

**Living in Washington, D.C.**Summer & Fall 2020

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Session Title	Facilitator	Purpose
Welcome	All	Introduce the topics & objectives for the meeting.
Living in D.C. & at The Buchanan	Erin	We will review the navigational logistics of Washington, D.C. and Crystal City, as well as an overview of what to expect while living in intern housing at The Buchanan.
Roommate Questionnaires & Housing Forms	Erin	Roommate questionnaires, housing contracts, and w-9s.
Things to Do & Things to Come	Erin	Review the upcoming training dates/meetings and applicable due dates of program requirements.

## PROGRAM ELEMENTS

### Program Contact Information

Contained below is contact information for program staff. Please add these numbers to your phones. Additionally, be aware that cell phone numbers are for interns only in the event of emergencies and should not be distributed without prior approval from the individual staff member. Parents, guardians, site supervisors, etc. should use the office contact information only.

	<b>Stephanie Webb</b> <i>Director</i>	<b>Erin Fisk</b> <i>Coordinator</i>	<b>Michael Nepveux</b> <i>Program Aide – Apartment 417</i>
Office Main Line	979-845-3712	979-845-3712	n/a
Office Direct Line	979-458-1346	979-845-8094	703-412-1102
Fax	979-845-6083	979-845-6083	n/a
Cell	512-332-1824	512-680-4936	979-277-5013
Email	smcmillen@tamu.edu	erinsfisk@tamu.edu	michael.nepveux@ag.tamu.edu

### Program Office Information

- Physical & mailing address
  - Agriculture & Life Sciences Building
  - 600 John Kimbrough Blvd., Suite 515
  - 2402 TAMU
  - College Station, TX 77843
- Websites
  - PPIP: <http://ppip.tamu.edu>
  - ANRP: <http://anrp.tamu.edu>
- Social Media
  - Twitter: @tamuPPIP
  - Facebook: /tamuPPIP
  - Instagram: @publicpolicyinterns
- Hashtags
  - #AggiesInDC
  - #AggieInternLife
  - #AggiesImpactPolicy

## PROGRAM POLICIES & TEXAS A&M UNIVERSITY STUDENT RULES

### Program Policies

All program interns sign the *Intern Code of Conduct* and the *Terms of Participation Agreement*. Interns for the D.C. program will also sign a *Housing Contract*.

Students who participate in Policy Internship Programs become part of the larger community in which they are living and have a responsibility to represent the program and the university in a positive manner. These responsibilities include: acting in a professional manner inside and outside of the office and exhibiting personal behavior that shows cooperation, consideration and respect for others. Violations of any policies may result in disciplinary or program action – warnings may or may not be given. Please note that all determination of violations will be made at the discretion of the program and may or may not involve larger University processes through the Student Conduct Office or Aggie Honor System Office.

Violation of a regulation may lead to termination of the participant's scholarship and/or loss of academic credit. Program participation may also be revoked if a student's conduct becomes, in Texas A&M University's opinion, harmful to him/herself or to others, or if the student does not meet the expectations of the hosting organization.

### University-Sponsored Programs

The Agricultural & Natural Resources Policy Internship Program (ANRP) and the Public Policy Internship Program (PPIP) are official Texas A&M University programs. All university student rules apply for the full duration of the internship semester. Ultimately interns represent not only themselves, but the program and Texas A&M University as their conduct has a direct impact (positive or negative) on opportunities for future interns. This includes, but is not limited to, time spent in intern housing, at the hosting office, events outside of "business hours", and personal time.

Policy Internship Program staff will work with the Student Conduct Office and/or Aggie Honor System Office if it is believed that an intern is in violation of the Texas A&M University Student Rules. Possible university consequences may include conduct probation, suspension, and/or expulsion; loss of student leadership positions; loss of scholarships; and/or parental notification if the student is under the age of 21 (alcohol-related offenses).

## REPORTING RESOURCES

The following resources are available for program interns during the internship semester.

