



2008-2009 CPIC New York Resource Guide

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

Introduction

This section of the Resource Guide is dedicated to helping you become better acquainted with living in New York. Much of what you will learn about New York, 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 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.

Finding Housing in New York City

The task of finding housing in New York City—especially on a tight budget—may seem daunting. And while there is no question that it will take a fair amount of research and apartment hunting to find the right place, you will certainly be able to find a place you are happy with. It is strongly recommended that you make a couple of different trips to the city so that you don't feel rushed to find something in a day or two. This will also allow ample time to run credit checks, sign papers, and comparison shop.

Neighborhoods to consider

MANHATTAN: Your best bet in Manhattan is probably northern parts of city, like Washington Heights and the Upper West Side (just below and around Columbia). You might find reasonable housing in all of these areas. You can also consider the far east of the Upper East Side, around 1st, 2nd, and 3rd Avenues in the 70s-90s. If you're willing to have less space, you can also find apartments further downtown and more centrally located, but you will definitely pay more for the location.

DOWNTOWN MANHATTAN

FINANCIAL DISTRICT: Located at the southern tip of Manhattan, the financial district has long been established as the economic center of the country. Sometimes referred to as Wall Street (or simply, The Street), the area exudes capitalism. Its tall stately skyscrapers are synonymous with Manhattan itself; buildings worth a second look include the stately Equitable Building and 40 Wall Street, which once vied with the Chrysler Building as 'the world's tallest.' Though the New York Stock Exchange is no longer open to the public, you can learn about Wall Street history at the nearby Museum of American Financial History. For a whiff of spirituality amidst the commercial vibe, visit the elegant and historic Trinity Church with its 17th century graveyard. Appropriately, this is the final resting place for Alexander Hamilton, the first United States treasurer, along with signers of the Declaration of Independence and the U.S. Constitution.

LITTLE ITALY/NOLITA: Visitors will find family-style trattorias, specialty food stores, and pastry shops touting scrumptious cannolis that transport you back to Italy. Though you won't find many Italian-Americans living here, special events such as the Feast of San Genarro, held every September, bring them back to the neighborhood. While its name implies otherwise, Nolita lies within Little Italy. Fashion

boutiques, independent labels, and chic bars and restaurants dot Mott and Mulberry Streets, making the area a popular destination, and a less crowded alternative to SoHo.

CHINATOWN: Reportedly the largest Chinatown outside Asia, food dominates here. Buckets of live seafood, roasted ducks in shop windows, baskets of exotic fresh fruits and vegetables, and tasty snacks are everywhere. Home to Chinese and more recently, Indonesian, Thai, and Vietnamese Americans who brought along their exotic cuisines, you'll find traditional herbal shops alongside specialty Asian groceries, and hundreds of reasonably-priced eateries that cater to an eclectic, diverse crowd. In the bustle of this extremely commercial area, you'll find pockets of ethnic life. Elderly men and women gather at Columbus Park (Bayard and Mulberry Streets) to play mahjongg and dominoes, or to practice Tai chi. Nearby, Chinese American heritage is presented at the Museum of Chinese in the Americas.

TRIBECA: Found in the Triangle below Canal Street, this area is quickly following in Soho's footsteps. In the midst of a massive gentrification, Tribeca's former factories and warehouses now play host to celebrities such as Harvey Keitel, Ben Affleck, and Robert De Niro, who owns two high-end restaurants here. As in Soho, you'll find many restaurants, art galleries, and shops that cater to its trendy residents, but there is a unique Hollywood buzz here. Robert De Niro's Tribeca Film Center on Greenwich Street hosts regular screenings, while the Tribeca Film Festival attracts thousands of film buffs in May.

SOHO: Once known as Hell's Hundred Acres, Soho is now a seminal lesson in community preservation. A former manufacturing and industrial heavyweight, this neighborhood South of Houston Street has been dramatically transformed into small boutiques, decorative and furnishings stores, trendy bistros, and art galleries. Designated a historic landmark district in 1973, you'll find elegant cast iron buildings that have been lavishly converted into residential lofts. With its distinctive architecture, Soho makes for a glamorous stroll along its charming cobbled streets.

LOWER EAST SIDE: The Lower East Side is the story of New York's immigrant community. Eastern European Jews were among its first settlers, and more recently, Asian and Latino immigrants have made their homes here. Despite a recent influx of trendy restaurants, shops, and boutiques, remnants of its genesis as a cultural melting pot can still be found. Locals head here for Jewish and Eastern European specialties such as kosher pickles, knishes, and bialys. You'll also find clothing and accessories at bargain prices along Orchard Street's Bargain District. For a glimpse of 19th century immigrant life and its challenges, head for the Lower East Side Tenement Museum.

GREENWICH VILLAGE (EAST VILLAGE): Once populated by writers, artists, and political activists, a celebrated counterculture continues to thrive here. An area of immense creativity—the writer Allen Ginsberg resided on East 12th Street, while Leon Trotsky ran a printing press on St. Mark's Place—galleries here were the first to discover and display the works of artists such as Keith Haring and Jean-Michel Basquiat. A unique East Village culture lives on today with frequent indie film screenings, performance art, and poetry readings. You'll also find fiercely independent stores, second-hand clothing stores, grunge bars, and inexpensive cafes.

GREENWICH VILLAGE (WEST VILLAGE): Synonymous with a bohemian lifestyle, artists, writers, and jazz musicians settled here, and the Village still inspires new traditions in literature, music, and art. Some of the best American writing—including those of the Beat poets—emerged here, and you'll find traces of their spirit in the coffeehouses along Bleecker Street. A high level of creative energy is everywhere in the Village—including Washington Square Park—popular with musicians, street artists, and NYU students.

MEATPACKING DISTRICT: (also known as MePa, The Meat Market, or Gansevoort Market) North of Gansevoort St., south of 14th St., and west of Ninth Ave. Normally known as the Meatpacking District, this tiny stone-covered four block area tucked into the northwest corner of the West Village around 14th Street between Hudson Street and the water was, not long ago, a seamy locale with a herd of wholesale butcher shops. But the past few years have seen this neighborhood morph with a roster of trendy restaurants, bars, boutiques, galleries, dance joints, furniture and antique stores, and not much left to beef about.

