



2008 – 2009 CPIC San Francisco Resource Guide

Featuring Information About Housing, Restaurants,
Entertainment, and More!

Introduction

This City Guide is dedicated to helping you find housing and become better acquainted with living in San Francisco. Much of what you will learn about San Francisco, 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.

A General Note on Street Smarts

San Francisco is relatively safe compared to other major cities, especially in terms of violent crime. That said, you should always maintain a reasonable degree of awareness and caution, no matter what neighborhood you are in. Hold onto your purse or bag on buses and subways, as they may be snatched while you're not looking. At night you should avoid walking alone, particularly in certain neighborhoods (specified below). Always lock your apartment door since theft is not uncommon, particularly around the winter holidays.

San Francisco: Neighborhoods and City Layout

San Francisco is a pretty easy city to navigate since almost all of the streets run straight, with nice parallels and perpendiculars. One notable exception is Market Street, which runs diagonally southwest from the Bay. You can think of Market Street as cutting center city in half. To the north of Market are your most common tourist destinations: Nob Hill, Chinatown, the Wharves, etc. To the south of Market is SOMA. Continuing with our divide and conquer review of the city, the entire area north and south of Golden Gate Park in the west of the city is often simply called "The Avenues," a fitting name since all of the north-south streets are numbered avenues (e.g., 24th Avenue) with numbers getting higher as you get closer to the Pacific Ocean. The Avenues are not to be confused with the numbered streets (e.g., 16th Street). The streets are in the center part of the city—in the Mission, the Castro, Noe Valley, and so on. You can ignore the part of the city below Cesar Chavez Street—most people do.

San Francisco is a city of neighborhoods. Each of its many neighborhoods has its own distinct attractions, people, and personality. Even within a neighborhood, different streets often have distinctive niches. Below is a brief introduction to San Francisco's neighborhoods. The boundaries given in italics are just to give you a *rough* idea and are by no means exact.

FISHERMAN'S WHARF: *Along the bay, in the northeast of the city.* This neighborhood is strictly a tourist destination and really only consists of the few streets along the bay. Here you'll find everything you associated with San Francisco before moving here: seafood dishes, Ghiradelli chocolate, boat trips to Alcatraz, etc. Though cheesy, it really is fun.

NOB HILL: *Between Van Ness and Powell. North of the Tenderloin, bounded roughly by Pine Street on the South. As you move further south you get into the “TenderNob,” which is really just a fancy name for Tenderloin, so beware of apartment listings that say this.* Nob Hill is a fancy neighborhood with nice Victorian apartments and exclusive hotels. It’s also a very touristy area. You might be able to find an apartment here, though it will likely be more expensive than some other areas of the city. Nob Hill is also famous for the Grace Cathedral.



RUSSIAN HILL: *Stands North of Nob Hill, toward Fisherman’s Wharf and just West of north beach.* Russian Hill, a residential neighborhood with pockets of restaurants and shops, feels a bit more visitor-friendly than its more formal neighbor, Nob Hill. The views are also just as dazzling. A great place to visit, but might be a bit pricey for rentals.

NORTH BEACH: *Smallish area north of Chinatown, centered around Union and Columbus Streets.* North Beach is analogous to Boston’s North End and is identifiable by the red, green, and white stripes painted on street posts. Great Italian restaurants abound here, as well as nice coffee shops, gelato parlors, and bars; it is one of the city’s better neighborhoods in terms of nightlife. North Beach has its own red light district as well. All this makes for fun, if somewhat pricey living.

CHINATOWN: *The heart of Chinatown is on Stockton and Grant streets, near Jackson.* San Francisco’s Chinatown is very similar to Chinatowns in other big cities—no real surprises here. You’ll find good Chinese restaurants, dim sum, and markets. Chinese New Year is a big deal here; it’s often said that San Francisco has the largest Chinese New Year’s Parade outside of Asia. There are not many apartments to be found in this small community.

THE TENDERLOIN: *North of Market to Geary, from Mason on the east to Van Ness on the west.* The Tenderloin is a notoriously gritty part of SF, and if you hang around for long enough you will certainly see drug trades, prostitution, people talking to unseen demons, public urination—you name it, and you’ll see it. This makes the Tenderloin a very interesting/educational place. The Tenderloin mainly consists of low-rent hotels (many of which date to the early 1900s) and social service organizations. There are also fantastic Indian restaurants near O’Farrell and Jones, and great Vietnamese food on Larkin Street. Former CPIC Fellows and Interns have felt that it is not safe to live in the Tenderloin or to walk around alone after dark.

SOMA: *South of Market Street, from the Bay west to 12th Street.* SOMA can be divided into two parts. East of 5th Street is the infamous land of the (now-failed) dot-com-ers. Here you will find the Museum of Modern Art (MOMA), the Metreon (gigantic movie theater), the new baseball park (Pac Bell Park), trendy restaurants, and expensive loft apartments. According to former Fellows and Interns, West of 5th Street is an entirely different world—one that is seedy and unsafe at night. Walk along 6th Street and you will find pawnshops, low-rent hotels, and drug dealers. There are some clubs and nicer restaurants along Folsom Street. Living in West SOMA is not recommended, although East SOMA is one place you might look

at for housing.

