

**UW Wisconsin in Washington DC Internship Program– Spring 2018**  
**IAP Program Handbook**

---

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

This program handbook contains the following information:

Program Learning Objectives.....	1
Contact Information.....	2
Program Dates .....	3
The Academic Program.....	3
Preparation Before Leaving .....	5
Travel and Arrival Information.....	5
Living in Washington D.C. ....	5

**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**

Joel Clark , Ph.D.  
Career and Internship Instructor  
Social Sciences  
University of Wisconsin-Madison  
306 North Hall/ 1050 Bascom Mall  
Madison, WI 53706-1389  
(608) 263-2031  
[jclark24@wisc.edu](mailto:jclark24@wisc.edu)

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 Director**

Bola M Olaniyan M.S  
Washington D.C. Office  
20 F Street NW, 7th Floor  
Office 754  
Washington, DC 20001  
Cell: (608) 217-5927  
Office: (202) 507-6279  
[olaniyan@wisc.edu](mailto:olaniyan@wisc.edu)

Bola Olaniyan is the Program Director for the Wisconsin in Washington program. She will be your main point of contact during your time in DC. In addition to teaching two classes, she matches you with DC Badger alumni mentors, coordinates guest speakers, and class outings.

#### **International Policy & Program Development Officer**

Cynthia P. Williams, Ph.D.  
University of Wisconsin-Madison  
International Division  
20 F Street N.W. (office 746)  
Washington, D.C. 20001  
Cell: 608-712-7431  
Office: 202-507-6179  
[cwilliam@wisc.edu](mailto:cwilliam@wisc.edu)

Cynthia Williams is the International Policy & Program Development Officer for the UW-Madison International Division. She facilitates international internship placements and teaches a seminar on international organizations and professional development in the Wisconsin in Washington Program. In addition, she works with the campus D.C. based Office of Federal Relations to maintain contact with administration officials, agency and Congressional staff, and higher education associations related to international policy and programs, and builds connections with alumni, international institutions, think tanks, foundations, NGOs and federal agencies to facilitate campus international programs.

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

Program Coordinator

Katie Robinson

International Academic Programs (IAP)

University of Wisconsin-Madison

106 Red Gym, 716 Langdon St.

Madison, WI 53706

Office: 608-265-6329

Fax: 608-262-6998

Web: [www.studyabroad.wisc.edu](http://www.studyabroad.wisc.edu)

Email: [robinson3@studyabroad.wisc.edu](mailto:robinson3@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 2017 semester.

### Spring 2018 Program Dates:

Spring 2018 Program Dates:

January 6 – arrival and housing move-in

January 7 – Orientation

January 8 – Instruction begins

March 23-April 1 – 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 4 – Last day

## **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 2017** semester. This course will support you in your identifying and securing an internship placement for your spring semester in Washington D.C.

An interest questionnaire will be sent out during the pre-course to help determine which courses to take.

## WIW Course Information

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

Core course for all students:

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

### 1. Wisconsin in Washington Internship course – 4 credit

You will have a chance to enhance professional skills, build a network of contacts, and explore possible career choices. Most important, you will have a chance to speak with a wide range of people about their jobs, views, backgrounds, and experiences. In order to weave these experiences into your academic work, this class will ask for active reflection, self-assessment, and the honing of your thinking and writing. The internship course will help you build structure with written assignments, activities, reflections, and readings to help you make the most of your internship. Meetings will alternate between in-class activities and presentations by professionals (usually UW alumni in various career fields).

### 2. 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. You will learn about different policy issue areas and how they are treated in the policy sphere.

### 3. Elective courses

You will have a choice between two elective courses.

Elective courses

There will be two elective courses to choose from, one will have an international focus and one will have a domestic focus.

#### Elective 1 (International Focus)

Current Issues in US Foreign Policy - Students will be interacting with high-level policy actors from a broad field of foreign policy issues while focusing on contemporary foreign policy issues through readings, discussions, and writings.

