

Calvin College
Off Campus Programs

Semester in Washington D.C.



Spring 2018

**Student
Handbook**

Important Numbers and Information

Cell phone number for Professor Koopman: 616/328-4693

Address for Professor Koopman: 114 11th St., SE; Unit A
Washington D.C. 20003

Washington Intern Housing Network (WIHN): 202/608-6276

Greystone House Address: 1243 New Jersey Avenue, N.W.
Washington DC 20001

Maintenance emergency in House: 202/579-9446 (leave a message if no one picks up)

Non-emergency in building (repairs, etc.): email notification to info@thewihn.com

Wifi access—information posted at the house inside the front door

Quiet Hours: 9:00 pm to 7:00 am daily

Internship Supervisor at your workplace:

Name: _____

Phone Number: _____

Ellen Hekman at Calvin College: 616/526-6565

Others: _____

CALVIN COLLEGE SEMESTER IN WASHINGTON DC

Spring 2018

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INTRODUCTION

The Semester in Washington DC is named in honor of Paul B. Henry, a leader of Christian vision and action. Henry taught political science at Calvin College from 1970 to 1978 and also served on the Michigan Board of Education while at Calvin. In 1978, Henry left to pursue public service full-time. He was elected to the Michigan State House, and later, to the State Senate. In 1984, Henry was elected to the U.S. House of Representatives and served there until his untimely death in 1993. Henry's political and academic careers were characterized by strong Christian principles, as set forth in his book, *Politics for Evangelicals*.

Calvin College is a Christian college. It seeks, in all its courses and programs, to integrate faith commitment with academic study. This program allows students to live, work, and study in the United States' capital under the guidance of the Calvin professor in residence. Students will have the opportunity to interact with persons from a multitude of professions, nationalities, and backgrounds. Calvin College sees this program as important not only in the professional and academic training it provides for students' future careers, but also as preparation for living as Christian citizens in an increasingly pluralistic society.

COURSES

STDC 241: *An Introduction to the Washington Semester*. Please note that this class is a prerequisite for all Washington DC Semester students.

During the fall semester prior to the DC semester, students are *required* to take STDC 241 (1 credit). This course has three overall objectives: 1) help students prepare materials for the internship application process and apply for internship positions; 2) provide a venue in which students going on the semester can better get to know themselves and each other; and 3) provide an opportunity to do background research and talk about current issues in Washington, DC and/or in national politics. The textbooks will be The Successful Intern by Sweitzer and King, published by Brookes/Cole, Cengage Learning: Belmont, CA in 2014 (Amazon) and Serving the Claims of Justice by Douglas Koopman (available from Program Coordinator Ellen Hekman).

Internship application materials

During the summer and fall prior to the semester in Washington DC, students will prepare cover letters and compile their resume as part of the STDC241 class work. They also will gather letters of reference and writing samples. All of these materials will be included in the student's application packet to be sent to possible internship placements in Washington DC. Both social work and non-social work students will need to complete these materials in a timely manner. The professor for the semester will set the deadlines for these materials.

General Internship Program

STDC 342: *Special Topics in Public Life: Institutions and Interests* – For the first time in history, the 2016 elections brought to the presidency a person with no prior experience in elected office or national service, who promised to significantly change the direction and culture of Washington D.C. and the country. Spring 2018 will mark one year in office for the Trump presidency, and a primary focus of the course will be

communicate issues, problems and feelings. Furthermore, the entire group is responsible for each other during the semester. Should you notice that someone seems particularly down, please let the professor know. (This is also true if someone seems ill.)

VISITORS

Calvin's Off-Campus Programs office specifies the formal policy about the role of visitors in off-campus programs:

While we understand the desire of family and friends to visit students who are away from home and campus for a significant length of time, such visits can be disruptive and therefore harmful to group cohesiveness if not done with sensitivity to other students and the program director. The following policies and procedures are based on our experience with such situations.

Any visitor to a Calvin off-campus program must notify the program director at least three weeks in advance.

Family and friends should plan their visit to coincide with vacation and/or other periods of free time for students. If this is not possible, family and friends are urged NOT to visit at times when group excursions are planned.

Participation in any program tour is limited to the guided tour portion of the excursion and permission must be requested from the leader in advance. Those who choose to participate in the guided-tour portion of the excursions must pay their own expenses and provide their own transportation, lodging, etc.

Students whose family or friends are visiting while classes are in session are not excused from classes or program excursions in order to be with family or friends.

Visitors may not stay in the student's room. In nearly all cases, visitors should stay in a nearby hotel or motel.

Please note that there is NO Spring Break in the Washington, DC Semester Program. If you have visitors, you will still be expected to attend your internship and classes. Also, note WIHN's policy regarding guests staying on-site at Greystone House.

AND FINALLY ATTITUDE AND INCLUSIVENESS

The semester is what you make of it! The better your attitude is about your internship, the classes, the cultural outings, and the site visits, the more you will learn. Additionally, all of you are urged to adopt an attitude of inclusiveness when planning group outings. Invitations should be open to everyone, knowing that not all members may want to go somewhere. Strive to get to know some new people over the semester!

The accommodations at Greystone House can truly be described as community living, which requires consideration, willingness to accept responsibility, delegation of duties, consideration, and communication. Every year, our students have expressed that the housing situation was a critically important part of the semester, providing opportunities for personal growth, professional development, and deep friendships. Community living requires commitment, compromise, and effort on the part of all our participants!

Let's have a great semester!

National Community Church

(nondenominational)

316 F Street NE

Washington, DC 20002

202/544-0414

Variety of services and times; see website for more information.

www.theaterchurch.com

National Presbyterian Church

4101 Nebraska Avenue NW

Washington, DC 20016

202/537-0800

8:30, 10:00 & 11:00 a.m. Sunday services

www.natpresch.org

The People's Church

535 8th Street SE

Washington, DC 20003

202/547-7207

11:15 a.m. & 7:00 p.m. Sunday services

Washington Community Fellowship

(multi-denominational church affiliated with Mennonites)

907 Maryland Avenue NE

202/543-1926

Washington, DC 20002

10:30 a.m. Sunday service

www.wcfchurch.org

BEHAVIOR AND HEALTH

All students participating in the Semester in Washington DC are expected to thoroughly review the Student Handbook, located on the Off Campus Programs website (www.calvin.edu/academic/off-campus/student%20handbook/index_student_handbook.htm). The information included there contains specific information related to all off campus study programs, as well as Calvin's policies on alcohol and drinking, sexual harassment, medical emergencies and visitors. You are expected to conform to these policies while participating in the Semester in Washington DC.

Medical Emergencies

If you are at Greystone House and have a medical emergency, inform one of your house mates who can notify medical professionals (if needed) and your professor. Should a medical emergency arise away from home and away from the professor, seek treatment and contact the professor at once (day or night)!