CASTRO: *Castro Street and surrounding areas.* Easily identifiable by the huge rainbow flags lining the street and the predominance of men, Castro is the gay neighborhood of San Francisco. It's has some beautiful houses, and is a fun place to hang out, with lots of restaurants and stores. A walk south on Castro Street starting from Market Street is a nice way to spend a sunny afternoon. At night there are plenty of gay bars to keep you busy. Housing here can be hard to snag, but it is usually quite nice. Regardless of whether or not you end up living here, one thing you absolutely won't want to miss is the Castro's annual Halloween celebration, in which nearly half the city's residents squeeze into a few square blocks to party the night away (probably in a way you'll have never seen to this point in your life ☺).

THE MISSION DISTRICT: Using the broadest definition, this large neighborhood can be considered to run from Dolores Street on the West to Potrero on the East, and from 16th Street on the North to Cesar Chavez on the South. Several sub-neighborhoods lie within. ¡Viva la México! The Mission District is the Latin American neighborhood of San Francisco, with many people coming from Mexico and South America. With them come fantastic taquerías (don't miss the burritos—a real San Francisco specialty) and pupuserías (Salvadoran food). Mission Street has many such restaurants, as well as cheap places to buy furniture and bedding, and food markets of every variety. The trendier Valencia Street has great restaurants and bookstores. The Mission District is home to many bars (try near 16th and Valencia). The Mission also has a large amount of drug activity and some gang activity; try not to walk alone at night, particularly on Mission Street or east of it. The Mission is a great place to live and attracts many young people (generally those less yuppified than those in the Marina and Pac Heights). Though it is quickly becoming gentrified, you will find reasonably priced apartments here. It is very linked with public transportation and contains many restaurants, bars, and other fun spots. Also, the Mission is sunnier and warmer than the rest of San Francisco, due to the microclimates of the city. Snag one of the beautiful Victorian flats on the palm tree lined Dolores Street and consider yourself lucky.

NOE VALLEY: *From Castro to Dolores in the east, from roughly 18th Street down to Cesar Chavez.* A charming, family-oriented neighborhood (you might feel left-out living here without a baby or a dog in tow), Noe Valley doesn't offer much in terms of nightlife and other attractions; it is however, quite beautiful, and has housing that is of consistently good quality. Once a working class neighborhood, it has been gentrified with the rest of San Francisco. The young professionals and families that live here enjoy the cute/trendy shops and restaurants that line 24th and Church Streets. The primary downside of living in Noe Valley is transportation—the #24 bus and J-Church are your main options here. Depending on the traffic, it can take up to 40 minutes to reach the center of the city.

BERNAL HEIGHTS: *Due south of the Mission (south of Cesar Chavez Street).*

Bernal Heights is primarily a residential area and offers many reasonably priced apartments. Parts of Bernal Heights are quite trendy, with nice restaurants, ice cream parlors, and coffee shops. The grit of the Mission also extends to parts of Bernal Heights, with taquerias and other ethnic restaurants. From the top of Bernal Heights Park you can get a spectacular view of the entire city. Transportation here is not the best (the bus is your main option).

POTRERO HILL: *East of Potrero Street to the Bay, from 24th Street on the south to 16th on*

the north. You guessed it—Potrero Hill is hilly, so don't bring your bike here. If you have a car, try Vermont Street (near 23rd); it has the same number of curves as Lombard Street (of curvy street and *Real World* fame). Some areas of this neighborhood are not known for their safety, but you might be able to find an affordable apartment here.

LOWER HAIGHT: *From Divisadero on the west to Gough on the east, right around Haight Street.* The Lower Haight is a neighborhood with different daytime and nighttime personalities. During the day Haight Street is populated with men playing dominos. At night the yuppies come out for the popular bars and restaurants centered around Haight and Fillmore. Because of these attractions, Lower Haight is a fun place to live. The downside is that this neighborhood is not the safest in the city —be careful at night and don't carry lots of money.

HAIGHT-ASHBURY: *Haight Street just east of Golden Gate Park (west of Lower Haight).* Everyone has heard of Haight-Ashbury, made famous by the presence of hippies and the Grateful Dead (long ago). Now the hippies have mainly turned to hipsters, and they are ubiquitous in this neighborhood. The many trendy used clothes shops and restaurants on Haight Street, as well the proximity to Golden Gate Park make Haight-Ashbury a fun place to be. Apartments here are somewhat expensive, though you might find a deal. You'll have to learn to love the bus here though, because that's what you'll need to get you to other parts of the city, particularly the #43 and the #71. Haight-Ashbury also gets foggy.

WESTERN ADDITION, FILLMORE, and JAPANTOWN: *West of Van Ness Street to Golden Gate Park, sandwiched by Sutter on the north and near Hayes in the south.* There's not much in the Western Addition, and this area is among the city's most dangerous at night (walk in groups on populated roads). Fillmore and Japantown, which comprise the general area around Geary and Fillmore, are a nice exception, however; with a post office, Safeway grocery store, fast food, nice restaurants, great live music and an AMC movie theater all within a few blocks of each other, as well as easy access to two major bus lines (#38 and #22), it is an extremely convenient place to live. The SF government has gone to great lengths to revitalize the area along Fillmore Street, which was once a famous jazz spot. Japantown forms just a block or so, around Fillmore and Sutter Street. It is home to the Japantown Shopping Center, several Asian grocery stores and a handful of good restaurants.

