



# 2008-2009 CPIC Washington D.C. Resource Guide

**Featuring information about housing, entertainment, and more!**

## Introduction

This City Guide is dedicated to helping you find housing and become better acquainted with living in the District of Columbia. Much of what you will learn about D.C., however, you will learn from experience, and not from an information packet. Use the information here as a starting point, and if you ever find yourself thoroughly lost and confused, feel free to ask your mentor or another Intern/Fellow for help.

***Please note that CPIC provides these materials to help you to get to know your host city. While we have spent time online researching this information, we cannot vouch for all of the information in this guide. Please use your own judgment when making a decision about the safety and affordability of the listings. These are suggestions about where to start when exploring your host city; you are not required to utilize the information about housing, restaurants, and entertainment.***

One of the best things about living in D.C. is being able to take advantage of the wide variety of cultural, social, and political events that happen here. One great way to keep up with D.C. events is to read the City Paper. The Washington City Paper is a thick, **free**, “alternative” weekly paper that is distributed on Thursdays to vending machines and stores around town. City Paper provides local investigative reporting, features, and comprehensive listings of arts in D.C. The City Paper offers movie listings, concert announcements, sporting events and the city’s theater and music reviews. In addition, The Washington Post puts out a weekly “Weekend” section on Fridays. This section has information on museum programs, children’s activities, concerts, films, and other entertainment options. The Sunday Washington Post also includes a “Sunday Source” section which contains easy-to-access entertainment listings for Sunday and the upcoming week through Saturday. “Sunday Source” also includes interesting short lifestyle and leisure feature articles.

## Finding Housing in Washington, DC – The Grid

Knowing the layout of D.C. can be extremely helpful when first getting around the city. D.C. is divided into four quadrants: NW, NE, SW, and SE. When trying to find an address, you will need to know which quadrant it is in or else you may find yourself wandering about in all four different parts of the city. The Capitol dome is the center of D.C. as well as the dividing point for the four quadrants. **Numbered streets** run north-south, beginning on either side of the Capital with East 1st street and West 1st street. **Lettered streets** run east-west. **Avenues**, named for US states, run at angles and often intersect at traffic circles. To find an address on a lettered street, the number tells you which cross streets to go on. For example, 3306 M St., NW is located between 33rd and 34th Sts., NW. I St. is often written as Eye St. to avoid confusion with 1st Street. There is no J Street. This was a slap in the face to Chief Justice John Jay, who L’Enfant disliked so much that in addition to having no street for his name, he failed to design a place for the Supreme Court in his city layout. Incidentally, the Supreme Court was housed in the basement of Congress for a while.

To find an address on a numbered street, you’ll need to know your ABC’s. For example, 735 14th St., NE is located between G and H Sts., NE. The number tells you that the address is located between the 7th and 8th letters of the alphabet, G and H. Another thing to keep in

mind is that there is no J St. So when counting, remember that K becomes the 10th letter, L the 11th, and so on. As you head farther north in D.C., the letter alphabetical system ends and a two-syllable name alphabet system begins: Adams, Bryant, Channing, etc., and is followed by three-syllable names: Albemarle, Brandywine, Chesapeake, etc.

## The Neighborhoods of Metro D.C.

**ADAMS MORGAN:** This is an urban area centered around Columbia Road and 18th St., NW. Adams Morgan is a culturally diverse neighborhood. International restaurants and markets abound, and the nightlife is phenomenal. If you want to reside in the middle of the action, Adams Morgan should be at the top of your list. The nearest Metrorail stations are Woodley Park/Adams Morgan (red line) and Columbia Heights (green line). Drawbacks: parking can sometimes be next to impossible. Metro is not really close.

**ALEXANDRIA, VA:** Alexandria, a historic city, offers a wide range in both housing and prices. Many students, young adults, and established families reside in this affluent area. Alexandria's key attraction is Old Town, a restored colonial community filled with some of the finest shops. The yellow and blue lines on the Metrorail make several stops near Alexandria. If you are teaching in Far Southeast and you own a car, you can take I-295 to work and have a commute as brief as 10 minutes.

**ARLINGTON, VA:** Located on the Metro orange line, Arlington is convenient to D.C. even if you don't own a car. It's not quite as upscale as Alexandria, but it's a little closer to downtown D.C. and a little cheaper. Housing opportunities include houses, row houses, and apartments. It's relatively easy to find an apartment building with amenities such as a pool and fitness center.

**CAPITOL HILL:** The area around the Capitol and House/Senate office buildings is primarily comprised of houses, but there are also small apartment buildings throughout. Singles can rent an English basement – a comfortable (but often poorly lit) efficiency or 1-bedroom on the bottom floor of a house. The closer you are to the Capitol and office buildings, the safer and more expensive the housing (but use your own best judgment when gauging safety!). Around this area there are several parks, and Eastern Market, which during the week houses produce and vegetable stands, and on the weekend is an open-air market with everything from furniture to records to clothing. The blue and orange lines run through Capitol Hill (Capitol South, Eastern Market stops).

**CHEVY CHASE/BETHESDA:** Several miles north of Georgetown, Wisconsin Avenue takes you into Maryland to these neighborhoods. This is a cosmopolitan environment with fabulous restaurants and shopping districts, and many well known companies maintain sizable operations here. There are two Metro stations on the red line (Friendship Heights and Bethesda), as well as extensive bus routes. Housing opportunities include both apartments and group houses. Warning – housing is very expensive and very difficult to find.

**CLEVELAND PARK/WOODLEY PARK:** Located on Connecticut Avenue, these neighborhoods are within walking distance of the National Zoo. These are elegant, stylish neighborhoods with a variety of housing options, including apartments, group houses, and studio or basement apartments in private homes. The area is situated on a very busy

Metrobus route and maintains two Metrorail stations (Cleveland Park and Woodley Park/Zoo).

**COLUMBIA HEIGHTS:** Columbia Heights is located between 11<sup>th</sup> and 16<sup>th</sup> Streets just north of Columbia Road. It is located within walking distance to the neighborhoods of U Street, Mt. Pleasant, and Adams Morgan. Due to the recent completion of the green metro stop (located at 14<sup>th</sup> and Irving), Columbia Heights has become a more accessible and popular place to live. There are plenty of relatively inexpensive places to live in this neighborhood, but similarly to the Capitol Hill area, you need to use your best judgment when walking around.

**DUPONT CIRCLE:** This circle is actually the entire area around lower Connecticut Avenue, bordered by Foggy Bottom to the south and Adams Morgan to the north. An urban cultural center in every sense, it is populated by young people, artists, and musicians. Dupont Circle also has many businesses, clubs, and bars that cater to the gay and lesbian community. The streets and avenues that radiate from the circle offer many types of accommodations and various prices. Generally, the closer one gets to the circle, the more expensive the units. It is a main thoroughfare for buses, and is located on the Metrorail's red line. Parking spaces are difficult to find in this area.

**FOGGY BOTTOM:** Foggy Bottom is comprised mostly of George Washington University's campus. Housing is convenient, but very expensive and limited. The White House, Kennedy Center, Watergate Complex, Pennsylvania Avenue, museums, and Department of State are all located here. There are several bus routes here and the Foggy Bottom/GW Metrorail station (on the blue and orange lines).

**GEORGETOWN:** This area is highly popular among tourists and shoppers. Restored historic townhouses line the streets, and the shopping is among the best. Be advised that prices are extremely high, and parking is difficult. Famed for its night-life, young students spend many weekends here. Senate staffers and diplomatic employees reside here, as well as elected representatives. The bus route is extensive, but Wisconsin Avenue is very congested in the late afternoon. There is no Metro station in Georgetown. Within Georgetown is a sub-neighborhood called Burleith. It is west of 37th Street and primarily houses Georgetown students. Here there are many houses that are rented out at more affordable prices than the rest of Georgetown.

