

UW WISCONSIN IN WASHINGTON DC INTERNSHIP PROGRAM SUMMER 2023 PROGRAM HANDBOOK

This IAP Program Handbook supplements other study abroad/away and program-specific materials you will receive from the Canvas Prep Course and from the program staff, and provides you with the most up-to-date information and advice available at the time of printing. Changes may occur before your program begins or during the course of the program.

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PROGRAM LEARNING OBJECTIVES

The WIW program is designed to:

1. Give students direct industry experience in think tanks, non-profits, the federal government, and private organizations that will allow them to develop professional skills, to create professional networks for themselves, and to put themselves in the position to be recruited and hired, both in Washington, DC and in other locations throughout the country.
2. Challenge students to rise to the high expectations and formal interactions typical of the professional workplace in Washington, DC, where students are often expected to motivate themselves and to find activities and tasks without constant monitoring or guidance.
3. Introduce students to the rich variety of public talks, briefings, debates, and presentations that infuse the intellectual environment of Washington, DC. By attending these events, students will engage the DC intellectual and professional world and the people active in their field.
4. Integrate the theoretical and academic work that they have done on campus and will do in DC with the pragmatic world of the professional workplace, including reflecting and sharing experiences.
5. Foster opportunities for students to create relationships and networks for themselves and to encourage them to reach out to professionals for conversations, informational interviews, and professional, personal, and intellectual collaborations.

6. Provide a space for students to experience Washington, DC outside of a career-focused lens through service and learning activities.

These learning objectives are supported in a variety of ways through the program including:

1. Formal coursework taught by program staff and local experts providing you with insights into the working culture in general and specifically within Washington, DC.
2. Special guest lectures taking advantage of the rich political and intellectual culture of Washington, DC.
3. Organized field trips to sites in and around Washington, DC.
4. Program staff support to help you manage your internship placement and maximize your time and learning in your placement.
5. Your chosen internship placement with a focus on various aspects of public policy, public service, international affairs, etc.

CONTACT INFORMATION

Washington DC Based Staff

Cynthia P. Williams, Ph.D.

WIW Program Director

International Policy Advisor

International Division

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Cynthia Williams is the International Policy Advisor for the UW-Madison International Division and the Interim Director for the program. She assists students with the internship search, coordinates class outings, and teaches the course on organizations and professional development. In addition, she works with the campus DC-based Office of Federal Relations to maintain contact with administration officials, agency and Congressional staff, and higher education associations related to international policy and programs, and builds connections with alumni, international institutions, think tanks, foundations, NGOs, and federal agencies to facilitate campus international programs.

Hannah Roberg

WIW Program Manager

International Academic Programs (IAP)

University of Wisconsin-Madison 100 Maryland Avenue NE Ste 420

Washington, D.C. 20002

Cell: 608-370-1843
Office: 202-263-4522
hannah.roberg@wisc.edu

Hannah Roberg is the Program Manager for the Wisconsin in Washington program. She will be your main point of contact during the Canvas Prep Course and your time in DC. Prior to students' arrival in DC, she assists students with the internship search and must approve all internship placements. Hannah also oversees the operations of the program including matching students with DC Badger alumni mentors, coordinating professional development events, and class outings.

Campus Based Staff and Resources

Joanna Poinatte

WiW Program Advisor

International Academic Programs (IAP)
University of Wisconsin-Madison
301 Red Gym, 716 Langdon Street
Madison, WI 53706
Office: 608-265-6329 joanna.poinatte@wisc.edu
www.studyabroad.wisc.edu

Joanna Poinatte is the Assistant Director of Study Abroad Enrollment Management with International Academic Programs (IAP) and serves as the advisor for the WiW program. Joanna manages the application process and provides advising and support to students. She works with housing to determine roommate placements and will be a back-up for any housing and health and safety issues while students are in DC. Joanna also processes all grades once the students complete the program.

Emergency Contact Information

In case of an emergency, call the main IAP number **(608) 265-6329** between 8:00 a.m.-4:30 p.m. Monday-Friday; after-hours or on weekends call the IAP staff on call at **(608) 516-9440**.

