

UW WISCONSIN IN WASHINGTON, DC

INTERNSHIP PROGRAM (WiW)

IAP PROGRAM HANDBOOK

SUMMER 2024

This IAP Program Handbook supplements other study away and program-specific materials provided on the IAP website (including the [Study Abroad and Study Away Handbook](#)), in your [MyStudyAway](#) account, in the Internship Search & Application Guide, and sent to you by program staff. It is a resource that provides the most up-to-date information and advice available at the time of printing. Changes may occur before or during your 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

WiW Program Staff:

<p><u>Cynthia P. Williams, Ph.D. (she/her)</u> WiW Interim Program Director International Policy Advisor International Division University of Wisconsin-Madison 100 Maryland Ave NE, Ste 420 Washington, DC 20002 Cell: 608-712-7431 Office: 202-263-4523 cwilliams@wisc.edu</p>	<ul style="list-style-type: none"> • Based in DC • Teaches Orgs & PD (internship) course • Supports internship search process • Resource for current students • Leads alumni relations • Many other hats in the International Division
<p><u>Hannah Roberg (she/her)</u> WiW Program Manager International Academic Programs (IAP) University of Wisconsin-Madison 100 Maryland Avenue NE, Ste 420 Washington, DC 20002 Cell: 608-370-1843 Office: 202-263-4522 hannah.roberg@wisc.edu</p>	<ul style="list-style-type: none"> • Based in DC • Advises confirmed students with internship search • Primary contact and advisor for students when in DC • Manages on-site logistics and support • Plans DC events • Supports alumni relations • Assists Madison staff
<p><u>Sara Lieburn (she/her)</u> WiW Study Away Advisor Assistant Director for Program Management International Academic Program (IAP) University of Wisconsin-Madison 301 Red Gym, 716 Langdon Street Madison, WI 53706 Office: 608-265-6329 sara.lieburn@wisc.edu</p>	<ul style="list-style-type: none"> • Based in Madison • Advises prospective students • Coordinates WIHN housing placements • Main contact for students regarding CISI health insurance and larger health and safety issues • Assists on-site staff • Many other hats in Madison
<p><u>Joanna Poinatte (she/her)</u> WiW Enrollment Manager Assistant Director for Study Abroad Enrollment 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</p>	<ul style="list-style-type: none"> • Based in Madison • Leads program application process • Manages program enrollment, answering student questions as needed • Primary contact for students regarding course equivalents • Processes grades and credits • Assists on-site staff • Many other hats in Madison

Emergency Contact Information

In case of an emergency, call the **main IAP number (608) 265-6329** between 8:00 a.m. and 4:30 p.m. CST Monday-Friday; after-hours or on weekends call the **IAP Emergency Phone (608) 516-9440**. Note: The Emergency Phone line is for **emergencies only**, where the health or safety of a student is an issue.

PROGRAM DATES

Summer 2024 Program Dates:

June 6 – Start of Program, Arrival in DC, & Move into Housing
June 7 – Orientation (time TBC – plan for full day)
June 10 – First Day of Internship (see Internship Search and Application Guide for further guidance)
June 10 – UW Alumni Career Panel with concurrent UW Global Gateway DC program (evening)
June 11 – First Day of Class
June 19 – Holiday, No WiW activities (consult internship employer about hours this week)
TBD – WisPolitics Breakfast (attendance expected)
July 4 – Holiday, No WiW activities (consult internship employer about hours this week)
July 17 or 24 – HOLD: WiW Reception (evening, required attendance)
July 30 – Last Day of Class
August 2 – Last Day of Internship
August 4 – End of Program & Move Out of Housing

THE ACADEMIC PROGRAM

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.

WiW Course Information

During the summer semester, you will take 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.

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 your instructor for further clarifications.

Enrollment & Course Equivalent Requests

IAP will enroll you in a placeholder course for the duration of your program. The placeholder is set at 3 credits. You do not enroll yourself for the WiW program or internship course – IAP does this for you.

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 a UW-Madison course equivalent for your WiW program 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 [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 studies, 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 Poinatte (joanna.poinatte@wisc.edu), the WiW Enrollment Manager.

Credits & Couse Load

This is a 3-credit program. Students are allowed to take additional online courses during the program; however, it is strongly discouraged due to the time commitment of your internship (see below). Keep in mind you are still subject to course load maximums set by your school or college and the Office of the Registrar: <https://registrar.wisc.edu/credit-load-and-ranges/>.

