think tanks, research institutes and more.



## Internship

From early September through early December, students spend four days per week at their internship, where they are treated as members of the team. Fridays and two weekday evenings will be reserved for class time. Your internship is a centerpiece of your semester, but you will need to work hard to figure out how to balance your responsibilities there with your coursework.

The following section attempts to answer preliminary questions about the internship component of GIW. Students will receive information provided by Grinnell's Office of Careers, Life, and Service (CLS) that will cover many more aspects of the internship experience, and they will attend an

orientation facilitated by a member of the CLS staff in May to learn how to make the most out of their internship experience. Once the semester begins, you will analyze what is happening at your internship in the internship seminar taught by the Grinnell faculty director.

## **Internship Search 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 components of a successful internship search. The process of securing an internship will begin immediately after your acceptance. By no later than two weeks before Spring Break you will have an initial GIW Welcome Meeting in which you will meet the representatives from the Office of Careers, Life, and Service who will assist you in your search process. You will ideally have a resume and cover letter prepared by that meeting.

Securing an internship related to your academic and professional interests is a lengthy process with many steps, including creating your application materials (e.g. resume and cover letter), networking with professionals in your intended industry, researching internship job postings through online databases, interviewing with prospective employers, to accepting your internship. Grinnell College's Office of Careers, Life, and Service is a great resource to help you navigate this process. At the GIW Welcome Meeting in March, you receive information about the ideal timeline for your internship search process. Following that meeting, you are encouraged to visit CLS for one-on-one advising to assist you in your search process, as well as to identify your academic and professional goals for this internship experience. You are strongly encouraged to attend an orientation held by CLS in May to learn how to make the most of your internship experience, which includes how to act professionally in the workplace, how to set and achieve goals, and how to communicate effectively with your internship supervisor and co-workers to name a few.

Students are responsible for securing their own internship. Many students come in to GIW already prepared for their own ideas on where they would like to intern, while others need more guidance and assistance from the staff of CLS. Occasionally potential internship organizations 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.). CLS assists GIW students throughout the summer until the internship site is confirmed. Ideally, all internships are secured by the end of July (although the finalization of some plans might take place even once you have arrived in D.C.). Once your internship site has been approved by CLS (email is sufficient), you can then finalize the details of the internship with your internship supervisor at the organization. Your internship supervisor will serve as the main contact for program staff and your faculty sponsor.

### **Frequent questions:**

*How will I get credit for my internship?*

Grinnell College considers your internship worthy of academic credit to the extent that the internship is given an academic framework. This entails setting goals, reflecting on the semester as it unfolds, and summarizing your experience for yourself. Your discussions with other interns, GIW students, and the GIW faculty director, are an important component of understanding your new learning and how you are integrating it into your current reality and how it impacts your future career direction. A

fair amount of your learning experience must be documented by you, your internship supervisor, and the GIW faculty director. You are required to fill out and turn in this documentation by the specific deadlines stated by the faculty director in order to receive credit for your internship. You will receive all of these documents in Washington as part of your internship seminar.

*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.

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.

*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. 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. 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. Actively seeking a paid internship limits your options and is not supported by the program staff.

*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, we do not monitor this aspect of internships. Program staff do not know this information because 1) it changes frequently and 2) it is irrelevant to having a good internship. 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 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 faculty director. If it becomes clear that you have ended up in very inappropriate match, you will receive assistance and guidance from both the CLS staff and the GIW program staff on finding another position and moving to it in a professional manner.

### **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.*

### **Four 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!!!

## **Code of Conduct on GIW**

GIW 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. GIW reserves the right to refuse admission or to dismiss a student for just cause. Please also be aware that while Grinnell College rules and judicial processes outlined in the Grinnell College Student Handbook apply to students on the GIW program, you may encounter other rules different from Grinnell's that you will need to respect.

Beyond these institutional concerns about how you represent Grinnell while on GIW, you should think of the program as your opportunity to develop the interpersonal skills that are a critical piece of professional development. You will be working under the supervision of people who are important in their fields. Your offices are likely to have frequent visitors from a tremendous variety of backgrounds. You will have the opportunity to meet people (including alumni and students from other colleges and universities) who can offer you advice and contacts that may prove invaluable to your Grinnell education. Navigating this world might feel challenging at times, but the more you rise to the challenge the more you stand to benefit from participation on the program. Listen and observe carefully, ask questions, think about how to work as part of a team, accept feedback, and take advantage of opportunities to improve your sense of the directions available to you after you graduate and what it might take to get you there.

