

**Policy  
Internship  
Programs  
Resident  
Handbook**

**Fall  
2022**

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The official resident handbook for residents of Washington, D.C. intern housing with the Policy Internship Programs at Texas A&M University



## SECTION 1: Program Information

Policy Internship Programs provides leadership and service to two (2) internship programs: The Agricultural & Natural Resources Policy (ANRP) Internship Program and the Public Policy Internship Program (PPIP).

### Program Contacts

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281-799-4485 (cell) | [blake.ramsey@ag.tamu.edu](mailto:blake.ramsey@ag.tamu.edu)

### Physical Mailing Addresses

#### **Policy Internship Programs**

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600 John Kimbrough Blvd., Suite 515  
2402 TAMU  
College Station, TX 77843

#### **Crystal Plaza Apartments**

2111 Richmond Highway  
Arlington, VA 22202  
703-482-1191

## **Agriculture and Natural Resources Policy (ANRP) Internship Program**

### **About**

The Agricultural and Natural Resources Policy Internship Program is one of the premier leadership opportunities at Texas A&M University. It allows students in the College of Agriculture and Life Sciences to complete exciting internships in Washington, D.C., Austin, Texas, and just recently added, Rome, Italy for a semester while earning academic credit.

Increasingly, internships are becoming a necessity for students looking for a competitive advantage when entering the job market. The ANRP Internship Program is one such opportunity specifically designed for students in the College of Agriculture and Life Sciences, offering benefits that are unparalleled by other university programs across the nation. By integrating practical work experience in a professional environment, students are able to build on knowledge from previous coursework and become ready for life after graduation.

ANRP Internship Program participants emerge from their internship semester with a skill set that will distinguish them from their peers. Most importantly, students learn to understand the policy process through hands-on experience. They see firsthand how a single idea can develop into legislation that impacts their area of interest, whether it is production agriculture, wildlife biology, environmental conservation, nutrition, agricultural economics, or another area.

### **Mission**

Texas A&M University recognizes internships as an integral part of its curriculum, enabling students to participate in structured, supervised learning experiences off-campus. By integrating practical work experience in a professional environment, students are able to build on and enhance knowledge from previous coursework.

For this reason, the ANRP Internship Program has become one of the college's best leadership and development programs.

The ANRP Internship Program is an academic service designated to help students obtain a policy-related internship in Washington, D.C., Austin, Texas, or Rome, Italy for course credit. Students are expected to work full-time at their internship placement. During their internship, students will learn new skills, gain valuable inside knowledge about their professional future, and meet the people who will someday be their co-workers and professional supervisors.

### **Objectives**

- To provide opportunities for students to understand the policy-making process and how it can be applied, and relates, to agriculture and natural resources.
- To enable students to develop personal and professional skills, explore career interests, and form networks.
- To provide opportunities for students to evaluate and apply knowledge gained from academic coursework in a professional work environment.
- To provide congressional offices with student interns who are interested in learning about agriculture and life sciences through practical work experience.

## **Public Policy Internship Program (PPIP)**

### **About**

Texas A&M University recognizes internships as an integral part of its curriculum, enabling students to participate in structured, supervised learning experiences off-campus. PPIP strives to provide out-of-classroom opportunities which help students build on and enhance previous coursework. Integrating an off-campus, work-learning experience with related curriculum choices reinforces learning on campus.

PPIP is an academic service designated to help students obtain a policy-related internship in Washington D.C.; Austin, TX; Paris, France; London, England; and other European Union countries for course credit. Students may engage in internships in a variety of settings which match their academic goals.

Students are expected to work full-time at their internship placement. During their internship, students learn new skills unique to their field, gain valuable inside knowledge about their professional future, and meet the people who will someday be their co-workers and professional network.

### **History**

The Texas A&M University Public Policy Internship Program (PPIP) was established in 1999 by Dr. Ray Bowen, then President of Texas A&M University, to respond to society's increasing interest and participation in public policy issues and programs. Since then approximately 1000 Aggies have interned in Washington, D.C.; Austin, TX and Paris, France. PPIP is coordinated from the office of the Associate Provost for Undergraduate Studies. This allows the program to be coordinated centrally through the colleges to provide an integrated academic and policy-related program for the campus and community.

Since its inception, PPIP has expanded to include internships in Austin, Texas, during the Texas legislative session. PPIP also sends student to Paris, France and most recently London, England to work for the U.S. Commercial Service each semester. In addition, PPIP now works with Centre international de formation européenne (CIFE) to provide students the opportunity to intern with the European Union in cities such as Nice, Brussels, and Berlin.

### **Vision**

PPIP provides Texas A&M University's students with substantial opportunities to explore policy-related interests outside the traditional classroom and to achieve personal and professional growth.

### **Mission**

PPIP provides students with real-world experience and hands-on learning through policy-related internships in Washington, D.C., Austin, TX, London, England, Berlin, Germany and Paris, France. PPIP internships complement and reinforce students' coursework, give students inside knowledge about their professional future, and provide hosting organizations with additional resources.

### **Objectives**

- Provide opportunities for students to understand the policy-making process and how policy affects society
- Enable students to develop skills and competencies for specific professions, to explore career interests, and to form networks
- Provide opportunities for students to evaluate and apply knowledge gained from academic coursework and examine firsthand how theories learned in the classroom impact society and the world
- Provide opportunities for students to develop intellectual and professional partnerships
- Provide students expanded opportunities for self-directed learning
- Provide hosting organizations with valuable assistance

## **Community Creed Living**

Living in University sponsored housing at Texas A&M University within a Policy Internship Program means living in a community of students. This community is dynamic, comprised of various people with different values, cultures, life styles, and attitudes. As members of the community, we must strive to understand the individuality and life choices of those among us. We can best learn from one another in an atmosphere of positive encouragement and mutual respect. We must possess a genuine desire to learn from those around us as well as give others the respect we desire. Each person has a role to play in our intern community and should be allowed to do so.

Policy Internship Program communities incorporate the following:

- **Education** - to ensure teaching and learning takes place beyond the classroom;

- **Openness** - so ideas and thoughts can be discussed freely;
- **Respect** - to ensure individuality is honored so diversity can be pursued;
- **Responsibility** - so the individual accepts obligations to the community and is held accountable for individual actions;
- **Caring** - to ensure the individual's well-being is supported, and that community service is encouraged;
- **Involvement** - so the interns have a voice in decisions concerning their community;
- **Ownership** - to ensure all individuals care for their facilities and adjacent property and;
- **Celebration** – so the program's history and individual interns' successes can be celebrated

Students who reside in Texas A&M University housing (Crystal Plaza) become part of the larger community in which they are housed. By accepting Texas A&M University housing, students are also accepting the responsibilities of the community living environment. Texas A&M University intern housing varies from semester to semester and is subject to availability.