PROGRAM DATES

Summer 2022 Program Dates:

June 3 – Start of Program, Arrival in DC, & Move into Housing
June 4 – Orientation (times will be sent before arrival)
June 6 – First Day of Class
June 14 – WisPolitics Breakfast (attendance expected)
July 4 – Holiday, No Class
July 6 – Rescheduled Class
July 19 – HOLD: WiW Evening Reception (required attendance)
July 25 – Last Day of Class
July 30 – End of Program & Move Out of Housing

THE ACADEMIC PROGRAM

Class Attendance

Students on this program are expected to be present for all class sessions and planned activities. Instructors may have their own policies regarding attendance, what qualifies as excused absences, and grading. Please make sure to review your syllabus and contact instructor for further clarifications.

General Information

The WIW program is an academic internship program, combining internship placement experience with relevant coursework regarding institutional frameworks and political processes that support and advance public policy issues involving the US federal government, domestic and international NGOs, and a host of other domestic and international institutions and groups.

Canvas Prep Course

Important: Please note that participation in the WIW program requires you to participate in the Preparation for Wisconsin in Washington online Canvas course during the **semester prior to participation**. This course will support you in your identifying and securing an internship placement in Washington, DC. **The course is not for credit.**

WIW Course Information

During the summer semester, you will take a total of one class for 3 credits.

Organizations and Professional Development – taught by Cynthia Williams

This course is tied to internship-related work to include policy memos, professional speaker reflections, workplace analyses, career interviews and write-ups. You will compile a final professional portfolio that documents and organizes your work to include updated resumes, on-the-job writing samples and examples of workplace contributions.

You will have a chance to enhance professional skills, build a network of contacts, and explore possible career choices. Most important, you will have a chance to speak with a wide range of people about their jobs, views, backgrounds, and experiences. In order to weave these experiences into your academic work, this class will ask for active reflection, self-assessment, and the honing of your thinking and writing. The internship course will help you build structure with written assignments, activities, reflections, and readings to help you make the most of your internship. Meetings will alternate between in-class activities and presentations by professionals (usually UW alumni in various career fields).

Course Schedule

Class will meet on Tuesday evenings from 6:30-9:30 pm.

There may be additional scheduled activities outside of class time.

Internship Information

Acceptance to the WIW program does not guarantee internship placement. WIW utilizes a “student invested” approach to internship applications and selection, where you are guided by UW faculty, staff, and alumni, but take primary responsibility for your applications and decisions on where you will intern. Under this model, you learn essential skills canvassing opportunities in your interest areas, crafting

application materials, marketing yourself, and weighing potential offers in a professional manner. It will be typical for you to apply to multiple internship opportunities to ensure success in obtaining placement.

Upon receipt of an internship, the WiW program staff approves the internship and ensures both the student intern and internship host are aware of appropriate placement expectations and unique academic requirements of this academic internship program. You will generally be expected to work 32-40 hours per week for your internship in the summer. Upon starting your internship, you will also work with your host to complete an internship agreement that outlines specific work duties and expectations.

Students are required to notify the WiW Program Manager of their final internship choice **prior to accepting** the internship. The Program Manager will then confirm that the internship meets program standards and will help guide students in the next steps.

Course Equivalent Requests and My Study Away

You will be enrolled in a placeholder course for the duration of your program. The placeholder is set at 3 credits.

The course you take on the program will be assigned a UW-Madison “equivalent” course in order for your grades and credits to be recorded on your UW-Madison transcript. In order to establish UW-Madison course equivalents for your course, you will submit a Course Equivalent Request through your MyStudyAway account. Detailed information on the UW course equivalent process that you will use through your MyStudyAway account is available in the UW Study Abroad and Study Away Handbook.

Although the WiW program courses do already have pre-approved equivalents available, it may be possible to receive a different UW-Madison equivalent than what has been pre-approved. This is especially true in the case of the internship/professional development course, as it is possible to request an equivalent in a department that corresponds to the field of your internship (journalism, communications, healthcare, gender and women’s issues, education, etc). We cannot guarantee that new course equivalent requests will be approved, as that is determined by the relevant academic department. You may find it helpful to speak with your academic advisor before submitting a new request.

Journalism majors please contact your advisor so they can help you determine if you can apply a course in this program to your major.

If you are in the process of getting a global health certificate and want to apply for your internship to count towards your field experience requirement please contact your Global Health Advisor:

General Information: globalhealthadvising@wisc.edu

[Advisors assigned by last name](#)

272 Nutritional Sciences, 1415 Linden Dr.

Madison, WI 53706

<http://ghi.wisc.edu/education/undergraduate-certificate/>

For questions about course equivalents, contact Joanna, the WiW Program Advisor.