Homesickness and Adjustment Issues

For some students, being away from family and friends might be stressful. It also takes time to get used to your internship and work schedule. You might feel tired, homesick, and lonely. The professor cannot know about problems if you do not

on how the three branches of government – executive, legislative, and judicial – have changed during that year. A second focus will be on whether and how there have been broader cultural changes within the city, both in the policy-making arena as well as in terms of the city as a place to work and live. (3 semester hours)

STDC 343: Integrating Faith in Washington DC – This course will primarily focus on the role of religion in the public life of Washington DC and the nation, examining how religious individuals and institutions of many faith traditions seek to affect the climate and content of policy making through a vibrant faith perspective. Students will interact with people in organizations that influence, study, and/or implement public policies in a variety of areas such as social services, national security, economic development, and media. Some attention will be given to the challenges of maintaining a robust faith in a challenging environment. Students will compare and contrast their internship site with the institutions visited in this course, particularly in terms of organizational objectives and the role of religion in the mission of the various organizations and the lives of its employees. (3 semester hours)

STDC 344: Internship in Washington DC – The student's internship experience will normally consist of a four-day work week in a professional setting in his/her major field of concentration or primary area of career interest. The internship experience can be tailored to offer a wide variety of learning opportunities. Credit toward a major or minor is granted at the discretion of the department concerned. (8 semester hours)

Social Work Program

SOWK 380: Social Work Field Work Program in Washington DC – The Social Work Department allows a limited number of students to complete their field work through the Washington DC program. (10 semester hours)

STDC 343: Integrating Faith in Washington DC – This course will primarily focus on the role of religion in the public life of Washington DC and the nation, examining how religious individuals and institutions of many faith traditions seek to affect the climate and content of policy making through a vibrant faith perspective. Students will interact with people in organizations that influence, study, and/or implement public policies in a variety of areas such as social services, national security, economic development, and media. Some attention will be given to the challenges of maintaining a robust faith in a challenging environment. Students will compare and contrast their internship site with the institutions visited in this course, particularly in terms of organizational objectives and the role of religion in the mission of the various organizations and the lives of its employees. (3 semester hours)

International Student Paperwork

All non-U.S. citizen students participating in the Semester in Washington DC program are required to complete CPT paperwork before going to Washington in January. Contact the Program Coordinator to start this process.

CLOTHING

For the DC semester, most students will need professional clothing for their internships. Remember that it is *always* better to be "overdressed" than "underdressed." Work sites in Washington DC tend to dress more formally than those in other cities. *Students*

should contact their internship supervisor once they have a confirmed Internship position to clarify the dress expectations. **And, no matter what the dress expectations are for your internship, you will need to bring some professional clothes for the organization site visits in the STDC 343 class.** Casual clothes are fine for free time and site seeing.

The following are clothing suggestions from the business world. These are also appropriate for any major non-profit organization, Capitol Hill office, media organization, embassy or other job site.

Men and Women:

- Two-piece business suits (navy or other dark colors are most functional, and can be mixed with many other colors)
- Consistent, professional look from head to toe; no suits with casual sandals, sneakers, or white socks (although many people wear sneakers to get to work and change into professional footwear when they arrive at the office)
- No visible body piercing, beyond the standard one set of earrings (for women)

Women:

- Conservative necklines (no cleavage!); avoid sleeveless tops. If you have a sleeveless shell/top, plan to wear a suit jacket or sweater over it while at work.
- Suit with skirt or pants (either is fine)
- Closed-toe leather pumps; avoid open-toe “strappy” high heels, sandals. Bring pumps to the office and leave them at your desk; this allows you to wear flats/tennis shoes to walk to work, without carrying extra shoes with you every day.
- If you wear nail polish, make it conservative (no bright green, purple, etc.)
- Avoid short, tight, clingy skirts; no higher than one inch above the knee when standing (the short skirt mistake is a BIG mistake young women often make!)
- Skin-colored hosiery or a color that matches your suit
- Briefcase or portfolio in place of handbag or purse (minimize the number of items to carry and send through security checks)
- Neat, simple hair style
- Understated classic accessories
- Understated, but some, makeup

Men:

- Long-sleeved oxford cloth shirt (neatly pressed) in white or light blue
- Conservative necktie in color and pattern (avoid cartoon characters, less-than-serious graphics, theme ties)
- If you are working on the Hill or in an organization where a suit is required, make sure to bring several suits/sport coats that can be mixed with a couple of pairs of pants.
- High-fitting dark socks; avoid light colored socks with a dark suit
- Business style leather shoes
- Match shoes and belt color; don’t mix black and brown
- Briefcase or portfolio; no backpack

New York Avenue Presbyterian Church

(Large, active church in heart of DC with an extensive social outreach program)
1313 New York Avenue NW
Washington, DC 20005
202/393-3700
8:45 & 11 a.m. Sunday services
www.nyapc.org

St Johns Episcopal Church Lafayette Square

(Famous church where several presidents have worshiped, located near White House)
1525 H Street NW
Washington, DC 20005
202/347-8766
8, 9, & 11 a.m. Sunday services
www.stjohns-dc.org

The Falls Church

(Episcopal church with evangelical theology; attended by number of evangelical leaders in Washington)
115 E Fairfax Street
Falls Church, VA 22046
(Take Orange Line Metro to *East Falls Church* station; use Metro buses 2B, 2C, 2G, 3A, 3B, or 28A to go to the *Washington and Broad Streets* stop. Cross Washington Street and walk East on Broad Street; church is right across street from Applebee's.)
www.thefallschurch.org

Capitol Hill Baptist Church

525 A Street NE
Washington, DC 20002
202/543-6111
10:45 a.m. & 6:00 p.m. Sunday services
www.capitolhillbaptist.org

Christ Our Shepherd Church

801 N Carolina Avenue SE
Washington, DC 20003
202/544-9599
10:00 a.m. Sunday service
www.christourshepherd.org

Mt. Carmel Baptist Church

901 3rd Street NW
Washington, DC 20001
202/842-3411
7:45 & 10:45 a.m. Sunday services
www.mcbbc-dc.org

Washington. You should verify service times on the internet or by phoning in case information has changed since this Handbook was printed. Additionally, Prof. Koopman has lived in Washington D.C. on and off for a number of years and can give great suggestions about churches in the area.