**GLOVER PARK:** Located behind the Russian Embassy, and below Cathedral Heights, this area contains a mixture of beautiful private homes and apartments. It is within walking distance of Wisconsin Avenue where you can catch a major bus line, but there is no nearby Metro station.

**MT. PLEASANT:** On Connecticut Avenue, near the Columbia Heights Metro (green line) and north of Adams Morgan, this neighborhood is the center of the Latino community in D.C. and is on several major bus lines. Housing here consists primarily of houses for rent, or apartments in houses for rent. The heart of Mt. Pleasant is located about 4-6 blocks from both the Columbia Heights and Woodley/Adams Morgan metro stops.

**NORTHEAST QUADRANT:** Mostly residential, this area does contain some governmental agencies and commercial districts. Here you will also find Catholic University, Gallaudet University, and Trinity College. Housing tends to be affordable here, and large vacant houses may be found. The Metro red line is the only line that runs through this quadrant. Before signing a lease in this area you should visit at night to gauge how safe you would feel coming home after dark.

**SHAW:** Located between North Capitol and 15th Streets north of M Street, this area has been a hub of the city's African-American community for many years. Home to Howard University, there is a significant student population. Metro's green line has several stops in Shaw.

**SILVER SPRING, MD:** This large suburb is located on the red line and the Capital Beltway and is convenient if you are working in Northeast or upper Northwest. Housing opportunities include apartments, but prices fall in the mid-to-high range.

**SOUTHEAST QUADRANT:** Located on both sides of the Anacostia River, this area of D.C. includes parts of Capitol Hill, the historic Anacostia neighborhood, Marshall Heights, and Woodland. Housing can be less expensive than other parts of the city. While most of this area is quite accessible by bus, there is only one Metro stop east of the river in Southeast. Before signing a lease you should visit at night to gauge how safe you would feel coming home after dark.

**SOUTHWEST QUADRANT:** Spanning the river, this area is filled with government agencies, marinas, and restaurants. Most housing opportunities here are limited to apartments.

**TAKOMA PARK:** Bordering D.C. and Maryland at the very top of the "diamond," Takoma Park has some affordable housing. The red line runs through the neighborhood. This area has many small shops. Like a little Greenwich Village, it houses many artists and musicians.

**TENLEYTOWN/AU PARK:** The quiet area is within walking distance of American University. Most housing is limited to group houses, but prices are very affordable. The red line stops here.

**U STREET:** This area, located near the Teach For America office and just north of Shaw, is undergoing some major developments. U Street has many music venues, clubs, and bars, providing an active nightlife with something for everybody. Housing opportunities include row houses and apartments. Before signing a lease you should visit at night to gauge how safe you would feel coming home after dark. The U Street Cardoza metro is located on U Street at both 10<sup>th</sup> and 13<sup>th</sup> Streets.

## Web and General Resources

There are many ways to find a place in the metro DC area. Do your best to “shop around” before settling on a particular place! Please be aware that you should make your own decisions about whether or not to use these websites and the housing options they may provide.

[www.dchousing.net](http://www.dchousing.net)  
<http://www.internsdc.com>  
<http://www.apartmentguide.com>  
<http://www.apartmentsearch.com>  
<http://www.chamberofcommerce.com>  
<http://www.collegesublease.com>  
<http://www.dailyjolt.com>  
<http://www.easyroommate.com>  
<http://www.esublet.com>  
<http://www.forrent.com>  
<http://www.homez.com>  
<http://www.housing4students.com/main.jsp>  
<http://www.internhousing.com>  
<http://www.metroroommates.com>  
<http://www.rentnet.com/apartments/home.jhtml>  
<http://www.sublease.com>  
<http://www.thehousingforum.com>  
<http://www.thesublet.com>  
<http://www.ymca.net>

**Let’s Go travel guides:** OCS maintains a collection of up-to-date guides that include tips on finding longer-term accommodations

**Craig’s List** offers a free online listing of housing opportunities searchable by sublet/temp.  
<http://washingtondc.craigslist.org/>

## Realtors/Services

Be sure to screen these housing services yourself.

### **THE APARTMENT CONNECTION**

8550 Lee Highway Vienna, VA (703) 204-1200  
Listed in the phone book as a “free service”

### **APARTMENT SEARCH**

2915 S. Van Dorn Street Alexandria, VA (703) 370-3733, (800) 420-3733

### **JOHN C. FORMANT REAL ESTATE**

225 Pennsylvania Ave, SE Washington DC (202) 544-3900  
Apartment and housing management company. They put out a list of available housing rentals daily. Call to set up an appointment or to get a current listing faxed to you.

### **Niamaat, Realtor for Long & Foster Realtors [niamaat@yahoo.com](mailto:niamaat@yahoo.com)**

On Call: (202) 497 – 2495 Fax: (202) 237 - 9889  
Long & Foster is a large real estate firm that can help you find an apartment or house.

### **YARMOUTH MANAGEMENT**

309 7th Street, SE Washington, DC (202) 547-3511  
This is an apartment and housing management company. They put out a list of available housing rentals daily. Call to set up an appointment or to get a current listing faxed to you.

## Newspaper and Housing Publications

Don't forget to look in the newspaper! *The Washington Post* (Fridays and Saturdays tend to have good listings) and *The Washington Times* both have comprehensive listings. *The City Paper* is a free paper that comes out on Thursdays that tends to be a good source for group houses. The website, <http://www.washingtoncitypaper.com>, posts Thursday's listings on Tuesday afternoon at 3:00 pm. Getting online is a must. By Thursday many of the good housing opportunities have been looked over by many people.

When you respond to an ad, find out if the landlord has other properties. It's a good idea to ask a lot of questions over the phone to avoid wasting your time visiting a place that doesn't meet your criteria. You might want to ask about parking spaces, proximity to public transportation, AC, washer/dryer, included utilities, etc.

### **US Newspapers List:**

[www.usnpl.com](http://www.usnpl.com) (Lists every US newspaper by city)

Internet Public Library: <http://www.ipl.org/div/news> (another online newspaper resource)  
You can place your own "Housing Wanted" ad in the campus papers, or subscribe to the papers and respond to the summer sublet ads. Some of the classifieds are available online, while you may need to request that others be mailed to you.

**Washington Post:** The Washington Post has an extensive classified housing section; it includes leasing, sublets, renting for short-term, and by the month. Sunday's paper has the most listings. <http://www.washingtonpost.com>

**Washington Times:** <http://www.washtimes.com/>

**Local College Publications:**

**American University Eagle:** (202) 885-1400. The paper is published on Mondays.  
<http://www.theeagleonline.com>

**Georgetown Hoya:** (202) 687-3947. The Hoya comes out twice a week, Tuesday and Friday. A more comprehensive list of current openings can be found through Georgetown's Office of Off-Campus Housing (See page 10.).  
Georgetown Hoya <http://www.thehoya.com/>  
Georgetown Voice <http://www.georgetownvoice.com/>

**George Washington University Hatchet:** (202) 994-7079. <http://www.gwhatchet.com/>

## Local Colleges

College dormitory housing provides a fun atmosphere and accommodations similar to what you are probably used to during the school year. They are also easy to find in the D.C. area; however, there are some drawbacks. Dormitory rooms often do not contain kitchens, which makes food more expensive, and the rooms then seem somewhat overpriced for the minimal amenities that they offer.

### **American University:**

[http://www.american.edu/ocl/housing/summer\\_housing\\_conferences/intern\\_housing.html](http://www.american.edu/ocl/housing/summer_housing_conferences/intern_housing.html)  
<http://domino.american.edu/au/oss/och.nsf>

### **Boston University: Washington Center**

Located at 2807 Connecticut Avenue, NW, The Washington Center also provides housing for students participating in Penn's Washington Semester program during the academic year. The license fee includes all utilities including telephone, cable, and access to a computer room. To reserve housing, a non-refundable deposit of \$300.

