The UW Wisconsin in Washington (WIW) DC Internship Program is offered by the UW-Madison Political Science department in partnership with International Academic Programs (IAP) at the University of Wisconsin-Madison.

Since 2004, the UW-Madison Political Science department has been offering a summer academic internship program for Political Science undergraduate students that supports students working in internships in U.S. Congress, public policy advocacy and lobbying firms, government agencies, think tanks, non-profits, and political organizations. Internships are now widely recognized as effective ways for university programs to reinforce their core knowledge and learning objectives and for students to build necessary skills and work experiences in their prospective career fields. Research also shows that students who intern through academic internship programs gain more from the experience than students who intern on their own.

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

This program handbook contains the following information:

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Program Learning Objectives

The WIW program is designed to:

1. Give students with an interest in politics, policy, and government direct political experience that will allow them to develop professional skills, to create professional networks for themselves, and to put themselves in the position to be recruited and hired on, both in Washington DC and in other locations throughout the country.

2. 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.

3. 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.

4. Give students the opportunity to explore close up, the wide variety of possible career paths open to them and to encourage them to reach out to professionals in those fields for conversations, informational interviews, and professional and intellectual collaborations.

5. Integrate the theoretical and academic work that they have done on campus with the pragmatic world of the professional workplace.

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 D.C.
2. Special guest lectures taking advantage of the rich political and intellectual culture of Washington D.C.
3. Organized field trips to sites in and around Washington D.C.
4. On-site staffing supporting to help you manage your internship placement to maximize your time and learning in your placement.
5. Your internship placement at a government, for-profit, or non-governmental agency.

You will be supported throughout your program by dedicated staff from the Political Science Department and International Academic Programs Office. You are encouraged to reach out to these staff with any questions.

**Contact Information**

**Political Science Department**
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Joel Clark is the primary advisor for the program and teaches the WIW prep course in the fall and spring semester. Students are welcome to meet with Joel to discuss any matters concerning the program.

**WIW DC Program Manager**
The WIW DC Program Manager will be based in Washington D.C. and will provide overall support to you during the program as well as provide instruction for some program courses.

**International Academic Programs (IAP)**
International Academic Programs (IAP)
University of Wisconsin-Madison
106 Red Gym, 716 Langdon St.
Madison, WI 53706
Tel: 608-265-6329, Fax: 608-262-6998
Web: [www.studyabroad.wisc.edu](http://www.studyabroad.wisc.edu)

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

**Program Dates**
Please note the proposed program dates for the program including mandatory arrival date and end of program dates. Confirmed dates will be announced at the start of the fall 2016 semester.

**Spring 2017 Tentative Program Dates:**
January 7 to April 30, 2017

January 7 – arrival and housing move-in
January 8 – Orientation
January 9 – Instruction begins
March 18-26 – Spring Break (Note: your internship workplace may still require that you work during this week. You are encouraged to communicate with your internship supervisor about your schedule during ‘spring break.’)
May 5 – Last day of exams

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 U.S. federal government, domestic and international NGOs, and a host of other domestic and international institutions and groups.

Important: Please note that participation in the WIW program requires you to attend the 1 credit PS400 Preparation for Wisconsin in Washington course at UW-Madison during the fall 2016 semester. This course will support you in your identifying and securing an internship placement for your spring semester in Washington D.C.

WIW Course Information

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

1. PS404 Wisconsin in Washington Internship course – 4 credit
   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. The instructor for this course is the WIW Program Manager.

2. PS602 Wisconsin in Washington Policy Course – 4 credit
   This course will examine the institutions, processes, and players involved in the ongoing struggle over national and international public policy. Using current and past seminal cases and theories of public policy, you will examine various stages of the policy process including problem definition, agenda-setting/shaping, appropriations, administrative rule-making and court review.

   The emphasis will be on the key players (legislators/committees, agencies, interest groups, states, international organizations, etc.), processes, and ‘stories behind the stories’ that explain how policy is created and shaped. Under the guidance/approval of the course instructor, you will choose and systematically analyze a policy issue, culminating in a substantive research paper of approximately 25 pages. This course also will be taught by the DC-based program manager.

3. Elective courses
   You will have a choice between two elective courses. These courses will be confirmed in the fall 2016 semester and you will be informed of their content in your PS400 Preparation for Wisconsin in Washington course.

Internship Information

Acceptance to the WIW program does not guarantee internship placement. WIW utilizes a “student invested” approach to internship applications and selection, where you are guided by UW faculty, staff and alumni, but take equal responsibility for your applications and decisions on where you will intern. Under this model, you learn essential skills canvassing opportunities in your interest areas, crafting application materials, marketing
yourself, and weighing potential offers in a professional manner. It will be typical for you to apply to multiple internship opportunities to ensure success in obtaining placement.

Upon receipt of an internship, the WIW program staff communicates directly with hosts about placement expectations and unique academic requirements of this academic internship program. You will generally be expected to work 25-30 hours per week for your internship. You will also work with your host to develop an internship placement agreement that outlines specific work duties and expectations.

**Course Equivalent Requests and My Study Abroad**

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

**Credits**

This is a 12 credit program and you will be limited to receiving 12 credits for your participation in the spring semester.

**Pass/Fail/Drop/Audit**

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

**Grades**

Grading will be based on the UW-Madison grading system. Additional information can be found on-line here: [https://registrar.wisc.edu/Grades_and_Grading_%20Policy.htm](https://registrar.wisc.edu/Grades_and_Grading_%20Policy.htm)

**Preparation Before Leaving**

Refer to the Pre-Departure Checklist on pages four and five of the IAP Study Away Handbook for essential information. Please note some information will be more applicable to students traveling abroad for an overseas program.

**Travel and Arrival Information**

You are responsible for arranging your transportation to Washington D.C. Please note the program start date in making your travel plans.

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

**Housing**

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

Student housing will consist of two-person efficiencies and four-person quads apartments. Room assignments will be based on overall program enrollment and student preferences. You will be provided with additional housing preference information in fall 2016.

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

Map with location of Congressional Apartments
Student Life

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

Transportation

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

Public transportation is readily available in Washington D.C. through both public buses, and the city subway.

Safety

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

During your orientation in Washington D.C. you will be provided with information about the neighborhood in which you will be living and information that will help you make safe, informed choices. A resident manager lives on site at the Congressional Apartments and is available on-call as will be the WIW Program Manager to respond to student emergencies.