# Housing

Grinnell College does not find housing for students in Washington (in other words, it does not reserve spaces in a dorm for you). This is a personal student responsibility. However, based on our experience and recent student preferences and opinions we do highly recommend living in the Woodley Park facility of Washington Intern Student Housing (WISH) (<http://www.wishwoodleypark.com/>). WISH specializes in housing students who will only be in Washington for a semester and therefore has arrangements for matters which can otherwise be difficult for you to do on the open market, such as paying rent and coping with maintenance problems.

The program is always on the look-out for other recommendations. Housing in Washington has become increasingly expensive except for neighborhoods that would be far from program activities or unsafe. Given these challenges we recommend WISH-Woodley Park. If you have any concerns about living at this location, please see Jonathan Larson, the Assistant Director of Off-Campus Study.

For reasons of personal safety and welfare, students are strongly discouraged from looking for their own flats in Washington.

## WISH Woodley Park

WISH Woodley Park 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.

Security deposits must be paid by each student with an online housing application hosted by WISH's website. These applications are due by June 1st. WISH will bill Grinnell for the rent, and the College will pass the cost on to the student's Fall housing bill.

# Financial Matters

## Grinnell Financial Aid

Once students confirm their participation in the GIW Program, the Office of Financial Aid will reconfigure a financial aid award package to take account of the higher housing costs in Washington, D.C. 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 program acceptance form. You should complete this form and return it to Jonathan Larson. Additionally, you must make a **\$50 deposit in the form of a check to the Bursar 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. 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

DeNeil Moes  
Bursar  
John Chrystal Center  
Grinnell College  
Grinnell, IA 50112-1690  
(641) 269 4100  
Fax: (641) 269 4937  
moes@grinnell.edu

#### Financial Aid Questions

Gretchen Zimmerman  
Associate Director of Student Financial Aid  
Office of Student Financial Aid  
John Chrystal Center  
Grinnell College  
Grinnell, IA 50112-1690  
1 800 247 0113/(641) 269 3250  
Fax: (641) 269 4937  
zimmerma@grinnell.edu

## What the Semester May Cost

Below is an indication of what the semester may cost you, based on self-reported student expenditure for Fall 2010 Grinnell-in-Washington, the last year for which we have record. These numbers were estimated by students at the end of the term, and should therefore be treated as approximate figures rather than hard ones. You might find other cost of living estimates published online.

Grinnell-in-Washington Fall 2010 (7 responses)

QUESTION	High	Low	Average
Amt spent on transportation to/from DC	\$2000	\$200	\$771
Amt spent on transportation within DC per week	\$150	\$0	\$42
Amt spent on food per week (this includes both groceries and eating out)	\$120	\$40	\$70
Amt spent on entertainment per week (this includes clubs, movies, theaters, museums exhibits, etc.)	\$35	\$10	\$19
Amt spent on telephone calls per week	\$10	\$0	\$4
Amt spent on laundry/dry cleaning per week	\$15	\$5	\$8
Amt spent on books for semester	\$100	\$15	\$53
Amt spent on internet for semester	\$160	\$0	\$23
Amt spent on medical costs (if any) for semester	\$100	\$20	\$17
Amt spent on personal items (toiletries, gym membership, etc) for semester	\$650	\$0	\$182

### 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.*

*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.*

# Preparing for GIW Checklist

## 1. Prepare for your courses/ internship

- \_\_\_ **Update internship search materials and start internship search**
- \_\_\_ **Buy your textbooks for GIW courses taught by GC faculty**  
You will be notified over the summer about books and readings to purchase for courses, and will be asked to purchase them online before the start of the semester.
- \_\_\_ **Check your email during the summer for notices of course reading assignments to be completed before the first day of class**

## 2. Arrange for Housing in D.C.

Students should confirm their housing selection on the Program Acceptance Form, to be returned to Jonathan Larson in March.

