**POLI 257: Policymaking in Washington D.C.**

**May Term 2019**

**Class Facebook Page:**

<https://www.facebook.com/groups/2135855003171979/>

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**Course Description:**

In this course, we will spend four weeks together in Washington D.C. examining policymaking, both international and domestic, from a variety of perspectives. The course will feature prominent alums that live and work in the region. Several tours will also be included in the official class activities.

Class activities will consist of a combination of guest lectures and group tours. Most classes will be held in the mornings beginning at 10:00am. End times may vary but will typically end before 12:30pm. The location of many class sessions will be at Grant Thornton in Alexandria, Virginia.

**Student Housing**:

Students will be housed in the Washington Intern Student Housing (WISH) at Woodley Park. You can learn more about the student housing at <http://www.wishwoodleypark.com>. Our WISH housing address is 2807 Connecticut Avenue NW. The nearest Metro stop is Woodley Park/Adams Morgan/National Zoo. You may make roommate requests at the mandatory pre-departure meeting.

All rooms are double rooms. Most apartments are 3-bedroom, 2-bathroom units that house six students each.

WISH housing includes wireless internet and cable TV. Kitchen facilities, including a refrigerator, stove, oven, plates, glasses, silverware, etc. are provided. **No smoking or alcohol is allowed in WISH housing. Failure to comply with these important rules may result in eviction without further notice.** In the event of eviction due to a violation of WISH rules or other offenses, you will be required to find your own housing for the remainder of the class.

Because of these serious potential consequences to you as a roommate, I highly recommend that you “police” each other to some degree. If you hear your roommates being loud, ask them to quiet down. Do not tolerate alcohol or smoking in WISH housing, or you may be evicted as well.

Please note that you will need to provide your own bedding (i.e. twin-long sized sheets, blankets, pillow, etc.) and towels.

At all times be respectful of your neighbors! Loud parties, etc. are strictly prohibited.

**Check-in Instructions:**

As soon as you have booked your flight, email WISH at wwparrivals@internsdc.com to arrange for your check-in. You should check into your WISH housing on Monday, April 30th.

I recommend that you arrive at your WISH housing in the afternoon or early evening. Avoid arriving after 9pm as the next morning will seem particularly early given the time zone changes.

Unpack and chill until your classmates arrive! ☺ Note: Typical taxi fare/Uber/Lyft from DCA to WISH Woodley Park is about $20-$25.

**Air and Airport Transportation:**

Students are required to provide for their own transportation to and from Washington D.C. Students should arrive in Washington on Monday, May 6th and depart on Thursday, May 30th. Checkout time from WISH housing is at 12 noon on Thursday, May 30th.

There are at least three airports that service Washington D.C. Due to the much lower cost of airport transportation and its overall convenience, we recommend that students fly into Reagan National Airport (DCA), rather than Dulles (IAD) or Baltimore (BWI).

The best options if you fly into Reagan are to take a taxi/Uber/Lyft (preferred), the SuperShuttle (<http://www.supershuttle.com/>), or the Metro train system. If you fly into Dulles or BWI, check with SuperShuttle. Taxis can be very expensive.

**Transportation within Washington:**

Students are responsible for their own transportation within Washington D.C. You will need to get comfortable with the operation of Washington’s exceptional Metro rail system. Check out the WMATA site online (<http://www.wmata.com/rail/>) and some YouTube videos.

I highly recommend that you view the following YouTube videos: Buying and Adding Value to your SmarTrip Card – MetroForward (<https://www.youtube.com/watch?v=MDUw_-r2HgE&feature=youtu.be>), How to Ride the DC Metro - crobins (<https://www.youtube.com/watch?v=fZNJWkcoplQ>), How to Ride the DC Metro – Andee Kinzy (<https://www.youtube.com/watch?v=oCySIyz7neY>), and Beat the DC Metro – GO DC (<https://www.youtube.com/watch?v=zVwfbbpLyDY>).

**Students should purchase a SmarTrip card upon their arrival in Washington**. They are sold in virtually all Metro stations. They offer highly discounted rates on all Metro rides.

In the past, most students have chosen to get 7-day Short Trip Passes that can be added to your SmarTrip card for about $38.50 (price subject to change). They are valid for seven consecutive days of unlimited Metrorail trips costing up to $3.75 when peak fares are in effect. If the trip costs more than $3.75, the additional charge will be deducted from the SmarTrip card’s stored value.