MIDTOWN MANHATTAN

FLATIRON DISTRICT: Taking its name from the triangular and aptly-named Flatiron Building, this district is best known for design-conscious shopping. Madison Square, one of two public squares, was once known as the ‘Ladies’ Mile’—referring to the shops of household goods and clothing shops found there. You’ll still find many housewares and furnishings merchants, from the mass market to the exclusive. Union Square—known as center stage for political rallies—is also home to Union Square Greenmarket, a lively farmer’s market with gorgeous produce from local farms.

CHELSEA: A former working class and industrial enclave, the neighborhood is now the center of a vibrant art scene and, in more recent years, has been home to a large gay population. Not surprisingly, epicurean pursuits run high here; smart, chic restaurants have clustered around many of the art galleries and experimental and performance art theaters. Visitors should not miss the Chelsea Market—a paradise of gourmet and specialty shops, including purveyors of French cookware, fine wines, fresh seafood, a bakery, and exotic imports for the professional and home chef.

GRAMERCY PARK: Noted for its distinctive architecture, leafy streets, and luxurious townhouses and apartments, the area exudes a quiet elegance. While only residents can enter inside the tranquil gates of Gramercy Park—a small square of greenery at Lexington Avenue—everyone can bask in its elegant environs and rich historical and literary significance. Here you’ll find Theodore Roosevelt’s birthplace, a street named after writer Washington Irving, and the pub where O. Henry penned his magical and classic short story, ‘The Gift of the Magi.’

MURRAY HILL: A largely residential but powerful neighborhood that includes Park and Madison Avenues, the area also boasts the Empire State Building as well as the J. Pierpont Morgan Library that houses manuscripts, prints, and silver and copper collections.

THE GARMENT DISTRICT: New York’s Garment District is at the center of America’s billion-dollar clothing industry. Here designers plot, create, and predict what we’ll be wearing next season. While most of the clothing manufacturing has left the island, you’ll still find fabric shops along the area. Stretching along Seventh Avenue—the district’s main drag—you won’t miss Macy’s, which touts itself as the largest department store in the world.

BROADWAY and TIMES SQUARE: Originally called Longacre Square, the area adopted ‘Times Square’ after The New York Times moved to the area. Glitzy and flashy, this is the heart of New York’s entertainment business. Scores of music studios, record labels, and production companies call this home, and over 30 theatrical stages can be found along Broadway. Eateries in this area cater to theatergoers, and Restaurant Row (46th Street between Eight and Ninth Aves.) has plenty of them. For a bit of whimsy, and to escape the bright lights circus, visit the Toys ‘R’ Us flagship store with its infamous 60-foot-tall indoor Ferris wheel.

FIFTH AVENUE: Chic, sophisticated, and elegant, Fifth Avenue is home to a powerhouse of shopping, including Saks Fifth Avenue, Bergdorf Goodman, Cartier, Tiffany & Co., Gucci, and Donald Trump’s gilt-trimmed Trump Tower of a shopping mall. Tourist attractions dominate this area: Grand Central Terminal, Rockefeller Center, the United Nations, and St. Patrick’s Cathedral. Notables include the New York Public Library—a gorgeous Beaux Arts building guarded by two infamous stone lions—and of course, the Empire State Building. Its 102nd-floor observatory offers magnificent views in every direction and is most popular—and romantic—at sunset.

UPTOWN MANHATTAN

CENTRAL PARK: A resplendent 843-acre oasis in the middle of a bustling metropolis, Central Park provides a necessary respite for busy urban dwellers. Runners, cyclists, and roller bladers abound in the country’s first man-made, landscaped public park. Central Park is an ideal destination for families. Here you’ll find a vast playground with a carousel and a children’s zoo. During the winter, arrive with your ice skates for a postcard-perfect turn at Wollman Rink. Frisbees and soccer balls fly across the field at Sheep’s Meadow, and rowboats and gondolas are available for hire at Loeb Boathouse. The latest addition to the park is the beautifully landscaped Conservatory Garden, near the northeast corner of Central Park on Fifth Avenue at 105th Street.

UPPER EAST SIDE: The arrival of Central Park also brought luxurious apartments for the city's most affluent residents, and you'll find the most exclusive homes dotting Fifth, Madison, and Park Avenues. Long synonymous with upper crust New York society, evidence of their philanthropic gestures abounds here. The area is home to the Museum Mile—including the Metropolitan Museum of Art, the Guggenheim, the Cooper-Hewitt Design Collection, the Jewish Museum, the Museum of the City of New York, and the Frick. Madison Avenue, stretching from 57th to 86th Streets is home to elegant designer boutiques.

UPPER WEST SIDE: Running along the west side of Central Park, a rich and sophisticated cultural life thrives here. You'll find the impressive Lincoln Center for the Performing Arts, the American Museum of Natural History, and the city's oldest museum, the New York Historical Society. Foodies should not miss Zabar's, a gourmet food emporium, and H&H Bagels; both are New York City institutions.

HARLEM: A mecca of African American culture and the site of the Harlem Renaissance of the 1920s and 30s, Harlem gave the world Zora Neale Hurston, Duke Ellington, and Langston Hughes. Several cultural holdovers from the Renaissance remain such as the famed Cotton Club. Rich in historic districts, gorgeous brownstones and numerous churches, its heritage is chronicled in The Schomburg Center for Research in Black Culture, with an impressive archive of over 5 million documents, ephemera, and films relating to the African diaspora.

***The Manhattan neighborhood descriptions come from:

<http://www.abingdonguesthouse.com/nyc-manhattan-neighborhoods.shtml>

BROOKLYN: Brooklyn is a great borough to live in for many reasons. The apartments are invariably larger than anything you can get in the city for your money and the commute will not be much longer than if you were in Manhattan. There are many fun neighborhoods with great bars, restaurants, parks, shops, etc. Particular areas to consider are Fort Greene, Cobble Hill, Carroll Gardens, Clinton Hill, Williamsburg, and Park Slope. Brooklyn Heights is beautiful, but fairly pricey, although parts of Park Slope have also become pricey.