PACIFIC HEIGHTS: *Between the Marina and Western Addition—the blocks near Fillmore from Sutter in the south to Lombard in the north.* Pacific Heights is one of San Francisco's most exclusive areas, and boasts beautiful mansions, nice apartments and stunning hilltop views of the bay. As you might expect, the apartments here are rather expensive. This neighborhood is beautiful though and worth a visit. The area along Fillmore Street is a real yuppie hotspot, featuring plenty of great shops and restaurants.

MARINA: *At the Northern tip of the city, near the center (east of the Presidio).* The Marina is a wealthy area that offers stellar views of the Bay. During the day it's fun to visit Fort Mason (nice view) and the upscale restaurants and shops. The bars and clubs in this area are ritzier than those in the Mission. This is a good place to go to if you want to feel like you're at a Harvard Finals Club – Union and Chestnut Streets are particularly popular. Besides its waterfront views, the Marina is also notable as being one of the city's few flat neighborhoods (in terms of topography), making it a popular place for runners. In terms of transportation, the #22, #30 and #45 buses are the ones you'd use most frequently.

PRESIDIO: *The northern section of the city, near the Golden Gate Bridge.* The Presidio used to be an army base, but now it's a large park area. The old army residences have been turned into housing units that are quite affordable. The area is beautiful, with lush green trees enveloped in dense fog. The downside: there isn't much to do in the Presidio. Transportation is sparse here.

THE SUNSET: *All of the avenues south of Golden Gate Park, out to the Pacific Ocean.* If you feel like a taste of suburbia, come to the Sunset. Don't be fooled by the name, however; San Francisco isn't called the Fog City for nothing, and you'll learn that quickly, living in this part of the city. This area has less expensive rents than you will find elsewhere in the city, with spacious apartments for reasonable prices. The downside is that this neighborhood is not as fun as others, and transportation can be time-consuming unless you live on the N-Judah Muni line. The exception is the area near UCSF, called **Cole Valley**, which boasts enough restaurants and shops to keep you busy and has beautiful Victorian apartments (some are still reasonably priced).

THE RICHMOND DISTRICT: *All of the avenues north of Golden Gate Park, out to the Pacific Ocean.* The Richmond District is the trendier big sister to the Sunset; a sprawling residential area, it is usually further divided into Inner and Outer Richmond. The area along Clement Street is known throughout the city for its multitude of great, inexpensive Asian restaurants and groceries, and is sometimes referred to as "New Chinatown." Apartments here can be pricey. The Richmond is also quite far from other parts of the city and is only served by buses. The #1, #5, #31 and #38 buses are the most useful in this area.

BAYVIEW/HUNTER'S POINT: *In the southeast of the city, jutting into the Bay.* Bayview/Hunter's Point is sometimes thought of as one of the most dangerous neighborhoods of the city. Even during the day you should be very careful since the roads are confusingly curved and there are dead ends.

INGLESIDE, PARKSIDE, GLEN PARK, DIAMOND HEIGHTS: *South.* These are neighborhoods in the south of San Francisco that no one ever really talks about. These are primarily residential areas, though you don't want to live in them unless you have a car or are near a BART station. Just north of McLaren Park you will find Harvard Street, proudly taking its place along with Cambridge and Oxford Streets. Somehow that school in New Haven got a street named after it too.

Web and General 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.collegesublease.com>
<http://www.easyroommate.com>
<http://www.forrent.com>
<http://www.housing4students.com/main.jsp>
<http://www.internhousing.com>
<http://www.metroroommates.com>
<http://www.move.com>
<http://www.sublease.com>
<http://www.thehousingforum.com>
<http://www.thesublet.com>
<http://www.sfgov.org/> - City of San Francisco Services

As you begin to look for housing, please remember that OCS maintains a collection of up-to-date guides that include tips on finding longer-term accommodations. The **Let's Go** travel guides are also an excellent resource. Be certain to check in with your employer – they may have some good leads to offer as well.

Craigslist is a favorite among college students and recent grads for finding short- and long-term accommodations: <http://sanfrancisco.craigslist.org/>

Housing Options

Make sure to screen these housing options yourself.

Halcyon (long-term housing): 415-929-8033

Harcourt Residence Club (long-term housing): 415-673-7720

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

YMCA of the USA: 1-800-872-9622, www.ymca.net/

Information from California Institute of Integral Studies:
<http://www.ciis.edu/students/housing.html>

University of California-San Francisco housing office:
<http://www.campuslifeservices.ucsf.edu/housing/>

San Francisco State University housing office:

www.sfsu.edu/~housing

800 Font Blvd.

San Francisco, CA 94132

U.S.A.

Phone: (415) 338-1067

FAX: (415) 338-6219

E-mail: housing@sfsu.edu

Furniture

- Craigslist has a great used furniture section
- You will often see furniture on the street – if it's on the curb, take it!
- There is a store on Van Ness that has hotel overstock furniture and you can usually find good deals there.
- IKEA is located in East Palo Alto

Newspaper and Housing Publications

Be sure to check out the Square regularly for the latest editions of Boston newspapers (and their classifieds!). Many libraries on campus also have copies of papers.

