Check-in Procedures

Contact WISH office one week prior to arrival to schedule check-in.

Office is open Mon-Fri 9:00am-5:00pm and check-in weekend between 10am-4pm.

Late check-in procedures may be available for those arriving after hours, but you MUST contact WISH in advance of this request and cannot check in later than 9:00pm.

Arriving in DC

- **By Plane:**
  National Airport (DCA) is the closest airport. Coincidentally there is a metro stop with that same name on the Blue/Yellow lines. You could metro to Union Station, which is about a three block walk to the WISH office, for check-in. If you think you have too many items with you to handle then it is just about a 6 mile drive in a taxi from this airport to the WISH office. Typical cost is less than $25. Dulles International Airport (IAD) is also an option it is 30 miles west of DC in Northern Virginia. The drive in can take between 40 minutes to an hour. SuperShuttle is a good option instead of a taxi because it is cheaper however you will be making more stops than just yours, there is a SuperShuttle boarding area on the lower level of the Dulles Airport (http://www.supershuttle.com/). Another, perhaps less convenient option is the Washington Flyer Express bus (www.washfly.com).

Baltimore-Washington International Airport (BWI) is 25 miles northeast of DC, about an hour drive from downtown DC. Taxis cost $50-80 - agree on a price before setting off. There are SuperShuttle buses into Washington every 30 minutes, daily from 6:00am-11:30pm for approximately $45 one-way. It’s cheaper to take the train from BWI Airport, either the frequent peak hour departures of the MARC commuter line (check website for schedules and fares: www.mtamaryland.com) or check the daily Amtrak trains (www.amtrak.com). These services take 35-40 minutes and terminate Washington’s Union Station where taxis are plentiful.

- **By Train:** If you will be coming in on an Amtrak train, the closest station is Union Station which is also a stop on the Metro Red Line. This is again only three blocks from the WISH office for check-in.

- **By Car:** If you are driving in by car, remember you need to go to the WISH office first, check in is very quick so it is much easier to run into the WISH office and check in while someone stays with the car right out front. If you find side street parking be sure to read the signs regarding zoning/length of time allotted to park for free (if applicable).

**Note:** If you are delayed during your travels, please communicate with the WISH office by PHONE (202-548-2720) to determine whether late check-in procedures can be arranged or not. Also make sure you have the address of the WISH location where you will live, as well as the address of the WISH office, just in case you move in when our office is closed.

WISH Social Media

Visit the WISH Blog! It has some great tips designed to help you enhance your internship experience. All previous blog articles are archived.

Also follow us on Facebook and Twitter for updated events and opportunities throughout your stay.
What to Bring

- **Clothes:** Make sure you bring a wide range of clothing types. Bring your comfiest sweat pants and your most formal suit; you never know when you will need to make a great impression or land that interview!
- **Clothes hangers:** Some students leave behind hangers and some don’t so bring a few with you and then you can always purchase more if you need.
- **Electronic Devices:** You will want to bring your laptop computer and any other electronic devices you may need.
- **Bedding:** You will want to bring a full set of linens; pillows, blankets, sheets, and towels.

### WISH Maintenance

There are maintenance boards posted at the entrance of every residence for you to write down your requests. For any requests involving internet, please call the WISH office or email interns@internsdc.com.

WISH has its own maintenance staff that checks the building’s board twice per week.

In case of a Maintenance emergency, each maintenance board has a 24-hour emergency phone number to call.

*Please save this number in your phone.

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### Estimated Budget Per Week

<table>
<thead>
<tr>
<th>Item</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Metro</td>
<td>$25</td>
</tr>
<tr>
<td>Taxi</td>
<td>$15</td>
</tr>
<tr>
<td>Groceries</td>
<td>$50-100</td>
</tr>
<tr>
<td>Restaurants</td>
<td>$40</td>
</tr>
<tr>
<td>Household Supplies</td>
<td>$5</td>
</tr>
<tr>
<td>Toiletries</td>
<td>$10</td>
</tr>
</tbody>
</table>

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### Mail

All mail must be sent to your placement address.

The WISH Office (307 Mass Avenue NE) **CANNOT** accept packages. Students must have packages sent to their assigned address or a nearby post location for pick up. For example:

**UPS Store**  
611 Pennsylvania Avenue SE  
(202) 543-0850

**US Post Office**  
600 Pennsylvania Avenue SE  
Between 7th Street SE and 6th Street SE  
(202) 523-2174

**Fedex Ship Center**  
208 2nd Street SE, Washington, DC 20003  
(202) 543-2710

**Fedex Office Print & Ship Center**  
715 D Street SE  
Between 8th Street SE and 7th Street SE  
(202) 547-0421

There is also a Post Office in Union Station, in the lower level with the food court.
The Metro

There are locations near most of the places you will want to go, and the trains run frequently, particularly at rush hour. In Capitol Hill you will have access to Union Station, which is the Red Line. Capitol South, which is the Orange & Blue Lines. As well as Eastern Market, also on the Orange and Blue Lines. We suggest you download a smart phone app either Embark or iTrans, these will show metro departure times and a map so you always have one at your fingertip.