Metrorail costs can add up. The typical cost to travel to class each morning using a SmarTrip card may average about $4.35 with a return cost of about $3.40. Typical trips within the city will cost about $2.65 each way during peak times and about $2.30 each way during non-peak times. Budget your travel accordingly. Some students recommend that you purchase 3 7-Day Short Trip passes and then pay for the remaining days using regular stored value on your card. Other students just add more value to their SmarTrip cards each trip.

**Please note that the closest Metro station to your housing is Woodley Park/Adams Park/National Zoo. It is located on the red line.**

To check routes and costs for using the Metro, use the Metro’s Trip Planner.

<https://www.wmata.com/schedules/trip-planner/>

**Money and Budgeting:**

Your course fee covers your basic housing costs as well mandatory activity fees.

All other costs are the responsibility of the student, including transportation costs (airfare to/from Washington, airport transportation, and Metro rail passes), meals and snacks, entertainment money, souvenirs, etc.

We strongly encourage you to develop a budget for yourself, including airport transportation, Metro passes, food, entertainment, and souvenirs. Students in the past have spent, on average, from $900 to $1200 while in Washington (i.e. not including airfare). Keep track of your weekly expenses and make sure that you are staying within your overall course budget.

In addition, while beds are provided, neither bedding nor towels are provided for in the WISH housing. **As a result, students should bring their own bedding, including twin sized sheets, blankets, pillows, and towels.**

**Safety and Security:**

It is imperative that students should at all times follow basic safety guidelines for a major urban city. Some recommendations include:

1. Keep your doors locked 24 hours a day, 7 days a week.
2. Always travel with a friend, especially at night. Stay in well-lit areas. Walk confidently and at a steady pace.
3. Be aware of your surroundings. If you feel uncomfortable in an area, leave it. Trust your instincts.
4. Carry as little money as possible. Use ATM or credit cards when possible.
5. Avoid “displaying” your money on the street or other public place. If you carry a purse, avoid keeping your wallet in it. If you carry a purse, drape it diagonally across your body.
6. Pickpockets typically travel in groups. One person might create a distraction while another picks your pockets.
7. Don’t share your room number or location with strangers.
8. Valuables should not be left in your room.
9. If someone robs you, give up your property.
10. Don’t be stupid. Don’t break any laws.
11. The further away you are from the Capitol, in general, the more dangerous the area may be.

**Emergencies:**

**If you experience any emergency, please call 911 immediately.** For nonemergency situations, you can contact the professor via cell phone.

**Here are some important contacts for WISH Housing:**

**Contact Phone List for WISH Woodley Park**

For Life Emergencies Call 911

WISH Main Office

237 Massachusetts Avenue NE

Washington DC 20002

(202) 688-3383

You will receive further contact information in you WISH packet that you will receive upon check-in.

To report any maintenance issues, simply email them to FixItWoodley@INternsDC.com.

**Again, for any life-threatening emergencies, immediately call 911!** Do not call these other numbers first.

**Dress and Decorum:**

While in Washington, remember that you also represent the University of Redlands. Most of our class sessions are held in very upscale commercial, legal, financial and/or political offices. For all class sessions, we request that you wear business casual attire (no flip flops, shorts, T-shirts, etc. allowed). Please also conduct yourselves in a way that is appropriate to the circumstances. Be respectful and more formal in you conversations. Please note that Washington D.C. is considerably more formal than Southern California. Wearing inappropriate attire or behaving too casually will likely be interpreted by others as being disrespectful.

However, be forewarned that Washington is a city where you will do a great deal of walking. It is not uncommon to walk 4-6 blocks from a Metro station to get to your class destination, restaurant, or attraction. Indeed, you may choose to walk several miles around the mall. As a result, I highly recommend that you bring some comfortable shoes to wear for extended walking. Women in Washington frequently carry their dress shoes in a purse and wear more casual walking shoes, sandals, or flip flops on the Metro.

Finally, you will have the opportunity to network with a significant number of powerful alums in the DC area. You might consider taking advantage of this opportunity. **In the past, students have printed out cover letters, resumes, and even business cards for the trip.**  If you need assistance with your cover letter and/or resume, contact Career Services ASAP.

**While in Class and/or Social Events**

As you meet with the alumni and friends of the university, I urge you to consider how each of our meetings will influence their perception of both you individually and the class more generally. I urge you to sit attentively, maintain eye contact, nod, and most importantly, ask questions! Having this active approach in class will dramatically impact your chances of leaving a good first impression, developing a potential business relationship, and/or getting a future internship or job. No one wants to hire a passive or disinterested person.

**Photographer for a Day/Sharing Pictures**

Let’s work together to capture some outstanding photographic memories of our trip. Please volunteer to serve as Photographer for a Day. I’ll provide the camera, and I simply ask that you take lots of photographs of our speakers, our students, and the speaker/student interactions during each class session. Then simply turn in the camera at the end of the session.