Credits

This is a 3-credit program. Students are allowed to take additional online courses; however, it is strongly discouraged due to the time commitment of your internship (see below).

Pass/Fail/Drop/Audit

Please refer to the [UW Study Abroad and Study Away Handbook](#) for academic policies.

Grades

Grading will be based on the UW-Madison grading system. Additional information can be found online here:

https://registrar.wisc.edu/Grades_and_Grading_%20Policy.htm

Additional Online courses

While we do not prohibit you from taking online courses while participating in this program, we don't recommend it. Working at least 32 hours per week can be a big adjustment and adding additional course obligations can be too much. If you do decide that you are going to take an additional course, please note that you will be charged tuition as online courses are not included in the WIW program fee.

PRE-DEPARTURE PREPARATION

Refer to the Pre-Departure Tasks in your MyStudyAway account for information and steps to prepare for the program. Please note some information will be more applicable to students traveling abroad for an overseas program.

There will be a pre-departure orientation on campus and then an onsite orientation the day after moving into housing in DC.

International Students

If you are international student, please be sure to check in with International Student Services to let them know you will be doing an internship program and ensure that you are maintaining your visa correctly.

Accessibility

Please let us know if you require any alternative accommodations or if you have any accessibility concerns that may affect your performance in this program. Reasonable accommodations for students with disabilities is a shared faculty and student responsibility. Disability information, including instructional accommodations as part of a student's educational record, is confidential and protected under FERPA. The McBurney Resource Center (www.mcburney.wisc.edu), located at 702 West Johnson Street, provides useful assistance and documentation for a range of needs and concerns. Contact McBurney at 608-263-2741 (phone), 608-225-7956 (text), or email mcburney@studentlife.wisc.edu

TRAVEL AND ARRIVAL INFORMATION

You are responsible for arranging your transportation to Washington, DC. Please note the program start date while making your travel plans and make sure that you are aware of the check-in procedures with our housing provider, WIHN.

Parking is extremely limited in DC, and as a result, students are advised against having a car during their participation on the program. Transportation passes will be provided (see Transportation section below).

A **mandatory orientation** will be provided to you after arrival to Washington, DC. The orientation will be facilitated by the WIW Program Director and Program Manager and will cover topics related to your internship placements, courses, housing, and general health and safety topics specific to living and interning in Washington, DC.

LIVING IN WASHINGTON D.C.

Housing

Housing is arranged for you through participation on the WIW program. We work with the Washington Intern Housing Network (WIHN), who provides and manages the apartment spaces for students. Students will live in the Barbara Apartment building located at 821 Maryland Ave NE in the Capitol Hill neighborhood. More information about the apartment, the neighborhood, and nearby transportation options can be found here: <https://www.thewihn.com/buildings/the-barbara>

Students are expected to abide by the policies and procedures outlined in WIHN's Tenant Services Agreement and Rules: <https://www.thewihn.com/tsa-rules>

All housing accommodations are furnished, including utilities, cable TV, wireless internet access, kitchens, dishware, cookware and appliances, bathrooms, and laundry facilities (irons/ironing boards). You can find their standard item list [here](#). You are required to provide your own bed linens and towels.

Students are required to live in their assigned housing at all times.

Roommates

Student housing will consist of triples with potentially a few doubles based on room availability in the building. Room assignments will be based on overall program enrollment and student preferences. Students are typically placed with other UW-Madison students by sex with consideration for gender identity and preferences. We will use the housing preference form that you submitted to create roommate assignments. After arrival onsite, students will be expected to complete a housing agreement form with their roommate(s) to set guidelines for the shared space. If issues arise during your time on the program, the first step towards resolution will be to try to work it out directly with each other. Should further assistance be needed, students will need to meet with the WiW Program Manager and go over the agreement that was created and identify next steps.

Housing Security Deposit

You will be required to pay a \$400 security deposit to WIHN for your housing. The security deposit is paid directly to WIHN, and they will contact you about how and when to pay it. The deposit will be refunded to the card with which it was paid within 45 days of the last day of housing. If WIHN determines that there has been excessive damage to the property or other violations to WIHN rules and policy, it can result in deposit deductions.