US Newspapers List: www.usnpl.com (Lists every US newspaper and corresponding web address by city)

Internet Public Library: <http://www.ipl.org/div/news> (Newspapers from around the world)

The following newspapers list housing in their classified section:

San Francisco Chronicle/Examiner (Sunday edition recommended)

(<http://www.sfgate.com/chronicle/>)

San Francisco Bay Guardian - free weekly, Wednesday distribution (www.sfbg.com)

SF Advertiser - free at most markets - Thursday distribution

SF Weekly - free weekly, Wednesday distribution (www.sfweekly.com)

Bay Area Reporter - free, gay, weekly distribution (www.ebar.com)

East Bay Express - Oakland and Berkeley, free weekly, Thursday distribution

Alameda Times Star

Oakland Tribune

Independent Journal (Marin)

Contra Costa Times (<http://www.contracostatimes.com>)

Rental Guide magazine (available free of charge at corner newsstands)

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.

Apartment Guide Magazines: These are free and can generally be found in grocery stores near clusters of newspaper vending machines.

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 keep photocopies of all records.
- Have your credit reports and reports for everyone moving in with you available. 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. Also bring a tape measure so 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 – 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.
- Helpful websites:
 - <http://www.ci.sf.ca.us/> - information about city services, etc.
 - <http://www.sfgate.com/> - up-to-date information about restaurants, entertainment, etc.

Once You Arrive...

- It is important to keep in mind that you will most likely need to set up **UTILITIES** once you secure housing.
- When negotiating your lease, ask the landlord for a list of the relevant companies.
 - Pacific Gas and Electric is the main provider for electricity in SF, Comcast is also available for cable and internet, Yahoo and SBCglobal also offer internet packages.

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

Public Transportation

Public transportation in San Francisco is extensive and inexpensive. There are four main forms of public transportation: the BART, the Muni, the Muni bus, and the infamous cable cars. You can get a map to your destination by going to:

<http://www.transitinfo.org/schedules/index.asp>. Transit maps are also available for free in the Civic Center BART/Muni station.

BART

You can think of the BART as a cross between the T and the commuter rail. It is entirely underground and can take you to the exotic lands of Oakland, Berkeley, Colma (near the airport), and others of less interest. It also has eight stops within San Francisco proper. All of the colored BART lines serve each of these stops within the city, so if you want to stay in the city all you need to worry about is what direction you are going. BART is the fastest way to get from one part of the city to the other if you happen to be near one of these few stops. **It will cost you \$1.50 one-way to move anywhere on BART within San Francisco, and more to travel outside SF.**

MUNI

The Muni is similar to the T, but far less convenient. It runs only within San Francisco and shares several underground stops with the BART: Embarcadero, Montgomery, Powell, and Civic Center. All of the Muni lines serve these stops, as well as a stop at Van Ness. From here they branch off and move aboveground to serve neighborhoods west and south of the Van Ness stop. There are 6 Muni lines. The most useful are the “J Church” that runs down Church Street, the “N Judah” that runs west to UCSF and along the avenues to the ocean, and the “F Market” which runs aboveground along Market Street to Embarcadero and then around to the wharves. The “F Market” is worth a ride just for fun as it is scenic and uses historic streetcars from various cities around the world. The northern half of the city, where most of the exciting places are, is not serviced by MUNI. **All Muni lines are \$1.50 per ride, no matter how far you go.**

BUS

To really get around SF, you're going to have to learn to love the bus. The city buses are also operated by Muni but when people say “Muni” they generally mean the streetcar/subway, not the bus. There are countless bus lines in San Francisco and for a long time you will be dependent on your bus map. One to memorize right now is the #14, which runs the entire length of Mission Street (the longest street in San Francisco). Another important line is the #38, which runs the length of Geary Boulevard (the major street traversing the city east-west). It is also important to get to know the lines with night-owl status. In terms of north-south buses the #22, #24, and #47 are important ones as well. The bus generally stops at every single block along the route. So, as you can probably imagine, they are not the fastest things around. Buses can get crowded, but magically there are almost always seats in the rear. To exit the bus without looking like a fool, watch for the light to go on above the rear door and *then* step down onto the step and push the door handle to get it to open. **The bus costs \$1.50 per ride**, with a free transfer (to get you on any other bus or Muni) that lasts 90 minutes. It is possible to buy bus tokens in packs of ten a discounted rate. You can tell where the stops are by a yellow line on the street with the bus

number, a sign, or a bus kiosk (with seats).

CABLE CARS

The cable cars are more of a tourist attraction than a useful method of transportation. They are worth at least one ride though, as the scenery is beautiful and most of the cable car operators are either amateur comedians or amateur musicians. There are only three cable car lines: the California, the Powell-Mason, and the Powell-Hyde. The California runs east-west on California Street and is always less crowded than the other lines. The Powell lines (which differ only slightly) run north-south and actually fill a needed role in the SF transportation system: they are the best way to get from Union Square to Chinatown or Fisherman's Wharf. You will see a long line of tourists waiting to get on the cable car where Powell Street hits Market Street. Do not stand in this line; if you walk north a block or two you can just hop on the first car that comes your way—a trick made even cooler when you flash your Muni Fast Pass (see below).