**Your rights** in our community include: sleeping and studying without disturbance; living in a supportive and stimulating community; living in a safe, secure, healthy, and clean environment; socializing in your apartment; enjoying access to a variety of programs, services and facilities; and involving yourself and others in promoting an educational, open, respectful, responsible, caring, involving and celebrative community.

**Your responsibilities** in our community include: considering the needs of other interns/residents and balancing them with your own needs; promoting care of the physical facilities, equipment, and services; communicating with other intern and staff members; allowing other interns to know when they are disturbing you; demonstrating a commitment to the community by getting involved; promoting individual safety, and demonstrating dignity and respect for all individuals. Living in University sponsored housing affords you many opportunities to face challenges head on, achieve in a variety of areas and grow as an individual. However, these things only happen when you actively participate and support the community ideals stated here.

*Adapted from: "In Search of Community," Ernest Boyer and from the "Statement of Community," Texas Tech University.*

## Program Staff

### Program Director

The Director's primary responsibilities include:

- Plan and coordinate the activities of the Agricultural and Natural Resources Policy (ANRP) Internship Program and the Public Policy Internship Program (PPIP), including strategic plans, budgets, assessment, intern recruitment/selection/placement process, and intern trainings. Directly report to Executive Associate Dean for the College of Agriculture and Life Sciences and Executive Director for Undergraduate Studies.
- Serve as liaison with external stakeholders such as agency administrators, congressional staff, and other internship supervisors. Establish and maintain contacts and relationships with hosting offices and potential hosting offices. Direct the PPIP student placement process.
- Actively participate in development and fundraising activities for the Internship Programs.
- Serve as liaison within in the university community and coordinate academic, financial aid, and other issues related to students' selection or participation in the programs.
- Supervise and assist with managing student emergencies and oversee risk management activities.

### Program Coordinator

The Program Coordinator is primarily responsible for

- Administer assignments for the PPIP course. Assist with the development of materials for the internship programs. Organize, implement, and attend intern selections, trainings, socials, and other planned programs.
- Administrative contact for personal, emergency, and or behavioral issues for student interns. Provides guidance and resolutions to issues.
- Oversee residential aspects of the programs. Provide supervision and guidance to the Policy Internships Program Aide located in Washington, D.C.
- Coordinate social media interactions and the design of the program website(s)/technologies.

### **Residential Program Aide (RPA)**

The RPA is primarily responsible for on-site residential services and student support components. A more detailed explanation of this role is included below.

### **Graduate Assistant(s)**

The Graduate Assistant(s) primary responsibilities include:

- **Student Recruitment:** Attend career fairs and speaking events to promote the programs. Develop brochures and marketing materials. Spend time speaking to classes and attending student organization meetings to recruit applicants.
- **Student Relations/Intern Placement:** Assist students in defining career goals and identifying potential internship sites in conjunction with the director. Actively participate in intern socials and trainings to help students prepare for their internship semester. Edit intern materials, including resumes, cover letters, writing samples, etc. Support the program coordinator in management of the course associated with the internship. Assist the director with efforts to acquire and continue internship placements for participants. The GA will observe/participate in the interaction between congressional offices, governmental offices, and non-profit organizations in Washington, D.C., Austin, TX, and abroad.
- **Communication:** Be proficient in working with spreadsheets, timelines, and various other program documents to correspond with internship placements, program donors, and university departments. The GA must be able to draft letters, memos, meeting materials, as well as work directly with students and hosting offices. Experience with website editing is preferred

### **Student Worker(s)**

Student Workers within the Policy Internship Programs assist with marketing, recruitment, office correspondence, and customer service inquiries.

### **Housekeeping**

Housekeeping services are provided by Turnkey Housing and not the University. The housekeeping staff provide scheduled monthly cleanings of common areas and bathrooms. Interns are responsible for cleaning their own bedrooms, as well as daily upkeep of other areas of the apartment between monthly cleanings. TurnKey's housekeeping staff also clean the apartments and carpets during the transition periods between internship semesters.

### **Front Desk Staff at Crystal Plaza**

Crystal Plaza's front desk staff and concierge services are provided by the apartment complex and not the University. They can assist with emergency maintenance, maintenance requests, and general information about Crystal City and the city of Arlington.

### **Maintenance & Custodial Staff at Crystal Plaza**

Custodial and maintenance services are provided by the apartment complex and not the University. The custodians are responsible for normal cleaning duties in public areas and public bathrooms within the apartment community.

Maintenance staff is assigned to make repairs in the apartments. Interns should contact an apartment complex staff member (not program staff member) in cases of emergency. Work orders to request custodial or maintenance work to be done can be submitted via the intern portal. If no change occurs within a few days of reporting a problem, please contact the RPA. Larger or more pressing maintenance concerns should also be shared with the RPA in order to help address the issue and keep TurnKey Housing and the Policy Internship Programs staff informed.

## **SECTION II: Services and Amenities**

### **Apartment Complex Service/Amenities**

Amenities outlined below are provided by the apartment complex and not by the University.

### Community Amenities

- 24-hour concierge
- 24-hour fitness center
- Controlled Access
- Direct access to Metro station
- Elevators (passenger & service)
- Expansive Club Suite
- Free weights
- Game room
- Garage parking
- Grilling stations
- Laundry rooms
- On-site dry-cleaning service
- Pool & sundeck
- Putting green
- Rooftop terrace
- Yoga classes (complimentary)

### Apartment Amenities

- Balcony
- Central heat & air conditioning
- Carpeted bedrooms
- Dish washer
- Disposal
- Large closets
- Microwave
- Modern kitchen appliances
- Refrigerator
- Separate dining area
- Storage Space
- Thermostat in each bedroom
- View
- Vinyl flooring in common areas
- Washer & dryer in each unit

### Work Orders

Work order requests for apartment repairs or some public area custodial requests should be submitted via the intern portal. Contact the RPA with questions.