Pass/Fail/Drop/Audit

Please refer to the [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/student-grades/>.

Additional Online Courses

While we do not prohibit you from taking online courses while participating in this program, we do not recommend it. Working at least 32 hours per week can be a big adjustment and adding additional course obligations may be too much. If you wish to take an additional online course, you will need to ensure the additional course does not conflict with your internship work hours or required WiW program activities. You will also be responsible for any tuition/fees for the online course, as they are not included in the WiW program fee.

INTERNSHIP INFORMATION

Internship Search and Application Guide

Important: Please note that participation in the WiW program requires you to read/study and actively engage with the Internship Search and Application Guide, and submit corresponding assignments, during the **semester prior to participation**. This guide and information will support you in your identifying and securing an internship placement in Washington, DC.

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.

****International Students****

WiW Program Staff are not International Student Services (ISS) Advisors, and are not immigration topic area experts. With that being said, international students should know that there **may be an extra step or process required** based on your immigration status **BEFORE you start your internship**, regardless of whether it is paid or unpaid.

International students are advised to consult with their ISS advisor immediately upon accepting their internship offer!

Most often, international students in the USA on F-1 visas are required to file for Curricular Practical Training (CPT). Students should review UW-Madison's ISS webpage on [CPT During the Summer](#). Before applying for CPT, you need your **internship offer letter to include specific information**, like your start and end dates. CPT processing **can take up to 3 weeks**, so it is best to **start the process immediately** after accepting an internship offer.

When completing the CPT application, students are asked to list an **advisor to verify their internship information** – please list the **WiW Program Manager** (Hannah Roberg, hannah.roberg@wisc.edu). In order to complete the advisor portion of the application, the WiW Program Manager **needs the following information**:

- 1) A copy of your internship offer letter, as referenced above
- 2) The appropriate answer for question 9 per the student's major/situation
 - a. In the past, most students have chosen option 2 (elective option for major) or 1 (required for major)
- 3) Planned graduation term

PRE-DEPARTURE PREPARATION

MyStudyAway

Refer to the Pre-Departure Tasks in your [MyStudyAway](#) account (Tasks to Complete section) for information and steps to prepare for the program. You are expected to complete all required tasks by provided deadlines.

Orientations

There will be a pre-departure orientation on campus and then an onsite orientation the day after moving into housing in DC. All students are expected to attend and actively participate in program orientations.

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:

Phone: 608-263-2741

Text: 608-225-7956

Email: mcburney@studentlife.wisc.edu

Routine & Preventative Health Care

The CISI study away insurance plan does not cover routine check-ups or preventative treatment like vaccinations. Travelers should plan to get all check-ups and vaccinations prior to traveling. Routine check-ups and preventative treatments are likely covered under the student's domestic/US insurance which would be in place still if treatment happens prior to departure.

If you are seeking a flu shot or COVID-19 vaccination shot, it is a good idea to get it prior to traveling. All members of our campus community are encouraged to [remain up-to-date on their COVID-19 vaccinations](#).

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 care can continue virtually while you are in DC. Some providers will have limitations due to state licenses. Please also reference the "Living in Washington, DC" section health care information below.

****International Students****

Student Health Insurance Plan (SHIP) requirements apply. International students participating in the WiW program are required to enroll in SHIP for the duration of their active program. Waivers can only be accepted for study abroad programs located outside of the U.S.

What to Pack

- Medications (in your carry-on)
- Print out of your program emergency card (from [MyStudyAway](#))
- Print out of your insurance cards:
 - primary insurance, and
 - CISI insurance card (from [myCISI](#))
- 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)
- Lanyard (optional)
 - You will have a Kastle security card that you will need to scan to enter 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 if 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.
 - For example, for White House tours, there are the following requirements:

IDENTIFICATION REQUIREMENTS
All U.S. citizens ages 18 and older, and foreign nationals of all ages (including children), must present a valid, government-issued photo ID upon arrival for their tour. A physical form of identification is required. Acceptable forms of identification are below.