QUEENS: Astoria, Long Island City, and Sunnyside/Woodside are great parts of Queens that are easily accessible to Manhattan and home to good deals on apartments. Queens, in general, has a great neighborhood feel that is lacking in the city and access to everything you will need. In Astoria, in particular, many of the grocery stores are open 24 hours; there are tons of Greek restaurants and gyms that are more affordable than in Manhattan.

BRONX: From the Mott Haven section to City Island, from Riverdale to Pelham Bay, there's plenty of history and culture in the Bronx. The Bronx lies across the Harlem River from Manhattan and covers 44 square miles (114 square kilometers). It extends north along the Hudson River and east along the East River. It is the only borough not separated from upstate New York by water. Unfortunately, like the other Boroughs of Manhattan, it's not as easily accessible from midtown Manhattan as perhaps the Upper West Side or East Side.

NEW JERSEY: New Jersey is just an easy hop across the Hudson River from Manhattan, and many people working in the city call the Garden State home. There are two main structures that connect Manhattan to New Jersey: the Lincoln Tunnel (comes in around 42nd Street) and the George Washington Bridge (enters around 178th Street). Both of these are extremely congested during rush hour, so beware if you ever plan on driving into the city! (Plus there are expensive tolls and parking fees to think of.) A better option might be the New Jersey Transit Commuter Rail, which accesses many areas in New Jersey. New Jersey Transit also has a very convenient bus system with numerous routes throughout New Jersey that drop you off at either 42nd Street or 178th Street. Alternative ways of getting into the city

include the Path trains, which depart from Newark and Hoboken, and the New York Harbor Commuter Ferry, which departs from Hoboken and Weehawken. With an area of just 1.3 square miles, Hoboken boasts many great apartments, restaurants and bars and has a median age of 30.4 years.

Resources for Housing Listings

Make sure to screen these housing options yourself.

- **NYC Affordable Housing Resource Center:** <http://www.nyc.gov/html/housinginfo/html/home/home.shtml> has information on all aspects of City housing, including renting an apartment, buying a home, and apartment maintenance issues.
- **Web Info:** www.newyork.craigslist.com is an invaluable website for finding no fee apartments. Many owners list their apartments directly on the website, and often renters who are trying to get out of a lease early list their apartments as well. Craigslist in New York is especially helpful for Brooklyn and other areas outside of Manhattan; many Manhattan buildings tend to go through brokers, which don't use the website. Roommate listings are also available on Craigslist.
- **Harvard email lists and other contacts you may have:** this is a good way to find people who may be subletting or looking for a roommate. There are a couple different Harvard NYC lists, and current fellows would most likely be willing to connect you with people they may know in the city.

Online research in general may put you in touch with good resources, but beware of Websites that may charge you a lot of money for apartment listings.

- **Housing Locating Services include:**
 - Uptown Hostel, (212) 666-0559, helps find long-term housing in the city.
 - The Webster Apartments for Women, W. 34th St., (212) 967-9000

Web Resources

These websites contain for the most part housing listings from all over the country. Check out a few to see if they might be advertising the apartment or sublet you have been dreaming of. 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.

<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.forrent.com>
<http://www.homez.com>
<http://www.housing4students.com/main.jsp>
<http://www.internhousing.com>
http://www.justrentals.com/htm/sh_trm_rent.htm
<http://www.metroroommates.com>
<http://www.realtor.com/Default.asp?poe=realtor>
<http://www.rent.com/>
<http://www.move.com>
<http://www.sublease.com>
<http://www.thesublet.com>
<http://www.ymca.net/>

Local Colleges

- **Columbia University:** <http://www.columbia.edu>
- **New York University:** <http://www.nyu.edu/housing/summer/>
- **Pace University:** <http://www.pace.edu>
- **Educational Housing Services:** <http://www.studenthousing.org>

Local Newspaper Listings

- **Canarsie Courier:** <http://www.canarsiecourier.com/>
- **The Daily News:** <http://www.nydailynews.com/>
- **Gotham Gazette:** <http://www.gothamgazette.com/>
- **Queens Chronicle:** <http://www.queenschronicle.com/>
- **Queens Courier:** <http://www.queenscourier.com/>
- **Staten Island Advance:** <http://www.statenislandadvance.com/>
- **New York Observer:** <http://www.nyobserver.com/>
- **New York Post:** <http://www.nypost.com>
- **The New York Times:** <http://www.nytimes.com>
- **The Village Voice:** <http://www.villagevoice.com>

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 in 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.
- 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.
- 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 have 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, cancel unnecessary credit cards that you obtained just for the discount—the smallest problems can affect your approval. Many states allow people to get one free credit check per year. Find out if your state of permanent residence is one of them.
- Establish account(s) with a local bank. Options include SunTrust, First Union, 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 _____

Transportation

Like the city itself, transit in New York runs 24 hours per day. Public transportation, including subways, buses, and trains, run around the clock and serve all corners of the city. Service is also available to points well beyond the five boroughs. Manhattan serves as the hub for trains traveling to Long Island, Westchester County, the Hudson River Valley, New Jersey, and Connecticut. The city's two airports, LaGuardia and JFK, provide both domestic and international flights. The Newark Int'l Airport also serves the metropolitan area and is often a cheaper option. For information on the subway, buses, and train system, go to the Metropolitan Transportation Authority's website at www.mta.info.

Subway

The subway is the way to travel in New York City. The subway provides excellent service to all five boroughs, especially Manhattan. Best of all, it runs 24 hours per day.

- Current fare is \$2 for a single ride and \$81 for a 30-day, unlimited pass (a great deal for commuters). Find out if your employer offers Transmitters, a way to save money on 30-day passes by having them deducted from your paycheck before taxes.
- Fares are tallied on an electronic MetroCard, which can be purchased, by credit card or cash, at MetroCard vending machines, which are located in every subway stop.
- For an up-to-date subway or bus map, ask the teller at any subway booth. Maps are free and absolutely essential.
- Maps are also posted in every subway station and on the walls of subway cars.
- Check postings in subway stations regarding service changes, which can be frequent on weekends on certain lines undergoing repairs.