Metro Riding Tips

- Keep your card – you need it to exit once you’ve arrived at your destination!
- Each Metro station has an attendant at the turnstiles who can assist you.
- Remember proper escalator etiquette: stand on the right, walk on the left.
- When a train arrives at the Metro station, stand to either side of the doors to allow passengers to exit before you board.
- Do not eat, drink, smoke or litter on any Metro vehicles to avoid citations and fines.
- Metro doors are not like elevator doors – they will not open if you try to stop them. Do not try to force open closing doors.
- Metro Stations have multiple exits and using the wrong one can leave you multiple blocks further from your destination. Be sure to know which exit you’re looking for and consult the posted signs in the station to know which direction to take.
- Do not be an easy target for theft on the metro, keep all your belongings in one bag closed the whole time you are riding, your Metro card is replaceable so put in on a lanyard or keep in you pocket but there is no need to fumble around with your wallet trying to find your card at the turnstile. Have your card and only your card out and ready to go.
- Most theft on Metro occurs when doors are closing and involves cell phones and other electronic devices. Do not use these on Metro and keep them in your pocket or bag.
- Consider purchasing a SmarTrip Card! SmarTrip is a permanent, rechargeable fare card. It’s plastic, like a credit card, and is embedded with a special computer chip that keeps track of the value of the card. SmarTrip cards may be purchased at any Metro station or at CVS for $10.
- Consult the WMATA website and app to receive up to the minute reports on train delays. www.wmata.com.
- You can also sign up for transportation, utility and weather alerts at dc.gov.com these are emails and/or texts that will alert you to delays, outages and emergencies.

Practice! Navigating DC at rush hour can be challenging for even the seasoned traveler. Be sure to practice your route to work before your first day so you’re comfortable and prepared.
**Grocery Stores**

Throughout Capitol Hill there are multiple smaller independent corner stores, which are great for something quick; however they are slightly more expensive than the more commercial stores. Here are a few other options, many of which deliver:

- **Eastern Market**
  225 7th Street SE,
  *This is a 19-century farmer’s market and a historical landmark, be sure to check it out.*

- **Harris Teeter**
  1201 First Street NE
  *This grocery is one block away from the NoMa-Galludet U Metro stop on the Red Line.*

- **Giant**
  300 H Street NE
  *This store is about a 1 mile walk from most WISH housing units, a suggestion would be to purchase a grocery cart or to be resourceful you could always use your empty suitcase with wheels.*

- **Safeway**
  415 14Th Street SE
  *This store does home delivery where you place the order online and schedule a delivery time.*

- **Target**
  3100 14th Street NW (2nd floor)
  *This store is located at the Columbia Heights Metro stop which is on the Green & Yellow Lines.*

- **Bed, Bath, and Beyond**
  709 7th Street NW
  *This store is located right off the Gallery Place-China Town Metro stop.*

**Banking**

<table>
<thead>
<tr>
<th>Bank</th>
<th>Address</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Bank of America</strong></td>
<td>201 Pennsylvania Avenue SE Between 3rd Street SE and Independence Avenue SE/2nd Street SE</td>
<td>(202) 624-4600</td>
</tr>
<tr>
<td><strong>PNC Bank</strong></td>
<td>650 Pennsylvania Avenue SE Between 7th St SE and 6th Street SE</td>
<td>(202) 835-5441</td>
</tr>
<tr>
<td><strong>Suntrust Bank</strong></td>
<td>300 Pennsylvania Avenue SE Between 4th Street SE and 3rd Street SE</td>
<td>(202) 548-3128</td>
</tr>
<tr>
<td><strong>Citibank</strong></td>
<td>600 Pennsylvania Avenue SE Between 7th Street SE and 6th Street SE</td>
<td>(800) 627-3999</td>
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**Hotels**

<table>
<thead>
<tr>
<th>Hotel</th>
<th>Address</th>
<th>Phone</th>
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</thead>
<tbody>
<tr>
<td><strong>Capitol Hill Suites</strong></td>
<td>200 C Street SE</td>
<td>(202) 543-6000</td>
</tr>
<tr>
<td><strong>Hyatt Capitol Hill</strong></td>
<td>400 New Jersey Avenue NW</td>
<td>(202) 737-1234</td>
</tr>
<tr>
<td><strong>Holiday Inn on The Hill</strong></td>
<td>415 New Jersey Avenue NW</td>
<td>(202) 638-1616</td>
</tr>
<tr>
<td><strong>Hotel George</strong></td>
<td>15 E Street NW</td>
<td>(202) 347-4200</td>
</tr>
<tr>
<td><strong>The Washington Court Hotel</strong></td>
<td>525 New Jersey Avenue NW</td>
<td>(202) 628-2100</td>
</tr>
<tr>
<td><strong>Holiday Inn at Smithsonian</strong></td>
<td>550 C Street SW</td>
<td>(202) 479-4000</td>
</tr>
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</table>

