

# UW WISCONSIN IN WASHINGTON DC INTERNSHIP PROGRAM

## SPRING 2022 IAP PROGRAM HANDBOOK

This IAP Program Handbook supplements other program-specific materials you will receive from the pre course and from the Program Director in DC, as well as from IAP and provides you with the most up-to-date information and advice available at the time of printing. Changes may occur before your departure or while you are away.

This program handbook contains the following information:

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### PROGRAM LEARNING OBJECTIVES

The WIW program is designed to:

1. Give students with an interest in politics, policy, and government, advocacy, service and other fields direct experience 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 on and sharing experiences.
5. Foster opportunities for students to create relationships & networks for themselves and to encourage them to reach out to professionals for conversations, informational interviews, and professional, personal, intellectual collaborations.

6. Provide a space for students to experience Washington, DC outside of a career-focused lens through history, culture, 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 policy process, organizations, and working culture in general and specifically within Washington D.C.
2. Special guest lectures taking advantage of the rich political and intellectual culture of Washington D.C. and the substantial alumni network in professional roles
3. Organized field trips to sites in and around Washington D.C.
4. On-site staffing 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 Resources

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#### **WIW DC Program Director**

#### **International Policy Advisor**

Cynthia P. Williams, Ph.D.  
University of Wisconsin-Madison  
International Division  
100 Maryland Ave, NE Ste 420  
Washington, D.C. 20001  
Cell: 608-712-7431  
Office: 202-263-4523  
[cwilliams@wisc.edu](mailto:cwilliams@wisc.edu)

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. She will be your main point of contact on-site in DC. In addition, she works with the campus D.C. 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.

### Campus Based Resources

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#### **International Academic Programs (IAP)**

Program Advisor  
Joanna Poinatte  
University of Wisconsin-Madison  
301 Red Gym, 716 Langdon St.  
Madison, WI 53706  
Office: 608-262-9684  
Web: [www.studyabroad.wisc.edu](http://www.studyabroad.wisc.edu)  
[Joanna.poinatte@wisc.edu](mailto:Joanna.poinatte@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 coordinates the prep course, works with WISH housing to determine roommate placement, and will be your contact during the program on any housing issues. Joanna also processes all grades once the students complete the program and provides health and safety support to students while in Washington DC.

#### **SuccessWorks**

SuccessWorks at the College of Letters & Science  
711 State Street, Suite 300  
Madison, WI 53703  
<https://successworks.wisc.edu/>  
Email: SuccessWorks@wisc.edu  
Phone: 608-262-3921

Successworks provides help on resumes, cover letters, mock interviews, internship searches, and more. Emmeline Prattke ([emmeline.prattke@wisc.edu](mailto:emmeline.prattke@wisc.edu)) is the Career and Internship Specialist for Government, Policy, International Affairs & Law and is a member of our Wisconsin in Washington DC working group.

#### **Emergency Contact Information**

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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**

Please note the proposed program dates for the program including mandatory arrival date and end of program dates.

#### Spring 2022 Program Dates:

January 15: Arrival date and housing move-in

January 16: Mandatory Orientation

January 18: Classes start

May 8: Program Ends/Last day 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 U.S. federal government, domestic and international NGOs, and a host of other domestic and international institutions and groups.

## 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 at UW-Madison during the **semester prior**. This course will support you in your identifying and securing an internship placement for your semester in Washington D.C. **The course is not for credit.** The course may include a virtual meeting so that you can meet your cohort before arriving in Washington D.C.

An interest questionnaire will be sent out during the pre-course to help determine which internships to apply for.

## WIW Course Information

During the semester, you will take a total of three classes for 12 credits.

All students will take:

1. Wisconsin in Washington Organizations & Professional Development Course – 4 credits (Taught by Program Director, Cynthia Williams)

Organizations and Professional Development integrates students professional intern experience, academic background and career goals to “bridge the gap” between theory and practice in professional organizations. It examines the roles, structures, norms, and administrative functions of various types of organizations and explores professional skills, career paths and workplace dynamics through readings, assignments and first-hand accounts. This course will give you the opportunity to see how public policy and the working world are intertwined. You will learn about different types of organizations and the variety of careers within them. Interning will introduce you to the professional world, navigating relationships, making independent decisions, and maintaining a positive outlook. You will have a chance to enhance professional skills, build a network of contacts, and explore possible career pathways available in and around Washington, D.C. in both the domestic and international fields.