### Other Services/Amenities

#### Lock Outs

If the occasion arises where an intern is locked out of their room, first work to contact your roommates to see about being let in. If no roommates are available, contact the RPA for assistance. Charges may be applied to an intern's bill after multiple lockouts.

#### Lost Keys/Access Cards

If you lose your key or access card, inform the RPA or a College Station program staff member as soon as possible so you can have your lock changed and access card deactivated or be issued a loaner key and/or card. The charge for a lock change is set by the apartment complex and not the University. The intern will be responsible for paying for or reimbursing the program for any expenses occurred from a lost key or access card.

#### Fetch Package Delivery Service

Crystal Plaza does not accept package delivery and, therefore, requires all tenants, including A&M interns, to utilize Fetch for package delivery. By using the specific Fetch address for your apartment, when you have a package shipped to you a Fetch employee will deliver your package directly to your apartment.

Your apartment's Fetch account information will be setup for you by Policy Internship Programs staff prior to your arrival at Crystal Plaza. All roommates within that apartment will utilize the same Fetch shipping address. **You will use your Fetch address for any packages (not mail, food, or groceries) that will be shipped to you.**

The Fetch address that you use for shipping packages will be different than your physical address at Crystal Plaza. Your shipping address for Fetch will be provided once roommates have been assigned.



## SECTION III: Health and Safety

### Anonymous Reporting System for Policy Internship Programs

The Policy Internship Programs Office maintains an online anonymous incident reporting system. A link to the system can be found via the Student Conduct Office website and/or the housing portal. These systems can be used to report concerns or issues that may arise while on your internship. This system is not designed for emergency response but will be followed up with by the appropriate program and university staff. [studentlife.tamu.edu/sco](http://studentlife.tamu.edu/sco)

### Code Maroon

Code Maroon is an emergency notification service which gives Texas A&M University the ability to communicate health and safety information quickly by e-mail, text message, radio, television, and website. By enrolling in the text messaging service of Code Maroon, university officials can quickly pass on safety-related information, regardless of your location. You may also do a Fast Follow on Twitter to find out more information and to enroll in the text message service visit [codemaroon.tamu.edu](http://codemaroon.tamu.edu).

### Step IN. Stand UP.

Sexual Violence, sexual harassment, dating violence, domestic violence, or stalking can happen to anyone. There are several resources provided by Texas A&M University to assist students, faculty, and staff. [stepinstandup.tamu.edu/](http://stepinstandup.tamu.edu/)

If you are the victim of sexual assault or sexual violence, or know someone who has been a victim of sexual violence, you should contact the local police department. For emergencies, dial 911.

- Arlington County Police Department (jurisdiction for Crystal Plaza) – 703-558-2222
- Metropolitan Police Department (DC) – 202-727-9099
- Texas A&M University Police Department – 979-845-2345

If you or someone you know has been subjected to sexual assault, sexual violence, or any other form of sex-based discrimination under Title IX, you may report such misconduct or file a formal complaint with the Title IX Coordinator at 979-845-0977 or [TitleIXCoordinator@tamu.edu](mailto:TitleIXCoordinator@tamu.edu).

The Title IX website contains additional information about Title IX, including resources for victims of sexual violence, applicable rules, and frequently asked questions. [urc.tamu.edu/title-ix/](http://urc.tamu.edu/title-ix/)

### Tell Somebody Campaign

Concerned about someone's behavior? Tell somebody. On a college campus or sponsored programs, sometimes behaviors of concern have gone unreported until a tragedy occurs, and then people come forward with bits of information which, in retrospect, may have signaled a larger issue. This information, when viewed collectively, may be helpful in preventing tragic events and initiating assistance to an individual.

Texas A&M University is committed to a proactive approach and needs your help.

As a member of this University community, if you observe any behavior which is concerning, please notify a program staff member with your concern. You can also or instead go to: [tellsomebody.tamu.edu](http://tellsomebody.tamu.edu) and provide detailed information on the report form. This report goes to members of the Special Situations Team. This team is comprised of University faculty and staff charged with helping students, faculty, and staff who are exhibiting concerning behavior.

Alternatively, you may call the following numbers during Central Standard Time (CST) business hours:

- In reference to student behavior: 979-845-3111 (Offices of the Dean of Student Life)
- In reference to staff behavior: 979-845-3711 (Human Resources –Employee Assistance Program)
- In reference to faculty behavior: 979-845-4274 (Dean of Faculties)

For all emergencies, please call 9-911 (on-campus) and 911 (off -campus). For more information about the Tell Somebody Campaign or the Special Situations Team, please visit our website at [tellsomebody.tamu.edu](http://tellsomebody.tamu.edu).

## Stop Hate

Texas A&M is committed to the fundamental principles of academic freedom, equality of opportunity, and human dignity. To fulfill its multiple missions as an institution of higher learning, Texas A&M encourages a climate that values and nurtures collegiality, diversity, pluralism, and the uniqueness of the individual within our state, nation and world. All decisions and actions involving TAMU students and employees should be based on applicable law and individual merit.

Texas A&M University, in accordance with applicable federal and state law, prohibits discrimination, including harassment, on the basis of race, color, national or ethnic origin, religion, sex, disability, age, sexual orientation, or veteran status.

Individuals who believe they have experienced harassment or discrimination prohibited by this statement are encouraged to contact the appropriate offices within their respective units.

Students should contact the staff members (RA, Director, or Program Coordinator) of Policy Internship Programs to report actions outlined above.

If you or someone you know has encountered a hate/biased incident, you may file a report at [stophate.tamu.edu](http://stophate.tamu.edu). You have the option to fill in your contact information or submit the report anonymously. Reports submitted anonymously or with limited information may limit our ability to follow up on an incident.

Once a report is submitted online, a copy is emailed to a team for appropriate review and necessary action.

## Bedbugs

In recent years, bedbugs have made resurgence in this country. Unfortunately, university-sponsored housing has not been immune. Previously we have had some cases of bedbugs, but were able to effectively eliminate them. However, there is always the potential for more to occur. The following information is being provided to calm any fears about bedbugs and to instruct interns about what to do if bedbugs are suspected in your room.

### What is a bedbug?

Adult bedbugs are slightly smaller than a lady bug or about 3/8 of an inch long. They are reddish-brown in color with flat oval shaped bodies. Bedbugs feed on the blood of people and other warm blooded animals. They are nocturnal feeders who unlike lice or fleas do not live on hosts but rather in the "nests" of hosts. Bedbugs do not fly or leap but rather hide in dark crevices close to food sources.