The Center does not maintain a website regarding summer housing, Career Services has a limited number of applications available at the front desk. For additional information contact: Boston University Washington Center, 2807 Connecticut Ave., NW, Suite 112, Washington, DC, 20008.

Telephone: (202) 756-7802. Fax: (202) 756-7854.

### **Catholic University of America:**

<http://conferences.cua.edu/summer/>

### **Gallaudet University:**

<http://www.gallaudet.edu/x531.xml>

### **Georgetown University:**

<http://www.georgetown.edu/housing/summer/>

### **George Washington University:**

The Summer Housing Services number at GWU is (202) 496-6305.

### **International Student House:**

<http://www.ishdc.org/>

## Other Options

**Oakwood Corporate Housing:** Furnished accommodations are also available through [Oakwood Corporate Housing](#) (140 S. Van Dorn St., Alexandria, VA (800) 832-8329). This location is accessible by the "blue line" of the Metro. The Corporation also has housing available for interns in Falls Church, VA. Call for pricing information.

**Washington Intern Student Housing (WISH):** Temporary, fully furnished intern housing on Capitol Hill. Students can acquire accommodations in shared or private rooms in townhouses and apartments within walking distance of public transportation, DC attractions, and House/Senate Office Buildings. Housing costs range from \$675 to \$900 per month. Housing is also available for fall and winter months. The WISH website also lists current DC internship opportunities.

**Roommates Preferred:** For a reasonable fee, this organization can help you find a place to live for the summer. <http://yp.washingtonpost.com/yp/roommatesprefer/>

**EntryPoint/GesherCity:** FREE service to welcome Jewish young adults to the Washington area. They help you get settled with a housing board and roommate referrals and get connected to the community. 1529 16th Street, NW; Washington, DC 20036, (202) 777-3215; [hilary@dcjcc.org](mailto:hilary@dcjcc.org); [www.entrypointdc.org](http://www.entrypointdc.org).

Many people post flyers on lampposts, phone booths, or put "For Rent" signs in home windows, so plan to spend some time walking around possible areas in which you wish to live. Some of the most popular bulletin board locations to check are:

- Chesapeake Bagel Bakeries (two locations):  
215 Pennsylvania Avenue, SE, two blocks southeast of the Capitol  
1636 Connecticut Avenue, NW, just north of Dupont Circle  
You can also find additional Chesapeake Bagel bakeries at 4000 Wisconsin (Tenleytown) and 601 King Street (Old Town, Alexandria)
- Food for Thought at 1738 Connecticut Avenue, NW, one block north of Dupont Circle
- Kramer Books and Afterwards at 1517 Connecticut Avenue, NW near Dupont Circle
- There are also boards at Safeway supermarkets, Giant grocery stores, Bob's Ice Cream shops, and on the "Hill" near the tunnel to the Capitol

## More Apartment Hunting Tips . . .

- Check out Craigslist; there are tons of apartments listed on it and it is free. There are services in the city that claim to offer access to unlisted apartments for a fee – some people have had luck with these and others have just wasted money.
- If you have a particular neighborhood you would like to live in, it is worth it to take a stroll around and look for the “for rent” signs in windows.
- Don’t think that just because you have submitted the security deposit the apartment is yours – it’s not over until you’ve actually signed the contract!
- Make sure to photocopy all records.
- Have your credit reports and reports for everyone moving with you, ready. You can get free copies online.
- Set aside a pretty big chunk of time to look for an apartment – it can be time consuming! Consider subletting for your first month or so in the city to give you time to find your own apartment.
- Bring a digital camera and take pictures of apartments as you visit so that you can remember them later; after you’ve looked around at a bunch of them you definitely will not remember the first one you saw! Also bring a tape measure so that you can get room dimensions – most landlords do not have these readily available.
- Spend time with potential roommates and make sure you are compatible. You don’t need to be best friends, but you need to make sure that you’d feel comfortable and safe living with them.

## Before You Set Off . . .

- Get information from your co-signer – name, address, occupation, and contact info – if you have one.
- Collect names and phone numbers of former employers, landlords, and others who can provide references for you.
- Work out credit status/settle debts – the smallest problems can affect your approval.
- Establish account(s) with a local bank. Options include SunTrust, Wachovia, or Bank of America, which are all national.
- Finally, don’t be discouraged by a lot of people at an open house. The market is tough, but many people agree to get the place and then, do not. Houses and apartments often go to the tenth (or even later) person on the list.
- Also, if you found a listing that you really liked, but the landlord says it is taken, don’t be afraid to call back in a week, to make sure nothing fell through.

## Housing Profile

Address: \_\_\_\_\_  
Contact: \_\_\_\_\_ Phone: \_\_\_\_\_

### **Safety**

- Well-lit area? \_\_\_\_\_
- Well-traveled area? \_\_\_\_\_
- Number of locks/doors/intercom system for building entrance \_\_\_\_\_
- Number of locks on apartment door \_\_\_\_\_
- Smoke detector \_\_\_\_\_ Carbon monoxide detector (This can be purchased at a low cost and can be installed simply by plugging it into the wall.) \_\_\_\_\_
- Security, doorman \_\_\_\_\_
- Means of egress \_\_\_\_\_

### **Condition**

- Signs of radiator or pipe leakage \_\_\_\_\_
- Heater and/or air conditioner? \_\_\_\_\_
- Does the refrigerator/freezer function well? \_\_\_\_\_
- Water pressure in kitchen and bathroom \_\_\_\_\_
- Look under the sink. Bug killing supplies are signs of pest problems. \_\_\_\_\_
- Screens in windows? \_\_\_\_\_
- Super's repair responsibilities \_\_\_\_\_
- How to contact super \_\_\_\_\_
- Working phone jacks \_\_\_\_\_
- Wiring problems around electrical outlets \_\_\_\_\_
- Working outlets, light switches \_\_\_\_\_
- Painting or floor waxing necessary \_\_\_\_\_

### **Conveniences**

- Cable-ready \_\_\_\_\_
- Laundry on premises – in apartment or in building \_\_\_\_\_
- Closet space \_\_\_\_\_
- Parking availability \_\_\_\_\_
- Metro/bus access \_\_\_\_\_
- Pool, fitness room \_\_\_\_\_

## Getting Connected

### **Washington, D.C. Area**

Electric (PEPCO)	(202) 833-7500	Gas (Washington Gas)	(703) 750-2500
Water & Sewer Service	(202) 787-2000	Cable (District Cablevision)	(202) 635-5100
Telephone (Bell Atlantic)	(202) 954-6263	Car registration, residential parking, vehicle inspection, and license information	(202) 727-5000
Renting Housing Comm.	(202) 442-8949		

### **Montgomery County, MD**

Electric (PEPCO)	(202) 833-7500	Gas (Washington Gas)	(703) 750-2500
Water & Sewer Service	(301) 206-8000	Car registration, residential parking, vehicle inspections, and license info	(800) 950-1682
Telephone (Bell Atlantic)	(301) 954-6260	Renting Housing Commission	(202) 442-8949

### **Alexandria, VA**

Electric (Virginia Power)	(888) 667-3000	Gas (Washington Gas)	(703) 750-1000
Sewer Service	(703) 838-4488	Cable TV Administration	(703) 823-3000
Telephone (Bell Atlantic)	(703) 954-6222	Auto Registration & Licenses	(703) 838-4777
Virginia Auto Tags and Driver's License	(703) 761-4655		

### **Arlington, VA**

Electric (Virginia Power)	(888) 667-3000	Gas (Washington Gas)	(703) 750-1000
Water & Sewer Service	(703) 228-3636	Cable (District Cablevision)	(703) 841-7700
Telephone (Bell Atlantic)	(703) 954-6222	Department of Motor Vehicles	(703) 761-4655
Vehicle Registration	(703) 228- 3135		

## Transportation

The Washington metropolitan area has an integrated public transit system. The Metrorail subway (Metro) is linked to Metrobus and forms a safe and efficient means of transportation. The Metro system has five different lines designated as red, blue, orange, yellow, and green that extend throughout the metro area, with stops in D.C., Maryland, and Virginia. Metrobus lines cover the entire city (including areas not readily accessible by Metro). For information about how to use the Metro bus/rail system, call (202) 637-7000 or go to [www.wmata.com](http://www.wmata.com).