- Policy Internship Program staff
  - On-campus staff: Erin or Stephanie
  - D.C. staff: Michael Nepveux (apartment 417)
- Anonymous Incident Report Form
  - Located on the ANRP housing page
  - May be used for all program locations, including Europe.
  - <http://anrp.tamu.edu/housing> (password: "intern")
- Tell Somebody
  - <http://tellsomebody.tamu.edu>
- Student Assistance Services
  - 979-845-3113 | [studentlife@tamu.edu](mailto:studentlife@tamu.edu)

## D.C., CRYSTAL CITY, & THE BUCHANAN

## The D.C. Quadrants

D.C. is divided into four quadrants and the Capitol Building's rotunda is the center. The dividing streets are North Capitol, East Capitol, South Capitol and the National Mall. The Mall is basically split down the middle: The Smithsonian Castle, Air and Space Museum and Lincoln Memorial are in southwest D.C., while the Natural History Museum and American History Museum are in northwest D.C.

Street and number addresses start out at the Capitol so there are many identical addresses. That's why it's **VERY** important to note the quadrant, otherwise, you could be looking for a building on K Street SE, for example, when you are really meant to be on K Street NE. Streets running north and south are numbered (1st, 2nd, etc.) and streets running east-west are letters (interestingly, there's no J).

## Northwest

Northwest is the largest of the quadrants, covering over a third of the city. Its neighborhoods include Federal Triangle, Dupont Circle, Foggy Bottom, Adams Morgan and Georgetown, among others. This quadrant is typically what people think of when they think “D.C.”.

## Southwest

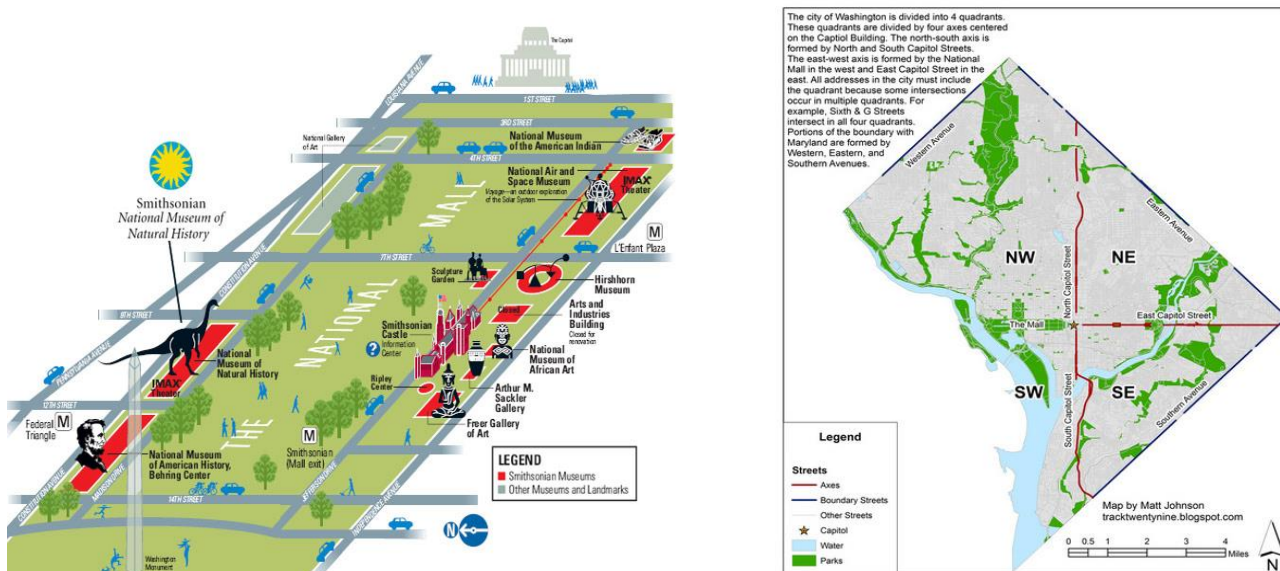
Southwest is the smallest quadrant and is really just a sliver of the city. It's not often mentioned, and many people don't realize that half the Mall is actually in the quadrant. Southwest is dominated by the waterfront area (which is an up-and-coming residential area) as well as the Bolling Air Force Base and Anacostia Naval Station.