The average lifespan for a bedbug is 12 to 18 months. Bedbugs can live for months without feeding. Bedbugs are spread by hitchhiking from areas of infestation on clothes, furniture, bedding, and suitcases.

### Are bedbugs a concern here?

Bedbugs were scarce during the latter part of the last century, but their populations have surged in recent years. Changes in the types of pesticides and their usage; as well as an increase in international travel have contributed to the rise of the bedbug.

Bedbugs are most common in places where many people sleep. These places include hotels, motels, apartments, cruise ships, and residence halls. Bedbugs can easily travel on clothing, linens, and furniture. Infestations of bedbugs do not necessarily indicate poor hygiene.

### Can bedbugs hurt me?

Although bites can cause severe itching, they are relatively harmless. When a bedbug bites, it releases a salivary fluid which can irritate skin and cause allergic reactions over time. Scratching the bites can cause secondary infections and scarring. Washing the bite area with soap and water and applying an anti-itch/anti histamine cream is recommended. If infection occurs, seek medical attention. Bedbugs are not known to transmit any blood borne diseases such as HIV or AIDS.

### Do I have bedbugs?

Bedbug bites are identified by small welts similar to mosquito bites. Often these welts occur in rows of three or more and cause itching and discomfort. These bites show up in the morning or middle of the night. If bedbugs are present, any dark excrement stains will be on the sheets, pillowcases, and mattresses. Molted skins and egg shells may also be present, but look for the crawling or dead adults as well. In cases of severe infestation, a musty sweet smell may be detected.

Examine areas around the bed and sleeping quarters for signs of bedbug activity. Bedbugs prefer areas around fabric, wood and paper. Check the folds or seams in bedding and linens. Check around the headboard and footboard paying special attention to corners and crevices. Check baseboards, moldings, and carpet seams near and around the bed. Bedbugs often travel up, so check areas above the level where you sleep. Check artwork and wall hangings, curtains, and walls. Look for any excrement spots, skin casings, or live bugs.

### What if I have bedbugs?

Please contact the Residential Program Aide or the Program Coordinator.

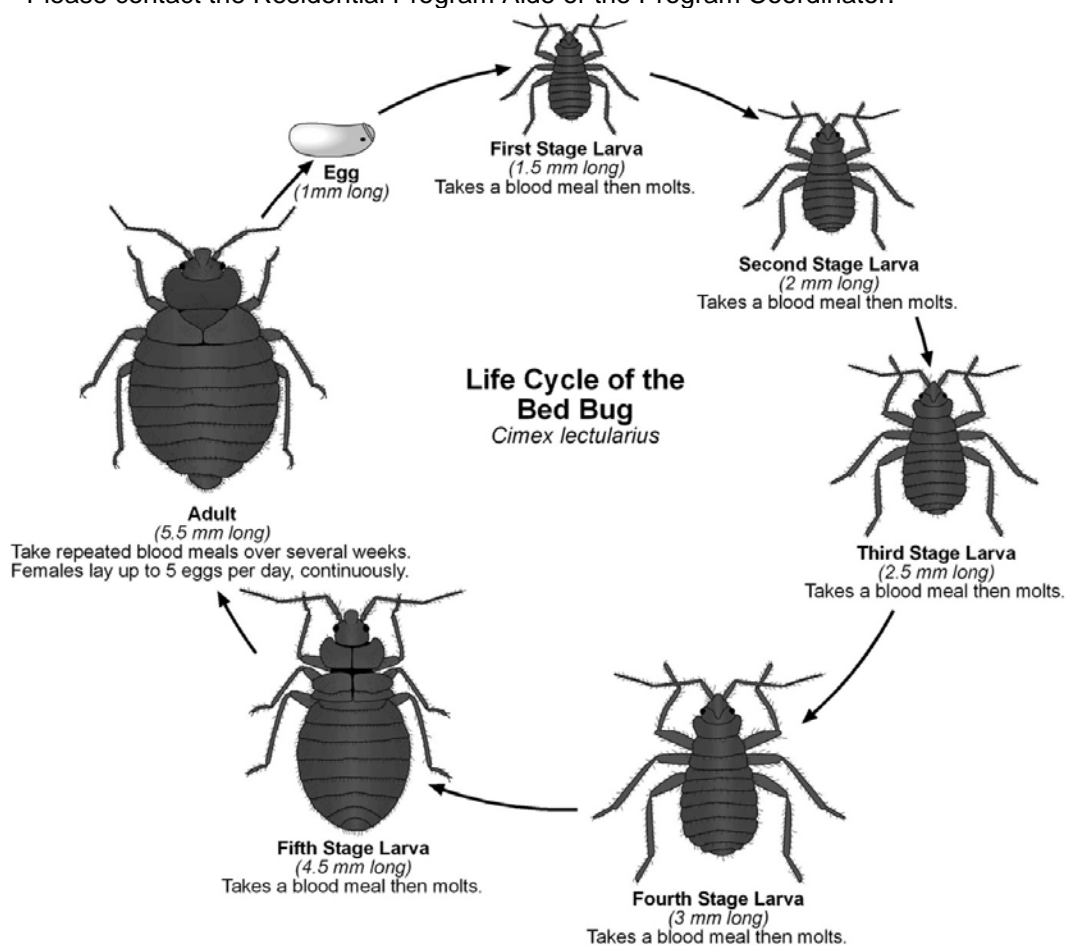


Image courtesy of Google Images

Bedbugs CAN be controlled with vigilance and constant inspection and treatment by professional pest control technicians.

### **How do I prevent getting bedbugs?**

- Do not bring infested items into your room. Thoroughly inspect any “freebie” or second hand furniture or accessories before you bring them in.
- Check luggage, clothing, and bedding after trips; especially after trips abroad.
- Clean up and reduce clutter to eliminate some of their favorite hiding spots.
- Keep rooms clean and tidy. Vacuum crevices and upholstery regularly.
- Vacuum mattresses frequently or permanently encase mattress in a mattress bag.
- Pull bed away from wall or other furniture. Tuck in sheets and blankets to avoid contact with the floors or walls.

If you should have any other questions or concerns, do not hesitate to ask your Resident Assistant or Program Coordinator.

### **Communicable Diseases**

Interns living in the apartments who are diagnosed with a communicable disease such as chicken pox, measles, mumps, mononucleosis, Ebola, SARS or any other communicable disease which prove to be a health threat to other residents may be relocated to an alternate room until when it is determined to no longer be contagious.

