



**STUDENT
HANDBOOK**

Spring Quarter
2009–2010

November 2009

TO: Bing Stanford in Washington Students, Spring 2009–10

FROM: Niki Calastas, Public Policy Program Administrator

RE: BING STANFORD IN WASHINGTON HANDBOOK AND CONTRACT

Congratulations on your acceptance to Bing Stanford in Washington for Spring Quarter 2009-10!

Please read the following Handbook carefully. Pay close attention to the section on Housing and the corresponding deadlines, which begins on page 7. You must complete the online Commitment Form, sign and return the Contract by **Tuesday, December 8** in order to have space saved for you in the BSIW Spring 2009-10 Program. The commitment form is available online at: <http://www.stanford.edu/group/siw/commitment.html> and the contract can be found on Page 17 of the handbook. Please return your signed contract to the Public Policy / BSIW office in Encina Hall West, room 204. If you are overseas or otherwise off campus, please let me know as soon as possible about your intention to attend.

You should plan to arrive at Bing Stanford in Washington **Tuesday, March 25, 2010**, between 9am and 6pm. If you are unavoidably delayed, you must notify the Program Coordinator, Nell Selander. As soon as you make your travel arrangements, please e-mail that information to Nell at nellie@stanford.edu

The last day to depart is **Tuesday, June 15, 2010**. You are expected to remain at the Bass Center until the completion of the program, which formally ends with a farewell dinner on Friday, June 11, 2010. Permission to leave early must be obtained from the Director. The last meal will be breakfast served on Tuesday, June 15.

Please note the phone numbers and email addresses of the staff, especially those in Washington, and use them as necessary.

We will organize get-togethers for your group before you go to Washington so that you can get to know one another. Adrienne Jamieson, the Program Director, will come from Washington to campus during Winter quarter to talk with you about your internship placements. You will receive a notice from me at the beginning of the quarter, asking you to schedule a meeting with her. If you are away from campus next quarter, she will contact you by phone or email to arrange your placements.

Please be sure that I have an up-to-date phone number and address for you at all times so that you can be reached with information about these meetings and other BSIW matters.

In the meantime, if you have any questions about the Program that have not yet been covered, please don't hesitate to ask. I can be reached either by phone (650-736-2319) or email (nikic@stanford.edu).

Good luck and enjoy the program!

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Introduction

Welcome to Bing Stanford in Washington! You will still be in California when you first read this Handbook. We hope it will help bridge the gap between East and West and help prepare you for what is to come. We look forward to seeing you in Washington, D.C.

We will do our best to make Bing Stanford in Washington a rewarding and stimulating educational experience for you. Even though Washington, D.C. is 2,500 miles away from California, students at BSIW are still Stanford University students and have the same rights and responsibilities as students on the main campus. Please remember that the Fundamental Standard and Honor Code policies apply in Washington, D.C. as in California.

Bing Stanford in Washington's Bass Center is more than a dormitory. It is also the administrative headquarters for Stanford's only program in the Eastern portion of the United States, as well as a meeting place for Stanford alumni and other groups associated with the University. Accordingly, the public areas of the building must be maintained to the highest standards.

Expenses

The costs of studying at Bing Stanford in Washington are designed to be roughly the same as on the Stanford home campus. Students will need to pay for:

- Stanford tuition
- A fee for room and board equivalent to per day/per meal fees charged at Stanford
- Books and related course materials
- Round-trip transportation to/from Washington, D.C.
- Local transportation in Washington to and from your internship; metro (subway) fares will cost between \$165 and \$200 per term. (You will receive a partial subsidy from Stanford to defray the majority of this cost.)

Additional expenses include:

- Warm clothing (especially in Winter quarter)
- Clothing suitable for internships (suits, dress shoes, etc...)
- Cultural events (a co-pay is required for cultural events, usually \$45 total)
- Eating out (dinner is not served on Saturdays)
- House dues (these are agreed upon by the students, usually \$35)

Financial aid is reassessed for students studying in Washington, D.C. In most cases, this will result in an increase in your loan amount.