If you are used to riding the T in Boston, prepare to be dazzled – New York's subway system is bigger, faster, more convenient, and it's always running.

Buses

The same MetroCard that you purchased to ride the subway also allows you to ride the bus. All five boroughs have extensive bus systems. If there isn't a subway stop near your destination, chances are a bus stop is close by. Particular bus lines of note include those that run cross-town in Manhattan, such as those at 42nd, 86th, and 96th Streets, and the M60 bus, which runs through Harlem and Astoria to LaGuardia Airport in Queens.

Cabs

Yellow cabs are ubiquitous in Manhattan. Cab rides can be expensive, but they are often a great deal if traveling with a group of people and can be safer than the subway late at night. Please note, however, they will never let more than 4 people in a cab at a time.

TAXI FARE STRUCTURE

Initial charge: \$2.50

Mileage: 40 cents per 1/5 mile

Waiting charge: 40 cents per 60 seconds

JFK flat fare: \$45 plus tolls (to and from JFK and Manhattan)

Newark surcharge: \$15

4 p.m. to 8 p.m. weekday surcharge: \$1

Trains

The Metro-North railroad services points north of New York City, including Westchester County, the Hudson River Valley, and portions of Connecticut. Three main lines, Harlem, Hudson, and New Haven, operate out of Grand Central Station. Service to New Jersey is coordinated through the Hoboken Terminal. Ticket prices vary according to distance traveled and can be purchased at Grand Central Station. The Long Island Rail Road (LIRR) serves all 120 miles of Long Island. Trains run out of Penn Station. Penn Station also serves as the hub for Amtrak trains serving the city.

Airports

New York is served by three major airports: LaGuardia, JFK, and Newark. LaGuardia and JFK are both located in Queens and Newark is in New Jersey. LaGuardia provides most domestic flights, JFK is primarily international, and Newark provides both domestic and international flights.

- Both LaGuardia and JFK are located in Queens. Both are accessible by public transportation, although travel to the airports via public transportation is often long and cumbersome. JFK is now served by AirTrain, which connects to the A, C, E subway lines.
- Newark is accessible via bus and via train, departing from Manhattan's Port Authority Bus Terminal.
- All three airports are accessible by shuttle buses that depart from Grand Central and Port Authority.

Entertainment

Below is a very small sampling of the wealth of opportunities for good food, fun, enrichment, and entertainment available throughout New York City. Use resources like *Time Out New York* and online guides like “New York CitySearch” for further information. (These listings have been compiled from online sources and former Fellows and Interns. For the most up-to-date information, call.)

Restaurants

For an affordable taste of luxury, check out Restaurant Week, now twice a year (usually February and August; see <http://www.nycvisit.com>).

Look for affordable dining options at

<http://www.vivsguide.com> (created by a Harvard grad)

<http://www.nymag.com>

<http://www.chowhound.com>

Chinatown/Little Italy

DIM SUM GO GO

5 E. Broadway between Catherine St. and Chatham Sq. (212) 732-0797

Subway: 4, 5, or 6 to Brooklyn Bridge – City Hall

Food: Chinese, vegetarian, vegan

Average main course: \$10; Average dim sum: \$3.50

Offers tasty dim sum, hearty entrees, and the house specialty: the Go Go hamburger, all in a sleek room that is “something rare among Chinatown restaurants.”

YEAH SHANGHAI DELUXE

65 Bayard Street at Mott Street (212) 566-4884

Subway: J, M, Z, N, Q, R, W, or 6 to Canal St;

Food: Chinese

Average main course: \$10

In the heart of old Chinatown, this restaurant with the funny name offers Tasty Shanghaiese cuisine, including the now famous soup dumplings. It is just as affordable and a much nicer ambience than its more-famous and cash-only competitor across the street, New Green Bo.

NYONYA

5323 8th Ave. at 54th St. (718) 633-0808

Subway: N to 8th Ave.

Food: Malaysian, Southeast Asian

Average main course: \$10

A block north of Canal, this spacious eatery offers Malaysian cuisine—a blend of native, Chinese, Indian, and other influences—as authentic as you like it (or not). Better than Penang in price and quality. Large banquet tables available.

PAESANO OF MULBERRY STREET

136 Mulberry St. between Hester and Grand St. (212) 965-1188

Subway: J, M, N, Q, R, W, Z, or 6 to Canal St.

Food: Northern and Southern traditional Italian

Embedded in the middle of Little Italy, Paesano offers friendly service, pleasant atmosphere, and excellent food, all for prices that far undercut many of the other restaurants in close proximity.

East Village/Union Square

CALIENTE CAB CO

21 Waverly Place between Greene and Mercer St. (212) 529-1500

Subway: 6 to Astor Place; or N or R to 8th St.

Food: Mexican

Bustling and brightly lit, with good drinks and food at moderate prices.

GONZALEZ Y GONZALEZ

625 Broadway between Bleecker and Houston St. (212) 473-8787

Subway: 6 to Bleecker St; B, D, F, or V to Broadway-Lafayette St; N, R, or W to Prince St.

Food: Mexican, Southwest

Smoky, intriguing atmosphere, endless nachos, and reasonably priced main dishes. Features live salsa music and great dancing on the weekends.

GO SUSHI

3 Greenwich Ave. (212) 366-9272

Subway: A, C, E, F, V, or S to West 4th St.

Food: Japanese, Sushi

Cheap sushi for takeout.

MOUSTACHE

90 Bedford St. between Barrow and Grove St. (212) 229-2220

Subway: 1 to Christopher St-Sheridan Sq

Food: Middle Eastern

Average main course: \$10

Delicious Middle Eastern food at reasonable prices.

SoHo/Nolita

LOMBARDI'S

32 Spring St. between Mulberry and Mott St. (212) 941-7994

Subway: 6 to Spring St.

Food: Pizza, Italian

The queue wraps around the corner every evening at the perennial favorite. Go for lunch before 12 to get seated right away. Try their simple, but fabulous margherita pizza. Cash only.