### Metro

- The base fare is \$1.35, but the fare increases depending on the distance you travel between stops and during rush hour. Fare information is posted in all stations.
- If you plan on transferring from the Metro to a bus, you must get a bus transfer **before you board a train**, unless you use a SmarTrip card. Transfers can be obtained from the machines at the top of the escalators right before the turnstiles. A transfer is worth \$0.90 off bus fare (the bus cost \$1.25).
- SmarTrip: These are permanent rechargeable farecards, which are plastic and credit card size. The card itself costs \$5 and can be registered to protect against loss or theft. SmarTrip cards can be used easily on Metrorail, Metrobuses, and for transfers, and are used by passing the card over sensors. Parking at Metrorail stations can only be paid by using SmarTrip.
- When traveling at night, check the last train departure times posted in the stations. Last trains leave many stations before closing times.
- Metro operating hours:
  - Monday-Thursday 5:00 am – midnight
  - Friday 5:00 am – 3:00 am
  - Saturday 7:00 am – 3:00 am
  - Sunday 7:00 am – midnight
  - Holiday hours vary.

### Bus

- The majority of the time, including rush hour, fare will be \$1.25. It could be more if you are traveling from far out in Maryland or Virginia to D.C.
- Bus drivers cannot make change, so you must have the exact fare. You can pay with dollar bills, but not pennies.
- Transfers from bus to bus are free.
- With a Metro transfer the fare is \$0.90 less.
- You can buy bus tokens from the Metro Center station and other locations. Tokens are worth \$1.25 and are sold in packs of 10 for \$12.50.
- Several Metrorail passes are available -- One Day, 7 Day ShortTrip, and 7 Day Fast Pass. Check specifics and restrictions at stations, on the wmata Web site or using the information number above.
- A Regional One Day Metrobus Pass—\$3—and a Weekly Metrobus Pass—\$11—are available at Metro Center and other locations.

## Taxicabs

Taxicabs in Washington, D.C. determine fares by the zone system; subzones divide zones. Prices range from \$4 for a single zone to \$12.50 for an eight-zone ride. You'll pay an extra \$1.50 for each additional person. A rush-hour surcharge of \$1 is in effect from 7:00 to 9:30 a.m. and 4:00 to 6:30 p.m. on weekdays. For more than one grocery bag or suitcase per person, there is a \$0.50/piece addition, and larger objects will cost \$2.00. Cabs can double the fare during snow emergencies. Because there is a \$1.00 charge for radio-dispatched cabs, try hailing a taxi in a well-traveled location before calling.

Some local, reliable cab companies are:

Capitol Cab	(202) 546-2400
Chevy Chase Cab	(202) 364-8449
Diamond Cab	(202) 387-6200
Yellow Cab of D.C.	(202) 544-1212

Call (202) 331-1671 for rates between D.C. and VA or D.C. and MD.

## Airport Transportation

### NATIONAL AIRPORT

- National Airport is easily reached by Metro. National Airport is located at the National Airport Metro stop of the Blue and Yellow Metro lines.
- Taxicabs are also frequently used to reach National Airport. Fares range from \$15-\$25, depending on your starting point. Ask the driver the fare before you take the cab.
- Call (202) 244-4606 for more information on airport cabs.

### DULLES AIRPORT

- Washington Flyer Dulles Express Bus hits the West Falls Church Metro every 30 minutes (Mon.-Fri., 6am-10pm' Sat.-Sun., last bus from Metro 11pm). A one-way trip costs \$8.00; roundtrip is \$14.00 (8am -11pm).
- By car from D.C., take the Capital Beltway (I-495) or I-66 through Arlington to the Dulles Access road. Follow sign to the airport.
- Taxicabs to Dulles can cost over \$40.00.

### BWI AIRPORT

- BWI is a less convenient airport to reach, but flights into and out of BWI are generally cheaper.
- By car from D.C., take I-95 north to exit 47A; then follow airport signs. Driving time is about 45 minutes.
- The MARC (shuttle train that runs from Union Station in D.C. during the weekdays) offers the least expensive option to reach BWI. One-way fare costs \$5-\$8.
- Amtrak also provides train service (40 minutes; \$10-\$12).
- SuperShuttle, (202) 842-7416, runs buses to BWI every hour, daily from the Convention Center (NY Ave., between 10<sup>th</sup> and 11<sup>th</sup> St., NW). The cost is \$24 one-way and \$40 round trip.

## Entertainment

(These listings have been compiled from online sources and former Fellows and Interns. Please call for the most up-to-date information.)

## Restaurants

There are so many good restaurants in D.C. that it would be impossible to list them all. For more ideas, look in *The Washingtonian* magazine, the *Washington CityPaper*, or the *Washington Post* (the latter's website, [www.washingtonpost.com](http://www.washingtonpost.com), has reviews of just about every eatery around and is searchable by neighborhood and cuisine).

### Capitol Hill

This area has many small restaurants and suits. **Eastern Market** and **Capitol South** are the closest metro stops on the blue and orange lines.

#### **BREAD & CHOCOLATE**

666 Pennsylvania Avenue, NE (202) 547-8500

Metro: Eastern Market (other locations in Alexandria, Bethesda)

An upscale bakery and cafe. You can pick up sandwiches, fresh fruit, and sweets for your special occasion.

#### **HAWK'N'DOVE**

329 Pennsylvania Avenue, SE (202) 543-3300 Metro: Capitol South

Popular meeting place and hangout for politicians! Serves mainly bar food, including sandwiches and munchies.

#### **HEART & SOUL CAFE**

801 Pennsylvania Avenue, SE (202) 546-8801 Metro: Eastern Market

Its southern cuisine includes fried chicken, blackened catfish, and greens!

#### **THE MARKET LUNCH**

225 7th Street, SE (202) 547-8444 Metro: Eastern Market

The "freshest" lunch in D.C. can be found here, with fish right off the boat! Crab cakes are the specialty.

### Downtown

This is the business section of town, so most restaurants here are full during happy hour and then start emptying out as the evening wears on. **Foggy Bottom**, **Farragut North**, **Metro Center** and **Farragut West** are all close to the downtown area.

#### **AUSTIN GRILL**

750 E Street NW (202) 393-3776 (other locations Wisconsin Avenue and in Alexandria and Bethesda)

Decent Southwestern food. A popular D.C. eatery and bar.

#### **CAPITOL CITY BREWING COMPANY, 2 LOCATIONS:**

1100 New York Ave. NW (202) 628-CCBC Metro: Metro Center

2 Massachusetts Avenue NE Metro: Union Station

The first brewery in the District after Prohibition, the CCBC brews its own beer and offers “stick to your ribs” kind of food.

**JALEO**

480 7th Street, NW (202) 628-7949 Metro: Gallery Place/Chinatown

A place where you can get great tapas and see flamenco dancers too! Amazing bread is served with your meal!

**Chinatown**

This area is in the process of becoming gentrified due to the new stadium. Some of the hottest new hangout spots are moving here in hopes of attracting the post-basketball crowds.

**Gallery Place/ Chinatown** is the closest metro stop on the green, yellow, and red lines.

**BURMA RESTAURANT**

740 6th Street NW (202) 638-1280 Metro: Gallery Place/Chinatown

Owned by a former UN delegate, this restaurant makes a great Kauswe Thoke! Most entrees are no more than \$8.50.