Additional Charges

As on the main campus, there are small charges for Internet service, laundry usage, and printing, which are automatically added to your University bill. There is wireless Internet access available throughout the building and Ethernet cables in your room.

Gym Membership

Gym memberships at the Marriott Hotel across the street from Bing Stanford in Washington will be available at a discounted rate for the quarter. The Bass Center also has a small workout room located in the basement, which includes two treadmills, an elliptical, an exercise bike, free weights up to 50 lbs, exercise mats, and medicine balls.

Cultural Events

If you have visited the BSIW website, you will see that we participate in a number of cultural events each quarter. BSIW donors cover the majority of the costs associated with these events. Students, however, are required to cover co-pays of certain events (around \$45 total for entire quarter, which will be collected at the orientation meeting when you arrive).

Textbooks

Assigned books will be available for purchase or on loan from Bing Stanford in Washington. When the reading is just a chapter from a book, it will be photocopied for you.

Transportation

Students are to make their own arrangements for travel to and from Washington, D.C. The cost of air transportation varies with the mode of travel and departure point. The Financial Aid Office will re-evaluate the aid package of every student going to Washington to determine eligibility for additional aid to cover transportation. Personal automobiles are not allowed at Bing Stanford in Washington.

Arrival Information

Ronald Reagan National Airport – DCA – (www.metwashairports.com)

The National Airport is the closest airport. It is accessible by metro although if you bring a lot of luggage, taking a taxi may be easier. The metro journey involves transferring lines (Yellow line to Gallery Place/Chinatown in the direction of Ft. Totten, take the Red Line to Woodley Park/Zoo in the direction of Shady Grove/Grosvenor) but SIW is conveniently located near the Woodley Park Metro Station on the corner of Connecticut and Woodley Road. A taxi journey will probably cost you around \$20 and the Super Shuttle will cost around \$17 (please see contact numbers below).

Dulles International Airport – IAD – (www.metwashairports.com)

The Dulles International Airport is about 30 miles away from the D.C. area. Taxis are available but they can be costly (\$60). Your best bet is to take a shuttle service (SuperShuttle costs \$30). The metro is an option, but it can be long and hard to deal with if you have lots of luggage. The Washington Flyer offers shuttle service to the West Falls Church Metro Station (Orange Line) for \$9. From there you take the Orange Line to Metro Center in the direction of New Carrollton and transfer to the Red Line to Woodley Park/Zoo in the direction of Shady Grove/Grosvenor.

Baltimore International Airport – BWI – (www.bwiairport.com)

BWI Airport offers a free airport shuttle to the Amtrak and MARC trains, which take you in to Union Station in D.C. The MARC commuter train, which only runs on weekdays, costs about \$7 one way. The Amtrak costs around \$25–30. When you reach Union Station you have the choice of taking the metro or a taxi to SIW. A Super Shuttle directly to the SIW building will cost about \$30 while a taxi will cost around \$60.

Shuttle Services:

Super Shuttle: 1-800-258-3826 or 202-296-6662 <http://www.supershuttle.com/>

Washington Flyer: 703-685-1400 <http://www.washfly.com/>

Amtrak: 1-800-872-7245 www.amtrak.com (or Amtrak BWI station at 410-859-9230)

MARC information service: 1-800-325-7245

Metro: www.wmata.com (SIW is located just opposite the Woodley Park/Zoo Metro Station on the Red Line)

Student Registration and Policy

Because the Bing Stanford in Washington program is part of Stanford University, each student participating in the program in Washington is still a registered Stanford student subject to all University policies and procedures (including registration, course enrollment, financial aid, etc.). Please review the following sections thoroughly and carefully regarding administrative matters.

To be properly registered at Stanford while in Washington you must:

1. be cleared from all holds
2. if you are a junior, have declared your major
3. enroll in all classes you are taking in Washington via Axess by the appropriate quarterly deadlines.

You are strongly advised to check your study list often to ensure that it correctly reflects the courses, units, and grading option that you wish to be enrolled in while in Washington. You are fully responsible for what is entered (or missing) on your study list. Below you will find more detailed information about registration and related topics.