RICE TO RICHES

37 Spring St. between Mott and Mulberry St. (212) 274-0008

Subway: 6 to Spring St; N, R, or W to Prince St

Food: Rice Pudding, Dessert, Ice Cream Shop

Space-age diner with rice pudding and only rice pudding, in over 20 flavors. Tips: Even the “small” is more than enough for two. Servers are happy to help you mix and match. Penny pinchers may want to save their cute Tupperware containers.

Midtown/Theatre District

ARTISANAL

2 Park Ave at 32nd Street (212) 725-8585

Subway: 4, 5, 6 to 33rd St.

Food: French bistro; cheese

Average main course: \$22

Prix fixe options year-round (\$20 lunch, \$30 dinner) offer chance to indulge in comforting French foods, cheeses, and wines at this hip restaurant and cheese shop.

ELLEN STARDUST DINER

1650 Broadway at 51st St. (212) 956-5151

Subway: 1 to 50th St.; B, D, or E to 7th Ave.; N, R, or W to 49th St.

Food: American diner food

1950s themed diner with memorabilia, including the “Miss Subways” photo gallery and video screens showing classic pictures. Also features a wonderfully entertaining singing wait staff.

SWING46

349 W. 46th St. between 8th and 9th Ave. (212) 262-9554

Subway: A, C, or E to 42nd St-Port Authority Bus Terminal

Food: pretty standard American dinner food

Average main course: \$16

“Intimate supper club setting with romantic balconies for dining and enjoying a show”...live jazz and swing music every night, including lessons.

Upper East Side

DAKSHIN

1713 First Ave., between 88th and 89th St. (212) 987-9839

Subway: 4, 5, or 6 to 86th St.

Food: Indian

DINERBAR

1569 Lexington Ave. between 100 and 101st St. (212) 348-0200

Subway: 6 to 103rd St.

Food: American

Average main course: under \$10

Casual, chic atmosphere leads some to conclude “this casual chic place with club music is taken right out of the East Village and smacked on the edge of Spanish Harlem.”

JASMINE THAI

1619 2nd Ave. at 84th St. (212) 517-8854

Subway: 4, 5, or 6 to 86th St.

Food: Thai

It's really good Thai at a great price.

ORIGINAL RAY'S PIZZA & RESTAURANT

811 Lexington Ave. between 62nd and 63rd St. (212) 223-8116

Subway: 4, 5, or 6 to 59th St.

Food: Italian

Fabulously good New York pizza chain with locations throughout Manhattan.

Upper West Side

“A” RESTAURANT

947 Columbus Ave. at 106th St. (212) 531-1643

Subway: 1 to 103rd St.

Food: French cuisine

TOM'S RESTAURANT

782 Washington Ave. at Sterling Place (718) 636-9738

Subway: 2 or 3 to Grand Army Plaza

Food: American diner food

Restaurant featured on the TV series “Seinfeld”; you’ll recognize it right away. Now frequented by local college students, who enjoy the “cheap, standard diner food.”

YUKI SUSHI

656 Amsterdam Ave. at 92nd St. (212) 787-8200

Subway: 1, 2, or 3 to 96th St.; B or C to 96th St.

Food: Sushi, Japanese

Average Main Course: \$15

Fresh, high quality sushi at affordable prices—yes, it actually exists at a few spots. Sushi lovers should ask for “super white fish.”

Bars & Clubs

BINY KARAOKE BAR

8 Thompson St., 2nd Floor between Canal and Grand St. (212) 334-5490

Subway: 1 to Canal St.; A, C, or E to Canal St.

Even for those of you who hate karaoke, you'll find BINY to be a place where you feel comfortable belting out the greatest hits of yesterday and today... in several different languages.

CALICO JACK'S

800 2nd Ave. between 42nd and 43rd Streets (212) 557-4300

Subway: 4, 5, 6, 7 to Grand Central 42nd St.

CENTRAL BAR

109 E. 9th St. between 3rd and 4th Ave. (212) 529-5333

Subway: 6 at Astor Place; N, R, or W to 8th St.-NYU

Reminiscent of Redline. Need I say more?

CENTRO-FLY

45 W. 21st Street between 5th Ave. and 6th Ave. (212) 627-7770

Subway: N, R; F at 23rd St.

CHINA CLUB

268 W. 47th St. between Broadway and 8th Ave. (212) 398-3800

Subway: N, R, or W to 49th St.; 1 to 50th St.; C or E to 50th St.

FAT BLACK PUSSYCAT

130 W. 3rd St. between MacDougal St. and 6th Ave. (212) 533-4790

Subway: A, B, C, D, E, F, V to W. 4th St.-Washington Sq

Fantastic spot to meet friends for a drink, play pool, or just scope. The front is a normal bar and the back is a lavish bohemian lounge with Moroccan lanterns and red divans.

HAPPY ENDING

302 Broome St. between Forsythe and Eldridge St. (212) 334-9676

Subway: J, M, or Z to Bowery; B or D to Grand St.

Pretty on the inside, ugly on the outside. This lounge has big sofas, round tables, and intimate rooms downstairs that used to be used for private massages....

KARMA

51 1st Ave. between 3rd and 4th St. (212) 677-3160

Subway: F or V to Lower East Side-Second Ave

A Hookah bar exempt from NYC's anti-smoking campaign, they have flavored tobacco, red tinged velvet seats, and a dance floor downstairs.

LOTUS LOUNGE

409 W. 14th St. between 9th and 10th Ave. (212) 243-4420

Subway: A, C, or E to 14th St.; L to 8th Ave.

The epitome of the posh, slick NY club scene with a mix of old rich men and stylish young folks.

OPAL

251 E. 52nd St. at 2nd Ave. (212) 593-4321

Subway: 6 to 51st St.; E or V to Lexington Ave.-53rd St.

Cheap drinks, great music, and dancing without the sleaziness or pretentiousness of a lot of the expensive clubs. If you get bored here, there are a lot of other bars (dancing and lounges) and food in the area.

ROXY

515 W. 18th St. between 10th and 11th Ave. (212) 645-5156

Subway: A, C, or E to 14th St.; or L to Eighth Ave.

Depending on the evening, you could stumble across anything from a private corporate function to a fun roller-skating party to a den of post-prom Jersey high school students.