Christ City Church

601 15th St., NE
Washington DC 20002
202/854-8286
10:30 a.m. Sunday service
www.christcity.org

The Table Church — DC

945 G St., NW (and other locations around the city)
Washington DC
202/618-6050
5:00 p.m. Sunday service on G Street (check website for other times at various locations)
www.thetablechurchdc.org

Silver Springs Christian Reformed Church

1501 Arcola Ave
Silver Spring, MD 20902
301/649-4109
11 a.m. & 6 p.m. Sunday services
They frequently have a potluck lunch the second Sunday of the month for visitors. (Roughly 1 mile from *Wheaton* Metro station on Red Line; if you want to attend, call church so someone can pick you up at the station)
www.ssrc.org

Washington DC Christian Reformed Church

5911 New Hampshire Ave NE
Washington, DC 20011
202/832-7539
11 a.m. Sunday service
(1 mile from *Fort Totten* station on the Red and Green Lines; shuttle bus runs from Metro to church on Sundays, if you call the week before to make arrangements.)
www.dccrc.com

Washington National Cathedral

Massachusetts and Wisconsin Avenues, NW
Washington, DC 20016-5098
202/537-6200
11 a.m. Sunday service is a traditional Episcopal service; multiple services are also held throughout the week.
(The 96 bus that runs directly in front of Greystone House will take you to the National Cathedral.)
www.cathedral.org

Further notes about clothing (from mentors and previous Washington DC interns):

Bring good quality, comfortable walking shoes. You walk *a lot* in D.C.

Buy several classic line blazers in colors that will mix and match numerous different pants/skirt combinations. If you have space at your desk, leave the blazers at work so you can put them on to complete whatever you wear that day, allowing you to always be ready for the last minute meeting you are called to attend, formal lunch you are invited to, etc.

You will NEED boots and a warm coat for the early months of the semester.

Purchase a large, professional-looking leather bag which will allow you to easily carry your portfolio, lunch, and other items to work.

CLIMATE

It will be winter when you arrive in DC, though the winters there are not *usually* as cold or snowy as West Michigan. Still, be sure to bring a coat, hat and gloves. Spring comes earlier to Washington, so bring a light jacket as well. It rains frequently; include appropriate rain gear, including an umbrella and coat that covers your nice professional clothes on the way to work.

MEDICAL ISSUES

If you take medication, bring along an ample supply. Please notify the director if you have any recurring medical problems. Be aware of your medical insurance and, if possible, carry a card issued by your insurance carrier. You are required to have a basic plan of health insurance during your off-campus semester. Should you experience a medical emergency or seek medical treatment while in Washington DC, you are required to report this to the Professor leading the semester or to the Program Coordinator at Calvin College. There will be brief paperwork to complete to document the situation.

SEMESTER SCHEDULE

There is no Spring Break during the Washington semester. There also are no holidays, unless the student's internship site gives the student a day off (e.g., for Good Friday). For 2018, students must arrive in Washington DC by January 27 and will begin classes on January 29; internships will begin on Tuesday, February 6, with the last day of your internship and the semester being April 27. The STDC 342 class will meet every Monday evening. STDC 343 will be held during the day for the first week of the semester, and every Monday throughout the semester.

HOUSING INFORMATION

Washington Intern Housing Network: Greystone House

Students in the Washington DC semester program will live at the Washington Intern Housing Network's (WIHN) Greystone House. The address is 1243 New Jersey Ave., NW, Washington DC, 20001.

Greystone House is an old mansion originally built at the turn of the century as a secretarial school; it was later converted into a magnificent home, with wood floors, 9 foot ceilings, and extensive natural light. WIHN purchased the property in 2010 and remodeled it to accommodate intern housing. The house has ten bedrooms (which will be assigned with students sharing rooms in double or triple combinations), eight full baths, and shared dining, kitchen and living room space. The kitchen has been fully renovated with modern appliances, including three refrigerators, two stovetops, an oven, microwave and two

dishwashers, as well as pots, pans, dishes and silverware.

Laundry facilities are located in the basement, and there is no charge for the washer or dryer. Utilities, high speed internet access and cable television are included in the rooming costs. Additional items that are furnished in the house are listed below.

WIHN provides **very basic** general cleaning service of the common areas twice a month although each student is expected to maintain the property in a neat and clean manner for the full duration of their stay. There is **no** cleaning service provided for bedroom or bathroom areas; students are expected to fully maintain their own spaces.

All of the Calvin College students will be staying at the Greystone House, so the living arrangements will be coed. Calvin will make every effort to assign floors based on gender. The house will accommodate up to 21 students, and Calvin generally accepts up to 20 participants in the program.

Standard items (in addition to the furniture noted above) provided at the property include:

- Sauce pans, pots, frying pans
- Trivet, hot pads, dishcloths, cleaning sponges,
- Initial supplies of dish detergent, dishwasher soap, cleaning supplies
- Cookie sheet, baking dish, casserole dish, pizza pan
- Dish drainer
- Colander, wooden spoons, serving utensils, spatulas, whisk, can opener, vegetable peeler, pizza cutter, tongs, measuring cups, mixing bowls, spice rack
- Cutting board, knife set and holder, kitchen shears
- Silverware, plates, cups, bowls, coffee cups, pitcher
- Mixer, coffee pot, toaster, hand-held vacuum
- Trash cans and trash bags, broom, dust pan, recycling bins, fire extinguisher
- Toilet bowl brush, plunger, shower curtain and rings, bathmat
- Twin bed, mattress, 5 drawer dresser, and under-bed storage for each occupant
- Ironing board
- Curtains or blinds
- Dining room table and chairs
- TV (equipped with cable), entertainment center, living room couches and chairs

WIHN does NOT supply:

- Sheets, blankets, towels, pillows, mattress pad
- Landline phone
- Computers or printers
- Iron
- Cleaning supplies and paper products after the initial move-in supply is exhausted (Professor Koopman will restock these through the semester)

Shipping Things Early

Students may ship some things to Washington D.C. before the start of the semester, mailing them to the house. Speak with the Program Coordinator about when to mail these,

the area around Greystone House, or your internship neighborhood does not mean that you are 100% safe. Here are some important things to remember:

1. **Never travel alone at night.** This is true for men and women! You should always go in pairs. You must have a buddy. Remember this in terms of coming home late from work, as well as going out in the evenings!
2. **Hold on to your purse, backpack, and/or wallet.** While the areas around the Mall and Capitol are pretty safe, you don't want to lose anything to a purse snatcher or pick-pocket.
3. **Don't talk to strangers.** Your parents told you this truism ages ago, but it is still true, particularly true for young women, in terms of talking to men. If a stranger strikes up a conversation with you, particularly in an area where you don't feel 100% safe (unfamiliar neighborhood, on the Metro), quickly cut him/her off. Move to another seat or, if walking, go into a store to get away.
4. **Rude is okay sometimes.** We have been taught to always be nice. Unfortunately, not everyone in the world is nice. Trust your instincts; if a situation feels uncomfortable, get out of it fast!
5. **Know your situation.** Plan directions to places before you start your travels; know where the next Metro stop is if you have to get off; look around you for safe "escape routes;" look for police, safety workers, or other pedestrians/travelers who might help you in a pinch; walk on lighted paths.
6. **Don't become intoxicated!** First, ***no alcohol is permitted on the premises at Greystone House.*** Second, if you are of legal drinking age, you should be responsible in your drinking, but the "no alcohol on the premises rule" still holds for the Greystone House facility. From a safety standpoint, date rape is often correlated with drinking. The same is true of fighting and destruction of property. Additionally, it is more likely that you can/will get lost or be separated from the group if you are drinking. If you drink to excess, you may foolishly go somewhere with people you don't know well, and you may lose your ability to perceive potentially dangerous situations.
7. **Handling people in poverty in the city.** Calvin is a very sheltered environment. Unless we engage in service or some volunteer projects, we rarely come into contact with people who are hungry or homeless, or who beg for food or money. However, you will frequently encounter such people in Washington DC. Think about how you will handle this situation before you encounter it. One of our speakers in 2005 provided the following information about how he handles such situations: he tries to remember that each person is a child of God. Even though he may not provide money or help to a person, he will say hello or acknowledge the person's existence through a nod or a response to a question. He also said that he tries to discern what the immediate need of the person is. If the person is hungry, he may buy the person a sandwich (though he does not give money). For people who need Metro fare, he carries around a couple of extra Metro tickets in his pocket to give to such people. Many of the students in prior years found these ideas to be reasonable advice which helped them think through their response to homelessness in the city.

CHURCHES

The following are some of the churches students have attended during their stay in

Phillips Art Gallery (Q and 21st NW, follow the signs from the *Dupont Circle* stop on the Red Line Metro station's north/Q St. exit) has a great collection of impressionist and modern art. There are often special exhibits and it is home to the famous Renoir painting *The Boating Party* (www.phillipscollection.org). There is usually a cost for any special exhibit (ranging from \$8-14), but *during the week* the museum is free.

American Red Cross Museum (17th and Pennsylvania NW; Metro stop: *Farragut North* on the Red Line or *Farragut West* on the Blue and Orange Lines) is a small, free, and fascinating museum, particularly for learning about the Geneva Convention and the role of the Red Cross in situations of war. www.redcross.org/museum

Dumbarton Oaks is located in residential Georgetown. It has a library, art museum, lecture series, and *fantastic* gardens, which are fabulous on a beautiful spring day. Admission is roughly \$8/person. www.doaks.org

Newseum (555 Pennsylvania NW; Metro Stop: *Archives* on Green and Yellow Line or *Judiciary Square* on Red Line) Explore historic artifacts, Pulitzer Prize-winning photographs, interactive exhibits, and more to relive historic moments through the eyes of the media and see how the news and First Amendment shape the world. Cost is \$24.95 for a 2-day pass (10% discount with college ID). <http://www.newseum.org>

Knowing what is going on in the city

The **Washington Post** publishes a weekend section every Friday listing movies, festivals, etc. as well as a free daily **Express** that has good sidebar listings. (The **Express** is often given out early in the mornings at Metro stations.) The **City Paper** is a free weekly that appears each Thursday, and is somewhat of an alternative/independent voice.

- www.washingtonian.com/dining/default.asp has great lists of restaurants and reviews for them.
- www.dcregistry.com (The DC Registry) gives up-to-the-minute weather, traffic, and information on events going on in the city. This site also offers links to different newspaper sources.
- www.dcpages.com is a clearinghouse of information on the DC area.

Two BIG pieces of advice from prior students about site-seeing in Washington, DC:

When you arrive in Washington in early February, there are few tourists. That is the BEST time to go to museums, particularly the most popular Smithsonian Museums such as Air and Space and American History. Also, some attractions are IMPOSSIBLE to get tickets for after March, due to the large number of students on Spring Break holidays. These include the Washington Monument, the Bureau of Printing and Engraving, and the Spy Museum. Plan to see all of the more "touristy" things initially before the crowds arrive in early March. (Many students in the past have commented about how it was no fun to fight the crowds!)

Nearly everywhere you go there are security considerations. You must open your bags or go through a metal detector at almost every museum. This also slows down the process of getting into museums and site visits, so be prepared.

SAFETY

Washington DC is a city, and just because you become more familiar with the Metro,

and be sure to address the box to yourself.

Greystone House Location

Greystone House is located in the Mount Vernon Triangle neighborhood at 1243 New Jersey Ave., NW. It is 0.4 miles from the *Mt. Vernon/Convention Center Metro Station* on the Yellow or Green Lines; 0.7 miles from the *NoMa-Gallaudet U (New York Ave) Metro Station* on the Red Line. Additionally, a 96 Line bus stops directly in front of the house on New Jersey Avenue, with a 15 minute commute to Capitol Hill on the bus line.

The Mt. Vernon neighborhood is a popular DC area for young working professionals, due to convenient access to work locations as well as neighborhood amenities such as shopping and restaurants. The large City Vista Complex (less than 1/2 mile from Greystone House) contains a Safeway grocery store, a hardware store, coffee shop, deli and gym. The area is in the midst of re-gentrification, and overall safety is good, but you should not be out walking in the area alone at night — a safety precaution that should always be followed!

Staying Longer at Greystone House

Calvin signs a 15-week contract with WIHN, although the regular DC Semester Program lasts 13 weeks, allowing students to elect to arrive earlier and stay longer than the Semester requirements. Should students desire to stay outside the contractual dates, WIHN will rent to you on a weekly basis. Charges will be established by WIHN (the 2017 rate was \$315 per week). You must make arrangements *in advance and in writing* with WIHN for any arrival and departure dates outside the contractual arrival of January 20 and departure of May 4; Ellen Hekman can help you with the process for early arrivals and planned late departures prior to the beginning of the semester, but if you decide *after* the start of the Semester to stay past May 4, you must contact WIHN directly in writing at info@thewihn.com.

The Rules /Policies at WIHN

The rules established by WIHN will be enforced during your stay in Washington DC, and the following section includes some of the standard expectations at the facility. You should know that if you violate any of the rules about alcohol and/or drunkenness you will be sent home from the Calvin semester program. (See the Calvin policy on the Off Campus Programs website; the link is included in the Behavior section of this Handbook on page 21.)

1. Zero Tolerance

The Tenant agrees that the following is strictly prohibited and any violation will result in an immediate Agreement termination, expulsion from your residence, surrender of your Housing fees and possible criminal prosecution:

- a. Any violent, threatening, aggressive, unwarranted or unwanted conduct meant to harm or intimidate a resident, The WIHN personnel or its agents, or other property resident.
- b. Possession, use, manufacturing, storing and/or sale of: illegal drugs or controlled substances, under either federal or state law; weapons and firearms; ammunition, gasoline, kerosene, similar combustible materials, and/or any explosives anywhere in the residential area.

