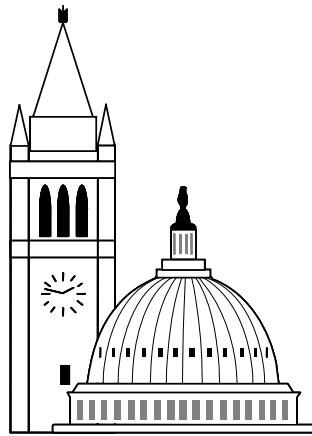


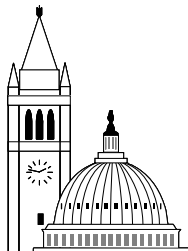
Fall 2009

# *Student Guide*



UNIVERSITY OF CALIFORNIA,  
BERKELEY  
WASHINGTON PROGRAM

WASHINGTON, D.C.



## TABLE OF CONTENTS

<b>LETTER FROM DIRECTOR JOEL F. CLARK</b> .....	3
<b>I. Important Dates for Fall 2009</b> .....	4
<b>II. Introduction to Washington, D.C.</b> .....	5
<b>III. What to Take Care of in Berkeley</b>	
A. Registration and Enrollment.....	5
B. Financial Aid .....	6
<b>IV. Checklist: Before You Go</b> .....	6-7
<b>V. Washington-related Information</b>	
A. Internship Component / Introduction .....	7-8
B. Dress Recommendations .....	8
C. Housing at the U.C. Washington Center .....	8
D. Student Facilities at the UC Washington Center.....	8-9
E. Transportation	
1. By Air .....	9
2. Directions to the Center.....	9-10
F. Bank Accounts .....	10
G. Cell Phones .....	10
<b>VI. FYI — Miscellaneous Information</b> .....	11
Map of Washington, D.C.....	11
<b>VII. Useful Telephone Numbers</b> .....	12

UNIVERSITY OF CALIFORNIA, BERKELEY  
WASHINGTON CENTER

---

**Joel F. Clark, Director**

1608 Rhode Island Avenue, N.W.  
Washington, DC 20036  
Tel. (202) 974-6343  
[jfclark@berkeley.edu](mailto:jfclark@berkeley.edu)

**Shahin Zand, Program Administrator**

1608 Rhode Island Avenue, N.W.  
Washington, DC 20036  
Tel. (202) 974-6341 Main line  
Fax (202) 974-6349  
[szand@berkeley.edu](mailto:szand@berkeley.edu)

**Kathy Slusser, Program Coordinator**

Appointments and Drop-ins:  
M24 Wheeler Hall (Wheeler Mezzanine)  
Mailing Address:  
301 Campbell Hall, MC #2292  
University of California  
Berkeley, CA 94720-2292  
Tel. (510) 642-9102  
Fax (510) 642-5562  
[ucdc@berkeley.edu](mailto:ucdc@berkeley.edu)

Dear Members of the Fall 2009 Washington Program,

I want to extend my personal congratulations on your admission into the U.C. Berkeley Washington Program. I am eager to begin working with you in the orientation process and in the formal part of our program, once you arrive in Washington, D.C.

This is a program that changes lives. But it is also one that requires both a personal style and rigor that is not necessarily vital to success on the home campus. In this regard, we will ask of you an organizational approach and focus that is critical to your success on the Berkeley Washington Program.

Our orientation session on April 14 & 15 will emphasize this as do the pages that follow in this booklet.

Again, I congratulate you and hope that your preparation for Washington not only educates you as to what is required for success in a rigorous work/study program but also generates enthusiasm for what lies ahead.

Joel F. Clark  
Director

## I. IMPORTANT DATES    Fall 2009

Arrival/Housing Begins	Tuesday, 8am -11 pm Wednesday, 8am-5pm	August 25, 2009 August 26, 2009
Mandatory Photo ID session	Wednesday, 3pm-6pm	August 26, 2009
Mandatory Residential Orientation	Wednesday, 7pm - <span style="color: red;">\$50.00 fine if you don't attend</span>	August 26, 2009
Mandatory Academic Orientation	Thursday, 10am	August 27, 2009
Research Seminar Begins	Friday, 11am	August 28, 2009
Internships Begin	Tuesday	September 1, 2009
Labor Day Holiday	Monday	September 7, 2009
Electives Begin	1 <sup>st</sup> week of September	September 1-4, 2009
Veterans' Day Holiday	Tuesday	November 11, 2009
Thanksgiving Holiday	Thursday-Friday	November 26-27, 2009
Internships End	Thursday	December 3, 2009
Elective Courses End	1st week of December <small>(some courses may have final assignments or presentations the week of December 7)</small>	December 4, 2009
Research Papers Due	Monday	December 7, 2009
Departure/Housing Ends	Saturday, 1:00pm	December 12, 2009