THE MUNI FASTPASS

This is your holy grail for public transportation in the city. It is your instant ticket to coolness and the fastest way to feel like a true San Franciscan. Most importantly, it is the best transportation deal around. **For \$45 a month**, the Muni FastPass gets you unlimited rides on the bus, Muni, cable car, and BART (within SF). This is a great deal considering a single ride on the bus **or Muni costs \$1.50**, and the BART and cable car cost even more. Of course, if you don't take public transportation often you can just pay per ride or you can **buy a weekly pass (good only on bus and Muni) for \$15**. But the feeling of satisfaction you get by confidently whipping out your FastPass on the cable car when the tourists around you are coughing up unreasonable amounts of cash is **worth every penny of the \$45**. You can buy Muni passes at Safeway, many Muni stations, and some convenience stores.

CARS

You definitely do not need a car to live well in San Francisco. As discussed already, public transportation is plentiful and cheap. The benefits of having a car are balanced by an equal number of downsides. The best part about having a car is that it makes it easier to see some of the great areas outside of San Francisco: Tahoe, Napa, Monterey, and countless other areas. And, of course, cars make travel within the city faster and errands (liking getting groceries) less daunting. On the other hand, time saved by driving is often negated by the long time it takes to find parking in San Francisco. Don't even think about bringing a car to the city if you are not adept at parallel parking, because that is almost all of the parking that you will find. Cars are clearly also expensive and are frequently the target of crime in San Francisco.

Another option recommended by current fellows is City Car Share (<http://www.citycarshare.org/>) similar to ZipCar in Boston, which is it seems like a cool alternative to owning a car.

So You've Brought Your Car to San Francisco...

Parking: Parking in San Francisco requires patience, luck, and a good sense of humor. But don't lose hope—if you drive around for long enough you will find parking. Some neighborhoods are easier to park in than others, and you should be sure to ask about the parking situation when apartment-hunting. Most apartments do not come with free

parking spaces. You also need to pay close attention to the signs telling you about street cleaning zones, restricted parking areas, and so on. Nevertheless, you should still expect to receive about 2.5 parking tickets a year.

SAFETY

Almost everyone who has lived in San Francisco for a significant amount of time has had his or her car broken into. *Do not leave valuables (or anything for that matter) visible in your car when parking.* Take everything with you out of the car, or put it in your trunk where people cannot see it. This is the best way to avoid having your car broken into.

OTHER DETAILS

Technically, you are supposed to register your car in California, change your license plates, etc. You might want to get a California driver's license (particularly if you are trying to establish California residency). This is easily done at the DMV by taking a written test. All you need to know regarding CA DMV stuff is online at:

<http://www.dmv.ca.gov/>

TAXI

Taxis in San Francisco are relatively expensive. You can find them driving around almost everywhere. If you need to call one, Yellow Cab is convenient since all of their drivers accept credit cards. The phone number is 415-626-2345.

LATE NIGHT TRAVEL

Unfortunately, the last BART is around 12:30. A limited number of bus lines offer "Owl Service" from 1am to 5am. You can check this out on your system map or on the side of any bus kiosk.

TRANSPORTATION WEBSITES

<http://www.sfmta.com/cms/home/sfmta.php> - For Muni and bus schedules and route maps, and Muni pass information.

<http://www.bart.gov/index.asp> - For BART schedules, route maps, and fare info.

<http://www.cablecarmuseum.com/> - The Cable Car Museum website. This little-recognized museum is free and very interesting.

CALTRAIN

CalTrain runs between San Francisco and San Jose. It is one of the best (and cheapest) ways to get to Palo Alto and San Jose (both two great places to visit when you are out on the West Coast). Schedules and fares can be found at: www.caltrain.com

AIRPORTS

Getting to SFO Airport: This used to be a real pain, but now the BART has expanded to SFO! From any BART station in the city, get on one of the Millbrae trains heading south. Take the train all the way to the SFO station – it takes a little less than a half hour and costs about \$5. From the SFO station follow the signs to the monorail that will take you into the airport. When you are returning home upon arriving at SFO, getting to the BART can be a bit confusing – you will find yourself in a parking garage, but don't worry because this is indeed the right way to go. To take a taxi from SF to the airport costs \$35-50 including tip,

depending on where you're coming from. There are numerous airport shuttle services. SuperShuttle (www.supershuttle.com) provides reliable service from your apartment to the airport for \$15. Airport information can be found at: www.flysfo.com.

The Oakland International Airport, depending on where you live in the city, could be easier to get to and/or closer than SFO. Oakland International often has cheaper flights and unlike SFO it is serviced by JetBlue. The airport is close to the Oakland Airport/Coliseum BART station, and the AirBART shuttle will take you from the BART to the airport (about a \$2 fare, and a 7-10 minute ride), and in a few years will be directly accessible by BART. For more information, visit: www.flyoakland.com

Banks

Wells Fargo and the Bank of America are the two banks you will see most often – and have the greatest number of ATM machines around the city. If you are thinking about changing banks, Wells Fargo usually offers free checking accounts for companies that bank with them (including UCSF). Washington Mutual also has multiple branches throughout the city.

Recreation: Health Clubs, Outdoor Activities, and Public Library

Health Clubs

These listings have been compiled from online sources and from former Fellows and Interns. For the most up-to-date information, please call the organizations directly.

