



WASHINGTON, D.C.  
PROGRAM HANDBOOK  
Prepared by the Center for Global Education

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**PUBLIC POLICY PROGRAM  
WASHINGTON, DC  
FALL 2010**

**STUDENT HANDBOOK**

Program Dates: September 3 - December 17, 2010

Faculty Director

Professor Renee Monson  
Department of Sociology, Stern Hall  
Hobart and Wm. Smith Colleges  
315-781-3426 (HWS office)  
315-789-0407 (home - Geneva)  
Cell phone to be used in emergencies in DC: tba  
[Monson@hws.edu](mailto:Monson@hws.edu)

In D.C., Professor Monson and her husband, Philip Gleason, who will also teach in the program, will reside in the same complex as the students but not on the same floor (possibly even an adjacent building). 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  
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315-781-3023 (fax)  
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Amy Teel, Programs Operations Manager, [teel@hws.edu](mailto:teel@hws.edu)  
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Sharon Walsh, Short-Term Programs Coordinator, [walsh@hws.edu](mailto:walsh@hws.edu)  
Sue Perry, Office Support Specialist, [cgestaff@hws.edu](mailto:cgestaff@hws.edu)  
(same address, phone and fax)

Student Residence

River House Apartments [www.riverhouseapts.com](http://www.riverhouseapts.com)  
1400 South Joyce Street  
Arlington, VA 22202  
Phone: 703-521-7900 | Fax: 703-486-3085 |

(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 (about 1 week prior to program start date). The manager of the apartment complex is Tara Calandrelli and she will assist our group in providing logistical support and with any maintenance issues that might arise.

Program Participants

Name	Email
Amico,Jeffrey M	<a href="mailto:JA3342@hws.edu">JA3342@hws.edu</a>
Becker,Jessica M	<a href="mailto:JB6772@hws.edu">JB6772@hws.edu</a>
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Browne,Akilah	<a href="mailto:AB3976@hws.edu">AB3976@hws.edu</a>
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Randhawa,Simrat	<a href="mailto:SR5532@hws.edu">SR5532@hws.edu</a>
Wang,Haoyu	<a href="mailto:HW5719@hws.edu">HW5719@hws.edu</a>
Whitley,Jalisa N	<a href="mailto:JW2869@hws.edu">JW2869@hws.edu</a>

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 the River House Apartments ([www.riverhouseapts.com](http://www.riverhouseapts.com)), (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 Pentagon 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 September 3. **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 Monson after the management office closes at 5 pm.** Proceed directly to 1400 South Joyce 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 for the River House apartments.

### Housing

You will be grouped into either one, two, or three-bedroom units over the course of the summer. As we have odd numbers of males and females and also because the apartment complex is unable to tell us exactly which units will be assigned to our group yet, we won't be able to confirm the size/configuration of your apartment until later in 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 MONSON AND TO THE RIVER HOUSE APARTMENTS 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 does NOT include a landline telephone. We expect that you will use your cell phones for communication or use skype. 2) your apartment does include internet access IN the apartment. 3) The apartment complex staff keeps all corridors, common areas, and public rooms clean. You are responsible for maintaining the cleanliness in your individual apartments, including the bedrooms, bathrooms, and kitchen areas. You will be charged for any damages or excessive cleaning fees if you leave the apartment in bad condition. 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 River House is \$50 per vehicle. **Now that we know the fee, please confirm with us by July 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 the evening of September 3<sup>rd</sup>. Professors Monson and Gleason 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 7) you will have class on the following schedule:

### **Regular Class Schedule Each Week starting Sept 7th**

Tuesday Mornings (7am-9:30am)

Wednesday Evenings (7pm-10pm)

Thursday Mornings (7am-9:30am)

As with all new living situations, it will take some time to settle in. The staff at River 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. We will also conduct a 'safe living session' at orientation to discuss how to adjust your life-style to an urban environment. 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

Again, we do not have landline service for the apartments. Instead we expect that you will rely on your cell phones or internet.

In an emergency you should be able to send faxes or urgent messages through the River House main office or through your internship work site. We will also provide you with an emergency cell phone number for Professor Monson shortly before the program begins.

If you bring your laptop, you will be able to email or skype from your individual apartments. There is also a business center in the building where you can use (on a first-come first-served basis) a River House computer. Note that you should NOT expect to use the River House computers for extended periods of time as this is shared across the whole residential community. You will DEFINITELY WANT TO BRING YOUR OWN COMPUTER TO DO YOUR SCHOOL WORK!

## 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  
Sturdy walking shoes (most important item)  
One to two pair of dressier shoes

(We recommend that your shoes 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).