Northeast

Northeast's neighborhoods include Pleasant Hill, Fort Totten and much of Capitol Hill, among others. The National Arboretum and Gallaudet University (a well-known school for the deaf) are also found in Northeast.

## Southeast

Southeast is bisected by the Anacostia River. The quadrant is known for high crime rates. The part west of the river includes the Library of Congress and Eastern Market, but when traveling east of the river you'll want to be aware of your surroundings. That's *always* a good idea, no matter where in the city you find yourself.



## Using the Metro

## Metro lines

- **Red** – Glenmont to Shady Grove
- **Orange** - New Carrollton to Vienna/Fairfax-GMU
- **Blue** - Franconia-Springfield to Largo Town Center
- **Green** - Branch Ave to Greenbelt
- **Yellow** - Huntington to Mt Vernon Sq 7th St-Convention Center.
- **Silver** – Expanding to Largo Town Center

## Metro rules & tips

- Eating and drinking are not allowed on the Metro.
- Allow people to get off the train before you board.
- Handicapped seating must be available for the elderly or disabled.
- The most crowded times are 7:45-8:45am and 5:00-6:30pm.
- The busiest days are Tuesdays, Wednesdays, and Thursdays.
- If you have flexibility in your schedule, consider riding the Metro during the reduced fare hours .
  - weekdays 9:30am-3:00pm and after 7:00pm
- Save time by keeping enough fare on your fare card or Smart Trip card so that you don't have to add money at the vending machine each time you ride.
- Keep your money and valuables out of sight.
- Emergency call boxes are located at the end of each rail car.



## Flying

Flying is the easiest and quickest way to get to Washington, D.C. Interns may fly into Washington Reagan National Airport (DCA), Baltimore-Washington International Airport (BWI), or Dulles International Airport (IAD). Reagan National is located in D.C. and is 5 minutes away from your apartment; however, it is sometimes the most expensive choice. Baltimore-Washington is likely to be the cheapest, but is near Baltimore, Maryland, and is 30-45 minutes from D.C. Dulles is usually in the middle on prices, and is somewhat closer than BWI. When deciding which airport to use, you have to identify whether costs associated with getting to your destination are worth the difference in price, typically the breaking point is \$50.

### Reagan National Airport

This is the airport right next to Crystal City. If your destination is accessible by Metro, this is the cheapest option. However, your first time into D.C., you should take a taxi, especially if you have a lot of luggage! They are reasonably priced and get you there quickly and conveniently, but make sure you have the exact address where you want to go. Drivers are likely to know the vicinity of where you want to go, but they probably won't know apartments by name. Therefore, directions are extremely important. Use <https://maps.google.com/> to get driving directions.

### Baltimore-Washington International Airport

If you travel Monday-Friday between the hours of 6 a.m. and 8 p.m., you can access a shuttle train (MARC train) that runs from Baltimore airport to Union Station in D.C. (See a Metro map for other MARC locations in the Washington area.) One-way fares from Baltimore to Union Station are about \$5. From Union Station, interns can either take the Metro or a taxi to their residence. If possible, this is likely to be your cheapest option. It is important to know all the details for your specific trip as MARC train times are subject to change. Interns can call **1-800-I-FLY-BWI** or visit <http://www.bwiairport.com> for the most current schedule and fare information. The phone system is automated and information on MARC trains and other methods of transportation to Washington are the "ground transportation" option and link. Since MARC trains do not operate on the weekends or after 8 p.m., interns may need to find other means of transportation to Washington, D.C.

A service called *Super Shuttle* is likely to be your next best option. Super Shuttle is a van that delivers you and your luggage to your directed location for approximately \$48. For more information on this service, call 800-BLUE VAN (258-3826). Go to <http://www.supershuttle.com> for more information and on-line reservations.