**Dry Cleaners**

<table>
<thead>
<tr>
<th>Cleaner</th>
<th>Address</th>
<th>Phone</th>
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</thead>
<tbody>
<tr>
<td><strong>Capitol Hill Valet</strong></td>
<td>409 E Capitol Street SE #1</td>
<td>(202) 547-5356</td>
</tr>
<tr>
<td><strong>Capital City Cleaners</strong></td>
<td>601 Massachusetts Avenue NE</td>
<td>(202) 547-6755</td>
</tr>
<tr>
<td><strong>Hill Cleaners &amp; Alterations</strong></td>
<td>332 Pennsylvania Avenue SE</td>
<td>(202) 547-4338</td>
</tr>
</tbody>
</table>

**Gyms**

<table>
<thead>
<tr>
<th>Gym</th>
<th>Address</th>
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</thead>
<tbody>
<tr>
<td><strong>Washington Sports Club</strong></td>
<td>214 D Street SE</td>
<td>(202) 547-2255</td>
</tr>
<tr>
<td><strong>Results Gym</strong></td>
<td>315 G Street SE</td>
<td>(202) 234-5678</td>
</tr>
<tr>
<td><strong>Capitol Hill Yoga</strong></td>
<td>641 Pennsylvania Avenue SE</td>
<td>(202) 448-9680</td>
</tr>
</tbody>
</table>
**Your First Day of Work**

**Meet with your supervisor.** Determine when you will check in with them on the progress of your work and when it is appropriate to go to them with questions. We suggest checking in at least every morning when you arrive and every evening before you leave. Each supervisor is different and may want you to touch base more or less often, so be sure to ask what is expected.

**Make a good impression.** The harder you work and the more pleasant you are chances are that interesting projects and more responsibilities are in your future.

**Don’t be afraid to ask questions.** Offices expect interns to ask questions and make mistakes. You’re learning and they know it. They are there to help. Just try to avoid asking the same question twice!

**Do your research.** Learn everything you can about the organization and their current issues. Ask your supervisor for reading material to catch up to speed.

**Find a “buddy.”** This person can help answer office questions that you might not want to bother your boss with – like how to load the printer with paper and how to transfer a phone call. Don’t over use this person though because it could reflect badly on you.

**Arrive early your first day and every day.** Fifteen minutes is too early on the first day. Ten minutes is perfect.

**Get to know the receptionist.** He or she can be helpful in any number of situations – getting a taxi, recommending a good place to grab a sandwich, and letting you know where your supervisor is when you can’t find him or her.

**Limit personal work, especially the first week.** This includes using Facebook, shopping online, instant messaging, and checking your personal email as well as responding to text messages and emails on your phone. Many offices have specific policies around these issues and will communicate them to you.

**Figure out lunch.** On your first day be prepared, bring a light lunch to eat if everyone is staying at the office but also have cash on hand if some from the office offer go out and get a quick bite on your first day. Just be prepared for both. You can learn a lot about your office at lunch.

**You are a temporary worker.** Remember that you are in the office for a short period of time. Network, make friends, and learn. If your supervisor texts for personal reasons all day long, it doesn’t mean it’s okay for you to do that too. As an intern, policies and expectations can be different for you.

**What to Wear to Work**

**Confirm the office dress code.** Ask your internship supervisor about the official office policy on dress code before you arrive in the office on your first day.

**When in doubt look about.** If you are not sure of the office attire, wear a suit on the first day of your internship. Pay attention to what others in the office are wearing to get a feel for the appropriate dress.

**Bring out the commuter shoes.** If you have a long commute to work, we recommend wearing comfortable shoes to the office and changing into office appropriate shoes when you arrive. You will often see men and women wearing tennis shoes or sandals on the metro. If you have a drawer at your desk, consider storing a pair of office shoes there, so you don’t have to carry them back and forth each day.

**Dealing with the weather.** Dress in layers so you are prepared for any temperature. Ladies can bring a cardigan or jacket to wear in the office to cover up a dressy tank or sleeveless dress that kept you cool on your commute. Men can bring their tie and slip it on before the day starts. Plan to arrive a few minutes early to give yourself time to stop at the bathroom and freshen up on the way to your desk.

**Know the dress code terms.**

- **Professional Business Attire**
  - Men – Suit pants, jacket, tie and brown/black dress socks and shoes
  - Women – Pants, dress or skirt suit and brown/black dress socks/hose and shoes

- **Casual Business Attire**
  - Men – Dress/khaki pants, dress/polo shirt and brown/black dress socks and shoes
  - Women – Dress/khaki pants or skirt and a nice top and neutral dress shoes

- **Casual Fridays/Dress Down Days**
  Many offices have dress down Fridays. This can often mean that polo shirts and khaki pants or jeans are permitted in the office. *Always confirm with your supervisor.*