- c. Intentional setting of a fire; intentionally causing any false fire alarms; vandalizing or tampering with any fire alarm or fire protection equipment, including elevators.

2. Guests

All residential properties of The WIHN consist of a community living environment. For the consideration and security of other residents, Tenant agrees that:

- a. Unaccompanied and/or overnight guests are strictly prohibited, including family.
- b. Guests are NOT permitted in WIHN Housing between 9:00pm–7:00am.
- c. Tenant will be held responsible for his or her guests' behavior and therefore agrees to inform guests of The WIHN Rules and Regulations.

3. Conduct

The WIHN provides a community living situation in which residents are assigned rooms, roommates, and unit/house mates. Tenants agree to conduct themselves with proper regard for the rights, property, and privileges of other residents within the framework of community living as determined by The WIHN. Any Tenant found to be disruptive to other residents or to the shared living environment is subject to re-location and/or removal from The WIHN residential program. This determination is to be made by The WIHN Director of Housing in consultation with The WIHN staff.

4. Noise

- a. Quiet hours coincide with visitation hours, from 9:00pm–7:00am.
- b. The Tenant will strive to create an environment conducive to study and sleep. As such, Tenant shall cooperate immediately with all requests for quiet. If there are repeated infractions of this rule, in addition to other sanctions, The WIHN may require the removal of disruptive stereos and/or other amplified sound equipment. Warnings may be issued resulting from complaints. Repeat offenders will be evicted.
- c. The Tenant will be respectful of other residents, neighboring homes and units.

5. Alcohol

Alcohol is strictly prohibited in WIHN Housing or on WIHN property at any time.

6. Smoking

- a. Smoking is strictly prohibited inside any property managed by The WIHN or its agents.
- b. Smoking may be done outside on porches (unless otherwise designated), but not within 15 feet of main traffic entrances/exits.
- c. Smokers must dispose of ALL cigarette butts properly. Receptacles for cigarette butts must be used. No butts should be found on porches, sidewalks, or yards.

7. Roofs

The WIHN's luxury units have access to a rooftop pool and other rooftop amenities. Accessing the roofs or roof decks of the maintenance quarters of these areas for any reason except fire evacuation is prohibited.

8. Fire Safety

- a. Intentionally setting a fire; intentionally causing false fire alarms; vandalizing or tampering with fire alarms or fire protection equipment, including elevators; or

Cherry Blossom Festival—Every year around the beginning of April, the cherry trees around the Tidal Basin (by the Jefferson Memorial) bloom, and thousands of visitors come to see them. The trees were given as a gift of peace from Japan. In conjunction with the blooming, there are several events, such as the Cherry Blossom Parade and kite flying on the Mall. Advice from prior interns: if you want to see the trees, get up really early (6--7 a.m.) and take a walk around before the crowds arrive.

www.nationalcherryblossomfestival.org

Hains Point (also called East Potomac Park) is south of the Jefferson Memorial. It is a hike to reach, but if you are a runner/walker, it is a great park with a roughly 3 mile loop around the water. It is also the home of the *Great Awakening* (a giant sculpture) and other varieties of cherry trees that bloom after those around the Tidal Basin.

Arlington National Cemetery (Metro: *Arlington Cemetery* stop on the Blue Line) has become the nation's official burial ground, with the Tomb of the Unknown Soldier, the Amphitheater, and the graves of John F. Kennedy and William Howard Taft. The changing of the guards at the Tomb of the Unknown Soldier takes place every half-hour on the hour. The cemetery is open from 8:00 a.m.–5:00 p.m. from October–March and between 8:00 a.m.–7:00 p.m. from April–September. www.arlingtoncemetery.org.

Old Town Alexandria (*King Street* Metro stop on the Yellow Line) is now the site of shops and restaurants. It was an area where George Washington lived and where Robert E. Lee had a home. The visitor's center (on King Street) has maps and daily tours. <http://oha.ci.alexandria.va.us/>

FDR Memorial (beyond the Jefferson Memorial, SW of the Tidal Basin) is something tourists often forget and is well worth seeing! www.nps.gov/fdrm.

Bureau of Engraving and Printing, (14th St. and C St., SW; Metro stop: *Smithsonian* on the Blue and Orange Lines) where U.S. currency is printed, is open Monday through Friday from 9 a.m.–2 p.m. and then again from 5–7p.m.. This is an interesting tour that fills up FAST. If you want to do this, plan on it early in the semester before the tourists arrive in DC in full force! www.moneyfactory.com/

White House Visitor Center (15th and Pennsylvania; Metro stops: *Metro Center* on the Blue, Orange, or Red Line or *Federal Triangle* on the Blue or Orange Line). The Center provides several photography exhibits, as well as a history of the White House building and remodeling. Well worth 60–90 minutes of site seeing time. www.nps.gov/whho/WHVC/

National Postal Museum (near Union Station) provides a history of mail systems and stamps. And, it's never crowded! www.postalmuseum.si.edu/exhibits/2_exhibits.html

International Spy Museum (8th and F; Metro stop: *Gallery Place/Chinatown* on the Yellow and Green Lines) is a popular destination, especially on weekends. It is very comprehensive, so plan on spending several hours there. Unlike the vast majority of museums in Washington, it is NOT free. (Admission costs around \$18.) You can purchase tickets ahead of time at the museum to save waiting in line. www.spymuseum.org

Renwick Gallery (just west of Lafayette Square, which is north of the White House; Metro stop: *Farragut North* on the Red Line or *Farragut West* on the Blue and Orange Lines) is an interesting museum, particularly in the way it displays its art work. <http://americanart.si.edu/renwick/index.cfm>

GROUP CULTURAL OUTINGS

A number of cultural outings will be planned for the group throughout the semester; frequently on the weekends. The outings will be varied, and will be things that you might not otherwise do/see. Because these events build community among students, as well as potentially providing an opportunity for the professor to hear more about students' internship and experiences, cultural outings *are required unless prior permission to be excused is given by the professor.*

List of Theaters, Cultural Opportunities

There are numerous theaters in Washington DC. At several, including the Kennedy Center, it is possible to get discounted student tickets. (For the Kennedy Center, you have to go there to get the tickets.) Some theaters also have matinee performances that are less expensive. A list of some of the websites and theaters follows.

Kennedy Center (www.kennedy-center.org). If you go, there is a free shuttle from the *Foggy Bottom/GWU* Metro stop (Orange or Blue Line) to the Center itself, or you can walk from the Metro stop to the Center. The Kennedy Center is really a collection of theaters for plays, concerts, ballet, opera, etc. If you go early or stay after performances, you can walk around the terrace for a great view of the city from all angles. The Kennedy Center has daily performances (usually at 6 p.m.) that are free on its Millennium Stage; you need to arrive fairly early to get a seat.