#### Elective 2 (Domestic Focus)

Congressional and Legislative Affairs

## 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 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**

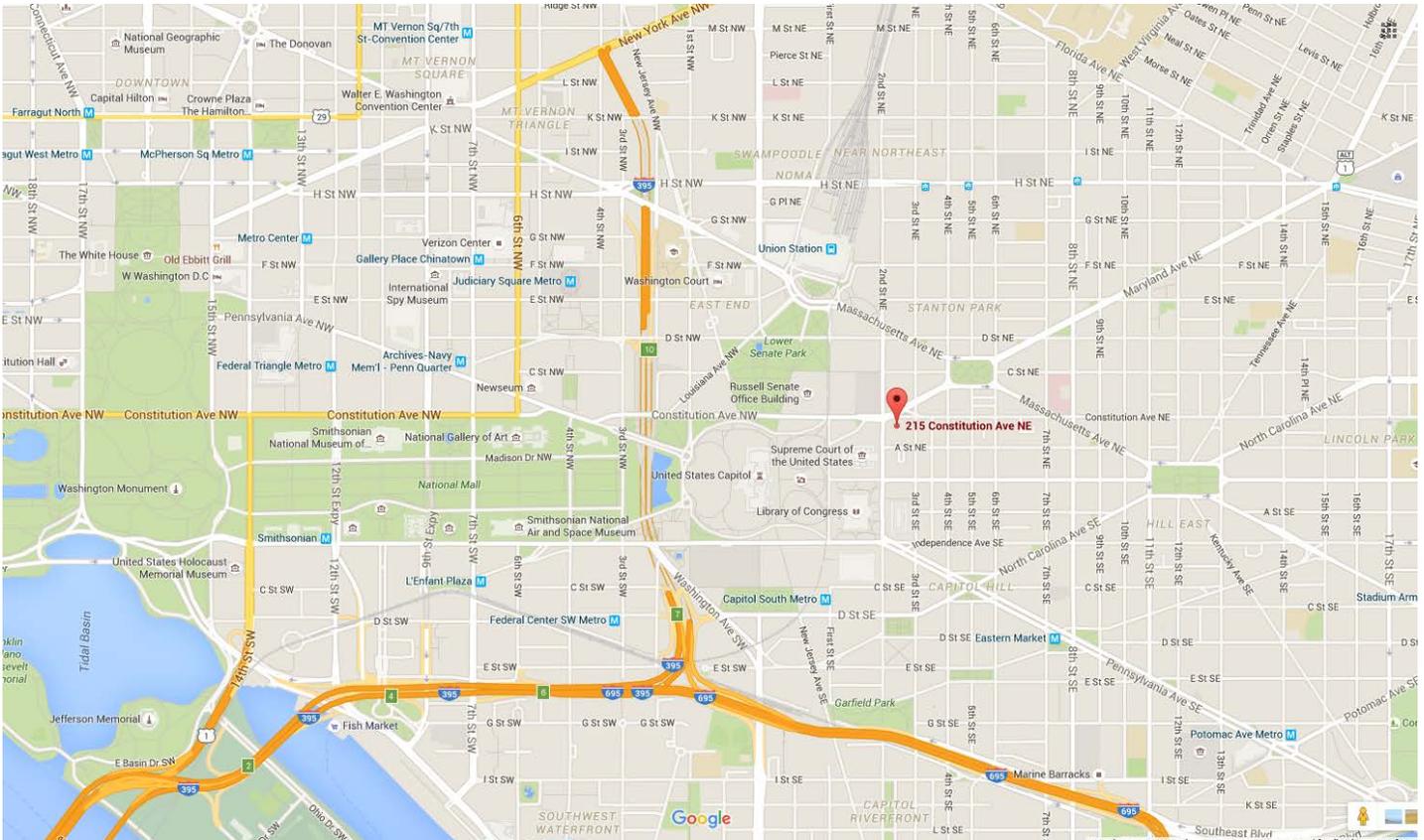
Housing is arranged for you through participation on the WIW program. You will live in the Congressional Apartments, 215 Constitution Avenue NE, Washington D.C. This is located in the Capitol Hill District. Many Capitol Hill properties are

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. Capitol 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



### Housing Security Deposit

You will be required to pay a \$200 refundable security deposit to WISH housing. You will be notified when the deposit is needed.

### What to pack

As list above you will need to bring your own bed linens (twin XL) and towels. Please check with your internship placement regarding the dress code for your internship site.

## **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.

## **Health**

If you need medical treatment while you are in Washington DC, CISI insurance works through the First Health Medical Network. Participants should be able to locate nearby medical providers using the following online search engine: [www.myfirsthealth.com](http://www.myfirsthealth.com) Your CISI policy number is located on your Emergency card, located on the Health, Safety and Insurance tab of your MySA account.

## **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 Director to respond to student emergencies.