Holds

A “hold” is placed on your registration if you have outstanding bills or other problems. Lack of a declared major or outstanding financial obligations are two of the main causes of holds for students. Hold messages appear when you log onto Axess. You must clear these holds directly with the office that placed the hold before you go to Washington; holds can be very difficult to clear while you are in Washington. In certain cases, a hold that is not cleared will result in cancellation of registration at the University; if that happens, the amount of effort involved to get reinstated is greatly magnified.

Study Lists

All students use Axess to enroll in Bing Stanford in Washington courses. Students at Bing Stanford in Washington are subject to the same academic deadlines as students on the home campus. Academic deadlines are available in the quarterly *Time Schedule*, either in the printed version or online at <http://registrar.stanford.edu>

Drop/Add/Withdrawal and Other Study List Changes

Dropping or adding courses, changing grading option (when available), and withdrawing from a course can all be accomplished in Axess by the appropriate deadlines while you are in Washington. Unless the Office of the University Registrar informs you otherwise, all University published deadlines apply to your Bing Stanford in Washington enrollments. If you fail to observe a University deadline for whatever reason, you must contact the Office of the University Registrar directly at registrar@stanford.edu or (650) 723-2041 to determine if you will be allowed to file a petition to change your course enrollment. If you are allowed to file a petition, a \$50 service charge per petition applies.

Advance Course Sign-Up from Stanford in Washington

The “Study List” function in Axess is usually available approximately four weeks before the start of each quarter. You can use this function to search the *Time Schedule* for the next quarter and to enroll in classes prior to your return to the home campus. Students on financial aid should take specific notice of the course enrollment deadline for financial aid recipients listed in the *Time Schedule*.

Leave of Absence

If you decide not to enroll at Stanford for any quarter, you must inform the Office of the University Registrar that you intend to take a leave of absence. To complete a Leave of Absence form, go to <http://registrar.stanford.edu> and click on “forms.” Once completed, return it directly to the University Registrar (Undergraduate Degree Progress), 630 Serra Street, Suite 120, Harold Module, Stanford, CA 94305-6032. You must inform the University Registrar that you plan to take a leave of absence *before* the first day of classes in order to avoid paying tuition charges for the quarter. Starting with the first day of classes, there is a pro-rated tuition charge for each day that you are considered an active student for the term until you file a leave of absence. Avoid these tuition charges by informing the Office of the University Registrar as soon as possible that you plan to take a leave of absence for a particular quarter. Health insurance charges are *not* refundable after the first day of the quarter, regardless of circumstances.

Payments

Once you are activated for a term, the Student Financial Services Office generates a bill. The bill includes your tuition, fees, and other charges for the upcoming quarter; however, you should not be charged ASSU fees for any quarter(s) you are in Washington. Some, but not all, financial aid will appear on the bill as a credit against the charges. Anticipated credits from Perkins and G.A.T.E. loans require that you sign the necessary promissory notes, etc. before actual distribution of funds. Anticipated Stafford loan funds are normally received five days prior to the start of the term. Any “anticipated” credits listed on your bill that require action on your part (e.g., signing a promissory note) will be removed by the fifth week of the term if you fail to act.

If you register after the commitment deadline, it’s your responsibility to view Stanford ePay to obtain the amount due on your account. A bill will not be sent to you automatically outside the normal billing schedule. You can always check Stanford ePay to view the status of your account.

Beginning with the 2006–2007 academic year, Stanford went from a quarterly to a monthly billing schedule and introduced e-billing and e-payment services to students and their authorized payers. Charges for tuition, room and board are billed prior to the beginning of each academic quarter, and will be due thirty days later unless otherwise specified. All other charges will be billed monthly as they are incurred.

Stanford's electronic bill presentment and payment service, known as *Stanford ePay*, provides a convenient way for you, your parents, or other authorized sponsors to view and make payments to your account online 24/7. Other features include: authorized payer management, personal and payment profile management, billing and payment e-mail notifications, access to billing and payment history, and payment by e-check (also known as direct debit) or select credit cards (convenience fee applies).