Ford's Theatre (www.fordstheatre.org). The place of Lincoln's demise also has great theater performances, many of which are not very expensive. They also have historical exhibits that patrons can peruse before and after performances and during intermission.

Warner Theatre (www.warnertheatre.com) tends to have more vocal performances and musicals.

National Theatre (www.nationaltheatre.org) is one of the oldest theaters in Washington DC.

Arena Stage (www.arenastage.org) If you like theater, there is a "5/25 student discount" program at Arena Stage (*Waterfront* Metro stop on the Green Line), which has \$10 tickets.

Shakespeare Theatre (www.shakespearedc.org) performs Shakespeare plays and much more.

Film Festivals—Watch the newspaper for city-wide film festivals. In past years, for example, there have been several environmental film series that were shown for free in museums, as well as international film festivals.

Less Well Known Sites

Most of you will see the "usual" Washington DC sites, such as the Capitol, the memorials, and the Smithsonian Museums. There are also many "lesser known" but quite interesting sites that students have enjoyed in the past.

The National Building Museum (across from the *Judiciary Square* stop on the Red Line, and within walking distance of Union Station) is free and quite interesting architecturally and historically. If you go, be sure to take part in the tour of the building, which was built after the Civil War as the Pensions Office. www.nbm.org.

violating requirements concerning the use of certain electrical equipment and/or appliances are all serious offenses.

b. When a fire alarm sounds, Tenant must evacuate the premises immediately and remain evacuated until approved re-entry by proper authorities.

c. Fire extinguishers or fire ladders must only be used in cases of emergency, and use must be reported immediately to The WIHN office.

9. Bicycles

All bicycles **MUST** be locked to proper bike racks or designated bike parking spaces. We recommend that you purchase a chain and lock to secure your bike to a rack when not in use. Storage of bicycles inside housing units is a safety hazard and is strictly prohibited.

10. Pets

With the exception of service animals, and prior consent from The WIHN, no pets or other animals are allowed in The WIHN Housing.

11. Security

Tenant agrees to assume the responsibility for maintaining the security of the building and individual rooms. Keys are the property of The WIHN and may not be loaned, transferred, or duplicated. Tenant agrees to report lost or stolen keys to The WIHN immediately. It is the responsibility of the Tenant to keep his/her unit and/or room door locked at all times. Tenant further agrees to escort guests at all times while they are on the property.

12. Tidiness and Waste Disposal

Tenant agrees to contribute to the tidiness of the unit and property. Tenant agrees to work with other residents in determining an agreeable schedule or routine for managing all areas of cleanliness and waste disposal.

Trash and recycling bins must be set out on the curb to be collected on days specified by The WIHN as Collection Days.

13. Furnishings

All common area furnishings are for the benefit of ALL residents, and as such, Tenant agrees to leave all furnishings in their designated locations. Keeping common area furnishings or items in personal rooms is strictly prohibited.

14. Network and Internet Access

The network and internet access is provided to facilitate the sharing of knowledge and information. The Tenant shall abide by all state and federal laws and regulations regarding the network and will be held accountable for any inappropriate activity originating from his or her Internet bearing device.

15. Exteriors of Housing

No furniture, fixtures, utensils, dishes, etc. are to be removed from The WIHN Housing and left outside. No personal items such as clothing, backpacks, bar-b-que grills, etc. are to be left outside of The WIHN housing units. All waste is to be placed in the trash receptacles.

16. Balconies/Windows

The WIHN prohibits the following in any of its residential properties:

- a. Throwing or dropping objects from windows or balconies.
- b. Standing, sitting, or walking on window ledges or balcony railings.
- c. Placing objects on the window ledges or balcony railings that might fall and injure someone below.
- d. Climbing in or out of any window for the purpose of entering or exiting a room.

17. Laundry

The Tenant agrees to oversee and manage his/her operation of the laundry area in a manner that does not inconvenience the other residents. Laundry is to be removed promptly from the washer/dryer once its cycle has completed.

18. Damages or Alterations

Tenant shall not make any material alterations in the space without express written permission from The WIHN. Tenant shall not damage nor permit the damage of any part of the space.

19. Local Compliance

The Tenant agrees to conform and comply with all laws, regulations and ordinances of the District of Columbia and the United States of America.

20. Further Compliance of Rules

The Tenant further agrees that The WIHN may take appropriate action for conduct which is found by The WIHN to be in violation of any rules, or which is otherwise detrimental to the welfare of other property residents, employees, or the physical properties of The WIHN, or which violates any federal or state law.

FOOD AND MEALS

Food Allowance Money

You will receive \$105/week for your food allowance over the 13 week semester, which will be directly deposited into your bank account on a bi-weekly basis. You are expected to budget your funds over the semester.

Cooking and Taking Lunches

There are numerous restaurants in Washington DC; some are relatively moderately priced and others are quite expensive. Greystone House has a large kitchen, equipped with several refrigerators and stoves, so packing your own lunch is a very viable (and much less expensive) option. We anticipate that if students prepare most of their breakfasts and dinners on site, the food allowance will be very adequate for the semester.

Options for groceries

The two major grocery store chains in Washington DC are Giant and Safeway. Websites for Safeway and Giant are www.giantfood.com and www.safeway.com

The closest major grocery store to Greystone House is a Safeway in the City Vista Complex (490 L Street NW), located on 5th Street between K and L Streets, which is less

Adams Morgan is north of Dupont Circle, primarily along 18th NW above U Street. It is one of the city's most diverse neighborhoods, where black, white and immigrant Latino communities mix and thrive. It also is home to many ethnic restaurants, bars, and cafes, many of which are less expensive than those in the Dupont Circle area.

U Street NW (sometimes referred to as Shaw) runs from 10th Street to 18th Street and was once the center of the city's African-American society. (Metro: *U Street-Cardozo* stop on the Green Line.) Since blacks were denied equal access to white businesses, shopping centers, and neighborhoods, they formed their own center of commerce. U Street is where Duke Ellington played regularly, and it is lined with many jazz clubs. **Ben's Chili Bowl** (right across from the Metro station) is a U Street institution and one of the few businesses that was not burned during the 1968 riots that decimated the area. This area is home to numerous ethnic restaurants, as well as the **African-American Civil War Museum** (a small, but interesting, museum).