- Workout clothes (and swim suit) for those who plan to use the sports facilities at the River House complex.
- Sleep wear and slippers
- 2 medium to larger sized towels
- Lined coat, heavy sweater, gloves, hat for cooler weather at the 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
- 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 a bit better than that. An excellent grocery store is close by. To be sure, you will spend considerably more than that if you eat out a lot - so budget or plan accordingly.

### Money, Banking and 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 (\$550). You will not be billed for meals.

You'll need to budget for food (see meals above) and also for entertainment. Hobart and William Smith Colleges will reimburse you for your weekly or monthly Metro commuting costs. Your commuting costs will depend upon the location of your internship site and its distance from Pentagon City but most students will spend \$20-35

per week commuting. This is what HWS will cover on your behalf. Please note that it will be at your own expense if you take a taxi home (which we do recommend if you are out socializing late at night) or if you are using the Metro beyond your commuter pass limits. We encourage you to purchase a weekly Metro pass or Smart card to get better rates. 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 2011

The Office of the Registrar will send electronic registration materials to your Faculty Director and to each of you via email at the same time as the materials are sent to everyone else on campus. Note that there are no longer print copies of registration booklets; everything is done electronically. You should contact your academic advisor during advising week via email or telephone to discuss your course selections. You can then register online with your class in real time. Advance registration dates will be sent to you by email. 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 next academic year. Students going abroad in the Fall will be invited to co-sign for a room with a student going abroad in the Spring as soon as Spring decisions are announced. If you are a Fall abroad student who does 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 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 and have had few serious injuries on any of our off-campus programs, more frequently students have lost items due to carelessness, have been pick pocketed or been victims of petty crime. 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 River House or you place both yourself and your apartment-mates at risk. Students who are found violating any of these safety rules that can place OTHERS at risk (i.e. if you invite a stranger into the apartment that you are sharing or give out your address or keys to persons unknown) you could be subject to disciplinary action.

### Safety and Women's Issues

While our basic advice in DC is no different than the advice we would give here on campus, the bottom line is that women can be particularly vulnerable to violent crime and that sexual assault and or rape can and does occur anywhere. Please be aware that there are some people who see young women, particularly those who might be travelling alone at night as prime targets. If you have been drinking YOU WILL BE ESPECIALLY VULNERABLE. Keep in mind that Washington DC's alcohol culture is a bit different than college drinking culture. If you have too much and are falling-down drunk, unfortunately there are plenty of people who will try to take advantage of that. Know your limits and err on the side of safety.

### Alcohol and Other Substances

At the apartments, we follow the same rules as are the law in Virginia (where the apartments are located). This means that purchasing or serving alcohol to anyone under 21 is illegal. If you are caught violating this law, you will be prosecuted by the local police and they are likely to be less understanding than the police in Geneva. We expect you to respect this law in your apartment as well. We will not condone older students buying alcohol for younger students. If you are 21 or over, you may consume alcohol in the residence so long as you do so SAFELY (i.e. that you do not drink to the point of endangering yourself or others and that you do not damage your apartment).

Smoking is not permitted in ANY of the apartments at ANY time. The use of marijuana and all other illegal substances (or of prescription drugs used for purposes other than those prescribed) is strictly prohibited in and out of the apartments. If you are caught using drugs by the program director you will be sent home. If you are caught by the local police, the program will not be able to intervene or assist you other than to do the courtesy of contacting your parents and advising them to seek legal assistance.

### Healthcare and Insurance

Please note that your HWS student insurance plan covers you in DC as well as on the HWS campus. If you also have insurance through your parents, the parental plan is “primary”. You would use that insurance card/plan first. If you do not have a parental plan and/or if that plan exhausts, then your HWS plan kicks in.

**HWS students: be sure that you bring your Excellus-issued ID card with you.** On it is your name, the group policy number and info for medical providers as well as a toll-free subscriber number. During orientation you will be given information about the nearest hospital and medical complex. Normally, you will have to pay for each non-emergency office visit and obtain an official receipt of the treatment you have received with the date of treatment. Then you must present that receipt to the insurance company for reimbursement. In cases of severe emergency, you will be treated first and billed later. Every attempt will be made to contact your parents/emergency contacts if hospitalization or surgery is necessary.

For more information about your student medical insurance plan, visit the plan’s website: [www.excellusbcbs.com](http://www.excellusbcbs.com).

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 Monson 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.

### 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 Monson’s courses and a fourth credit for the economic policy course. Details about the courses and the exact schedule of your internship will be outlined at the orientation session on site. Professors Monson and Gleason will advise you about all books that will be required for your classes and you are expected either to bring these to Washington with you or have them shipped (try not to time them to arrive too early) to the River House address.

**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.**

**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 U.S. senators, congress people, and other local officers.). 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?](https://electionimpact3.votenet.com/declareyourself/voterreg2_ret/index.cfm?)

We hope you have a great semester off campus!

-The CGE staff