Stanford ePay is the recommended method for making payments on your University or StanfordCardPlan accounts. Payments not made using *Stanford ePay* can be mailed to or dropped off at the Cashier's Office, Maude Modular, 632 Serra Street, Room 150. Checks must be in U.S. funds drawn on U.S. banks. Do not send post-dated checks.

Due to federal privacy restrictions, the Student Financial Services Office cannot discuss your account with anyone but you. If you would like for them to be able to discuss your account with someone other than yourself during your stay in Washington, you must complete a Privacy Release form, which is available from the Student Financial Services Office.

For that part of your bill for which you are directly responsible, use *Stanford ePay*, drop off or mail your payment to the Cashier's Office. You must pay your fees by the established deadlines to avoid late charges. The fees must be RECEIVED in the Cashier's Office by the deadline: a postmark doesn't count. If you are paying your tuition by mail from afar, allow at least two weeks for the delivery of mail. The Cashier's Office mailing address is:

*Cashier's Office
Stanford University
Maude Modular
632 Serra Street, Suite 150
Stanford, CA 94305-6026*

Short Term Loans

Since loans take a considerable amount of time to process, don't count on your loan check to cover your personal expenses while you are in Washington. If you are unable to obtain the amount of cash necessary for at least the first six weeks, see the Financial Aid Office for a short-term University loan.

Delayed Payment

If you are unable to pay the full amount owing by the payment deadline, you will be charged a late payment fee. In addition, for bills that are significantly overdue, a hold may be placed on your account, blocking enrollment, transcripts, and degree conferral and your account may be referred to a collection agency. Delinquent amounts paid from financial aid sources (outside scholarships, PLUS loans, need-based aid) will not be assessed late payment fees.

Financial Aid

The Bing Stanford in Washington office will forward the names of all students enrolling in our program to the Financial Aid Office. As long as you have filed a complete aid application, you do not need to separately notify the FAO. The FAO will adjust your standard budget to reflect the additional costs of BSIW and reevaluate your aid eligibility. In most cases the FAO will increase your student loan

eligibility for these increased costs. A few students will qualify for travel grants, based on their reported financial circumstances; no separate application form is needed for grant consideration.

If your original aid award letter did not reflect the BSIW costs, you will receive a revised aid award reflecting the change in your budget. If your loan eligibility does increase, you will receive instructions on how to obtain the increase in loans.

All University scholarships and grants are directly credited to your University bill. In addition, the Federal Perkins, Federal Stafford, GATE Loans, as well as Federal Parent Loans (PLUS), will also appear as credits on your bill, provided that you have followed the standard procedures to obtain these loan funds. Information about these procedures can be found through the FAO website at <http://financialaid.stanford.edu>.

Scholarships from outside sources, such as National Merit and Robert Byrd scholarships, may have different procedures. It is your responsibility to determine how these funds may be used to pay your charges. In general, outside award checks made payable to the University will appear as a credit on your bill. Outside award checks made payable to you will need to be endorsed before they can be applied to your student account.

Please note that NO aid will be disbursed to your student account until you have enrolled in classes through the Axess website. All full time undergraduate students are expected to enroll in at least 12 units each quarter. **Also, please remember to update your mailing address in Axess.**

If you have questions about your financial aid award, you should contact the FAO. Their toll-free number is 1-888-326-3773. The email address is financialaid@stanford.edu.

University Housing

When making decisions about whether to use a guaranteed or preferred year when applying for on-campus housing, students often consider they will be in Washington during part of the year. Some students may decide to use a preferred year to improve their position on the Waiting List for the quarters they will be at Stanford. Others may decide to use a preferred year when they will be at Stanford for the entire academic year.

Housing assignments are made during assignment rounds (the Undergraduate Housing Draw or quarterly Waiting List) held before each quarter. You should refer to upper class housing web pages (<http://housing.stanford.edu>) for specific deadline information for each quarter. Housing application information is available at the BSIW program center in Washington. Please note that most housing assignment functions can be completed in Axess. For other functions, such as withdrawing your application, you must complete a paper form.