## 3. Prepare for Spring term 2015

- \_\_\_ **Grinnell pre-registration**  
In April you must pre-register not only for your GIW courses **but also for your courses in Spring on your return from DC**, so arrange to discuss this with your advisor.
- \_\_\_ **Sign up for a 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.
- \_\_\_ **Housing**  
If you would like to participate in room draw, pair up with someone who intends to be away in Spring 2015. 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 semester.

## 4. Make Your Travel Arrangements

- \_\_\_ **Inform the Assistant Director of OCS of your travel details and cell phone number**  
Check the GIW organization on PWeb for a place to post your travel information and phone number. Be sure to arrive no later than the suggested arrival date, and depart no earlier than the suggested departure date given at the front of this handbook. Your cell phone number is necessary in case of an emergency.
- \_\_\_ **Arrange temporary accommodation in DC, if you will be staying there outside the dates of your primary housing**

## 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 and credit card companies**  
Inform your bank and credit card companies that you'll be in DC for the semester. Check on your bank's 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, D.C.

Plan your arrival in DC in accordance to housing availability and the GIW schedule. Do not book a flight that will prevent you from attending mandatory meetings 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 Jonathan Larson, through the housing section of the PWeb organization for GIW 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. Among other issues, parking is either unavailable or is very expensive.

## **Orientation in DC**

There is at least one mandatory program orientation session for all GIW students, in addition to the mandatory session held by your housing provider. Before arrival in D.C. you will learn the specific dates, times, and location of a program orientation, at which you will receive emergency contact cards, health and safety information, and other important information. You can also expect to learn more about course and semester schedules, ethics and behavior as interns, and extracurricular activities available to you in D.C.

# Safety & Security

## Emergencies

- In the event of an emergency in the Washington area, immediately call the faculty director (see emergency contact card). Then call your parents. You will be given an emergency contact card at your program orientation in DC that you should carry with you at all times that outlines the above steps and provides other important telephone numbers. After making the above calls, stay off the phone to receive emergency alerts and instructions.
- 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 recent decades, crime rates have substantially decreased in Washington D.C., and the D.C. Metro area is regarded as a safe region. Most crime in D.C. is highly concentrated in specific neighborhoods and a large percentage of crimes committed occur in only a handful of city blocks. The district map is divided into four quadrants, and the Northwest (NW) and Southwest (SW) quadrants are generally considered safe areas, while the Northeast (NE) and Southeast (SE) quadrants are considered unsafe. The heavily trafficked parts of NW and SW D.C. (where you find most museums, restaurants, hotels, shops, Federal agencies, and memorials) have low crime-rates and are lovely, secure areas. When living in Washington D.C., students should take the normal precautions they would take in any big-city environment.

Some standard city safeguards are:

- Travel in groups
- Do not walk home alone at night. If you travel on your own at night, tell roommates or classmates where you're going.
- Avoid high-crime neighborhoods. If you're unsure of a neighborhood you have plans to visit or travel through, check with D.C. locals (e.g. residence hall staff or internship colleagues).
- Avoid isolated areas; stay in well-lit and highly trafficked areas.
- Be discreet with money
- Always be aware of your surroundings/the people around you
- Exude confidence/look like you know what you're doing/walk with a purpose
- Carry your cell phone with you and make sure it is charged
- Program your cell phone with emergency phone numbers
- Trust your instincts when a situation or location feels unsafe or uncomfortable
- Always carry some cash with you so you can take a taxi
- Try not to load yourself down with packages or bags as this can make you appear more vulnerable
- Avoid putting headphones in both ears so that you can remain aware of your surroundings
- Lock your doors and windows

Whether on campus in Grinnell or studying in Washington D.C., students should always practice general protocols to ensure their safety and well-being. These practices include:

- Get in the habit of using the ATM machine in the daytime; avoid using ATMs at night or using machines that are not in a well-lit location
- Don't allow yourself to be isolated with someone you do not trust or someone you do not know
- If you are of legal drinking age, know your limits with alcohol, do not overdrink, and be aware that alcohol consumption impairs your judgment
- If you are of legal drinking age, do not leave your drink unattended and do not accept a drink from someone who you do not know or trust
- Watch out for your friends and have your friends watch out for you
- Never leave lit candles or incense unattended
- Become familiar with the exit locations in your apartment building so that in the event of a fire or emergency, you know how to get out
- Let someone know where you will be at all times (especially if you head out for a hike, bike ride, or to explore a new area); give someone your weekly schedule
- Interning and taking classes in Washington D.C. is a demanding experience; be sure to eat and sleep well, do stress-reducing activities, and take care of your physical and emotional wellbeing
- If you experience any form of harassment in the workplace, report it to a Grinnell faculty or staff member right away
- Never accept a ride from someone you do not know
- When approaching your residence or car, already have your keys in your hand; avoid making yourself a vulnerable target by having your head down and wasting time searching for keys
- When walking by yourself, keep your expensive belongings, such as laptops and cell phones, hidden
- Call 9-1-1 in the event of a serious emergency or crisis

## Safety Resources

For additional Washington D.C.-specific safety advice, explore these Washington D.C. university websites:

- George Washington University Police Department Safety Tips
- American University Guide to City Smarts
- Georgetown University Safety Guides
- Washington DC Metropolitan Police Department Website – see Safety Tips page: <http://mpdc.dc.gov>

## Health Care and Medical Emergencies

All Grinnell students must have health insurance. Before you arrive in Washington, research with your insurance provider health clinics and urgent care facilities near your residence hall, internship host, and program offices that will accept your insurance.

For urgent care, go to an urgent care facility or, if necessary, the emergency room of a local hospital for immediate attention. Let someone, ideally another student on the program and the GIW faculty

director, know where you are going and what has happened. If you are not in need of serious treatment, call a clinic and make an appointment.

In both cases, you will be asked to show your insurance card. 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, depending on your insurance.** Among those who might be able to assist you in finding a healthcare provider close by are your insurance company or your housing provider. 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/find-a-doctor/find-a-doctor>. There are many other referral services in addition to doctors listed in the telephone book and on-line. Do some research ahead of time 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. If you cannot go to your internship because you are sick, please keep the staff at WUSTL and your internship informed.

For students on the College health insurance plan: this link will direct you to a provider look-up page:

## While in Washington, D.C.

### 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 some 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.

### Computers

The GIW program does not have a computer lab available for students to utilize while in D.C. There is one shared computer available for checking email at the WUSTL Program Center. Nothing can be saved to it. The entire WUSTL Center is wireless, and students should feel free to bring their laptops and work in the suite. Free printing is provided within reason.

Students are expected to either bring a computer, share this equipment with their roommates, or make plans for using shared computers available through housing or elsewhere. You should not expect to use computers at your internship for course-related tasks.

Every WISH apartment has the option of cable and internet, and there is a small lab on site. Wireless is currently available in the facility.

## Email and communications

As on the Grinnell home campus, students are expected to check their Grinnell email account frequently: at least once a day. GIW staff also need to have a cell phone number for you in case of an emergency. Please let the staff know if your number changes.

## 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 10<sup>th</sup> & 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 more information on accessing the library while off-campus see <http://www.grinnell.edu/about/offices-services/ocs/resources?group=9282>.

## Mail

By August, you can share the address of your housing with friends and family. If there are items you need in DC that you cannot bring with you, you should generally arrange for shipment to arrive after you have moved into your housing.

## Restaurants

There are myriad wonderful restaurants in DC – here are 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

## **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 3:00 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> to research which card is best for you, and to familiarize yourself with the Metro system. A SmarTrip Card may save you a lot of money. The WMATA's mobile app has a convenient trip planner, links to arrival times of buses and Metro trains, indicates outages and delays, and is easy to use.

### **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 3 a.m. on weekends). In addition, you may want to take a cab in the evenings when the buses and Metro run less frequently.

## **Washington DC- what else 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 Hirshhorn 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](http://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.kennedy-center.org/programs/millennium/> Check out the schedule of free performances.

<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 2<sup>nd</sup> backpack for overnight trips

### Optional But Recommended:

- laptop
- printer
- cell phone

\*\*\*When packing, review the specifics of your housing in order to pack and bring the appropriate items (such as sheets, towels, pillows, and blankets). WISH is likely to provide this.\*\*\*