The program staff will maintain the privacy of any student who has knowledge of testing positive for any communicable diseases. To make arrangements to temporarily relocate due to having a communicable disease, contact the RPA or the program staff.

### **Emergency Contacts/Missing Persons**

During the program application process or housing contract meeting, students living in University-sponsored housing are required to provide at least one emergency contact to the program. This information will be kept confidential and will only be utilized by Policy Internship Program staff, and other Texas A&M staff members with emergency response job responsibilities, or in the case of emergencies involving students such as death, life threatening injuries or a missing person report. Students may update their emergency contact information by emailing a program staff member. Students are also encouraged to register their emergency contact information at **howdy.tamu.edu**.

On-campus students have the option of identifying at least one of their emergency contacts as a person to be notified in the event the student has been reported as missing. If a student is less than 18 years old, the parent or guardian of the intern will be notified regardless of who the student has indicated as an emergency contact.

Program participants and residents should contact their Resident Assistant or the Program Coordinator if they suspect another student intern is missing. Upon receiving a report of a missing student, program staff members will contact the University Police Department with all information provided regarding the missing student so that an investigation can be initiated including working with local authorities around the internship site.

## Emergency Preparedness General Information

### Area Evacuation for Emergencies

An Area Evacuation is an organized withdrawal from a building or area to reach a safe shelter. Upon notification to evacuate, which may be ordered by local authorities, quickly:

- Dress appropriately for the weather.
- Take only essentials with you (e.g., eyeglasses, medications, identification and cash/bank cards) if time permits.
- Turn off unnecessary equipment, computers, and appliances if time permits.
- Close and lock the door as you exit your apartment.
- Follow the directions provided for safe routes of evacuation.
- Listen to the radio, if available, to monitor emergency status.
- Do not use your personal vehicle for evacuation unless specifically instructed to do so. If cars are used to evacuate, protect against hazardous materials by keeping windows closed and outside air turned off.
- If you need special assistance, contact the RPA, program staff, or other appropriate emergency contact.

### Sheltering in Place for Emergencies

When emergency conditions do not warrant or allow evacuation, the safest method to protect individuals may be to take shelter inside a building, apartment, or room and await further instructions. If asked to shelter in place, quickly:

- Move indoors or remain there. Avoid windows and areas with glass.
- If available, take a radio or television to the room to track emergency status.
- Keep telephone lines free for emergency responders. Do not call 9-911 for information.
- If hazardous materials are involved:
  - Turn off ventilation systems (if accessible) and close or seal all air inlets and cracks from the outside.
  - Select rooms which are easy to seal and, if possible, have a water supply and access to restrooms.
  - If you smell gas or vapor, hold a wet cloth loosely over your nose and mouth, and breathe through it normally.

## Emergency Procedures

In the event that an emergency should occur while you are in D.C., please follow these general guidelines, but be sensitive to actual events...

- If you are at work, follow the Capitol or your office's evacuation plan first. Complete any instructions given to you by the Capitol Police or other authority figures.
- Stay with your office staff if instructed to do so.
- If you are released, try to contact the other A&M interns and stay together as much as possible. Meet at the RPA's apartment (1223s) at Crystal Plaza as soon as you can.
- Program all contact numbers into your cell phone and put your "emergency contact" cards in your wallet & keep it with you *at all times*.
- **Call Blake's cell (281-799-4485)!** If he doesn't answer, leave a message with your name and location. You may only be able to make one phone call, so make it count. The phone lines, including cell phones, will likely crash in D.C. in the event of an emergency. Your parents can use the Policy Internship Programs office as a primary point of contact at 979-845-3712
- **If something unusual happens, you must call Erin, Stephanie, or Blake to alert them.** In order to help, the University needs to know if you are hurt, scared, or in danger.
- **Above all, remain calm and do not panic.** Panic and hysteria will not help anyone. As a general rule, it is best to remain at Crystal Plaza so you can be easily located.
- Use your common sense and read the situation. You are the best judge of the situation on the ground.

## Fire Alarms

Crystal Plaza is equipped with a fire alarm system maintained by the complex. If a fire alarm sounds, you should:

- Quickly put on appropriate clothing and shoes.
- Grab a towel to put over your face to prevent smoke inhalation.
- Close your windows if they are open.
- Check your door or doorknob with the back of your hand.
- If it is hot, do not open it. Block cracks around the door with wet towels. Call 911, giving your name, apartment number/room location, and situation. DO NOT leave your room until told to do so.
- If it is cool, exit cautiously and lock your door. Be sure to take your keys and a form of ID.
- Walk quickly, in an orderly manner, through the exit for your area and continue at least 100 feet from the complex/building.
- DO NOT re-enter the building until you are told to do so by an apartment complex staff member after being cleared by emergency personnel.

## Illness and Injury

If you are injured and in need of immediate help, contact Emergency Medical Service at 911 from a phone or EMS will respond 24 hours a day, 365 days a year. Regardless of contacting EMS, notify the Program Aide (AKA the RA) or program staff member if you are ill or injured.

For all your non-emergency health care needs and questions, Student Health Services (SHS) is located in the A.P. Beutel Health Center and can be reached by calling 979-458-8316, or by referring to the SHS website at [shs.tamu.edu](http://shs.tamu.edu).

Services available at the Student Health Center (A&M campus) include:

- Medical Clinic Dial-A-Nurse Physical Therapy
- Immediate Care EMS/Ambulance Service Radiology
- Preventive Medicine Health Education Women's Clinic
- Specialty Clinics Laboratory Pharmacy
- For charges at the Student Health Center or for treatment by other health care providers, health insurance is recommended.

## Emergency Recall Plan

During a major emergency or disaster, interns will be organized in order to coordinate a recall or strategic relocation plan during the time and span until which the emergency or disaster is resolved. Program staff and interns will be assigned certain roles and responsibilities they will be required to manage during the emergency and recall of interns phase. Should interns find themselves in or be communicated with that there is an emergency, the interns should make their way to the RPA's apartment as a muster location.

## Insurance Information for Students

### Health Insurance

For charges not covered by the Student Health Services fee or for treatment by other health care providers, health insurance is recommended. Health insurance is a requirement of Policy Internship Program participants. Some sources of health insurance are group insurance coverage through employment, parent's or guardian's health insurance, a student's individual policy or the Student Health Insurance Policy.