The next section is from a flyer that outlines housing assignment procedures for students who will be away from the Stanford campus for one or more quarters during the academic year. **Please read it carefully and note penalties for late notifications.** For complete information about housing assignment procedures including dates and deadlines, you may also refer to the web pages or contact Housing Assignments, Harold Modular, 630 Serra Street, Suite 110, Stanford CA 94305-6034, telephone (650) 725-2810, email: housingassignments@lists.stanford.edu

Information for Undergraduates who will be Away from Campus During Part of 2009-10 Academic Year

General Procedures. Many students attend Stanford Overseas Centers, Stanford Exchange Programs, Bing Stanford in Washington, or Hopkins Marine Station, or take a leave of absence from the University for one or more quarters.

Away Autumn Only or Away Both Autumn and Winter. If you will be away from campus for Autumn Quarter only and want to apply for housing beginning Winter Quarter, **or** if you will be away from campus for both Autumn and Winter Quarters and want to apply for Spring Quarter housing, you should:

1. Join the Waiting List for the appropriate quarter in Axxess. Remember to apply for the Winter or Spring Waiting List by May 10, 2009 in order to receive a first round random application number. If you apply later, you will receive a sequential number based on the date you apply and are not guaranteed an assignment unless you apply by the waiting list deadline, although you still have priority over non-guaranteed students;
2. Change your housing application choices (if desired) before the final Waiting List deadlines (October 23, 2009 for Winter Quarter or February 5, 2010 for Spring Quarter).

Away Winter Only. If you will be away from campus for Winter Quarter only and you want housing for both Autumn and Spring Quarters, you should:

1. Apply for the Draw for Autumn Quarter housing by the May 10, 2009 deadline in order to receive a first round random application number. If you apply later, you will receive a sequential number based on the date you apply and are only guaranteed an assignment if you apply by the waiting list deadline.
2. **Complete a [Termination of Occupancy](#) form (TOC) after taking occupancy for Autumn Quarter to give notice that you are leaving housing at the end of the term.** The deadline to give notice that you are leaving at the end of Autumn is October 23, 2009. Filing a TOC later results in a late fee of \$100-400.
3. Join the Spring Waiting List in Axxess by February 5, 2010. Your Autumn Draw number will be used for your Spring Waiting List application.
4. Change your housing application choices (if desired) before the final waiting list deadline (February 5, 2010 for Spring Quarter).

NOTE: Students assigned to the residence at Hopkins are not eligible to keep a room on the home campus as well. Students may not keep two spaces at the same time.

Away Both Winter and Spring or Away Spring Only. If you will be away from campus for both Winter and Spring Quarters or for Spring Quarter only, you should:

1. Apply for the Draw for Autumn Quarter housing by the May 10, 2009 deadline in order to exercise your guarantee of housing and get a first round draw number. If you apply later, you will receive a sequential number based on the date you apply. You will still be guaranteed housing as long as you apply by the waiting list deadline (July 5, 2009 for Autumn Quarter) but you will have a higher (worse) draw number and likely will not get assigned to more popular houses; and,

2. **Complete a Termination of Occupancy form (TOC) after taking occupancy for Autumn Quarter to give notice that you are leaving housing at the end of the term.** The deadline to give notice that you are leaving at the end of Autumn is October 23, 2009. The deadline to give notice that you are leaving at the end of Winter is February 5, 2010. Filing a TOC later results in a late fee of \$100-400.

Students who will be away from campus in the Autumn, or in both Autumn and Winter, are advised to apply for the Winter or Spring Waiting List by May 10, 2009. Students who apply by the Draw deadline will receive a random application number and obtain a better position on the Waiting List than students who apply later and receive a sequential application number. Even though you are applying early, you may continue to change your residence choices up to the later (final) Waiting List deadline.