JEWISH COMMUNITY CENTER (JCC)

The JCC is one of the nicest gyms in San Francisco. It is located within the brand new Jewish Community Center complex in Pacific Heights. The gym has brand new equipment, towel service, and personal television screens at every treadmill, stationary bike, and elliptical. A former fellow claims that the locker room is “pure heaven.” Membership is expensive, although there is a discount for UCSF employees. www.jccsf.org

YMCA

The YMCA is probably the most economical gym option in San Francisco. There are branches located throughout the city and they offer discounted membership to those under the age of 26. www.ymcasf.org

CLUBONE

This is another health club with multiple locations throughout the city. ClubOne is definitely more of an upscale gym. www.clubone.com/California-fitness-center.htm

24 HOUR FITNESS

Open 24 hours a day with multiple locations in the city.

UCSF MILBERRY UNION GYM

It has one other gym option, which offers discounts to UCSF employees.

Outdoor Activities

San Francisco is a great place for those who enjoy the outdoors (and even for those who don't!). **Cycling** is very popular in SF and there are many cycling or triathlon clubs you can join. These clubs are a great way to learn about local bike routes. Some of these clubs have websites with more information: www.ggtc.org, <http://www.sftriclub.org>, or www.velogirls.com. For those who are not serious cyclists, bikes can be rented for the day at many places. Bikes are a great way to explore the city – you can even make a trip over the Golden Gate Bridge into Sausalito or Tiburon (though you may want to watch that you don't get in the way of the serious bikers). Note that the west side of the bridge is for bikers, while the east side is for pedestrians.

If you enjoy **running**, you can check out routes through Golden Gate Park, the presidio, and across the bridge. There are a bunch of running clubs in the area which do both long road runs and track workouts; or, if you prefer communing with the road in a solitary fashion, check out the San Francisco Running Guide (the Borders in Union Square has a bookcase devoted to cycling, running, and hiking in the bay area).

Given that SF is on a bay, **swimming** is always a possibility; if you have a wetsuit, you can swim laps at Aquatic Park. You'll usually have some company on any given day. Keep in mind there is swimming etiquette that you should mind out there and probably a few sharks as well. There are masters programs scattered around the city as well, if you want to work on your pool swimming.

Public Library

The main branch of the public library is located in the Civic Center, but there are also other branches scattered throughout the city. Library cards are free! For locations and hours, visit: <http://sfpl.lib.ca.us/>

Restaurants

These listings have been compiled from online sources and from former Fellows and Interns. For the most up-to-date information, please call the organizations directly.

NORTH BEACH / RUSSIAN HILL

- **Molinari's** - Best deli in the city.
- **Café Delucchi** - Really nice pastas, great salads, ok pizzas.
- **Café Trieste** - Best coffee in the city. Old beat hangout, with neat pictures of celebrities, beat poets, Coppola writing Godfather, etc.
- **Trattoria Contadina** - Gets great reviews for solid Italian.
- **Iluna Basque** - Great Basque tapas.
- **Frankie's Bohemian Café** - Burgers are great and come with a huge heap of fries. Garlic fries are also nice. \$3 22oz. beers during happy hour.
- **Mo's** - Good burgers.
- **Enrico's** - Good Italian, nice outdoor dining, always have some live jazz going.
- **Ella's** - Many say it's the best breakfast in the city.
- **North Beach Pizza** - Can't go wrong with this place, solid pizza.
- **Golden Boy Pizza** - Tough to beat for late night pizza after a night out.
- **Rogue Brewery** - Great microbrews (Growlers only \$9) and tasty burgers (though a little pricey).
- **Calzone's** - Pizzas and calzones are pretty good.
- **Café Liguria** - Show up before 2pm on the weekends to get highly sought-after, freshly-baked foccacia.
- **Xox Truffles** - A little expensive, but heavenly.
- **Zarzuela** - Technically not North Beach, a pretty solid, authentic Spanish tapas restaurant. Good sangria.
- **Swensen's** - Right across from Zarzuela, the original Swensen's ice cream shop.
- **Bix** - Always have live jazz going, a classy supper club/bar. Great martini and trail mix to munch on at the bar.
- **Kell's** - Irish pub that gets absolutely packed just after midnight. Dance floor downstairs.
- **Clown Alley** - Awesome late night burgers etc. right across from Kell's.
- **O'Reilly's** - Great Irish pub that's packed on the weekends and decently full during the week.
- **Kennedy's** - Great dive bar with \$2 pints of Guinness until 8pm, billiard and air hockey tables, and satisfying, greasy Indian food to munch on if you're hungry.
- **Fuse** - Real chilled out atmosphere, nice relaxed, candle-lit décor, and usually a cool DJ spinning down-tempo beats. \$.5 cover on weekends, free during week.
- **San Francisco Brewing Company** - Solid microbrews at unbeatable prices (\$1 microbrews from 4-6pm and 12-1am).
- **Vesuvio's** - Gets a good crowd, right on Columbus.
- **Bubble Lounge** - Champagne bar. No open-toe shoes.
- **Jazz at Pearl's** - Classy, romantic spot for listening to some of the city's most solid, straight-ahead jazz.
- **Grant and Green** - Lots of live music throughout the week make this bar a decent

choice.