Anacostia was originally carved out of farmland east of the Anacostia River as a whites-only neighborhood, but quickly became a place for free blacks to build and live. It is still a hub of African-American life. The **Frederick Douglass Home** is there, and the **Anacostia Museum** (free) is small but features exhibits on African-American history and art. Anacostia is on the Green Line (*Anacostia* stop), but unfortunately the museums are not close to the Metro, and the neighborhood is not the best for walking tours. If you go, take the bus from the Metro stop to the museums.

Capitol Hill is the area east of the Capitol. (Metro: *Eastern Market* stop on the Blue and Orange Lines) Thirty years ago, this area was unsafe and full of run-down homes. Since then, young professionals have moved to the area, and it has experienced rejuvenation. It is now one of the highly desirable living areas. Highlights include the **Folger Shakespeare Library** and **Eastern Market** (7th Street & North Carolina Avenue SE) which features food, crafts, and art. Saturday mornings tend to be the most "happening" time.

Chinatown/MCI Center/Gallery Place (Metro: *Gallery Place/Chinatown* stop on the Red, Yellow, and Green Lines) is the area roughly between D to H Streets NW and 5th -10th. The area has been mostly rejuvenated with the building of the MCI Center. There is a small Chinatown, complete with good restaurants. The **International Spy Museum**, (8th and F – not free, and you will likely need to obtain tickets in advance due to its popularity), the **National Portrait Gallery** (free), and **Ford's Theater** are also in the area. The **MCI/Verizon Center** hosts many sports and entertainment events.

The Mall (the area between the Capitol and the Lincoln Memorial) is home to the **Smithsonian Museums** and the **National Gallery of Art**. (Metro: *Smithsonian* stop on the Orange and Blue Lines). All of these museums are FREE! The Mall also encompasses the **Washington and Lincoln monuments**, the **World War II Memorial**, and the **Korean and Vietnam War memorials**. The **FDR, Martin Luther King, and Jefferson memorials** are within walking distance.

LEAVING THE CITY

If you are planning to be out of DC for a weekend, you must let the professor know in advance. You must leave your cell phone number or another number where you can be reached in case of an emergency. The same is true if you will be leaving Washington DC for work-related events.

PROFESSOR'S HOUSING AND CONTACT INFORMATION

Professor Koopman and his wife, Gayle Boss, will be living at 114 11th St., SE, Unit A. Professor Koopman's cell phone number is 616/328-4693. In an emergency, you may contact him at any time of the day or night. If you are unable to reach him in an emergency, Gayle Boss' cell number is 616/634-8591. For non-emergencies, please be considerate about the time of day when you call.

CITY OF WASHINGTON DC

Directions and Maps

Washington DC is a city full of people walking and using public transportation, and you will join them during your Semester. As you travel extensively throughout the city, it is helpful to know a few basic things about directions and streets in Washington.

- The city is divided into 4 quadrants: NE, NW, SE, and SW. The dividing line for these quadrants is the very center of the US Capitol Rotunda. Thus, Greystone House is in the NW quadrant (that is, NW of the Capitol), while Eastern Market is in the SE quadrant (SE of the Capitol).
- Numbered streets in Washington DC run north-south.
- Lettered streets in Washington DC run east-west.
- The streets with names of states run diagonally.
- When you search for an address on the internet, you **MUST** enter the direction (NE, SE, NW, SW) or you could well end up a long distance away from your intended destination!

Maps and Visitor Information

Maps are available—as well as other information about the city—at the DC Visitors' Center. It is located in the Ronald Reagan Building at Federal Triangle. (The address is Constitution and 11th). Take the Metro to the *Federal Triangle* stop on the Orange or Blue Lines, and follow the signs.

Neighborhoods

Sometimes you may hear reference to various neighborhoods in DC. Here are some of the most well known:

Foggy Bottom is the area near the Department of State and George Washington University (roughly 17th-23rd and Constitution to I.) The Kennedy Center is in this area. The *Foggy Bottom/GWU* Metro stop is on the Orange and Blue Lines.

Georgetown runs along the Potomac River. M Street NW from 30th to 35th Streets is lined with restaurants and clothing stores. The neighborhood is upscale and worth just walking through. The Metro does not go to Georgetown, but you can go to *Foggy-Bottom/GWU* (Orange or Blue Line) or to *Dupont Circle* (Red Line) and walk west.

Dupont Circle (*Dupont Circle* stop on the Red Line) is where Massachusetts, New Hampshire, and Connecticut NW all come together. (And yes, there is a circle there.) Massachusetts NW is known as **Embassy Row** because of the large number of embassies located in the area. The neighborhood has trendy shops and numerous ethnic restaurants (especially on Connecticut, north of the Metro and 18th to the NE of the Metro).

than half a mile from the House. There is also a Wal-Mart Supercenter on 1st and H Street, NW (0.5 miles from the House).

TRAVEL TO AND WITHIN WASHINGTON DC

Travel to Washington, DC

Students must arrive in Washington by the Saturday before the spring semester begins. For 2018, this date is Saturday, January 27.

Washington DC is served by three major airports, Ronald Reagan National Airport (DCA), Dulles (IAD), and Baltimore-Washington International (BWI). Dulles and Baltimore-Washington airports are farther out of the city and require some transfers from bus or train at Metro stations to arrive at Greystone House. (As you plan your trip, be aware that taxis are VERY expensive on the east coast; a cab from Dulles or Baltimore-Washington airports to the center of DC will cost at **least** \$65, and from the DC airport to Greystone will likely be at **least** \$35. These are likely low estimates.) Uber or Lift is also a viable option for travel from the airport to Greystone House.

Students may also choose to take Amtrak to DC. The train arrives at Union Station, where students can board the Metro to get to Greystone House. Amtrak information is available at www.amtrak.com. 1-800-872-7245.

When you have completed your travel arrangements for going to Washington DC, you must communicate the details to Ellen Hekman.

Directions to the Greystone House

From Reagan National Airport (DCA), follow the M signs to the Metro, which is in Terminal B where the baggage claim is located. The baggage carousels are on the lowest level, and the level just above is the Metro entrance. Once you reach the Metro, you will need to buy a ticket, if you haven't already ordered and received a SmartTrip card. From Reagan Airport to *Mt. Vernon Square/Convention Center*, the fare will either be \$2.20 or \$2.75 (rush hour) on a SmartTrip card (and \$3.20 or \$3.75 on a paper farecard). To make sure you have enough, if you are buying a paper farecard, put at least \$4 on the ticket. You buy a ticket at the automated machines in the Metro station entrance. There is usually an attendant in a booth at the entrance if you need to ask questions, but they do not sell any tickets. To enter the train area, put your fare card into the slot on the front side of the machine, and **take it out** where it is returned on top. The turnstile will then push open. (When you have luggage, you may use the handicapped accessible turnstile. When using the handicapped turnstile, your fare card will come back out where you originally put it in.) **Do NOT lose your card! You need to insert it into the machine again at your destination in order to get out of the Metro station!**

You will take the Yellow Line from Reagan National Airport. The train will be going towards *Fort Totten* and the *Mt. Vernon Square Station* will be listed as one of its stops. A Blue Line train will run on the same tracks, but do NOT get on that train! The trains announce their color and final destination at the station (i.e. "This is a Yellow Line train to *Fort Totten*"). Make sure to follow the signs, and get on the correct side of the tracks, not the side where the Yellow Line is headed for *Huntington*.