The most expensive overall option is utilizing a taxi or limousine service. The cost is usually around \$50-\$75, but may be feasible when 2 or more interns are traveling together and have a lot of luggage.

### Washington- - Dulles Airport

*Super Shuttle* is also available and a great option when arriving at Dulles. Prices are about the same and the number above can be utilized to gain more information. Taxis are also another feasible option. Prices usually run about \$50+ per car. You can also take a bus to the Metro and take it from there, but this can be difficult if this is your first time in D.C.

## Driving

Driving from College Station to Washington, D.C. takes about 23 hours. Try to arrive in Washington in daylight hours with a detailed map and directions as driving in the D.C. area is much different than Texas. Some parts of town aren't very desirable at night, especially if you are unfamiliar with the area.

## About the Buchanan and Intern Housing

All Texas A&M interns live in The Buchanan Apartments in Crystal City, Virginia...a short 20-25-minute subway ride to Capitol Hill! Interns are housed in fully furnished 3-bedroom apartments, typically 2-3 students per bedroom. Each apartment is a massive 1,700 square feet with a balcony. For additional photos and information about the Buchanan visit <http://www.buchananapt.com>.

## About Crystal City

Crystal City is made up of underground shopping malls, restaurants, hotels, and apartments. Everything you need, from services to groceries, is just a few steps from the Buchanan. Learn more about Crystal City at <http://thecrystalcityshops.com>.

## What's in Your Apartment

Although every apartment is unique, all the apartments contain at least the following basic items:

- Kitchen
  - Microwave
  - Gas stove
  - Refrigerator
  - At least 8-12 place settings (plates/bowls) and drinking glasses
  - At least 8-12 place settings of flatware
  - Basic pots and pans
  - Basic baking pans (cookie sheet & cake pan)
  - Basic kitchen gadgets & cooking utensils
  - Basic knife set
  - Coffee maker
  - Toaster
- Bedrooms
  - 2 or 3 extra-long twin beds
  - 2 or 3 bedside tables
  - 2 lamps
  - Dresser (3 drawers per person)
  - 1 desk & 1 chair
  - Mirror
  - Trash can
  - Walk-in closet
- Bathrooms
  - Shower curtain
  - Trash can
- Common area (living room & dining room)
  - 2 or 3 sofas
  - 1 or 2 chairs
  - DVD player
  - Coffee table & end tables
  - 27" tv with remote
  - Dining room table with 6 chairs
- Other items
  - Vacuum cleaner
  - Broom & mop
  - Iron & ironing board



## What You Should Bring

- For your apartment
  - Bed linens – extra-long twin sheets; comforter; blanket; & pillow(s)
  - Bath towels & washcloths
  - Bath mats/rugs
- Personal items
  - Clothes – Take HALF the clothes you think you will need.
    - Business professional & business casual options
    - Off-time clothes for weekends/evenings
    - Comfortable “commuter” shoes
    - Heavy coat (for spring or fall interns)
  - Personal toiletries
  - Semester-long supply of all medications
    - Includes birth control, insulin, etc.
  - Alarm clock
  - Umbrella
  - Driver’s license & current student ID
  - Cell phone & charger
  - Laptop & charger
  - Wall deco
    - *Please note that tacks, nails, and/or poster putty are prohibited on all walls. The 3M Command removable products are the only allowable wall hanging method.*
- Finances
  - Expect to spend TWICE the amount of money you think you will need!

## Getting your items there & back: suggestions for shipping your belongings

- You can buy packaging materials at UPS, U-Haul, or you can find your own.
- Packages over 70lbs. require special labeling.
- If you mail something from College Station to D.C., you can expect it to take about 4-5 business days or less using UPS ground service. Parcel Post with the USPS takes approximately 5 business days.
- Prices vary according to package dimensions and weight, but you can expect a 50lbs. parcel to cost \$35-45 if you utilize ground service.
- It is suggested to utilize a service with online tracking and insurance options – good for finding out where your stuff is!
- Use insurance – While it’s expensive, it’s worth it. However, check out packing guidelines – insurance may require that the company supervise the packaging in order to claim.
- Service options, cost calculators, and delivery time calculators may be found at <http://www.ups.com>, <http://usps.com>, or <http://fedex.com>.
- Since there is no guarantee as to when your items will arrive via the mail service, it is recommended that you be prepared to survive without your belongings for several days.
- A shipping schedule will be developed and provided to you by program staff. This will help ensure that The Buchanan does not get overwhelmed with every intern’s boxes at the same time.

