



WASHINGTON, D.C. PROGRAM HANDBOOK

Prepared by the Center for Global Education

CONTENTS

• Program dates		p. 2
• Faculty Director	p. 2	
• Contact addresses		p. 2
• Student residence		p. 2
• Program participants		p. 3
• Group arrival		p. 3
• Housing	p. 4	
• Amenities		p. 4
• Parking		p. 4
• Orientation and program schedule		p. 5
• Telephone, fax and email	p. 5	
• What to bring		p. 6
• Climate	p. 7	
• Meals		p. 7
• Money and banking		p. 7
• HWS registration and housing for Spring 09		p. 8
• Safety		p. 9
• Academic work	p. 9	
• Healthcare and insurance	p. 9	

**PUBLIC POLICY PROGRAM
WASHINGTON, DC
FALL 2008**

STUDENT HANDBOOK

Program Dates: September 1 - December 13, 2008

Faculty Director

Professor Patrick McGuire
Department of Economics, Stern Hall
Hobart and Wm. Smith Colleges
315-781-3423 (HWS office)
315-789-5339 (home - Geneva)
cell phone: 315 521-7029 - Use this number in emergencies
D.C. land phone: tba
mcguire@hws.edu

In D.C., Professor McGuire and his wife, Sandy, will reside in Warwick House - same address as students, below. Apartment number and local phone to be announced shortly before the program begins.

Center for Global Education

EMERGENCY NUMBER AFTER HOURS/WEEKENDS: 315-781-3333

Thomas D'Agostino, Director
Trinity Hall
Hobart and William Smith Colleges
Geneva, New York 14456
315-781-3307 (tel)
315-781-3023 (fax)
e-mail: tdagostino@hws.edu

Amy Teel, Programs Operations Manager, teel@hws.edu
Doug Reilly, Program Coordinator, dreilly@hws.edu
Sharon Walsh, Short-Term Programs Coordinator, walsh@hws.edu
Sue Perry, Office Support Specialist, cgestaff@hws.edu
(same address, phone and fax)

Student Residence

Warwick House – John Sancho - Manager
1221 South Eads Street
Arlington, VA 22202
(703) 418-4000 (management office tel)

(703)418-0101 (office fax)

(Mail can be sent to the apartment at the address above. Be sure to include “c/o Hobart and William Smith Colleges group” along with the individual’s name and apartment number when you have it.)

Program Participants

Washington, D.C. Program		
Name	Semester	Email
Bruen,Matthew	F08	MB0398@hws.edu
Dorman,Jeffrey	F08	JD6536@hws.edu
Droz,Jessica	F08	jd4707@hws.edu
Duarte,Yanllerline	F08	yd4070@hws.edu
Fosbrook,Andrew	F08	AF2765@hws.edu
Gehring, Renee	F08	RG7525@hws.edu
Glueck, Allison	F08	AG5336@hws.edu
Goldberg,Harrison	F08	HG1560@hws.edu
Gordon,Bradley	F08	BG7211@hws.edu
Helstowski,Emily	F08	eh8922@hws.edu
Kussin,Efrem	F08	EK1071@hws.edu
Liscio,Alexander	F08	AL0581@hws.edu
Malitz,Adam	F08	am0417@hws.edu
Powers,Danielle	F08	DP0434@hws.edu
Stephens,Kelly	F08	ks5965@hws.edu
Syed,Seher	F08	SS7346@hws.edu

Group Arrival

As you are all arriving from different places and some of you prefer to drive, we have NOT made arrangements for a group flight. If you are driving, directions are available on the website for Warwick House at <http://www.thewarwickhouse.com/cs/root/warwick/directions>. (See the section on housing for more info on the facility). If you plan to fly, we strongly encourage you to fly into Ronald Reagan National Airport, which is adjacent to Crystal City, the neighborhood where you are living. A local cab from National Airport will be approximately \$10-12 plus tip. You can expect a taxi ride of about an hour from Dulles Airport and a fare in the range of \$60-70.

CHECK-IN has been arranged for you to arrive anytime from 10am to 4 pm on August 31. **If you arrive before 10 am, your apartment may not be ready and the office staff may refuse to give you your key. Please plan accordingly. If you arrive late we MUST have advance notice to arrange that your key is with Professor McGuire after the management office closes at 5 pm.** Proceed directly to 1221 South Eads Street to the front desk for check-in. They can tell you where to unload your car. You will have no scheduled activities or obligations on this first day except to attend a

welcome dinner/pizza party from 6-8 pm to be held in the building Meeting Room in Warwick House.