Get off at the *Mt. Vernon Square/Convention Center* stop, and follow the exit signs. The stops are announced on the train before each station, but it is often difficult to hear or

understand the announcements, so watch the maps that are posted inside the Metro cars and the signs posted on the walls as you enter each station area while on the train. To exit, put your fare card into the machine; it will eject from the top (unless you use the handicapped turnstile which returns it to you from the same slot), having deducted the amount of your fare.

Take the escalator out of the station so that you are on M Street; walk east on M Street (away from 7th Street) until you reach New Jersey Avenue. Go north (left) on New Jersey Avenue until you reach the house at 1243 New Jersey Ave.

If you want Professor Koopman to meet you at Reagan National Airport so that he can walk you through using the Metro for the first time, let him know what time you will be coming in, as well as the airline and flight number. He will assist you in getting to Greystone House. Participants may want to coordinate flights so that a group is arriving at approximately the same time.

If you arrive at Baltimore-Washington Airport (BWI), there are two options to get to Greystone House.

Option 1: take the B30 Metrobus (\$7 SmarTrip card or exact change in cash) from the airport to the *Greenbelt Station* on the Green Line. See the instructions above under the “From Reagan National Airport” section regarding purchasing a Metro ticket. The cost for the fare will be between \$3.50 and \$4.50 (peak hours) on a SmarTrip card (and \$4.50 or \$5.50 on a paper farecard), so put at least \$6 on the ticket. At the *Greenbelt Station*, get on the Green Line toward *Branch Avenue* until the *Mt. Vernon Square/Convention Center Station*. Follow the walking directions above to reach Greystone House.

Option 2: take the Amtrak/MARC train from BWI (follow the signs in the airport to the free shuttle bus that will drive you to the train station, where you can purchase your ticket for about \$7-\$15) and ride the train to Union Station; transfer to the Red Line Metro at Union Station and follow the instructions below under “If you arrive on the Amtrak train.”

If you arrive at Dulles Airport (IAD), take the Washington Flyer Coach Service to the Metro SILVER Line at *Wiehle-Reston East Station*. The bus runs approximately every 30 minutes, and the cost is \$5 (schedules and information can be found at: www.washfly.com/flyer_bus_about.htm). See the instructions above under the “From Reagan National Airport” section regarding purchasing a Metro ticket. The cost for the fare will be between \$3.60 and \$5.90 (peak hours rate) on a SmarTrip card (and \$4.60 or \$6.90 on a paper farecard), so put at least \$7 on the ticket. Take the Silver Line in the direction of *Largo Town Center*. Get off at the *L’Enfant Plaza* stop, and transfer to the Yellow Line toward *Fort Totten* or the Green Line toward *Greenbelt*. Get off the Metro at the *Mt. Vernon Square/Convention Center Station* and follow the walking directions above to the house.

If you arrive on the Amtrak train, you will come directly into Union Station. Take the Red Line Metro toward *Shady Grove* to the *Gallery Place* station, and transfer there to the Yellow Line toward *Fort Totten* or the Green Line toward *Greenbelt*. Get off the Metro at the *Mt. Vernon Square/Convention Center Station* and follow the walking directions above to the house. Cost for the Metro ticket will be between \$1.75 and \$2.15 (peak hours rate) on a SmarTrip card (and \$2.75 or \$3.15 on a paper farecard).

Travel within the city

Students should NOT bring a car to Washington DC! (The one student who brought a car in the past seven years noted that it was “totally not worth it.” She reported spending approximately \$500 on parking and \$300 on gas—seven years ago.) There is very limited street parking at Greystone House, and finding parking in general in DC can be very difficult. Additionally, drivers are required to purchase a district vehicle parking permit, and potentially a registration permit as well. Students will not need a car to travel to their internships, to get to any site seeing attraction, to go to restaurants, or to do any planned class activity. Travel will be predominantly on the Metrorail (“Metro”), city buses and through walking.

The Metro is safe and clean. It is well-organized, easy to figure out, and fast. Everyone (from professional workers to school children to tourists) rides the Metro.

Be ready to walk in DC! Cabs are expensive. Most people in the city walk from the Metro to their work places and walk to lunch. Site seeing will require walking too – Washington DC is a big place! Bring comfortable, sensible shoes for getting to your internship and tennis shoes for site seeing, and be ready to get some exercise!

Students will be given transportation money (intended to cover travel within the city for trips related to site visits and travel to and from the internship site) which will be provided through bi-weekly deposits to your bank account. The amount will be determined by the internship site location and anticipated expenses as calculated through wmata.com for SmarTrip fares. You should purchase a Metro “SmarTrip Card”—a more permanent, plastic card, to which you add fare money as needed. This will give you the most discounted fare on Metro train and Metrobus fares. The SmarTrip Card can be purchased online at www.wmata.com, at Metro sales offices, and at specific Metro stations, and *it is strongly recommended that you purchase a SmarTrip card online BEFORE you travel to Washington D.C.* You can also simply purchase the standard paper farecards for Metro travel, but it will be difficult to remain within your travel budget, since our calculations for your transportation allowance are made based on SmarTrip rates, and the paper farecards are charged a higher rate.

Metro fare tickets can also be used for transfers to the Metrobus, though you still have to pay an additional, but potentially discounted, fee when you get on the bus.

Extensive information about Washington’s mass transit system, including the Metro, is available at www.wmata.com. This web site gives you the exact cost of fares between stations at rush hour and regular hour times. Fares on the Metro vary based on the distance traveled and the time of day. During peak fare times (every day from 5 am opening to 9:30 am, 3-7 pm, and weekends from midnight to closing), SmarTrip card fares range from \$2.15 to \$5.90; during reduced rate times (all other times, and weekends), SmarTrip card fares range from \$1.75 to \$3.60. If you use a paper farecard instead of a SmarTrip card, there is a \$1 surcharge for every fare. The Metro web site also provides directions for bus transfers and walking.

In prior years, a few students also traveled outside of Washington DC to nearby cities, such as New York. It is possible to get inexpensive bus tickets through Greyhound for such trips. See www.greyhound.com. Remember that you must clear these trips with the professor accompanying the group prior to making final plans, and this is not intended to be covered under your transportation money allowance.