## II. INTRODUCTION TO WASHINGTON D.C.

You may check into the UC Washington Center on Tuesday, August 25, 2009 from 8am-11pm or Wednesday August 26 8am-5pm. Each student must make his or her own travel arrangements to Washington, DC. Please make your reservations as soon as possible, and email your travel information to Shahin Zand at [szand@berkeley.edu](mailto:szand@berkeley.edu)

**The residential orientation will take place at the UC Washington Center on Wednesday, Aug. 26<sup>th</sup> at 7pm. The academic orientation will take place on Thursday, August 27, 2009 at 10am. This meeting is MANDATORY for all students. We need your full attention at this moment. Failure to attend suggests that we don't have it and, indeed, may never have it.**

## III. WHAT TO TAKE CARE OF IN BERKELEY

### A. **Registration and Enrollment in Washington, DC**

You should pay your fall semester 2009 registration fees as you normally would. Register for the Research Seminar C196W via TeleBears before you leave Berkeley. Be sure to get Course Control Numbers and Class Entry Codes from our Program Coordinator, Kathy Slusser, **before** you leave for Washington, DC. Some majors treat our program like study abroad and will not give the advisor code to you over the telephone once you are in DC.

Berkeley Washington students also normally enroll in one elective class. In the fall semester 2009, our program will share elective courses with the University of Michigan and the University of Pennsylvania, whose programs are also located at the UC Washington Center. This means that Berkeley students will have access to six elective courses taught by Berkeley, Michigan, and Penn faculty. All of these courses will have Berkeley course titles and numbers. These courses will be accessible to registration via TeleBears by early summer. Course descriptions will be posted on our website (under "elective courses" at [ucdc@berkeley.edu](mailto:ucdc@berkeley.edu)) by early June. Please note that elective courses posted on UC Washington Center website (under "class descriptions" at [www.ucdc.edu](http://www.ucdc.edu)) are all quarter calendar courses not open to Berkeley, Michigan or Penn students, who are on a semester calendar. Finally, Berkeley Washington faculty often sponsor independent research (normally 199 courses) for a limited number of students. These courses are therefore an alternative to enrolling in an elective course.

If you will be completing work to satisfy an incomplete grade, this must be done before the beginning of your Washington semester, given the rigor of the Berkeley Washington Program. If you are pursuing an independent study during the fall semester, it is your responsibility to enroll in the proper courses and to make arrangements with your sponsoring professor to satisfy those requirements. Further, if you are approaching graduation and are

still in need of specific courses to fulfill graduation requirements, **make sure the Washington courses satisfy those needs before you leave for Washington.**

**B. Financial Aid**

Many students have inquired about their financial aid package. The most current information we have is that your financial aid packages will be adjusted to reflect the additional costs of living in Washington, DC. Expect to receive an award letter with this adjustment before leaving for Washington, DC. Our program does have its own Financial Aid Office contact, Rebecca Lewis-Davis. You may reach her by email at [rlewis@berkeley.edu](mailto:rlewis@berkeley.edu) or phone at (510) 643-9158 if you have financial aid questions or concerns.

## IV. CHECKLIST: BEFORE YOU GO

- Notify the UC Berkeley Washington Program offices of any changes in your contact address or phone over the break.
  
- Change local address at the registrar's office or via InfoBears. Suggested address:  
Your name (first and last name)  
The U.C. Washington Center (*optional*)  
1608 Rhode Island Avenue N.W., 4th Floor  
Washington, DC 20036

**A note about mail forwarding** (when you leave the Center in December): The U.S. Post Office, in an effort to cut costs, now refuses to forward mail sent to the UC Washington Center. Given that the Center itself cannot afford to absorb the cost of forwarding student mail, you will need to be careful to notify all organizations that have been sending you mail about your next address.

- Get any routine health exams and extra prescriptions from your regular provider, as these benefits are often not available or are more expensive outside your local service area. Ask for copies of your health insurance cards or forms for proof of insurance. If you have the Student Health Insurance Program (SHIP), the office is on the third floor of the Tang Center, room #3200, and they will type up an insurance card while you wait. Familiarize yourself with the use of SHIP while in Washington. Go to the "How to use SHIP" and then the "When you are off-campus and need care" prompts of the student health insurance website at: [www.uhs.berkeley.edu/students/insurance](http://www.uhs.berkeley.edu/students/insurance) to make sure you can identify potential Washington, DC providers. Also, keep in mind that SHIP members are responsible for the first \$200 in charges each plan year. Finally, make sure you know the nature of any other health insurance coverage you may be using while in Washington, DC (out-of-state coverage may vary greatly).