The final deadlines for joining the Waiting Lists:

Autumn: July 5, 2009

Winter: October 23, 2009

Spring: February 5, 2010

The deadlines for terminating occupancy:

At the end of Autumn: October 23, 2009

At the end of Winter: February 5, 2010

Returning from Off-Campus Stanford Programs. Students who attend a Stanford off-campus program in the Autumn and/or Winter Quarters and who return to campus in the Winter or Spring will be considered to be moving from one category of Stanford housing to another. As such, they will be given priority for housing in the Winter and Spring Waiting Lists. In order to receive this priority, they will need to:

1. Apply for housing by the waiting list deadline for the quarter they are returning, and
2. Indicate that they are willing to live anywhere (through the application Final Choice 006).

If they meet these requirements, they will be given higher assignment priority. They will be considered in the assignable pool (see "[The Draw](#)" for a definition of assignable pool) before students who have guaranteed housing status but who are not attending an official Stanford program.

This does not necessarily mean that these students will get better housing assignments than those who are away for other reasons. Students included in the assignable pool will still be assigned in draw number order whether they have this priority or not. Students without the Stanford overseas priority retain their guarantee of housing and will still be assigned in the Winter or Spring Waiting List or Walk-in rounds.

Taking a Leave of Absence Mid-Year. If you decide to go on leave before you check into housing, you should contact Housing Assignments to cancel your contract. (See "[The Draw](#)" for deadlines and administrative fees for cancellations).

If you go on leave mid-quarter or anytime after your housing contract begins, **you must complete a [Termination of Occupancy form \(TOC\)](#) to give notice that you are leaving housing.** The deadline to give notice that you are leaving at the end of Autumn is October 23, 2009. The deadline to give notice that you are leaving at the end of Winter is February 5, 2010. Filing a TOC later results in a late fee of

\$100-400. If your leave begins mid-quarter, you must file a TOC as soon as the leave is approved and move out. There is a \$400 fee for breaking a housing contract mid-year. Remember to turn in your key on time and remove all of your belongings.

Graduate Early. Contracts for undergraduates go through Spring Quarter. If you graduate at the end of winter quarter, you may be allowed to stay for a post-graduation quarter. You need to fill out a [post-graduation petition](#) with Housing Assignments by the Spring Quarter Waiting list deadline. Post-Graduation Petitions are available on the Housing Assignments website. If you wish to leave campus when you graduate at the end of winter quarter, you need to file a Termination of Occupancy form which is also available online on the [Housing Assignments website](#).

Health Services

Bing Stanford in Washington refers students in search of medical service to Georgetown University's Student Health Services. We have recently contracted with Georgetown's Student Health Services to provide services to all of our students. The cost is the same as you would pay at any other doctor under your insurance.

If you are allergic to medication or have to observe special health or diet precautions, be sure and notify the Director, the Program Coordinator, and the Resident Assistant as soon as possible.

Health Insurance

All Stanford students are required to have proof of medical insurance. You may be covered by your family's medical insurance plan, by the plan available through the University, or through some other insurance arrangement. Stanford University does not assume the role of *in loco parentis* for students in Washington any more than it does for students at the Stanford home campus. Students and their health insurance companies are responsible for the costs of their medical care, including laboratory and hospital fees, in excess of \$200 or the maximum deductible on their insurance policy, whichever is less. If your deductible has been met, you are expected to obtain payment from your insurance company.

Prescription Drugs

Plan to take sufficient amounts of all prescription drugs with you that you will need, including birth control pills. If that is not possible, consult your doctor, who should be able to furnish you with copies of the prescription using the generic name of the drug. The closest pharmacy is located one metro stop north of Bing Stanford in Washington (or a ten minute walk from the house); it is a CVS and your doctor can call them with your prescription information: (202) 966-7210.

If you have a medical condition that is not easily identifiable (such as diabetes, allergies to drugs, epilepsy), we suggest you wear a medic alert bracelet. One may be obtained from the Medic Alert Foundation, P.O. Box 1009, Turlock, CA 95381; phone (209) 668-3333. In any case, notify the SIW Director and friends with whom you may be traveling about your condition.