WEBSTER HALL

125 E. 11th St. between 3rd and 4th Ave. (212) 353-1600

Subway: L, N, Q, R, W, 4, 5, or 6 to 14th St.-Union Sq.

Museums

Chinatown/Little Italy

NEW YORK CITY FIRE MUSEUM

278 Spring St. between Hudson and Varick St. (212) 691-1303 x13;

www.nycfiremuseum.org

Subway: C or E to Spring St.; or 1 or 9 to Houston St.

Hours: Thurs – Sat 10 am – 5 pm; Sun 10 am – 4 pm

Admission: \$5 adults (suggested); \$2 students and seniors; \$1 children under 12

Shiny red fire trucks from the 19th and 20th centuries and artifacts from the span of fire-fighting history in New York City fill three floors of the former quarters of Engine 30.

Disappointingly, one is not allowed to climb on the fire engines.

POSTERITATI MOVIE POSTERS

239 Centre St. between Broome and Grand St. (212) 226-2207; www.posteritati.com

Subway: J, M, Z, N, Q, R, W, or 6 to Canal St.

Hours: Tues – Sat 11 am – 7 pm; Sun 12 pm – 6 pm

Admission: free

Displays feature subsets of the full collection of 12,000 original movie posters, though the full archives can be browsed on iMacs in the gallery.

Midtown/Theatre District

INTREPID SEA-AIR-SPACE MUSEUM

Pier 86, W 46th St. at the Hudson River (212) 245-0072; www.intrepidmuseum.org

Subway: A, C, or E to 42nd St.

Call for Hours and Admissions information.

Exhibits, positioned throughout a docked aircraft carrier, the U.S.S. Intrepid, demonstrate the evolution and uses of real aircrafts, spacecrafts, and seagoing vessels. The museum also includes a tour of a submarine and a destroyer.

MUSEUM OF MODERN ART

11 W. 53rd St. at 6th Ave. (212) 708-9400; www.moma.org

Subway: E, V, at Fifth Ave.-53rd St.; B, D, or F to 47-50 Streets/Rockefeller Center

Hours: Sat-Thurs 10:30 am – 5:30 pm (except closed on Tues); Fri 10:30 am – 8 pm

Admission: \$20 adults; \$16 seniors 65 and over; \$12 students; children 16 and under free

Central to The Museum of Modern Art's mission is the encouragement of an ever deeper understanding and enjoyment of modern and contemporary art by the diverse local, national, and international audiences that it serves.

MUSEUM OF TELEVISION & RADIO

25 W 52nd St between Fifth and Sixth Avenues (212) 621-6600; www.mtr.org

Subway: B, D, F, or V to 47-50th St./Rockefeller Center; E or V to Fifth Ave./53rd St.; N, R, or W to 49th St. and 7th Ave.; 1 to 50th St. and Broadway

Hours: Tues, Wed, Fri, Sat, Sun 12pm-6pm; Thurs 12pm-8pm

Admission: \$10 adults; \$8 students and seniors; \$5 children under 14; free for members

Exhibits highlight the work of certain stars, networks, and broadcasting stations from around the world.

Upper East Side

EL MUSEO DEL BARRIO

1230 5th Ave. at 104th St. (212) 831-7272; www.elmuseo.org

Subway: 6 to 103rd St.

Hours: Wed-Sun 11 am – 5 pm; Monday and Tuesday closed

Admission: (Suggested donation) \$6 adults; \$4 students and seniors; children under 12 free; seniors free all day on Thursday

Installations feature the work of contemporary Latino, Latin American, and South American artists who live and work in New York City.

METROPOLITAN MUSEUM OF ART

1000 5th Ave at 82nd St. (212) 535-7710; www.metmuseum.org

Subway: 4, 5, or 6 to 86th St.

Hours: Tues-Thurs, Sun 9:30 am – 5:30pm; Fri and Sat 9:30 am – 9 pm; Monday closed

Admission: \$20 adults (suggested); \$10 students; \$15 seniors; free for members and children under 12

Frequently rotating exhibitions of paintings, drawings, sculptures, engravings, and other artistic items like textiles, vases, and calligraphy.

MUSEUM OF THE CITY OF NEW YORK

1220 5th Ave at 103rd St. (212) 534-1672; www.mcny.org

Subway: 6 to 103rd St.; 2 or 3 to Central Park North

Hours: Tues-Sun 10 am – 5 pm; Closed Mondays

Admission: \$9 adults (suggested); \$5 students and seniors; \$20 families (max 2 adults); free on Sundays between 10 am – 12 pm

Exhibits portray various aspects of life in New York City throughout history.

SOLOMON R. GUGGENHEIM MUSEUM

1071 5th Ave. at 89th St. (212) 423-3500; <http://www.guggenheim.org>

Subway: 4, 5 or 6 to 86th St.

Hours: Sat-Wed 10 am – 5:45 pm; Fri 10 am – 7:45 pm; Closed Thursdays

Admission: \$18 adults; \$15 students and seniors; free for children under 12

Artistic interpretations of life presented through a variety of mediums.

Upper West Side

AMERICAN MUSEUM OF NATURAL HISTORY

Central Park West at 79th St. (212) 769-5100; www.amnh.org

Subway: B or C to 81st St.; 1 or 9 to Broadway-W. 79th St.

Hours: 10 am – 5:45 pm

Admission: \$15 adults; \$11 students and seniors; \$8.50 children ages 2-12

Wide range of exhibits includes numerous fossils, artifacts, and other clues into all forms of ancient life that have walked, swam, slithered, and flown across the earth.

Special exhibits, like the Butterfly Conservatory, and the adjacent Hayden Planetarium charge additional admission.

Queens – Astoria/Long Island City

AMERICAN MUSEUM OF THE MOVING IMAGE

(This museum is closed currently. It will reopen in the winter of 2009.)

35th Ave. at 36th St. (718) 784-0077; www.ammi.org

Subway: G, R, or V to Steinway St.; or N or W to Broadway (Astoria)

Hours: Wed-Thurs 11 am – 5 pm; Fri 11 am – 8 pm; Sat-Sun 11 am – 6:30 pm

Admission: \$10 adults; \$7.50 students and seniors; \$5 children ages 5-18; free for children under age 5; free on Fri 4 pm – 8 pm

Interactive exhibits showcase the creation, marketing, and presentation of moving images, from films to video games to the animation of mechanical creatures.