The University endorses a Student Health Insurance Policy. Policy information is available at [tamuinsurance.com](http://tamuinsurance.com). Any enrolled A&M System student taking at least six (6) credit hours of classes is eligible to enroll in this insurance plan. Students who are enrolled in special classes and take less than six (6) credit/contact hours of class work will be determined eligible for these insurance programs if the reduced coursework meets the criteria for the completion of a degree plan or international program as defined and approved by The Texas A&M University System. Eligible students who enroll may also insure their

dependents. You may want to compare your current coverage with this policy when considering health insurance.

Information on the Student Health Insurance can be found at [tamu.myahpcare.com](http://tamu.myahpcare.com)

### **Property/Renters Insurance**

Occasionally, incidents such as fire, theft, flood and other casualties may cause damage to interns' property stored in apartments/rooms. Texas A&M University does not carry insurance on residents' belongings, and can only pay for damages as permitted by the Texas Tort Claims Act (TX Gov't Code 101.021). The act provides Texas A&M University can only pay for property damage proximately caused by the wrongful act, omission, or negligence of an employee acting within his or her scope of employment if the property damage arises from the operation or use of a motor-driven vehicle or motor-driven equipment. Therefore, the Policy Internship Programs strongly encourages students to either (1) make arrangements with their parent's or guardian's homeowner's insurance company to insure coverage for personal belongings, or (2) purchase separate property or renters insurance.

Texas A&M University has selected a preferred property/renters insurance company that offers a variety of different coverage options at reasonable prices. The university has identified CSI Insurance Agency, Inc. as the preferred provider. Information about available policies available through CSI can be found at: [collegestudentinsurance.com](http://collegestudentinsurance.com).

If a student's personal belongings brought to University sponsored housing not already covered under a homeowner's insurance policy, Texas A&M University strongly encourages residents to consider securing property or renters insurance. Students should review the varied plan options offered by CSI (and any other insurance provider of their choosing), to determine and choose the coverage that most closely aligns with their needs.

For additional information, contact the Program Coordinator of Policy Internship Programs.

### **Internet Communities: Your Digital Image**

In today's digital world, here are a few things to keep in mind when you post on Facebook, Twitter or other virtual communities:

- Even if your profile is private, there are ways around it so be mindful of what you post. Inappropriate postings or behavior may be a violation of the Student Rules. For specific information, visit [student-rules.tamu.edu](http://student-rules.tamu.edu).
- Employers may search Facebook, Twitter, Google, etc for more information about you. Google yourself so you are aware of how you could be portrayed.
- Remember the Aggie Honor Code. Aggies do not lie, cheat or steal nor tolerate those who do.

Like us! Search for your internship program on Facebook or Twitter *@tamuarnp* or *@tamuppip*. You may also follow us on Instagram *@tamupolicyinterns*.

### **Severe Weather**

#### **Watches and Warnings**

The National Weather Service and local radio and television stations will announce watches and warnings about severe weather. Local weather news is a good choice, as they broadcast National Weather Service watches and warnings. Code Maroon will also alert you of any severe weather.

If a tornado watch or severe storm watch is issued, you should:

1. Review emergency plans.
2. Be alert for changing weather conditions.
3. Be prepared to act. If a tornado warning or severe storm warning is issued, you should immediately take the following precautions:
  - Move into the smallest interior space without exterior windows or doors, such as inner hallways, interior stairwells, bathrooms, or closets.



- Avoid the top floors of the building, any area that may be glass-enclosed and/or has a large unsupported roof.
- Do not go outside.
- If you are unable to move to a small interior place of shelter, get under a sturdy piece of furniture.
- Monitor local radio or television stations for announcements of any additional actions to take and/or for cancellation of the warning.
- Occupants of the building should remain in the place of shelter until the warning has been officially lifted.

## **SECTION IV: Housing Assignment and Contract Issues**

### **Check-In**

During check-in, you received an inventory form which you will need to review, sign, and return to the RPA within 24 hours of check-in.

### **Check-Out**

Interns will be expected to check-out of their apartments with the RPA 72 hours after the last day of work or by the final day provided by the program – whichever is sooner. Interns who need to stay past 5 p.m. the day after the last day of work because of compelling circumstances (i.e., working, later plane flight, later ride) should email the RPA and the Program Coordinator and discuss their situation. Program Staff will approve or deny such requests as provided by established deadline.

In addition to being charged for any room damages or missing furniture at the time of check-out, residents can be billed for failing to return the room key, not following proper check out procedures, not removing all personal belongings from the room, and not completely cleaning the room. The RPA will provide you with a detailed charge sheet and detailed instructions on how to properly check-out prior to the final week to help you avoid being charged at the time of check-out.

### **Cancellation of Room Assignment**

The housing contract is for the entire term of the internship. If an intern terminates this contract during the term, they forfeit their housing deposit.

### **Room Changes**

Room changes are normally not honored during the program due to the short period of stay. However, if extenuating circumstances arise, approval will be needed from the Program Coordinator. Apartment and/or room changes made without approval will be subject to disciplinary action and potential forfeit of the housing deposit.

### **Housing Accommodations for Students with Disabilities**

Specially equipped rooms may be available to students with disabilities but are subject to availability and constraints of the apartment complex in which the University leases from. For information, please contact a member of the program staff for more information.

### **Housing Deposit**

A \$350 deposit must accompany all housing contracts and is retained by the University.



## Notifications and Refunds

Generally, housing correspondence will be mailed to the student at the address designated by the student in his/her housing file/program application. All refunds will be issued via direct deposit using the banking information listed by the student on their W-9. Please email a program staff member with questions on this process.

## Roommate Conflicts

Policy Internship Programs strongly encourages roommates to work to resolve any conflict themselves. If needed, assistance can be given by the program staff, or the staff at Student Conduct Office (979-847-7272; [studentlife.tamu.edu](http://studentlife.tamu.edu)). Roommates are encouraged to use a "Roommate Agreement" as a means of communication and compromise tool regarding potential personality and lifestyle conflicts which need to be discussed and resolved. The program staff will provide you with a copy at training.

Generally, it is the responsibility of the student, if conflicts cannot be resolved between roommates, to contact a staff member to issue a formal complaint for additional staff follow-up and intervention to occur. In situations where roommates are unable or unwilling to resolve conflicts, it is the discretion of the Program Coordinator and/or Program Director to relocate one or both residents. This alternative is considered only after interns have tried to resolve the conflict themselves.