Cost of Living

Please be aware that the cost of living is higher in Washington, DC than in Wisconsin, starting with a 10% sales tax.

To give you an idea of this difference, according to [MIT's Living Wage Calculator](#), the required minimum annual income for a single adult in DC is \$48,111, compared to \$36,435 in Madison.

You are strongly encouraged to complete the Financial Wellness module in the Canvas Prep Course to best prepare and budget for your time in DC.

Here is some advice from past students:

"Budget yourself, buy groceries instead of going out as much as possible"

"Make sure to create a budget for yourself within the first couple weeks. D.C. is quite expensive and groceries and transportation and other things can add up quickly. "

"Keep track of what you spend, do a rough budget and be aware. Plan to eat some pretty basic meals - lots of pasta. Bring a lunch box, some Tupperware, and a thermos to save money on lunches at work. Most museums are free."

What to pack

- Bed linens and blankets (twin XL)
- Towels
- Clothes for internship
 - Please check with your internship placement regarding the dress code for your internship site.
 - This link (<https://resources.twc.edu/articles/what-should-i-wear-to-work>) is a great resource that goes over different dress code types: business formal, business professional, business casual, etc.
- Business formal clothes for events (especially networking events)
- Casual clothes for time on own
- Comfortable shoes for walking (tourist and commuter)
- Secure (think anti-theft) backpack/bag/purse for commuting on public transit

- Lunch box, Tupperware, thermos, and water bottle (or plan to buy in DC)
 - Packing lunches is a great way to save money!
- Ear plugs and headphones (for sleeping and studying in a shared space)
- Optional: Lanyard
 - You will have a Kastle security card that you will need to scan for entering the classroom building. You may also have an ID or card to scan for your internship, plus your apartment keys and transit card.
- Student ID
 - Your student ID is important to have in order to get student discounts on tickets and other events!
 - You may also need to show your Student ID when coming to the building for class when surrounding roads are blocked to vehicular traffic (we will discuss this point further in onsite orientation).
- License/State ID
 - Not only will you need your ID for traveling to and from DC, but you may need it for security at some events and venues.
- COVID-19 Vaccination Card
 - Although you are not required by the WIW Program to be fully vaccinated against COVID-19, some events and venues, outside of the control of UW-Madison, may require proof of vaccination.
- Face masks
 - As of March 2023, face masks are still required in the common areas of the classroom building per the building owners (not UW-Madison).
 - Elsewhere in DC, very few places still require face masks, but there may still be some and some may add requirements at any given time.

*SuccessWorks has a Career Closet on campus that provides access to four free items of new or gently used professional attire: <https://successworks.wisc.edu/tips-search-tools/career-closet/>.

Student Life

The WIW program is an intensive learning experience where your days will be busy between internship and course work responsibilities. Still, you will have the time and opportunity to explore Washington DC to take advantage of its many cultural and historical resources and landmarks.

Transportation

Public transportation is readily available in Washington, DC through both public buses and the area's metro.

UW-Madison is part of the U-Pass program through Washington Metropolitan Transportation Association. It is paid for through program fees at a high discount to offer you unlimited daily access to Metrobus and Metrorail during the duration of the program.

Your transit card will be given to you at onsite orientation.

<https://www.wmata.com/fares/U-Pass/u-pass-faq.cfm>

Health

If you need medical treatment while you are in Washington, DC, you should first check with your primary health insurance to see whether it can cover services in DC. CISI should be used as a secondary insurance in case your primary insurance cannot be used. CISI insurance works through the First Health Medical Network. Participants should be able to locate nearby medical providers using the following online search engine: <https://www.myfirsthealth.com>. Your CISI policy number is located on your Emergency Card, located on the Health, Safety and Insurance tab of your MyStudyAway account.

Mental Health

If you have any mental health concerns, before going away, let our office know; we can check with CISI insurance about proactively setting up support before you go. If you have an established relationship with a provider, you should check with them about whether or not care can continue virtually while you are in DC. Some providers will have limitations due to state licenses.

Safety

Washington, DC is a large urban area resulting in safety concerns that are typical to most large US cities. You should take precautions for your own safety, educating yourself about safety protocols and safe options, for instance when planning and taking public transportation.

During your orientation in Washington, DC, you will be provided with information about the neighborhood in which you will be living and information that will help you make safe, informed choices.