U.S. CITIZENS: *Valid U.S. Driver's License, U.S. Passport, U.S. Military ID, or State-Issued Photo Identification card*

FOREIGN NATIONALS: *Valid Passport, Alien Registration Card, Permanent Resident Card, U.S. State Department Issued Diplomatic ID Card*

**A U.S. driver's license is not an acceptable form of identification for foreign nationals. No foreign-issued state IDs, foreign-issued driver's licenses, expired passports, photocopies, other transmissions of these documents, or other forms of identification will be accepted. Individuals without acceptable identification, or whose identification does not exactly match the information previously registered, may be denied entry.*
 - Other places/organizations that we have toured in the past have required US Citizens using driver's licenses as identification to be [Real IDs](#), or else a US passport was required.
- 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
 - In DC, very few places still require face masks, but there may still be some and some may add requirements at any given time.

- COVID-19 Tests
 - Although you are not required by the WiW Program to test for COVID-19, we advise you to [follow the current CDC testing guidance](#).
 - It may be more convenient and/or cheaper to pick up and bring tests to DC. Check out [covid.gov/tests](#).

*SuccessWorks has a Career Closet on campus that provides access to four free items of new or gently used professional attire. Officially the Career Closet is only for L&S students for a maximum of four items at once, but as they are bursting at the seams (pun intended) with inventory, all UW-Madison students can take advantage of the resource, and often for more than four items without the need to return items: <https://successworks.wisc.edu/tips-search-tools/career-closet/>.

TRAVEL AND ARRIVAL INFORMATION

Getting to DC

You are responsible for arranging your own transportation to Washington, DC. You are expected to follow move-in directions from the program housing provider, the Washington Intern Housing Network (WIHN).

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, 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 and take advantage of its many cultural and historical resources and landmarks.

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 by 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.

Health Care

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.

The CISI study away health insurance plan includes some limited outpatient and inpatient **mental health treatment**. In the US CISI is part of the Aetna Passport Network. The link to their medical provider network is as follows: **Locate a provider through Aetna's preferred provider discount network:** <https://www.culturalinsurance.com/aetna-provider-search> . Students are encouraged but not required to see providers within the Aetna Passport Network (of over 500K providers) as the bills are sent directly to CISI and there is no overcharging or billing of the traveler for amounts that are not usual and reasonable.

If acute/urgent/non-routine mental health counseling is needed, travelers may call the CISI 24/7 assistance partner, AXA Assistance ((855) 951-2326) and ask for Remote Behavioral Health (RBH) Services. Note: If the traveler is a threat to oneself or others then 988, 911 or other first responders should be called OR the traveler should be brought to the nearest ER if possible/agreeable. AXA's RBH Service is not a first responder service.

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

Parking is extremely limited in DC, and as a result, students are advised against having a car during their participation on the program.

E-bikes and scooters are common in DC. No WiW program activities will require or recommend using these. If you choose to use an e-bike or scooter, you are encouraged to consider your safety and exercise caution. Driving these vehicles can be challenging, particularly in large cities and places that are not familiar.

There are some risky activities that the CISI study away health insurance policy excludes (please see *the following exclusion*): *"Injury sustained while taking part in mountaineering where ropes or guides are normally used, hang gliding, parachuting, bungee jumping, racing by horse, motor vehicle or motorcycle, parasailing."* Cars, scooters and e-bikes are not specifically excluded so accidents when operating either may be covered UNLESS racing is involved or unless the person is not properly licensed to drive the particular vehicle.

Housing

WiW program housing is arranged for you and the cost is included in the program fee. 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>.

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.

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.

Apartment units are **shared with other WiW program participants**. Apartment units typically have one or two bedrooms, and each bedroom is shared by two or three students (note: bedrooms are shared). Room assignments are made according to program enrollment and unit availability, with consideration for student preferences. You will provide your housing preferences to program staff prior to receiving a room assignment. While we cannot make a guarantee, every effort is made to honor student preferences.

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 to go over the agreement that was created and identify next steps.

Students are required to live in their assigned housing throughout the duration of the program.

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 before taxes in DC is \$46,082, compared to \$36,371 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."

Personal Travel Outside the DMV During the Program

If students leave the DC/Maryland/Virginia (DMV) metro area while on the program (e.g. weekend trip to NYC), they must notify the WiW Program Manager at least 24 hours before departure. As long as the trip does not conflict with class or program activities, the WiW Program Manager does not need all the details, but does need to know the dates and destination for health and safety purposes. If it does conflict with class or program activities, students are subject to absence policies penalties.