### You Are Your Roommate's Roommate

In the event that you have a problem with your roommate(s) or a guest during your time as a resident, please follow the procedures as outlined below to resolve your concern.

**Step 1** - Address your concern directly with the individual(s) involved. Be specific about what you want to happen or change as a result of your concern and your expectations for the future.

**Step 2** - If you do not get the results you want or the change that you desire, take your concern to your RA. Explain the steps you have taken to resolve your concern. Be specific about what action you want the RPA to take. Please know that RAs have a variety of tools at their disposal to help you.

**Step 3** - If you are still not satisfied, take your concern to the Program Coordinator or Director. Be specific about what action you want to take.

If your concern is of a sensitive nature and you do not feel comfortable sharing your concern directly with your Program Aide, please call or send a note marked "personal and confidential" to the program's address and your concern will be addressed in the proper manner. Please understand that some things you share (i.e. hazing, suicide threat, criminal act, etc.) may not be held confidential and must be acted upon.

## SECTION V: Student Conduct

### Philosophy

Interns are responsible for their actions and that living in a densely populated environment requires maturity and good judgment. To maintain a positive educational environment, there are conditions that are part of the intern housing contract which govern acceptable and unacceptable behavior. These conditions allow the program staff to terminate your contract or take other action if you do not live up to your part of the contract. The program staff will confront you if your actions appear contrary to regulations or community standards. Our sincerest desire is that by calling attention to your behavior and its consequences, better judgment will be exercised, and future problems can be avoided. The conduct system is a proactive approach to problems that may arise in a community environment.

### Intern Conduct Procedures

When an apparent violation of Texas A&M University Student Rules or program policies, agreements, and/or requirements occurs, an incident report is filed. Violations which would warrant minor sanctions are forwarded to the program staff for review and adjudication.

Violations which may warrant more severe sanctions are forwarded to Student Conduct Office for co-adjudication by a University Conduct Officer and a representative from the program. For a complete listing of rights and responsibilities go to: **[student-rules.tamu.edu/rule26](http://student-rules.tamu.edu/rule26)**. For a complete listing of sanctions go to:

**[student-rules.tamu.edu/rule27](http://student-rules.tamu.edu/rule27)**.

### Student Conflict Resolution Services Conduct

#### Proceedings

When an intern is alleged to have been involved in a major infraction, he/she will be referred to Student Conduct Office for a student conduct conference.

The purpose of the conference will be to determine responsibility and an appropriate sanction, if any. The atmosphere of the conference is as informal as possible while respecting the student's right to due process. Regardless of the type of conference, a Student Conduct Officer and a representative from the program will be present for conduct conference. For a list of types of proceedings, sanctions, rights and responsibilities go to **[studentlife.tamu.edu/scrs/scs](http://studentlife.tamu.edu/scrs/scs)**.

#### Appeals

Every student is entitled to an appeal conference. An appeal must be submitted in written form to the appropriate university official within five (5) working days of being notified of the sanction by the conduct officer. An appeal must be based upon some specific aspect of the previous conference, for example, unjust sanction, new information, or violation of due process. Appeals based on a student's standing with the program or their housing status will be heard by the Director of Policy Internship Programs or his/her designee.

## SECTION VI: Intern Housing Rules and Regulations

*Texas A&M University residents are responsible for abiding by all rules outlined in this code, the most recent University Rules, the terms and conditions of D.C. Intern Housing Contract, the rules of the designated housing facilities, and all District of Columbia, Virginia, and federal laws. Violation of a regulation may lead to termination of a student's housing agreement and expulsion from the residence facility. Residency privilege and/or 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 causes extreme disruption to the residence environment.*

Housing regulations include (many of the following are based on D.C. and Virginia laws):

1. **Alcohol:** Alcohol is only permitted in individual rooms of students who are of legal drinking age. In the District of Columbia and Virginia, only persons 21 and over may legally consume alcohol. Open containers of alcohol are not permitted in the public areas, stairwells or hallways. D.C. and Virginia law forbids the possession of open alcoholic beverage containers in public. Kegs or large volume containers are NOT allowed under any circumstances. All residents of the apartment are responsible for the behavior and actions of guests in the apartment and on the property as the result of the party; including underage drinking, damages, noise violations etc. In order for alcohol to be allowed in the apartment, all of the residents assigned to the room must be of legal age (21 or older). In addition to this, all guests present when alcohol is being consumed must be of legal age, which is defined as an individual of the age of 21 or older. The program also insists that the consumption of alcohol is not permitted on apartment balconies.

Those found in violation of Texas A&M University Student Rules regarding alcohol will, at a minimum, receive a disciplinary sanction (most likely conduct probation or higher) and be required to meet with Student Conduct Office or a program staff member. Those found in violation will also be referred to the Alcohol and Drug Education Program (ADEP) for required participation in an alcohol education program. If an underage student is found responsible for violating an alcohol or drug rule on campus, a letter indicating as much will be sent to their parents or legal guardian by the Dean of Student Life. A student who is transported to a medical facility for alcohol issues may receive a mandated referral to Student Counseling Services.

2. **Arson/Campfires:** Starting a fire within a University sponsored housing or within the immediate surroundings outside the

apartment complex is strictly prohibited at all times. Violations of this rule, which may also be considered violations of state law, include setting fire to items on a room door, or any other flammable material in the apartment, as well as starting outdoor fires in non-designated areas. Grilling in designated grill areas is acceptable.

3. **Computing Guidelines:** While not on University services, applicable student computing guidelines apply to interns in sponsored housing. Abusers of computing privileges may lose their computer access or be subject to more serious penalties, including disciplinary action by the University and referral to law enforcement agencies.

Common Computer Violations ([ism.tamu.edu/policy\\_info.html](http://ism.tamu.edu/policy_info.html)) If you have a complaint about the misuse of Texas A&M University computing resources, please send an email to [complaint@tamu.edu](mailto:complaint@tamu.edu).

File Sharing ([security.tamu.edu/protect\\_myself/File\\_Sharing.php](http://security.tamu.edu/protect_myself/File_Sharing.php))

Students should also be aware of the potential liabilities in using Texas A&M computing resources for file-sharing activities. Utilizing programs to swap songs, movies, or other forms of media may place one at risk of violating both copyright protection laws and Texas A&M University Student Rules.