You will have a chance to speak with a wide range of people about their roles, 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 professional thinking and writing. This blended course will help you build structure with written assignments, activities, reflections, and readings to help you make the most of your professional goals and policy interests. Many assignments encourage you to draw directly on your internship experience during the program duration. Meetings will alternate between in-class activities and presentations by professionals (usually UW alumni in various career fields).

2. US Foreign Policy Issues – 4 credits (Taught by Ambassador Planty)

This course will examine current issues in US foreign policy and will focus on policy developments in select regions and countries around the world in light of stated US foreign policy goals and objectives. It will cover current topics of interest ranging from European security issues and NATO’S future to US policy toward Mexico and US trade policy to regional issues such as the US presence in Asia, including the North Korea question, relations with China and the role of Japan. Guest presenters who are experts in the areas to be covered will be invited to conduct certain class sessions. Students will be expected to write a policy paper at the end of the semester recommending future directions for US foreign policy.

### 3. Presidential Campaigns and Governance – 4 credits (Sam Cornale)

This course aims to build on your experience with Washington, D.C., giving you a different lens into American electoral politics. You'll also be given the opportunity to examine, analyze, discuss and debate the elements which make up a campaign, the political strategy that drives legislative and executive branch decision making, and a strong historical perspective of past campaigns. This will be done through robust analysis of current events, a wide variety of guests, and supplemental readings and activities.

#### Course Schedule – TBD\*

Wednesday days - Organizations & Professional Development course (9am-noon), Foreign Policy course (2-5pm)  
Thursday evening– Presidential Campaigns and Governance (6:30-9:30pm)

Classroom is located at 100 Maryland Ave, NE.

#### 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 equal 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 communicates directly with hosts about placement expectations and unique academic requirements of this academic internship program. You will generally be expected to work 30 - 32 hours per week for your internship. You will also work with your host to develop an internship placement agreement that outlines specific work duties and expectations.

**Students are required to notify program director of final internship choice prior to accepting. The program director will then confirm that internship meets program standards.**

#### Course Equivalent Requests and My Study Away

You will be registered in a placeholder course for the duration of your time in Washington DC. The placeholder is set at 18 credits so that you are enrolled fulltime and cannot accidentally register for courses on campus in Madison or online.

Each course you take abroad 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 study abroad courses, you will submit Course Equivalent Requests 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 courses for the program do have a pre-approved equivalent 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:

Katie Freeman, Global Health Program Manager

[kmfreeman2@wisc.edu](mailto:kmfreeman2@wisc.edu)

608-262-3718

272 Nutritional Sciences, 1415 Linden Dr.

Madison, WI 53706

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

For questions about course equivalent requests, you can contact the Program Coordinator.

### **Credits**

This is a 12 credit program, you will take 3, four credit courses while in Washington. Students are allowed to take additional online courses, however this is strongly discouraged due to the time commitment of your internship (see below). Online courses are not included in the cost of your program so there would be additional tuition charged.

### **Pass/Fail/Drop/Audit**

Please refer to the UW Study Away Handbook for academic policies.

### **Grades**

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

[https://registrar.wisc.edu/Grades\\_and\\_Grading\\_%20Policy.htm](https://registrar.wisc.edu/Grades_and_Grading_%20Policy.htm)

### **Additional Online courses**

While we do not prohibit you from taking online courses while you are in Washington, we don't recommend it. It is a big adjustment working 30 hours a week and taking 12 credits, 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 essential information. Please note some information will be more applicable to students traveling abroad for an overseas program.

There will be a pre-departure orientation as part of the prep course.

### **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 insure 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](http://www.mcburney.wisc.edu)), located at 702 West Johnson Street, provides useful assistance and documentation for a range of needs and concerns, 608-263-2741 (phone), 608-225- 7956 (text), or email [mcburney@studentlife.wisc.edu](mailto:mcburney@studentlife.wisc.edu).

## TRAVEL AND ARRIVAL INFORMATION

You are responsible for arranging your transportation to Washington D.C. Please note the program start date in making your travel plans. Your housing provider, WISH, will send you a welcome email prior to the program start date with check in information.