Marina/Fillmore

- **Hi-Fi Lounge** - Funky interior décor, great hip-hop on the weekends (particularly Friday). Very down to earth and unpretentious for the Marina. \$5 cover on weekends.
- **Bar None** - Beirut tables, pool tables, darts and a fratty, college atmosphere.
- **City Tavern**-Gets insanely packed around midnight. A pretty lively and typically Marina crowd.
- **East Side West** - Comparable to City Tavern.
- **Tonic** - Trendy bar that's got a little more comfy setup. Show up early to get a table.
- **Ace Wasabi** - Sister restaurant to Tokyo Go-go, a great spot that gets packed during the week. They do a fun Bingo thing every day during the week where you can win a gift certificate to the place.
- **Harry's** - very cool bar with a slightly older scene that has a ½ lb. Burger and a draft beer special for \$7 on Monday nights.
- **Plumpjack Café** - Fancy décor and pricey food.
- **Blue Light** - Taco Tuesdays (\$2 Coronas, \$1 tacos) and other great specials throughout the week. Gets packed on special days, pretty fun.
- **Bayside Sports Bar** - Impressive amount of TVs.
- **Three Seasons** - Vietnamese food, with a really cool décor. It's definitely overpriced, but the food is tasty.
- **Greens** – Vegetarian restaurant.
- **Mauna Loa** - Funny little dive with foosball and a pool table.
- **Betelnut** — trendy, great Pan-Asian food, a little loud to be romantic. Reservations should be made well in advance, but here's a tip: at 5 pm, they call to confirm dinner reservations, so sometimes a call at 5:05 or 5:10 will yield a last minute table.
- **Dragon Well** — same Pan-Asian cuisine as Betelnut but a little cheaper and not as crowded.
- **Prego** — pretty good Italian, but probably not worth the price
- **The Grove** —Great place to cruise with a big chocolate chip cookie and an orange smoothie.
- **Perry's** — A nice Union street hang-out with good bar-type food. Doesn't disappoint for a casual weekend dinner.
- **Pizza Pino** - Really tasty pizza right next door to the Hi-Fi
- **Pizza Orgasmica** - Good, creative ingredients

MISSION

- **Delfina's** - Expensive. Amazing Italian-influenced gourmet.
- **Tokyo Go-go** - Creative rolls and great atmosphere. Though they're expensive, the Azteca and other specialty rolls are worth it and are the reason to make the trip.
- **Pancho Villa** - One of the Top 3 burritos in the city.
- **Taqueria Cancun** - Also Top 3. Carne Asada or Carnitas (Pork) Super.
- **La Taqueria** - No rice in the burrito makes it smaller, but more meat, salsa, and beans. Great little tacos, though expensive. Must get cheese with tacos.
- **Elbo Room** - Cool bar area, some nice beers on tap, and a great upstairs section for live shows that gets packed and hosts some interesting shows.
- **Amnesia** - Funky, cool vibe, small enough to feel cozy, but not claustrophobic.

Excellent beer selection.

- **Blondie's** - Specializes in martinis. Most of them are amazing, and they serve them to you in a huge pint glass with the strainer for you to pour into your martini glass.
- **Bruno's** - Not for a random night, but if there's a show that you want to see here, it's a really cool venue. You're basically right on top of the band.

JAPANTOWN / MT. ZION

- **Maki** - In J-town mall, expensive.
- **Eliza's** - great, cheap (\$5) lunch specials on excellent, slightly nicer Chinese food. Comes with a soup and white or brown rice. Kung pao chicken, house special duck and beef w/ broccoli are good.
- **Neecha Thai** - cheap, solid Thai lunch specials (\$5.50)
- Any of the sushi places in the J-town mall are solid.

SOUTH OF MARKET

- **111 Minna** - Art gallery/bar/club. Intellectual vibe, definitely a cool spot. Usually a \$10 cover.
- **Mezzanine** - Expensive superclub. Gets some big DJs and has a pretty cool light setup. Cover's usually at least \$20.
- **Club Six** - Nice, somewhat classy upstairs is completely different than dark, dungeon-y downstairs.
- **Anu** - Right across from Club Six, this bar has a very cool décor and the down-tempo beats give it a relaxed, funky vibe.
- **Cloud Nine** - All white décor. Fun spot with its rotating, circular couch.
- **Mo's Grill** - In the Zeum complex, excellent, big, messy burgers. Fresh fries as well.
- **Le Charm** - Nice little French bistro. Affordable and great fixed price menu.
- **Asia SF** - Hilarious pan-Asian/California cuisine restaurant. The servers are all drag queens, and at each of the two seatings, five or so drag queens will go up on the bar and belt out some old standards. Dance floor downstairs.
- **Buca di Beppo** - Fun, family-style Italian, exactly like Carmine's in NYC. Share portions between like 4 people, cheesy garlic bread is solid, and get a big bottle of chianti.
- **Mel's Diner** - Bunch of locations around the city.

HAIGHT - ASHBURY

- **Memphis Minnie's** - Awesome BBQ food. Mouth-wateringly tender and enormous beef ribs, and very tender beef brisket. Pulled pork is good, too. Side dishes like potato salad, beans, and macaroni and cheese are excellent.
- **Milk** - Sweet vibe, smaller club, but always pretty talented DJs.
- **Rosamunde's Sausage** - Great brats, Italian sausage, etc., even supposedly good veggie sausages. Right next door to...
- **Toronado** - Can buy a sausage from Rosamunde's and bring it into this pretty cool bar with an amazing beer selection.
- **Hobson's Choice** - Fun, noisy bar with good beer selection full of Haight cats and UCSF students/residents.
- **Escape from New York Pizza** - A short walk from Milk's and not a bad midnight slice.