### Shipping/Mailing Address:

Your Full Name  
The Buchanan  
320 23<sup>rd</sup> Street, South  
Apartment # \_\_\_\_\_  
Arlington, VA 22202



## Intern Housing Portal

Visit <http://anrp.tamu.edu/housing> and use the password “intern”. This area of the site has a lot of useful information and resources, including:

- Intern manual
- Work order requests
- Travel / away notification form
- Guest request form
- Incident reporting form

### Work Order & Maintenance Requests

Please submit work orders and maintenance requests via the Intern Portal so that the Ann is aware of the maintenance issue. She will follow-up with the Buchanan staff to ensure that the issues are completed in a timely manner.

**Non-emergency examples:** air conditioner/heater issues; light bulbs are out; something is broken; suspected mold

**Urgent examples:** water leaks of any kind; electrical smells

- **Urgent** issues should be reported directly to the Buchanan’s front desk staff prior to submitting the online request. Please also call Ann on her personal cell phone.

**Emergency examples:** fire; smell of gas; medical emergencies

- **Emergency** issues should be reported directly to 911, then call Ann on her personal cell phone once you are in a safe location.

### Travel / Away Notification

You are required to submit a Travel/Away Notification Form when you are traveling away from the apartment for more than 24 hours. As a courtesy, please also notify your roommates that you will be away.

### Guest Stay Request

This is required for all overnight guests and must be submitted at least two (2) business days in advance. If your guest is of the opposite sex and you live in a single-sex apartment (all female or all male), you must have written permission of all roommates submitted to Erin in advance.

### Incident Reporting Form

This form is used to report incidents (conduct or otherwise) to program staff. It may be submitted anonymously.

## Domestic Travel Form Instructions

1. Visit: [https://studentactivities.tamu.edu/app/form\\_travel](https://studentactivities.tamu.edu/app/form_travel) or by navigating to <http://stuact.tamu.edu> -> Resources -> Travel Information Form
2. Click "Individual Student Travel"
3. Complete the required information with special attention to the fields listed below. *If you already submitted travel once, log back in using your submission password to save time!*
  - a. Purpose of Trip: **To participate in (or return from) the Agricultural and Natural Resources Policy (ANRP) Internship Program OR Public Policy Internship Program (PPIP) where I will be interning in the Office Name in Internship Site (City, State, and/or Country) for the Term and Year (i.e. Summer 20XX).**
  - b. Name of Course:
    - i. PPIP Interns – **Co-op in Public Policy**
    - ii. ANRP Interns – **Co-op in Ag & Natural Resource Policy**
  - c. Course Number:
    - i. PPIP is **UGST 492**
    - ii. ANRP is **AGLS 492**
  - d. College: Your major's college
  - e. Supervising Faculty/Staff Name: **Erin Fisk**
  - f. Supervising Faculty/Staff E-mail: **erinsfisk@tamu.edu**
4. Click Save and Continue
5. Provide the "General Travel Information" including dates/ times of your travel. You are able to log back into your form using the confirmation/password provided upon the form's submission.
6. Record the password for your submission.

**NOTE:** Please be aware that it is the intern's responsibility to update their travel information should your travel plans change. If you experience problems with the form or logging in, please contact:

Department of Student Activities  
125 John J. Koldus Building  
1236 TAMU  
College Station, TX 77843-1236  
Phone: (979) 845-1133 | Fax: (979) 847-8854  
[stuact@tamu.edu](mailto:stuact@tamu.edu)