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

## LIVING IN WASHINGTON D.C.

### Housing

Housing is arranged for you through participation on the WIW program. You will live in the Congressional Apartments, 215 Constitution Avenue NE, Washington D.C. This is located in the Capitol Hill District and managed by WISH. Many Capitol Hill properties are historic houses with stories to tell that date back to the 1800's. You will have unparalleled access to many of the capital's most noted landmarks including the U.S. Capital and the National Mall.

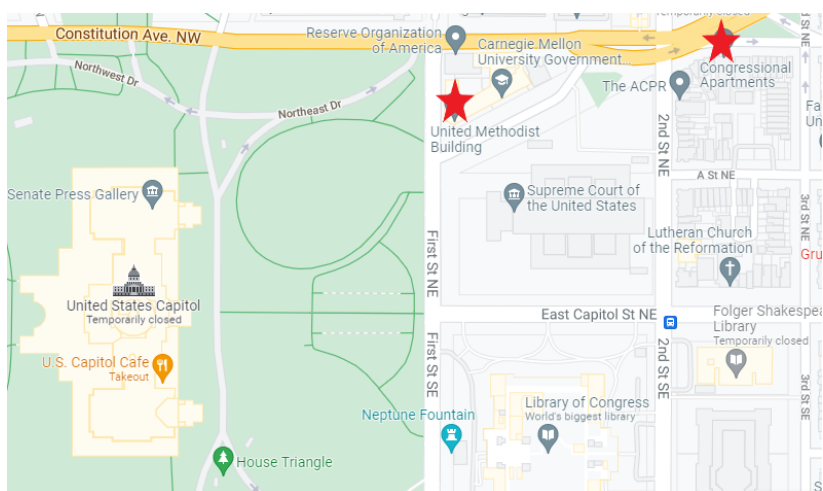
Student housing will consist of two-person efficiencies and four-person units. Room assignments will be based on overall program enrollment and student preferences. Students are typically placed with other UW- Madison students, however, if participant numbers are uneven and we end up with a student without a roommate, they may be placed with a non-UW student as a roommate.

All housing accommodations are furnished, including utilities, cable TV, wireless internet access, kitchens, dishware, cookware and appliances (toaster, microwave, coffeepot, etc.), bathrooms, free laundry facilities (irons/ironing boards) and weekly and emergency maintenance. You are required to provide your own bed linens and towels.

### Housing Security Deposit

You will be required to pay a \$200 refundable security deposit to WISH housing. You will be notified when the deposit is needed. The security deposit is paid directly to WISH using PayPal, WISH will contact you via email to request the deposit.

### Map with location of Classroom Building & Congressional Apartments



## WISH Housing

24-hour emergency phone is 703-930-1656.

24-hour *maintenance* emergency phone number is 202-446-3117.

There is a call box which can be used to contact staff in cases of emergency. It's inside the front door in the foyer of 215 Constitutional Ave

## Cost of Living

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

### ***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

You will need to bring your own bed linens (twin XL) and towels.

Please check with your internship placement regarding the dress code for your internship site.

Ear plugs are recommended for light sleepers.

Face masks – acceptable masks include cloth face coverings, such as homemade cloth masks, store-bought fabric masks, or other cloth wrapped around the head that covers the mouth and nose, as well as medical or surgical masks.

We recommend that you bring a personal size bottle of hand sanitizer for use when traveling and in public places. You should also be able to purchase some at grocery store or pharmacies in DC.

## 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 D.C. through both public buses, and the city metro.

UW-Madison is a 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.

<https://www.wmata.com/fares/U-Pass/u-pass-faq.cfm> A metro card is provided at the start of the program.



Parking is extremely limited at the Congressional Apartments and as a result students are advised against having a car during their participation on the program.

## **Health**

If you need medical treatment while you are in Washington DC, 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 MySA account.

Please contact your Program Coordinator if you need help finding a treatment facility that will accept CISI insurance. You may also use your primary health insurance coverage if you would prefer. We can help provide a list of providers; however, we cannot make recommendations on where to get treatment.

## **Mental Health**

If you have any mental health concerns before going away let our office know, we can help work with CISI insurance to set up support before you go.

University Health Services has online support through [SilverCloud](#) which can easily be accessed at any point of your program.

## **Safety**

Washington D.C. is a large urban area resulting in safety concerns that are typical to most large U.S. cities. You should take precautions for your own safety, educating yourself about safety protocols and safe options, for instance for transportation.

During your orientation in Washington D.C. 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. A resident manager lives on site at the Congressional Apartments and is available on-call to respond to student emergencies.