- Meet with your major and minor advisors to clarify plans for your Washington curriculum (as much as possible, especially the Research Seminar C196W) and for future requirements. Be sure to get any major advisor codes you will need for Fall 2009 registration.
- Make sure you can access the Berkeley Library on-line from a remote location and obtain needed passcodes. You may want to obtain Melvyl access, Lexis-Nexis access, etc. If you have a laptop, learn how to set up the library's Proxy Server before you leave.
- If appropriate, submit Petition to Graduate forms that may be due later in the semester.
- Firm up travel plans, including ground transportation if you are flying.
- Shop for any additional autumn or professional clothes. Some students have suggested bringing at least one suit and waiting to arrive here before buying more clothes. Or you can order warmer clothing from outdoor companies online by looking for sales early and having it shipped to the Center. (Keep in mind that there are more outdoor retailers here, you do not have a car, and looking early saves money, etc.)

## V. WASHINGTON-RELATED INFORMATION

### A. Internship Component / Introduction

The first few days of work are an opportunity for you to observe the routine of your office. What is the substantive work of the office? How do co-workers interact? What seems to be the status of interns? Does this status seem to be fast and firm or is there wiggle room? Who is my supervisor and how accessible is this person? Also, try to imagine how you might integrate your work with your research interests. So the first week is primarily a time of observation—getting to know the lay of the land before you attempt to navigate it.

One concrete task that does need to be accomplished in the first week is the completion of your internship agreement. These agreements are distributed at the academic orientation on August 27th. You should arrive the first day at your internship with the uncompleted agreement and the attached cover letter from the Berkeley program director. In consultation with your internship supervisor, you will complete the agreement by writing a concise statement of the general objectives and purpose of the internship, identifying specific tasks and activities, expected end-product or activities to be accomplished, and criteria for evaluating your performance. This completed form should be returned to the Berkeley program assistant as soon as possible. Students without completed internship agreements cannot continue their internship beyond mid-semester. This is a formal contract between the University of California, Berkeley and the sponsoring organization and therefore must be completed.

Success at your internship also requires realistic expectations as to how the office operates. Remember that many offices initiate interns through mundane tasks, and if you don't perform these well, there is little justification for them to move you to more substantive ones. Also, always keep in mind that you will have good and bad days, experiences that are wholly positive and others that are mixed—or worse. Try to pace yourself; integrate the lessons of the classroom, workplace, and the city itself into your experience. Get as much as possible from each encounter, meeting, frustration, success and misfortune.

## **B. Dress Recommendations**

You should come to Washington, DC prepared to dress in business attire each day you work at your internship. In general, professional attire in Washington is more conservative than in California. For men, relatively conservative suits and ties are strongly recommended. A jacket and tie is virtually a must. For women, conservative skirts (knee-length) and dress pants, dresses or suits are expected. No see-through blouses. Depending on the office, pantyhose, closed-toed shoes, and a blazer may be required as well. All students should bring comfortable shoes for walking to and from the metro. Many Washingtonians wear sneakers to work and change to dress shoes when they arrive. Please check in with the office in which you are placed to double-check on the dress code.

Your fall semester here will begin with mid-Atlantic summer weather, and you should expect hot temperatures and high humidity. This turns to very comfortable weather for October and early November. Some winter weather is possible after mid-November. In sum, it is possible to get by without a warm winter coat, but keep in mind that the Washington weather can be very unpredictable with periods of unseasonable heat or cold. It rains sporadically, so bring an umbrella.

## **C. Housing at the UC Washington Center**

Please read closely your housing contract and the **UC Washington Center Residential Handbook**. For the current online copy of the Handbook, go to “residential services” under “students” at the Center Web site ([www.ucdc.edu](http://www.ucdc.edu)). An updated fall version will be placed on line in mid-August and you will also receive a printed copy when you arrive.

## **D. Student Facilities at the U.C. Washington Center in Washington, DC**

The best overall review of student facilities is contained in the **UC Washington Center Residential Handbook**.

### **Computing Facilities**

The computing facilities at the UC Washington Center include a computer lab with 16 Windows-based PCs connected to two network laser printers. These systems can be used by UC students 24 hours a day, 7 days a week. Internet and e-mail access are available on all systems. Anti-virus software is on all systems in the computer labs. This software detects viruses on floppy disks and will disinfect/clean them. Students are encouraged to bring their own laptops. For use at the UC Center, these computers must be registered. For details of this registration process at the Center and other available computer services, refer to <http://www.ucdc.edu/support.cfm>. Students are requested to be very careful when using disks that have been used on systems outside the UC Washington Center, including their internship and personal computers. Former Berkeley students do recommend that you bring your own laptop, if possible, but there are adequate facilities available in the lab.

### **Internet Access:**

New or recent editions of the 'Internet Explorer' browsers are installed on all computers in the lab. For reading and printing files, Acrobat Reader is also available.