SOCRATES SCULPTURE PARK

32-01 Vernon Blvd. at Broadway (718) 956-1819; www.socratessculpturepark.org

Subway: N or W to Broadway (walk 8 blocks to East River); or use the Queens Airlink free weekend shuttle service (212-708-9750 for schedule and information)

Hours: 10 am – sunset

Admission: free

Outdoor sculpture park features changing exhibitions from various artists using a variety of unusual materials in creative ways.

Movies

AMC EMPIRE 25

234 W 42nd St. at Eighth Ave. (212) 398-3939

Subway: A, C, or E to 42nd St./Port Authority; 1, 2, 3, 7, or S to Times Sq./42nd St.; N, Q, R, or W to 42nd St.

ANGELIKA FILM CENTER

18 W Houston St. between Mercer St. and Broadway (212) 995-2000

Subway: B, D, or F to Broadway/Lafayette; N or R to Prince St.; or 6 to Bleecker St.; C or E to Spring St.

FILM FORUM

209 W Houston St. between Sixth Ave. and Varick St. (212) 727-8110;
www.filmforum.com

Subway: 1 to Houston St.; A, C, E, F, V, B, or D to W. 4th St./6th Ave. (Washington Square); E or C to Spring St.

New York's leading house for independent premieres and repertory programming.

LOEWS CINEPLEX ORPHEUM

1538 3rd Ave. at 86th St. (212) 876-2111

Subway: 4, 5, or 6 to 86th St.

LOEWS CINEPLEX LINCOLN SQUARE IMAX

1992 Broadway at 68th St. (212) 336-5020

Subway: 1 or 9 to 66th St./Lincoln Center

Features 3D and other special IMAX movies.

TWO BOOTS PIONEER THEATER

155 E 3rd St. between Avenues A and B (212) 254-0434

Subway: F or V to Lower East Side/2nd Ave.;

New York's showplace of independent cinema.

Other Entertainment Options

*** From a former CPIC Fellow: "Time Out New York is one of the best places to find free events (and non-free events) - almost every show, music thing, theater, comedy, book readings, etc are listed there. It's a weekly magazine that is not free, but I think it is worth it...and you can always go into a Barnes and Nobles and browse through it. Also most Off-Broadway shows are free if you volunteer to usher."

BROOKLYN ACADEMY OF MUSIC

30 Lafayette Avenue, Brooklyn (718) 636-4100

Subway: 2, 3, 4, 5 to Atlantic Ave.

The Brooklyn Academy of Music is an excellent place to see a show or a movie!

Visit www.bam.org to view the calendar of events.

BRYANT PARK

40th to 42nd St between Fifth and Sixth Ave. (www.bryantpark.org)

Subway: 4, 5, 6, 7, or S to 42nd St./Grand Central

Free concerts, movies, and other events are held throughout the year in Bryant Park.

Visit www.bryantpark.org to view the calendar of events.

CENTRAL PARK

CENTRAL PARK SUMMERSTAGE

Rumsey Playfield, 72nd St. and Fifth Ave. (212) 360-2777; www.summerstage.org

Subway: 6 to 68th St.

Admission: events are free, unless otherwise noted

Central Park SummerStage presents performances of outstanding artistic quality, free of charge, to serve the diverse communities of New York City. SummerStage presents performing artists who represent a breadth of genres and cultures in an outdoor setting accessible to people of all ages and backgrounds. Performances include popular music, world music, spoken word, dance, and opera from both renowned and emerging artists.

METROPOLITAN OPERA IN THE PARK

Great Lawn, Mid-Park from 79th to 85th St. (212) 362-6000;

<http://www.metoperafamily.org>

Subway: 4, 5, or 6 to 86th St.; 1 or 9 to 79th St.

Admission: free

Two nights in June, the famed Metropolitan Opera performs two classic operas for thousands of New Yorkers under the stars in the middle of Central Park.

SHAKESPEARE IN THE PARK

Delacorte Theater (enter at 81st Street from Central Park West or at 79th Street from Fifth Avenue; www.publictheater.org)

Subway: A, B, C, D at 81st St. or 4, 5, 6 at 77 St.

Admission: Free; Ticket required.

Staged by the Public Theater every summer, this very popular free series features well-known actors. Summer 2008 brings Hamlet (May 23-June 29) and Hair (July 22-August 17).

LINCOLN CENTER

Broadway to Amsterdam Ave., between 62nd and 66th St. (www.lincolncenter.org)

Subway: 1 or 9 to 66th St.

LINCOLN CENTER OUT OF DOORS

For more than 30 years, Lincoln Center's plazas have been transformed into the city's largest and liveliest stage for Lincoln Center out of Doors, a free international summer festival that offers four weeks of vibrant music, dance, and more. Events include specially designed programs for children and families, including interactive workshops.

MIDSUMMER NIGHT SWING

July 8 – July 26, 2008

Dancers of all walks converge at Lincoln Center's Josie Robertson Plaza to participate in the country's hottest party, Midsummer Night Swing, for dance-filled nights through July. People of all ages move their feet to a sonic array of rhythms supplied by the world's leading dance bands and artists. From swing to salsa, dance instructors are also on hand to teach a few smooth moves. For more information, visit http://www.lincolncenter.org/load_screen.asp?screen=Midsummer%20Night%20Swing

SOUTH STREET SEAPORT

Subway: 2, 3, 4, 5, J, Z or M to Fulton Street; or A or C to Broadway/Nassau
The South Street Seaport features stores and restaurants, a great view, and spectacular street performers any time of the day or night, in addition to festivals, concerts, multicultural celebrations, and plenty of family-friendly good times. Visit www.southstreetseaport.com for a calendar of events.

Stand-Up Comedy**CAROLINE'S**

1626 Broadway between 49th and 50th St. (212) 757-4100; www.carolines.com

Subway: N, R, or W to 49th St.; or 1 or 9 to 50th St.

Hours: Show times vary night to night. Call for more information.