Please also share other photos of you and your classmates around Washington, DC. Let’s post them up to the class Facebook page!

**Cancellations and Refunds:**

We adhere to all cancellation and refund policies of the University of Redlands for May Term courses. Please especially note that once our payment is due for housing at WISH, no refunds are allowed.

**Remaining Forms**

Several of you have not completed all of the required paperwork. I brought some of it with me tonight. Please pay close attention to your emails from Starla and complete your paperwork ASAP.

**Washington DC Information:**

To get valuable maps and tourist information, go to [www.washington.org](http://www.washington.org) and order a complimentary copy of the *Official Visitors Guide to Washington DC*. This guide features subway maps, attraction locations, an events calendar, and other helpful information for your stay in Washington.

Also visit the Free in DC blog at <http://freeindc.blogspot.com>.

If you have a smartphone, consider downloading some apps. Some class favorites have included DC Rider, Metro and Bus, Spotcycle (for renting bikes), Uber, Lyft, and TripAdvisor’s Washington DC City Guide.

**Grades:**

Final grades for the course will be based on your class attendance and participation, as well as your successful completion of a series of short reflection papers. You may either type these reflection papers and email them to the professor, or write them out on paper and submit them.

Grades will be assigned as follows:

Class Attendance/Participation: 50%

Reflection Papers: 50%

Please note that students must turn in reflection papers for each day of the class.

**Failure to turn in even a single reflection paper may result in a grade of Incomplete and/or Fail!**

**Class Participation:**

Students are required to attend each class session. Failure to attend a session or to notify the professor in a timely way will negatively impact your grade. If you can’t make it to a class session, you must inform the professor prior to the class session. If you miss a session, you will be required to write a 3-5 page paper on the topic that you missed.

Students should be prompt. Be prepared to ask each speaker lots of questions. If the class has difficulty asking questions during the session, the professor will assign questions to be submitted prior to class sessions.

**Reflection Papers**

Reflection papers (1-2 pages per day) can either be emailed or submitted to the professor via handwritten hardcopy. Reflection papers are due by midnight of the next business day.

**Tips for Maximizing Your Session Experiences**

1. Realize what an incredible opportunity it is for you to meet these working professionals in DC. ALL of them are Bulldogs and feel connected to you already. So you’re CRAZY if you don’t maximize this opportunity!
2. Always arrive on time! You only get one chance to make a first impression, so don’t blow it. Being late is very discourteous. Arrive at the session a bit early, or very early and enjoy a cup of coffee prior to the session.
3. Dress smart. Whether we like it or not, people will size you up by the professionality of your attire. Dress the part! Dress professionally.
4. Be alert and attentive during the session. Maintain eye contact with the speaker. Help the speaker build a “connection” with you.
5. Take lots of notes. They’ll certainly help you with your reflection paper, and may be invaluable if/when you decide to contact the speaker in the future for an internship, a job, or a networking connection.
6. Be ready to ask questions. Each of our speakers plans to only speak for about 20 minutes. That leave a ton of time for questions. Help us all avoid the awkward silence. Be ready to fire off the first question right away after the presentation. For these purposes, feel free to ask virtually any relevant questions (Examples: What’s it like to work at x? What tips do you recommend to people trying to get a job here? If you had to do it all over again, would you do the same thing today?).
7. After the Q&A period, there will be a brief time to meet the speakers. Now’s your chance! Don’t be shy. In fact, it is a bit rude if no one goes to meet the speaker immediately. It communicates disinterest. Go right up and introduce yourself! Swap business cards with the speaker if you have them. Ask another question of the speaker. Build a personal connection, but quickly. Be aware of how many people there are behind you in line to meet the same speaker. Be courteous to them as well. Limit your personal time with each speaker to no more than just a minute or two.
8. That’s it! Get ready for the experience of a lifetime!

**Course Schedule:**

The course schedule will be emailed to you shortly before your departure. I will also bring paper copies and distribute them on the first day of class.

Monday, April 1st Mandatory Pre-Departure Class Session at

 7pm in HOL 317

Monday, May 6th Travel/Arrival Day

Tuesday, May 7th **Speakers and Times TBA**

 **Expected Class Start Time: 10am**

**The remaining schedule will be distributed to you on the first day of class!**

**NOTE: The extended travel weekend begins after class ends on Wednesday, May 15th (around 1pm). Class resumes at about 10:00am on Monday, May 20th.**

**Students may either stay in Washington or travel to nearby cities (e.g. New York, Philadelphia, etc.) on your own.**