4. **Cooperation with University Officials:** Program staff members are University officials. Residents must immediately comply with any lawful directions from any University official. Verbal and/or physical abuse directed toward any University staff member will not be tolerated and violations may result in disciplinary action being taken.

5. **Decorations:** No hanging of banners/flags/posters/ clothing/etc. from windows, balconies or on the front door of your apartment. Do not attach anything to or tamper with light fixtures or exit signs. Wall decorations should be at least 12 inches from the ceiling. Minimize the use of tacks or nails.
6. **Disorderly Conduct:** Conduct which is disorderly, lewd, indecent, or a disturbance of the peace on University premises or at/in University-sponsored activities/housing will be confronted by the staff and may be addressed through the student conduct process.
7. **Disruptive Activity:** Participation in any activity which interferes with teaching, research, administration, disciplinary proceedings, other University missions, processes, or functions including public-service functions or other University activities will be confronted by staff and when appropriate referred to the student conduct process.
8. **Drugs:** The use, possession, or sale of illegal drugs and/or controlled substances is strictly prohibited, including at university sponsored activities. **The possession of marijuana, marijuana-related products, and cannabis plants is strictly prohibited, regardless of Virginia state law.**
9. **Fire Equipment/Alarms:** Residents are required to leave the building whenever a fire alarm sounds. Misuse or abuse of fire equipment (tampering/disconnection of alarms, extinguisher, hoses, smoke detectors, etc.) is forbidden by federal law.
10. **Group Billings/Assignment of Communal Damage Charges:** Financial charges related to the cleaning of, damage to, or thereof University sponsored housing are billed to the specific individual(s) responsible whenever such individuals can be identified. However, when damage or theft cannot be assigned to a specific individual(s), the charges may be divided equally among the interns of the affected room, apartment, or area. If you have information concerning any of the damages or stolen property listed, please contact program staff. At the end of each semester, residents will be billed on their student account their share of any unaccounted damages.
11. **Harassment:** Conduct (physical, verbal, graphic, written, or electronic) that is

sufficiently severe, pervasive or persistent so as to threaten an individual or limit the ability of an individual to work, study, or participate in the activities of the university are not permitted. The harassment or abuse of other interns, apartment complex staff, Texas A&M University staff or any other individual is not permitted.

12. **Identification:** All Texas A&M University students are required to have their University I.D. in their possession at all times. Failure to identify oneself to a University staff member upon request is a violation of Texas A&M University Student Rules.
13. **Keys and Access Cards:** Any assigned keys, I.D.'s and access cards should be kept in your possession at all times; do not lend them to anyone. Giving your key or access card to others may result in disciplinary action. Duplication of keys is strictly prohibited.
14. **Noise:** Students should be considerate of other tenants and other tenants in the building. Students are expected to use good judgment to avoid excessive noise and other disturbances to other building occupants. Disciplinary action will be taken against students who do not heed warnings about excessive noise. (Note: fire laws may limit the number of students in a room.) Additionally, no loud music is permitted after 11:00 p.m., seven days per week. After two (2) noise violations, the management may begin eviction procedures.
15. **Overnight Guests:** Overnight guests may be permitted only with prior permission and consent of **all** roommates and the submission of a Guest Request form through the Housing Portal. No extended stays of visitors are allowed. Residents of the apartment are responsible for the behavior and actions of guests in the apartment and on the property.

Guests and/or relatives may not stay for longer than five (5) consecutive days under any circumstances unless approval is obtained from the Program Staff.

All guests in apartments are at the mutual agreement of all roommates. Gatherings must be kept at a reasonable size. For limitations on the number of guests permitted, please see the management of the individual housing facility.

**16. Pets/Animals:** No dogs, cats, or pets of any kind are allowed in Texas A&M University housing facilities. This includes any guest's pet. The only exceptions are registered service animals that have been approved by program staff.

**17. Physical Harm:** Acts of physical violence, intimidation, intentional infliction of harm to another individual, threats of violence or physical harm, or stalking are not permitted and will not be tolerated by Texas A&M University.

**18. Room Entry/Room Search:** The University recognizes residents' desire for privacy, particularly in the context of their group living situation, and will do all it can to protect and guarantee their privacy. However, the University, through a University staff member, reserves the right to enter a resident's room at any time for the following purposes:

- To determine compliance with all relevant health and safety regulations
- To provide cleaning and/or pest control
- To conduct an inventory of University property
- To silence unattended loud alarms and music
- There is an indication of imminent danger to life, health, and/or property
- There is a reasonable cause to believe that a violation of University or program policies is occurring
- To search for missing university property
- To perform maintenance work

A room search by a designated program staff member is possible but rare. For such a search to take place, the conditions for room entry must exist. Permission for a room search is determined at the Program Director level or designee and above. Items that violate university or intern housing regulations will be confiscated. A room search by law enforcement officials must be accomplished through the use of a valid search warrant, or the student may sign a release to be searched at his or her own approval. This process would need to be served through TAMU, as TAMU is the lease holder.

**19. Smoking:** Smoking is not permitted in intern housing. This includes inside the apartments and on patios or balconies.

**20. Throwing Objects from Windows:** The throwing or dropping of objects from windows or balconies is not permitted.

**21. Vandalism/Stealing:** Stealing, vandalism or the intentional infliction of damage to the facility or another person's property is not allowed. Full replacement and fines will be levied. Furniture may not be removed from a room at any time. Items of furniture found missing from a student's room will be charged to the residents of that room.

**22. Weapon/Firearms:** Interns may NOT bring into the apartments, for any reason, any firearm, illegal knife, club, or any other weapon (not restricted to legal definitions) that may be hazardous to the health or safety of residents. This includes, but is not limited to: rifles (including drill rifles), pistols, shotguns, pellet guns, BB guns, Taser/stun guns, bows and arrows, sling shots, martial arts weapons such as nun chucks or throwing stars, axes machetes, swords, spears, switchblades, or knives with a blade four inches or longer.

Program staff or Police may confiscate these items. In addition, the following items are prohibited from being used inside of any room or public area: Aerosol guns, paintball guns and nerf-type guns.

*\*Texas A&M University and the Policy Internship Programs reserve the right to make any additional changes to the said policy, which includes fines, housing policies and procedures. An up-to-date copy of these policies will be available through the specified and shared means with interns. If established University policies are at contradiction with these established rules – the University rules supersede this document.*