**HUNAN CHINATOWN**

624 H Street, NW (202) 783-5858 Metro: Gallery Place/Chinatown

This restaurant can get expensive, but if you love spicy food, you must try it!

**Shaw/U Street**

U Street is one of the new up and coming areas of D.C. The **U Street/Cardozo** stop on the green line makes the area Metro accessible.

**BEN’S CHILI BOWL**

1213 U St. NW (202) 667-0909 Metro: U Street/Cardozo

Homemade chili in a bowl, on a dog, or on a burger. A legendary D.C. landmark.

**JULIO’S ROOFTOP RESTAURANT**

1604 U Street, NW (202) 483-8500 Metro: U Street/Cardozo

Pool tables, a rooftop deck, and an upscale pizza parlor. There is also a huge all-you-can-eat brunch on weekends.

## **Adams Morgan**

Adams Morgan is a really fun part of town. It is a predominantly Latino area, and many of the restaurants and bars reflect the area's ethnic makeup. There are also lots of other types of restaurants, bars, and clubs. The closest metro stop is **Woodley Park/Zoo**, but it is quite a hike from this stop. Taking the bus (H4, H2, 42) or a cab is a better bet.

### **BUKOM CAFÉ**

2442 18th Street, NW (202) 265-4600

West African eatery that specializes in stews and other specialty dishes.

### **EL TAMARINDO**

1785 Florida Avenue, NW (202) 328-3660

Salvadoran and Mexican food served well after midnight!

### **MESKEREM**

2434 18<sup>th</sup> Street, NW, (202) 462-4100

A nationally recognized Ethiopian restaurant located in the heart of Adams-Morgan.

### **TOM TOM**

2333 18th Street, NW (202) 588-1300

This restaurant is also a popular bar.

## **Dupont Circle**

Dupont Circle is a very diverse section of town, and there is a thriving gay community here. The closest metro stop is **Dupont Circle** on the red line.

### **AFTERWORDS CAFÉ**

1517 Connecticut Ave., NW (202) 387-3825

Found behind a small bookshop, this cafe is a wonderful find if you are looking for a late-night sweet. Pies, cakes, and cookies galore!

### **BUCA DI BEPPO**

1825 Connecticut Avenue NW (202) 232-8466

An Italian bistro offering family-style fare (read: HUGE portions). Enjoy the décor!

### **CAFE LUNA**

1633 P Street, NW (202) 387-4005

Cafe Luna is for the health conscious teacher, who is looking for veggie delights, accompanied by whole wheat bread. They also make EXCELLENT pizza.

### **CITY LIGHTS OF CHINA**

1731 Connecticut Avenue NW (202) 265-6688

Regarded by some as the best Chinese restaurant in town. Lots of excellent vegetarian options are available.

### **PIZZERIA PARADISO**

2029 P Street, NW (202) 223-1245

Amazing pizza. Enough said.

### **ZORBA'S CAFE**

1612 20th Street, NW (202) 387-8555

Good Mediterranean food and music. Self-service, but a good time!

### **Georgetown**

The closest metro stop is **Foggy Bottom**, and Georgetown is located on the 30 bus line. Here are a few places to try.

#### **BOOEYMONGER**

3265 Prospect Street, NW (202) 333-4810

Great sandwiches are what keep people coming back to Boeeymongers long after they graduated from Georgetown!

#### **HIBISCUS CAFE**

3401 K Street, NW (202) 965-0408

Excellent nouvelle Caribbean cuisine with a funky atmosphere and great music.

#### **PAD THAI**

1608 Wisconsin Ave., NW (202) 342-3394

Great pad thai, if you're in the area.

#### **PAOLO'S**

1303 Wisconsin Ave., NW (202) 333-7353

Italian dishes that leaving you longing for more. Great for people-watching when the outside dining area is open in spring.

### **Old Town Alexandria**

There are tons of restaurants just outside of the city. Take the blue or yellow line to the **King Street** metro stop.

#### **FIVE GUYS**

107 N. Fayette Street, Alexandria (703) 549-7991

Famous burgers and fries.

#### **HARD TIMES CAFE**

1404 King Street, Alexandria (703) 683-5340

Renowned for its excellent chili, this Washington institution also has locations in Rockville, MD and Arlington, VA.

### **Other Areas**

#### **NEGRIL THE JAMAICAN BAKERY**

401 M Street, SW (202) 488-3636

You have to love a place that is take-out only! Known for its chicken patty (a cross between a calzone and a pot pie!), people stand in line to get one.

## Bars and Clubs

This list is just a sampling. If you want more ideas about clubs and bars, you should check the Weekend section in the Washington Post, which comes out every Friday, or the City Paper, which comes out Thursday afternoons. Where there is no metro stop listed for a specific club or bar, check in the introduction section for the area.

### Downtown

#### **MR. DAY'S SPORTS ROCK CAFÉ**

1111 19<sup>th</sup> Street, NW

Good happy hour prices, and they can get just about any sporting event.

#### **ESPNZONE**

555 12<sup>th</sup> Street, NW

A national institution, with lots of interactive video games, TV screens, and sports memorabilia. The food's not bad, either.

#### **POLLY ESTHERS**

605 12th Street, NW (Metro: Metro Center)

Modeled after a famous club in NYC, they feature three floors of music—70s, 80s, and today—and they have theme drinks.

#### **TEQUILA GRILL**

1990 K Street, NW (Metro: Foggy Bottom)

Excellent happy hour deals. The food is also very good, and they have \$1.99 appetizers during happy hour, 3:30-7:30 on weekdays.

### Chinatown

#### **COCO LOCO**

810 7th Street, NW

This Brazilian steak house/bar/club is one of the major hot spots in D.C. right now. The dinner is very pricey and so are the drinks.

#### **PLATINUM CLUB**

915 F Street NW

A very upscale club that plays techno on the 1<sup>st</sup> floor and hip-hop in the basement. Be prepared to spend a lot of cash on drinks.

### Shaw/U Street

#### **BLACK CAT**

1831 14th Street NW

An indie/pop/punk concert venue. Most shows cost around \$10. See the CityPaper for updates.

**CHI-CHA LOUNGE**

1624 U Street NW

Comfortable couches and a mix of Latin American and Middle Eastern influences. A place for hanging out, not for dancing.

**9:30 CLUB**

815 V Street NW (Metro: U Street/Cardozo or Shaw/Howard)

More of a concert venue than a club, the 9:30 club tends to attract alternative acts.

**STATE OF THE UNION**

1357 U Street NW

Most nights, you can find hip-hop dancing in the front and house in the back.

**VELVET LOUNGE**

915 U Street NW

Definitely a “lounge” atmosphere—red velvet couches, martinis, and folk/jazz music.

**Adams Morgan**

**CHIEF IKE'S MAMBO ROOM**

1725 Columbia Road, NW

“Music, art, bar, dancing, voodoo, taboo, Mogambo.”

**CLUB HEAVEN AND HELL**

2327 18th Street, NW

This club is small, but they have a great 80's night on Thursdays.

**MADAM'S ORGAN**

2003 18th Street, NW

Blues club which features live music nearly every night. They also have pool tables and a deck.

**MILLIE & AL'S**

2440 18<sup>th</sup> Street, NW

Small, packed, chill hangout.

**TOM TOM**

2335 18<sup>th</sup> Street, NW

Dance club.

**Dupont Circle**

**THE BIG HUNT**

1345 Connecticut Avenue, NW, (202) 785-2333

Relaxed bar with pool and a good beer selection.

**BRICKSKELLER**

1523 22<sup>nd</sup> Street, NW

They claim to have the largest selection of beer in the world. Check it out for yourself.