Housing

You will be grouped into two-bedroom units over the course of the summer. Whenever possible, your request for a particular apartment mate(s) will be honored. However, as we do tend to have a number of late additions and/or drop outs from the group or occasionally a special medical need arises, we reserve the right to make some adjustments to your housing requests if this is necessary to ensure that all students are housed. While you are welcome to shuffle yourselves around (assuming all parties are mutually agreed), **YOU MUST REPORT ANY CHANGES YOU MAKE TO PROFESSOR McGUIRE AND TO THE WARWICK HOUSE CORPORATION MANAGER.** For your safety and for emergency services, it is critical that the faculty directors and the building managers have the correct student names matched to the correct apartment units. As of this writing we do not have your specific apartment numbers. Watch your email in August for your specific assigned apartment number and the names of your roommates.

Amenities

Certain amenities and all furnishings are provided with your apartment. Do note two important points: 1) your apartment includes local and incoming long distance telephone service. You will be given your local telephone number upon arrival. If you do not have a cell phone and would like long distance (outgoing) service, you must select and arrange payment for your own long distance plan. 2) your apartment rate will include internet access IN the apartment. 3) your lease provides for bi-monthly (i.e. twice per month) professional cleaning service to help you keep your apartments clean. **YOU** are responsible for maintaining the bedrooms and all common areas to a reasonable degree of cleanliness in between cleanings. Also, since the housekeepers are instructed not to move personal belongings, if you leave dirty dishes on the counters or sinks or clothing and books etc on the floor, housekeeping will NOT be able to clean those areas as they do not “pick up”. In August, you will each receive via email an “amenities’ package list detailing all the furnishings that you will find in your apartment including pots, pans, dishtowels, dishes and cutlery, desk lamps, trash cans, refrigerator etc. and of course basic furniture such as beds, desks, bureaus, etc. You will need to purchase relatively little as the amenities packages are quite comprehensive.

Parking and personal automobiles

Here’s a simple statement: We do not recommend that you bring your car. Traffic in the DC area is congested, parking is very expensive when you can find it, and accidents are very common. Public transportation is inexpensive, safe and easy to use. If you are determined to bring your car, nonetheless, you will be responsible for all expenses associated with it. The monthly parking fee at Warwick House is \$50 per vehicle. **Now that we know the fee, please confirm with us by June 15 that you would like a car**

and are prepared to pay the monthly fees and we will reserve a place for you. Please note that the Colleges cannot accept responsibility for any damages caused to your car by accident, vandalism or theft as, unfortunately, these are not uncommon occurrences in DC, even in nice neighborhoods. We strongly discourage you from lending your car to other students on the program but if you do so and there is an accident, again, the program will not intervene in the matter.

Orientation and Program Schedule

Orientation begins on Sunday, August 31st. Professor McGuire will be in DC before the group arrives. During the orientation you will have a chance to ask questions and become more comfortable with living and studying in DC. Orientation will include some activities relating to logistics (where to, how to, etc) and also relating to academic expectations. You'll also have a chance to explore the immediate neighborhood, figure out where the nearest ATM, supermarket, drug store, etc are located.

A detailed orientation schedule will be provided a little later this summer. Once classes begin (Sept 3rd) you will have class on the following schedule:

Regular Class Schedule Each Week starting Sept 3rd

Tuesday Mornings (7am-10:00am)

Wednesday Evenings (7pm-10pm)

Thursday Mornings (7am-9:40am)

As with all new living situations, it will take some time to settle in. The staff at Warwick House are excellent resources to the immediate neighborhood and community and will be happy to help you find any services that you might need in the area. Those of you who are unaccustomed to using public transportation may find the Metro system challenging at first, but quickly you will find that you know your way around. Many students on past programs have reported that somewhere about mid-term the off-campus site begins to feel like home and a certain level of comfort is attained.

Telephone, Faxing and Electronic Mail

You will have local phone service at the apartment and can receive incoming long distance calls there. You will be given your local telephone number at check-in. If you choose to arrange for out-going long distance, this will be at your own expense. Given that you are sharing the apartment with one to three others and there is only one phone line, instead we strongly recommend that you use a cell phone service for long distance or arrange independently through your favorite carrier for an individual long distance calling plan. This will save you the hassle of negotiating with roommates about whose calls are whose.

In an emergency you should be able to send faxes through the Warwick House main office or through your internship work site.

Electronic mail is not set up specifically for the program, but if you have a lap top, there is high speed internet access service in each apartment included in our rental agreement.

What To Bring To D.C.

Keep your baggage to a reasonable level. The old adage of decide what you absolutely cannot do without then remove half of that and pack what's left is good. Don't forget that you can buy personal items, soap, toiletries as well as school supplies and clothing all over the DC area.