CHINATOWN

- **House of Nanking** - Scallion pancakes and dumplings to die for. Entrees solid, but some are better than others. The beef with broccoli (or something close to it) dish is great, and you can't go wrong with anything in Nanking sauce. Always a ridiculously long line outside.
- **R & G Lounge** - Great Chinese seafood.
- **Hunan Home's** - Can't go wrong here, good, though slightly Americanized, Chinese food. Gets a lot of hype.
- **Chinese Empress** - Beautiful 180 degree view of the city from the top of Chinatown.
- **Chef Jia's** - Right next to House of Nanking, if you don't feel like waiting in Nanking's line, this place is a really solid backup.

DOWNTOWN / NOB HILL / UNION SQUARE / VAN NESS / FINANCIAL

- **Globe** - Fantastic California cuisine. Where chefs go when they get off work. Nice, comfortable décor, though can be pricey. The braised short rib is out of this world.
- **Espetus** - Excellent Brazilian churrascaria, where the servers bring around spits of like 10 different types of meat (prime rib, pork loin, jumbo shrimp, turkey wrapped in bacon, sausages, etc.) and you have a buffet of rice, beans, salads, and other side dishes.
- **Le Colonial** - Good, but pricey, gourmet Vietnamese. The upstairs bar has a cool décor and a hip vibe.
- **Osha Thai** - A great, cheap noodle joint. Open till 3am on the weekends.
- **Royal Exchange** - Great St. Paddy's Day party and a great watering hole during the week. Lots of financial types after work, dizzying number of taps and plenty of TVs to watch a game.
- **Punchline** - City's best comedy club. Brings all kinds of big acts. 2 drink minimum.
- **Harris'** - Great authentic steakhouse, the best in the city. Obviously very expensive, but they have a fixed price special early in the night that's not a bad deal. You can eat at a Morton's or a Ruth's Chris anywhere in the country.
- **Ruth's Chris Steakhouse** - It'll cost you a pretty penny.
- **Harbor Village** - Great dim sum with a beautiful view in the Embarcadero Center. Pretty elegant dining room, can be pricey.
- **Redwood Room (Cliff Hotel)** - Be prepared to pay \$8 a beer, but it's a beautiful wooden and plush interior and bar setup. Where all the pretty people and stars go.
- **Ruby Skye** - It's a fun place to watch some great DJs spin.
- **Dolly's** - Get there early because the lines stretch down the street. Supposed to be a great breakfast.
- **Shalimar** - Pretty good Indian.
- **Naan 'N Curry** - Many like it better than Shalimar.
- **Blondie's Pizza** - Ok for a quick, decent slice.
- **Saigon Sandwich Shop** - Don't know if you've ever had Vietnamese lunch sandwiches before, but they're awesome, filling, and cheap (\$2.50).
- **One Market** — Nice for an upscale dinner.
- **Boulevard** — Same as above.
- **The Slanted Door** — Great food, but reservations definitely needed.

WHARF / WATERFRONT

- **In 'n Out** - Only one in the city. Best fast food you'll ever eat.
- **Yank Sing** - Is often described as the best Dim Sum in the city AND it's quick and clean. Can't beat it.
- **Pier 23** - Solid bar that gets live bands and has a pretty nice view out on the back patio.
- **Ice Cream Shop at Ghiradelli Square** - Awesome sundaes and chocolate-covered waffle cones.
- **Gordon Biersch Brewpub** - Solid pub food.
- Lots of old school seafood houses right on the water, like **Scoma's**.
- Eat some **Dungeness crab** on the **sidewalk** at some point...

SUNSET

- **Marnee Thai** - Excellent Thai out in the Sunset, worth the long trek.
- **Park Chow** - Fun place that serves great comfort food. Reasonably priced.
- **Canvas** - Quirky art gallery/bar/coffee shop that has DJs at night some times, while people sit studying or browsing art.

RICHMOND

- **Ton Kiang** - Great dim sum and Chinese dinner. Dim sum is upstairs
- **Chapeau** - Very nice, very solid French bistro. Can get a little cramped on the weekend, but the service and food are great.

EAST BAY

- **Zachary's (Rockridge)** - Awesome, authentic Chicago deep dish pizza.
- **Yoshi's** - Pretty posh, hip night spot in Jack London Square. Outstanding jazz lineup comes through.
- **Pyramid Ale House (Walnut Creek)** - Pyramid makes great beer.

**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, advisor, 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 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, advisor, 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 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) 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 advisor indicates otherwise. Be sensitive to nonverbal clues that it is time to end the interview.
- **WRITE A THANK-YOU NOTE.** The advisor 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 advisor. 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 "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 advisors 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 advisor 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 advisor for others who may be conducting informational interviews.

**Familiarizing
Yourself with Civic
Indicators
And the Public
Interest Sector
In San Francisco**

Familiarizing Yourself with Civic Indicators And the Public Interest Sector In San Francisco

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

<http://www.ynnpn.org/sfba/index.asp>

The Oaktown Datahouse puts the power of the information age in the hands of people working for community change. Information is not just for the experts. This information system uses interactive maps to help you to get data about your neighborhood and the city.

<http://oakland.gisc.berkeley.edu/>

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](http://www.independentsector.org/Nonprofit_Information_Center/information_center.html)

The State Public Interest Research Groups 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.calpirg.org/>