**BUFFALO BILLIARDS**

1333 New Hampshire Avenue, NW

A fun pool place across the street from the Dupont metro stop. They also have dartboards.

**CAFÉ CLUB ESCANDALO**

2122 P Street, NW

Margaritas are \$1 all week during happy hour, 4-7 PM.

**CAFE LUNA**

1633 P Street, NW

A bar/music club. They have music almost every night.

**THE FIREPLACE**

2161 P Street, NW

A mostly gay male bar in the heart of Dupont Circle, the Fireplace is located on the same street as many nice restaurants.

**MR. P'S**

2147 P Street, NW

One of the most famous DC gay bars, Mr. P's is all men. They don't even have a women's restroom. This also means that, depending on the bartender, women may be either completely ignored or given lots of attention.

**Georgetown**

**CHAMPIONS**

1206 Wisconsin Avenue, NW

Champions is probably the most famous bar in Georgetown. It is a sports bar, so sporting events are always being shown on big screen TVs. Be careful in the Alley when you are leaving - the footing is a bit precarious.

**GEORGETOWNE STATION**

3125 M Street, NW

Your typical all-American bar with a dance floor.

**OLD GLORY**

3139 M Street, NW

This BBQ restaurant becomes a happening bar later on in the evening. It is always crowded-even on Monday nights. They have a bouncer at the door, however, so it almost never becomes over-crowded. Also there is live music nearly every night, which can sometimes be a bit overwhelming.

**THE THIRD EDITION**

1218 Wisconsin Ave NW

This bar is small, but lots of college students go here.

## Other Areas

### **CACTUS CANTINA**

3300 Wisconsin Avenue, NW (on the 30 bus route, north of Georgetown)  
Similar to Guapo's with a more upscale crowd and prices to suit. Nice outdoor seating.

### **CAPITOL LOUNGE**

229/231 Pennsylvania Ave, SE (Metro: Eastern Market)  
A Capitol Hill place. Happy hour specials all week, 4-8pm. A good DJ on Saturdays.

### **GUAPO'S MEXICAN CUISINE AND CANTINA**

4515 Wisconsin Avenue, NW (Metro: Tenleytown)  
A good restaurant that becomes fairly lively later on in the evening. Drinks are cheaper than most bars closer to downtown, and there is nice outdoor seating.

### **IRISH TIMES PUB**

14 F Street, NW (Metro: Union Station)  
A neat little Irish bar (located conveniently close to the DCPS main offices).

### **NANNY O'BRIANS**

3319 Connecticut Avenue, NW (Metro: Cleveland Park)  
This is an extremely nice, fun, and friendly Irish Pub. The staff is friendly, and the pick-up scene is almost non-existent (which can be a very nice break from most other D.C. bars). It is located only a block from Cleveland Park Metro.

### **TAKOMA STATION TAVERN**

6914 4th Street, NW (Metro: Takoma Park)  
A fun tavern that is right near the Takoma Park metro station. Live Jazz and other music. Sunday is Reggae night.

## Movie Theaters

### **THE UPTOWN (CINEPLEX ODEON)**

3426 Connecticut Avenue NW (202) 966-5400 Metro: Cleveland Park  
The *Washington Post* calls it "THE place to go see a movie in Washington." Always has the newest films and premieres, as well as enormous screens, stadium seating, and surround sound.

### **CINEPLEX ODEON DUPONT CIRCLE 5**

1350 19th Street, NW (202) 872-9555 Metro: Dupont Circle  
Many foreign, independent, and small-budget films.

### **CINEPLEX ODEON FOUNDRY**

1055 Thomas Jefferson Street NW, Georgetown (202) 333-8613  
Foreign and independent films with bargain prices of only \$3.00 per show.

**CINEPLEX ODEON WISCONSIN AVE CINEMAS 6**

4000 Wisconsin Ave NW (202) 333-3456 Metro: Tenleytown  
One of the few theatres in the area with THX sound.

**AMC UNION STATION**

(202) 333-FILM Metro: Union Station

**BETHESDA THEATER CAFE**

7719 Wisconsin Avenue NW (202) 656-3337 Metro: Bethesda  
Beer, wine, and munchies can be eaten while you sit in comfy chairs to enjoy the movie. Also offers seasonal film series.

**ARLINGTON CINEMA & DRAFTHOUSE**

2903 Columbia Pike, Arlington (703) 486-2345  
Similar to the Bethesda Theatre Café, with comfortable chairs, lounge setting, and beer.

**LANDMARK'S E STREET CINEMA**

E Street & 11th St., NW (202) 452-7672  
Metro: Metro Center  
First-run independent and foreign films, fairly new theater

**LOEWS PENTAGON CITY 6**

1100 South Hayes Street, Arlington (703) 415-4333 Metro: Pentagon City

**Mentor, Alumni/ae,  
and  
Participant  
Information**

## Center for Public Interest Careers Mentor – Mentee Guidelines

### ***Purpose of the Mentor Component***

A central feature of the CPIC Fellowship and Internship program is the formation of a mentoring relationship between Harvard alumni/ae and current Interns and Fellows. Many of the Fellows and Interns move to communities with which they are unfamiliar. They begin work in organizations that are also new to them. The Harvard alumnus/a mentor serves as a friend, adviser, listener, guide, and advocate. The mentor is a person with whom the Fellow/Intern can share concerns, discuss issues, and develop contacts. With the proper attention, this relationship can be an excellent learning experience for both partners.

**Please be certain to complete the Mentor – Mentee Agreement at the end of this section of the Resource Guide.** This agreement will act as the roadmap for the duration of your summer/yearlong relationship. The agreement should be seen as the starting point for the relationship, both as a point of departure and a point of return should the need arise. This is not to be seen as a static document, but something that can be renegotiated depending on whether or not it is useful! <sup>1</sup>

### **Mentees**

As a mentee, it is your responsibility to take ownership of your learning and development needs. You must assess your areas of strength and development so you can establish a mentoring plan and grow as a person. This plan should include goals you would like to accomplish through a mentoring relationship, ways you will be held accountable for success or failure to accomplish those goals, and boundaries you want to place on the relationship, such as focusing it only on professional aspects of your life. It is also your responsibility to initiate contact with a mentor and ensure the mentor helps you attain your goals.

### ***As a Mentee, You are Expected to:***

- Initiate and drive the relationship
- Identify initial learning goals
- Seek feedback
- Take an active role in your own learning
- Initiate periodic update meetings
- Allocate time and energy
- Follow through on commitments or renegotiate appropriately
- Maintain an appropriate, professional relationship with your mentor

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<sup>1</sup> Much of what follows is quoted at length from “Understanding What Is Expected Of Me As A Mentee Or Mentor” from Triple Creek’s Mentoring Newsletter April 2004, [www.3creek.com](http://www.3creek.com)

### *A Mentee Should:*

- **Contact your mentor as soon as possible** to arrange a first meeting, possibly even prior to starting the Internship/Fellowship, to complete the Mentor – Mentee Agreement (below).
- Attend city events and educational functions. Follow up with your mentor on any questions/issues these functions may raise. **Please make an extra effort to attend the first scheduled meeting.**
- Take advantage of the resources the mentor has. Ask questions and come to meetings with topics you would like to discuss.
- Return calls and emails from your mentor in a reasonable time frame.
- Find out about your mentor's career path. How have they arrived to this point in their career? Visit your mentor's place of work, if deemed appropriate.
- Relax and have fun!

### *As a Mentee, You are Not Expected to:*

- Be an expert
- Know all the questions you should ask
- Get things right the first time
- Fit all learning into one mentoring/advising relationship
- Look to the mentor for all answers about your work
- Be submissive in the relationship
- Feel it is imperative to develop a friendship with the mentor

### *A Mentee Should Not:*

- Feel as if you have to be in constant contact with your mentor. The amount of contact you will have will depend on various factors.
- Expect that your mentor will pick up the bill when meeting over a meal or snack.
- Expect that the mentor will “fix” all of your problems at your internship or fellowship. Please contact CPIC if difficulties should arise at your placement.