Each individual will have her or his own tastes and habits, but the following is a suggested minimum list of items to include:

- (Women) 3 to 5 conservative skirts/dress pants and 5 blouses for internship (sleeveless attire or outfits showing cleavage are inappropriate for the workplace).
One or two dressier outfits (cocktail dress, longer dress) for formal evenings
- (Men) 3-5 pair of nice slacks, ties, 5 button-down shirts, 2-3 sport coats for internship
One suit and dressy shirt for formal evenings
- All: Raincoat/Trench coat for work days
Sweatshirt/Windbreaker for weekends/evenings
Jeans/trousers (3)
Sweaters (2)
Short and Long-sleeved casual shirts
T-shirts/bras
Underwear/socks (7)
Shorts
Study walking shoes (most important item)
One to two pair of dressier shoes

(we recommend that these be reasonably comfortable as you'll need to walk to/from the Metro to your workplace. Some students may choose to wear sneakers to work and change into dress shoes upon arrival at the internship site).

- Bathing suit and workout clothes for use at Warwick House
- Sleep wear and slippers
- 2 medium to larger sized towels
- Lined coat, heavy sweater, gloves, hat for cooler, end of semester
- Travel alarm clock if your cell phone doesn't have an alarm feature
- Enough prescription medication for the term with your doctor's prescription
- An extra pair of glasses or contacts
- Camera, some film or memory cards
- Money belt or pouch to wear under your clothes or wallet/purse that is not bulky
- Cosmetics, toothbrush, hairdryer, etc.
- A lap-top computer IS STRONGLY recommended
- This handbook

WHAT NOT TO BRING

More luggage than you can carry on your own
Expensive jewelry

Climate

In general the climate should be temperate. The winter time temperatures will be cool in DC (although warmer than in Geneva). It may be very hot and humid when you arrive in September so have a few nice, lightweight outfits for the first few weeks. There may be a fair amount of rain so probably some rain gear will be smart.

Meals

You have NOT been billed for a board plan but need to budget for your food. We have estimated \$2500 for food, (about the cost of the basic full board plan on campus) but that is only an estimate. By sharing expenses with your apartment-mates and shopping carefully you may do quite a bit better than that. To be sure you will easily spend considerably more than that if you eat out a lot - so budget or plan accordingly.

Money and Banking, Program Budgeting

We strongly recommend that you carry a credit card as a source of emergency cash and credit. Visa or Mastercard are accepted virtually everywhere, but an American Express card is useful in that you should be able to write a check on your personal account at home at an Am. Ex. office in DC. Mostly, you will use your ATM card for your personal savings or checking account if it has the Cirrus or Plus logos--don't forget that you will need your PIN number. We would not recommend opening a bank account for the relatively short time you will be in DC - rather bring a credit card or two and use ATMs to draw cash from your personal account. Above all be smart and safe with your money and valuables! Look around you before approaching an ATM machine – especially at night – and be careful to put away your cash and card BEFORE leaving the bank window. Keep the emergency phone numbers at hand if your cards are lost or stolen to report these immediately. We also encourage you to notify your bank and credit card companies that you'll be living in DC for four months so they don't stop your accounts in a conscientious but misguided effort to protect you from theft or fraud!

You will be billed for tuition, all standard HWS fees except the student activities fee, room and our off-campus program surcharge (\$500). You will not be billed for meals.

You'll need to budget for food (see meals above) and also for transportation (daily commuting to/from internship) and entertainment. Your commuting costs will depend upon the location of your internship site and its distance from Crystal City but most students will spend \$20-30 per week commuting plus the occasional taxi fare if you work late and/or go out after the Metro has closed. We encourage you to purchase a weekly Metro pass or Smart card to get better rates. HWS will make arrangements to reimburse

you for a portion of these costs. We will have more information in August about exactly the amount of the commuter 'stipend' and how you will be reimbursed for this expense. College policy prohibits you from accepting a wage (hourly or weekly) for your internship placement, however some companies have offered to reimburse students for their commuting expenses or their lunches and this is permitted.

Student entertainment budgets tend to vary as widely as student tastes and habits. DC is a large city with MANY free venues for culture and entertainment. (The Smithsonian's many museums and all the monuments on the mall can keep you busy for months). It is also a large city with MANY extravagant, upscale clubs and restaurants. If you plan to go "clubbing" on a regular basis, expect to spend three times what you might for similar entertainment in Geneva. Bear in mind, however, that you are expected to work at your internships Monday-Friday from approximately 8:30am on those mornings you do not have class and classes begin at 7am on Tuesdays and Thursdays. The need for keeping such early morning hours may be of help to you in reducing your need for spending late at night!