Admission: \$15-45 plus two-drink minimum

COMEDY CELLAR

117 MacDougal St. between W 3rd St. and Minetta Ln. (212) 254-3480;

www.comedycellar.com

Subway: A, C, E, B, V, D, or F to W 4th St.

Hours: Sun-Thurs 9 pm, 11pm; Fri 8 pm, 9:45 pm, 11:30 pm; Sat 7pm, 9:15 pm, 11 pm, 12:45 am

Admission: \$10-15 plus two-drink minimum

COMIC STRIP LIVE

1568 2nd Ave. between 81st and 82nd St. (212) 861-9386; www.comicstriplive.com

Subway: 4, 5, or 6 to 86th St.

Hours: Mon-Thurs 8:30pm; Fri 8:30pm, 10:30pm; Sat 8pm, 10:30pm, 12:30am; Sun 8pm

Admission: \$20-22 plus 2/\$20 drink minimum

DANGERFIELD'S

1118 1st Ave. at 61st St. (212) 593-1650; www.dangerfields.com/

Subway: F to Lexington/63rd St.; or N, R, or W to Lexington/59th St.; or 4, 5, or 6 to 59th St.

Hours: Sun-Thurs 8:45 pm; Fri 8:30 pm, 10:30 pm; Sat 8 pm, 10:30 pm, 12:30 am

STAND-UP NY

236 W 78th St. at Broadway (212) 595-0850; www.standupny.com

Subway: 1 to 79th St.
 Hours vary.
 Admission: \$10-16 plus two/\$15 drink minimum

NYC Resources

Great Ways to Enjoy the Weather

Hudson River Parkway

Subway: A,C,E,1,9,N,R to Canal

A beautiful place to roller blade or walk your dog with a view of New Jersey across the river. It's trumped only by Central Park.

Brooklyn Bridge

Subway: N, W, 4,5,6,

Another great walk on a beautiful day. Lots of people make the trek to enjoy the views of both Brooklyn and Manhattan. Once on the Brooklyn side in an area known as Brooklyn Heights, walk over to Montague Street and grab some great food. At the end of Montague Street is the famous Brooklyn Promenade with another view of the water.

Astoria Park

19th St. & Hoyt Ave. (Hoyt Ave. is one block North of Astoria Blvd. and runs parallel to the Triborough Bridge) Subway: NW to Astoria Blvd. There's no need to go to Central Park with Astoria Park so close. There's plenty of grass to sprawl on, paths to walk both in the park and along the river, basketball courts, a track and many other amenities.

Staten Island Ferry

Subway: 1,9 to South Ferry

This Ferry is entirely free, departs every hour and, if you sit on the right side, you can see the Statue of Liberty.

Central Park

It goes without saying that Central Park is great for reading a book, playing Frisbee, baseball or volleyball, rollerblading, you name it! Be sure to explore the different areas of the park such as the Bethesda Fountain, the Mall, and the Ramble to really appreciate Olmsted's design genius.

Save Some Money

NYC CITY PASS (<http://citypass.net>)

Visit six NYC attractions for one price (within nine days of first use).

Price: \$74 adults; \$54 children (can be purchased on site or online)

Sites: (1) American Museum of Natural History; (2) Guggenheim Museum; (3) The Museum of Modern Art; (4) The Metropolitan Museum of Art (5) Empire State Building Observatory (6) Either ticket to Circle Line Sightseeing Cruises or Staten Cruises (Ellis Island)

TKTS BOOTH

(www.tdf.org) – Times Square

Hours: For evening performances, Mon. – Sat. 3-8 pm; Sun. 3pm until 1.5 hours before the latest curtain time being sold; for matinee performances, Wed. and Sat. 10 am - 2 pm, Sun., 11 am - 3 pm

Purchase discount theatre tickets (pay 50%, 35% or 25% of ticket price, plus \$3 charge per ticket) on the day of performance. Availability depends on box office demand at participating theatres and may change hourly. Only cash or traveler's checks or TKTS gift certificates are accepted. Another location, with same ticket offers, is at the South Street Seaport.

Electronic Resources

Cultural Resources and Ticket Information

www.allianceforarts.org
www.broadway.com
www.moviefone.com
www.offbroadway.com
www.playbill.com

www.smarttix.com
www.tdf.org
www.telecharge.com
www.ticketmaster.com
www.ticketweb.com

New York Newspapers and Periodicals

City Journal www.city-journal.org
 City Review www.thecityreview.com
 Gotham Gazette www.gothamgazette.com
 New York Daily News www.nydailynews.com
 New York Metro www.newyorkmetro.com
 New York Observer www.observer.com

New York Post www.nypostonline.com
 New York Times www.nytimes.com
 Newsday www.newsday.com
 Time Out New York www.timeoutny.com
 Village Voice www.villagevoice.com

Online Guides to New York

Must See New York (www.mustseenewyork.com)
 NYC Blue (www.december.com/places/nyc/blue.html)
 NYC Insider (www.theinsider.com/nyc/index.html)
 New York City Reference (www.panix.com/~clay/nyc)
 New York Now (www.nynow.com)
 New York CitySearch (<http://newyork.citysearch.com>)
 New York Today (www.nytoday.com)
 NuWeb, NY (www.nuwebny.com)
 Paper Magazine's Guide to NYC (www.papermag.com/guide/guide.html)
 Paperless Guide to NYC (www.ny.com)
 Sidewalk New York (<http://newyork.sidewalk.com>)
 Virtual New York (www.vny.com)

**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! ¹

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

¹ 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.

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.

Mentor

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.
- 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 it 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 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) or Travis Lovett (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 resumé 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 resume near the end of the meeting.
3. **To pay or not to pay** (for the lunch, drink, etc.). A good rule of thumb is "S/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 New York City**

Familiarizing Yourself with Civic Indicators And the Public Interest Sector In New York City

NY PIRG's Community Mapping Assistance Project (CMAP) has prepared a series of case studies describing how nonprofit groups have used computer mapping services to help them in their work. The profiles are available at the website as single-page PDFs for easy downloading and printing, and as detailed web pages with sample maps and graphics.

<http://www.cmap.nypirg.org/>

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/>

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

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

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