## Mentors

As a mentor, it is your responsibility to provide guidance to your mentee based on his/her learning needs and development areas. You can accomplish this in several ways and through various roles. You could act as a resource, adviser, teacher, coach, model, sponsor, consultant or guide. Yet, no matter what role you play, remember that you are responsible for being the professional in this relationship or, if need be, for helping the mentee find access to the appropriate experts. The points below provide a quick reference guideline of what is expected of you.

### *As a Mentor, You are Expected to:*

- Have reasonable expectations of the mentee
- Act as a resource
- Provide feedback
- Allocate time and energy
- Help the mentee develop an appropriate learning plan
- Follow through on commitments or renegotiate appropriately
- Maintain an appropriate, professional relationship with your mentee

### *A Mentor Should:*

- **Contact your mentee as soon as possible** to arrange a time to meet and complete the Mentor – Mentee Agreement (below).
- Provide guidance to your mentee based on his/her learning needs and development areas.
- In cities with multiple Fellows/Interns, participate in regular gatherings of Fellows/Interns to learn about various fields and agencies and to socialize with one another, as your schedule permits. **Please make an extra effort to attend the first scheduled meeting.**
- Communicate with your mentee on a regular basis, particularly at the beginning of the summer/year when everything is still new and uncertain.
- Use a combination of phone-calls, e-mails, visits, and group events to stay in touch with your mentee. See the Mentor – Mentee Agreement below.
- Visit the Fellow's/Intern's organization early on to meet the mentee's supervisor and other employees of the organization, if appropriate and if the mentee approves. This visit serves two purposes: to get a better sense of the work the mentee is expected to do and the issues he/she must address, as well as to increase Harvard's credibility with the agency for future placements.
- To the extent possible, assist your mentee in finding housing and other arrangements if needed.

- Expand, whenever possible, the Fellow's/Intern's experience by providing exposure to related aspects of the community and introductions to relevant individuals and organizations.
- Talk to your mentee about a variety of issues including:
  - His/her work situation. Is your mentee meeting his/her learning goals? If the mentee isn't finding the work interesting or challenging enough, brainstorm ways of trying to address the problem. Notify CPIC staff.
  - His/her career plans, next steps, graduate school, etc. and help connect your mentee with people who may be able to provide further insight.
  - Any other concerns he/she may have, including those articulated in the Mentor – Mentee Agreement, which should be completed within the first two weeks of the placement.
- Keep confidential all interactions unless otherwise discussed by mentor and mentee.
- Relax and have fun!!!

#### *As a Mentor, You are Not Expected to:*

- Drive the relationship
- Seek out the mentee
- Do the work for the mentee
- Manage the mentee as a supervisor would
- Be an expert in every imaginable development area
- Feel it is imperative to develop a friendship with the mentee

#### *A Mentor Should Not:*

- Feel as if you have to be in constant contact with your mentee. **Use the Mentor – Mentee Agreement as your guide.** The degree of involvement will depend in large part on the personalities of the mentor and mentee, how well the mentee has adjusted to your city, what sort of a social network the mentee has, etc. There are many instances in which there's not a whole lot of contact between mentor and mentee; **please just make the effort early** and continue to be available as a resource, in case you are needed. The mentee may want minimal contact, or he/she may welcome substantial contact.
- Try to help with a concern/problem troubling your mentee without first talking to him/her and getting his/her approval.
- Try to resolve a problem at the mentee's organization without first talking to the mentee and CPIC staff. There may be some other dynamic at work at the organization and/or with CPIC

## Mentor – Mentee Relationship

Now that you understand specific responsibilities for mentees and mentors, it is also important to realize that there are responsibilities you and your mentoring partner will accomplish together.

### *What do mentees and mentors do together?*

- Share past experiences, identify goals, design plans, and build skills.
- Debrief one another on meetings, projects, events, etc.
- Partner and brainstorm around projects and tasks.
- Role-play situations faced by the mentee.
- Share perspectives of a particular matter under discussion.
- Challenge each other on assumptions.

### *The on-going mentor-mentee contact may include discussion of such topics as:*

- Learning goals for the placement. How you are ensuring they are met and what ways the mentoring relationship can help meet them.
- Social adjustment to the host city and professional adjustment to life beyond Harvard
- The pros and cons of the public interest sector compared to the private sector
- For Interns: the academic coursework the Intern might consider that would be helpful in a public service career.
- General questions/concerns/issues about the host organization: What is the mission of the host organization? How is the organization's mission communicated to its staff? What strategies and tactics is the organization using to achieve its goals? How well is the organization doing – socially and financially? What are the organization's principal constituencies? How does the organization serve the needs and interests of its constituencies?
- What ideas can the mentor contribute from his/her own experiences that are relevant to the above questions and their possible answers?
- Any other topic the Fellow or Intern is interested in discussing. **Remember, it is the mentee's responsibility to drive the relationship.**

By understanding what is expected of you as a mentee or mentor, you can focus your attention on the mentoring relationship itself, rather than on whether or not you are correctly fulfilling your role. This will save you time and energy, which you can in turn focus on your mentoring partner.

## Mentor – Mentee Sample Introductory Activity

Here are some topics to get an initial conversation started. Both the mentor and mentee can share the following information. The initial discussion should not focus on professional experience or credentials, but instead the goal should be to **get to know one another as people**.

Name

Age

Number of siblings

Languages spoken at home

City of birth

Last book you read for pleasure

Most exotic locale visited

CD currently in your CD player

Current recreational interests

Now...find at least three things you have in common with each other.

For the mentor, think back to your undergraduate/graduate years...If you are the mentee, think about what your life is like right now...take turns completing these phrases, with as much detail as you like...

I chose to attend Harvard...

My public service experiences are/were...

Social life at Harvard is/was...

I selected my concentration because...

A faculty member I connect(ed) well with is/was...

One thing I will never forget about my undergraduate/graduate years is...

What attracts you to the public interest sector?

# The Center for Public Interest Careers

## Mentor – Mentee Agreement

Use this form as a guide to discuss your expectations for the mentor – mentee relationship. Feel free to skip those questions that you do not find useful or helpful.

### **Expectations**

We have reviewed/discussed the mentee's Host Organization Agreement form, which includes his/her supervisor's name and contact information. The mentee's learning goals for the summer/year are...

1.

2.

3.

We also have reviewed the above expectations for the mentor and mentee. We have found the two most important features of these expectations to be...

1.

2.

Recalling what the mentee asked for in a mentor and in addition to support for his/her learning goals, the mentee hopes to gain the following from the mentor – mentee relationship...

1.

2.

3.

### **Communication**

Every time we meet or exchange emails/phone calls, I would like to be certain to touch on...

It is best for us to communicate by...

The best day of the week/time of the day for us to communicate is...

We will do our best to communicate at least every...

Generally, I am unavailable before/after...

I plan to be away for vacation this summer...

One article in the reading packet (below) we will plan to read and discuss the next time we meet is...

**Renegotiation**

If I am unable to meet these commitments, I will inform my counterpart, and renegotiate this agreement...

Other important items we would like to include...

Mentee: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
Phone: \_\_\_\_\_  
Cell: \_\_\_\_\_  
Email: \_\_\_\_\_

-----  
Mentor: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
Phone: \_\_\_\_\_  
Cell: \_\_\_\_\_  
Email: \_\_\_\_\_

# Alumni/ae Networking Tips

In addition to your alumni/ae Area Coordinator and your mentor, there are other alumni/ae in our network who have expressed interested in serving as contacts for you.

While your mentor might be able to provide you with additional contacts in your area of interest, this list provides you with another excellent resource by which to learn about and begin to build a network of contacts within the public interest sector.