HWS Registration for Spring 2009

The Office of the Registrar will send copies of the registration materials to your Faculty Director for your use at the same time as the materials are sent to everyone else on campus. You will need to contact your academic advisor during advising week via email or telephone to discuss your course selections and be "released" to register. You will then be free to register online with your class in real time. Please note: advance registration dates will be sent to you but are likely to be November 10th for seniors, November 12th for juniors, November 14th for sophomores and November 18th for first years. You should not be at any registration disadvantage due to your off-campus status. If you are a student who is required to declare a major/minor or complete an audit form in order to register, we urge you to take care of this before you leave for your site abroad. **Also, be sure to check before you leave HWS that you do not have a financial or administrative hold on your account or you may be unable to register.**

HWS Housing for your return

The Office of Residential Education will shortly be announcing their procedures and deadlines for the on and off-campus housing lotteries for the 2008/09 academic year. Students going off campus in the Fall will be invited to co-sign for a room with a student going off campus in the Spring as soon as Spring decisions are announced. If you do not co-sign for a room, you will have to work directly with Res Ed on your housing assignment and should be aware that choices will be limited.

Please note that only rising seniors will be considered for off-campus housing status and you must apply for off-campus approval by the same process as students on campus. **DO NOT SIGN A LEASE UNTIL YOU RECEIVE WRITTEN APPROVAL FROM RESIDENTIAL EDUCATION.**

Safety

In addition to the precautions about personal belongings, we'd like to add just a brief word about personal safety. Many students can be lulled into a false sense of security because everything is new and exciting. We have not had any fatalities or serious injuries on any of our off-campus programs, but occasionally students have lost items due to carelessness or been victims of petty crime. Above all, be street smart. The DC area is an urban environment with an entirely different feel from Geneva. If you are going out at night, try to go in groups and be aware of your surroundings. If something doesn't feel right, listen to your instincts. Take a cab if you need to return late to the apartment and always lock the door to your apartment and the door to your car if you bring one or rent one. When using an ATM, be discreet with your money and protect your PIN number. DO NOT invite strangers into your apartment under ANY circumstances and never give anyone the key to Warwick House or you place both yourself and your apartment-mates at risk.

Academic Work

Remember that you will receive four course credits for the program--one for the internship (Equiv. 455-99), one credit each for Professor McGuire's courses and a fourth credit for the bi-disciplinary policy course. Details about the courses and the exact schedule of your internship will be outlined at the orientation session on site. Professor McGuire has ordered books for your classes and is having these delivered to the apartments in DC for your convenience. These books will be charged to your student account.

As on the home campus, you may request to take any course OUTSIDE your major or minor on a credit/no credit basis so long as you do so no later than two-thirds of the way into your course term. You must contact the HWS Registrar's office no later than two-thirds through your term off campus if you wish to take a course CR/NC. Think hard before doing this for more than one class, however. It may well be that future graduate programs and employers will think worse of a semester of CR/NC than one poor grade in something really outside your element.

Health Care and Insurance

The faculty director will assist you in case you need to seek medical care. For most medical expenses, your parents' policy will cover you. If this is not the case, you are also covered by the Colleges' mandatory medical plan. As with all plans, there are deductibles and co-pays. Be familiar with your coverage BEFORE you need to use it. Normally, you will have to pay for any minor expenses requiring medical care at the site of treatment and **obtain an official receipt of the treatment you have received with the date of treatment. Then, depending on the plan you are using, you may have to present that receipt and a claim form upon your return to the insurance company for reimbursement.** We recommend that you bring a health insurance ID card with you.

Finally, if anyone has a specific medical condition that requires special prescription medicine or any type of special care, please notify the Center for Global Education and Professor McGuire before departure. As noted above, if you are bringing prescription medicines, make sure you have enough for the term and the original prescription from your doctor. It is a good idea to include a brief letter explaining your medical situation as well.

NOTE!

Reminder to All Students Going Off-campus in an Election Year

We strongly recommend that all of you participate in the process of electing a U.S. president (and senators, congress people, etc.). To obtain an absentee ballot, contact your local County Board of Elections and ask for an absentee ballot. Make sure that they know when you'll be leaving for Washington. If you are a New York State resident (or if you registered to vote in NY State because you are a student here), you can call 1-800-367-8683 to obtain the address/phone number for your local county board. If you would like to vote but have NOT registered, contact the board of elections to do so and then request the ballot. If you have never registered or participated in an election before, start with this website to find out how to register (and register on-line if permitted for your state) and to apply for an absentee ballot:

https://electionimpact3.votenet.com/declareyourself/voterreg2_ret/index.cfm?