Questions/concerns can be addressed or other information obtained from the PC support staff at the following e-mail address: [support@ucdc.edu](mailto:support@ucdc.edu)

## **E. Transportation**

### **1. BY AIR**

Two major airports serve Washington -- National Airport (DCA) and Dulles International Airport (IAD). National Airport is closest to the Center at approximately 15 minutes (a \$15 cab ride) and Dulles is slightly further away at approximately 45 minutes (about a \$50 cab ride). You can also arrive at Baltimore-Washington International (BWI) which is about 45 minutes north of Washington, DC and about at \$50 cab ride. If arriving to Dulles or BWI, you may want to consider Supershuttle (\$25 for van share) as a more economical alternative to a taxi (Center's zipcode is 20036, and is Washington, DC, NW near Farragut West/North).

**Directions TO THE CENTER** — Keep this with you when you travel to assist the taxi cab or shuttle driver.

FROM WASHINGTON NATIONAL AIRPORT:

- Take George Washington Parkway to Route 66 East
- Follow 66 East to Constitution
- Turn Left on 17<sup>th</sup> St
- Turn left on Rhode Island from 17<sup>th</sup> St.
- The Center is on the Right across from the Beacon Hotel

FROM DULLES AIRPORT:

- Take the Dulles Access Road for 16 miles until it becomes Route 66
- Follow Route 66 East (towards Washington)

- Cross over the T Roosevelt Memorial Bridge
- Continue on 66 East/ Constitution and follow the instructions above

FROM BALTIMORE WASHINGTON INTERNATIONAL AIRPORT (BWI):

- Take 295 South toward Washington to Route 50 West
- Follow Route 50 West (New York Avenue) to Massachusetts Avenue
- Turn Right on Massachusetts Avenue and follow to Scott Circle
- Turn Right on Rhode Island Avenue as you exit the Circle
- The Center is on the left, just past the Courtyard Marriott Hotel.

## **F. Bank Accounts**

Please double-check with your bank to make sure that it has branches in Washington, DC. Riggs and Bank of America are popular in DC. Wells Fargo is not. While there are numerous area branches of Bank of America, you must deposit money through a teller if you have a California account because California has a separate system for accounts. Please make sure that you bring the debit/credit cards that you need (in addition to necessary identification) and be protective of them. If you do not have an account with Riggs or Bank of America, you may want to set one up ASAP, to give your debit/credit card and pin number plenty of time to arrive so you'll have everything before you leave for DC.

## **G. Cell Phones**

For emergency purposes, the Washington Program requires all students to have cell phones. Double-check with your cell phone company to make sure that you are on a national plan. Also, confirm your minutes allowance and what the roaming location/fees are. You do not want any surprises down the road, especially if you need to be calling family, friends, and people for your research.



## VII. USEFUL TELEPHONE NUMBERS

U.C. Berkeley Washington Program..... (202) 974-6341 .....Fax: 202-974-6349

**Joel F. Clark**, Director ..... [jfclark@berkeley.edu](mailto:jfclark@berkeley.edu)

..... (202) 974-6343

**Shahin Zand**, Program Administrator..... [szand@berkeley.edu](mailto:szand@berkeley.edu)

..... (202)974-6341

1608 Rhode Island Ave N.W., 3rd Floor, Washington, DC 20036

**Kathy Slusser**, Program Coordinator ..... (510) 642-9102 Fax: 510-642-5562

..... [ucdc@berkeley.edu](mailto:ucdc@berkeley.edu)

301 Campbell Hall, University of California, Berkeley, CA 94720-2922

AIRPORTS -- <http://www.metwashairports.com/>

**Baltimore Washington International (BWI)**..... 1-(800) 435-9294, (301) 261-1001

**Washington DC (Dulles) International (IAD)** .....(703) 572-2700

**Washington DC (National) (DCA)** .....(703) 417-8000

BUS

**Greyhound and Peter Pan-Trailways** ..... 1-(800) 231-2222, (301) 565-2662

.....(202) 371-2111

The Washington, DC, downtown bus terminal is located at 1005 First Street N.E., a short walk to Union Station Metro (red line).

RAIL/TRAIN

**Amtrak** ..... 1-800-USA RAIL (1-800-872-7245)

<http://www.amtrak.com>.....(202) 906-4971

.....Fax: 202-906-4974

*Service to/from BWI Airport to/from Washington DC's Union Station Metro*

**MARC Train Service** (Maryland Commuter Rail Services).....(410) 859-7422

<http://www.libertynet.org/~dvarp/MARC/>.....Fax: 410-859-5713

*Service to/from BWI Airport to/from Washington DC's Union Station Metro.*

**Metro** (bus and rail information) ..... (202) 637-7000, M-F 6:00 am-10:30 pm

<http://www.wmata.com/> ..... Weekends 8:00 a.m.-10:30 p.m.