The Alumni/ae Contact List is available by contacting CPIC staff. If you would like to reach out to alumni/ae, please contact Amanda Sonis Glynn ([asglynn@fas.harvard.edu](mailto:asglynn@fas.harvard.edu)) or Travis Lovett ([tlovett@fas.harvard.edu](mailto:tlovett@fas.harvard.edu)).

We hope that you will reach out to them, regardless of their position, issue area, or geographic location.

What type of things might you ask these contacts? The Office of Career Services at Harvard University provides some great insight into networking. Here are some key points about networking and career conversations from their website.

## **Networking is NOT:**

- "schmoozing"
- just being friendly
- nepotism
- just a shorter way of saying "It's not what you know, it's who you know..."
- a personal sales pitch

## **Networking IS:**

- building relationships

Networking is attentively and consciously meeting people, being interested in them, remembering who they are and what they do, and exchanging information with them over time.

## **Why Network?**

Networking can be used in many ways in your job search and throughout your career to:

- *Conduct field research* - Learn about a specific field that you are interested in.
- *Explore careers* - Learn about what types of work exist in different fields.
- *Obtain information about organizations* - Learn about an organization for which you might want to work.
- *Obtain career advice* - Ask people in the world of work about how you might prepare yourself for a certain field or position.
- *Seek job-search advice* - Ask for suggestions of people you might contact for information about job or internship possibilities.

- *Create your own job or internship* - Identify an activity or a type of work that you would like to do and find someone who is willing to let you do it.
- *"Sanity-check" your approach* - Test your hypotheses about your "hire-ability" in a field or organization by asking the opinion of someone currently working within it.

### **Networking Etiquette and Guidelines**

No matter whom you contact, etiquette is important in building and maintaining relationships.

- Be well-prepared. Be able to articulate as much as you know about what you are looking for in your career, job search, etc.
- Always be professional, courteous, and considerate.
- Be interested in the people you meet. Most people enjoy the chance to tell you about their own careers and activities.
- Be genuine. Possess a sincere desire to learn. Be honest in asking for advice. If you are only interested in asking for a job, it will show, no matter how you disguise it.
- Be gracious. Write a thank you letter when people take time to meet with you.
- Stay in touch. Update people in your network when you make significant progress in your research or job search.
- Give back. Know enough about the people you meet to keep their needs in mind as you continue to network. You may be able to pass on ideas, articles, and contacts that will interest them.

Read more about networking on the OCS website at <http://www.ocs.fas.harvard.edu/students/resources/networking.htm>. Remember to use good judgment about the amount of time you request when you contact people. Do not overstay your welcome, and do not "return to the well" too many times.

## Informational Interviewing Tips

When writing or calling to request an informational interview, **be clear and direct** about the goal of your interview (information, *not* jobs) and the time commitment (suggest 30-40 minutes). Always cite your referral/source when introducing yourself by phone or letter. Try to meet with them at their workplace at their convenience, but be prepared to settle graciously for a phone interview, even on the spot if necessary (...so have your list of questions ready).

### DO . . .

- **Act professionally**, as you would for any interview. Call to confirm a day or so ahead, dress appropriately, and arrive a little early so that you can experience the work environment and relax before your appointment.
- **Listen attentively** and gear your questions to the flow of the conversation, without losing track of the time and your specific goals.
- **Jot down any special points**, clarify any terms you don't know or anything you don't understand, and keep track of any referrals or suggestions. Finish writing down what you have learned immediately after the interview.
- **Ask for additional referrals** from your contact. Expand your network of contacts.
- **Stay within your time limit**, unless the career adviser indicates otherwise. Be sensitive to nonverbal clues that it is time to end the interview.
- **WRITE A THANK-YOU NOTE.** The adviser should be thanked for his or her time and thought, even if he or she tried to discourage you or does not seem to be in a position to help you in the future. (A handwritten note is fine but treat it as a *professional* correspondence.)

Even after the thank-you note, **keep your contacts informed** of your career development progress. Not only do they really appreciate hearing about you, but you maintain your relationships with them. Ask permission to keep in periodic contact.

### DON'T . . .

- **Ask them for a job**—even indirectly.
- **Forget to send a thank-you note**, even for a phone appointment.
- **Speak with only one or two people** and assume their views are representative of the field.

### Matters of Judgment

1. **Whether to write or call first.** Call first if they have indicated that they would like to be contacted by phone or to confirm information you need to write to them (such as address, title, or correct spelling of name). Write first if you think the contact would

appreciate having a brief introduction by mail (or e-mail) and a sense of what you are exploring or if you are not confident about presenting yourself over the phone. Remember, even when writing, you must follow up with a call. Experiment to see what works best for you.

2. **How and when to present a resumé.** You should always bring copies of your resume to an appointment with an adviser. Make sure that you treat it as an efficient way to give your contact a sense of your background or as something that you seek advice on, rather than as a ploy to get a job. It is best to present your resumé near the end of the meeting.
3. **To pay or not to pay** (for the lunch, drink, etc.). A good rule of thumb is "He who invites, offers to pay." So be prepared to offer to pay, or—as is more likely—to pay for your own meal or to graciously accept their offer to pay.
4. **Self-presentation and your own expectations.** Remember, first of all, to be yourself, but also be sensitive to the impression you make (career advisers have noted in the past the extremes of arrogance and self-deprecation). Make sure that your expectations are realistic: know what you hope to learn about their career field, and don't expect them to offer you a job or to provide you with general career counseling. (If you're feeling vague and unfocused, see a counselor at OCS.)
5. **Going back to ask for job-hunting help.** If you feel you have established rapport with someone, it is reasonable to re-contact the person *later* when you have narrowed your focus and begun a job search. Write or call the adviser and remind him or her of your previous contact, explain your current situation and goals, and ask if he or she would mind passing along your resumé or letting you know of job leads.

## A Final Note

Informational interviewing requires time, energy, and a positive and appreciative attitude. The investment repays itself many times over by generating invaluable information, skills, and contacts in a process you can use throughout your life. In the future be willing to be a career adviser for others who may be conducting informational interviews.

**Familiarizing  
Yourself with Civic  
Indicators  
And the Public  
Interest Sector  
In Washington, DC**

## Familiarizing Yourself with Civic Indicators And the Public Interest Sector In Washington, DC

**The National Neighborhood Indicators Partnership (NNIP)** is a collaborative effort by the Urban Institute and local partners to further the development and use of neighborhood-level information systems in local policymaking and community building.

<http://www.urban.org/nnip/>

**The Young Nonprofit Professionals Network (YNPN)** promotes an efficient, viable, and inclusive nonprofit sector that supports the growth, learning, and development of young professionals. It engages and supports future nonprofit and community leaders through professional development, networking, and social opportunities designed for young people involved in DC's nonprofit community.

<http://www.ynppn.org/dc/>

**Independent Sector** is committed to strengthening, empowering, and partnering with nonprofit and philanthropic organizations in their work on behalf of the public good. Its membership of nonprofit organizations, foundations, and corporate philanthropy programs collectively represents tens of thousands of charitable groups serving every cause in every region of the country, as well as millions of donors and volunteers.

[http://www.independentsector.org/Nonprofit\\_Information\\_Center/information\\_center.html](http://www.independentsector.org/Nonprofit_Information_Center/information_center.html)

**The State Public Interest Research Groups (PIRGs)** are an alliance of state-based, citizen-funded organizations that advocate for the public interest. (PIRGs) uncover threats to public health and well-being and fight to end them, using the time-tested tools of investigative research, media exposes, grassroots organizing, advocacy, and litigation. The state PIRGs' mission is to deliver persistent, result-oriented activism that protects the environment, encourages a fair marketplace for consumers, and fosters responsive, democratic government

<http://www.pirg.org/>