Psychological Counseling Services

Life in Washington will probably be exciting and exhilarating, but you still may have some periods when you are "down." Most students will be on unfamiliar ground, and many of you will be leaving friends as well as family behind. The staff in Washington is experienced and willing to help you through some of the problems you will face.

If you have had psychological difficulties in the past or if you are hoping that time spent away will help “solve” a problem facing you at home, it might be helpful to talk with someone at Cowell’s Counseling and Psychological Services (CAPS) before committing to Bing Stanford in Washington. When you are away, stress may be increased rather than diminished; there are the added pressures of meeting a new group of Stanford students, working in an unfamiliar environment, and studying at the same time. Your consultation with CAPS is confidential. If follow-up would be helpful in Washington, CAPS can help you find a counselor/therapist in the Washington area. We also have an agreement with a psychiatrist at Georgetown Health Services who can refer you to a psychiatrist, psychologist, or therapist in the area.

D.C. Preparation

Three factors will influence your decision on what to bring with you to D.C.: the weather, your planned activities, and convenience. The weather in Washington is much colder and damper in the late autumn and early spring than it is in California; a lined raincoat is particularly suitable at these times. In winter, however, you may want to have a heavier coat and boots.

For your internship you should bring clothes that are appropriate for a professional environment. For women, this includes a pants suit, skirt and blouse, jacket or tailored dress (not excessively short—Washington is a conservative city!). For men, slacks, shirt, tie and jacket is appropriate. You will also need at least one dressy set of clothes for special social or cultural occasions. If you are into fitness and sports, bring jogging and athletic clothes. You will be provided with a bedspread, one blanket, and one pillow. You should bring your own regular sized twin sheets, pillowcase, and towels.

Luggage is a matter of personal choice. Talk to other students about the pros and cons of soft versus hard luggage, duffel bags, backpacks, etc. You’ll have to carry whatever you take, sometimes for long distances. The fewer and lighter your pieces of luggage are, the better; otherwise you could face excess baggage charges on the airline. Do NOT bring large stereos, TVs, or bulky appliances.

Storage Facilities

There are no storage facilities either at the home campus (except for summer) or at the Bing Stanford in Washington campus. Prior to your departure for Washington you may want to look into local off-campus storage. The storage space could be shared with other BSIW students or you may wish to send your excess personal belongings home.

Because there are no storage facilities at the Bass Center, students are asked not to ship any items until the week before they arrive.

Computers

We have two PCs and a printer installed for student use. Each dorm room has two or more network connections and Ethernet cords, available for your use. There is also wireless access available throughout the building.

Financial Arrangements

You are urged to establish a checking account at a bank with branches in Washington. Bank of America has a branch in the same block as Bing Stanford in Washington and M & T Bank is across the street. Without a local checking account, it is practically impossible to cash checks. Even with an account there is ordinarily a hold of several days on out of town checks.

With a credit card (VISA, MasterCard, American Express) you should be able to find a bank or office that will cash your checks or give you a cash loan against your account. Check with your credit company before you leave to see exactly which services they can provide for you and where the services will be available in Washington. Also, if you do not pay your credit card bill online, be sure to forward your mail to Stanford in Washington so that you do not fall behind on payments.

Facilities At/Near BSIW

Drugstore and corner grocery stores are in the same block as the Center. Grocery stores (Safeway, etc.) are a short walk away in Adams Morgan and Cleveland Park; a Giant food store is two Metro stops north of the campus at Van Ness Street. Whole Foods is located three Metro stops north at the Tenleytown stop. Stationery, convenience, specialty clothing, and bookstores are one Metro stop south of the campus at Dupont Circle. Numerous cafes and restaurants are in the same block as the Center, as well as in the surrounding neighborhoods.

Internships

Your internship will occupy 35–40 hours per week. Your supervisor will be informed of this in a letter sent to her/him prior to your arrival. You will need to talk to your supervisor about your schedule and need for flexibility, as you will be participating in special events that are sometimes held during the workday, such as field trips to meet with speakers for your classes. You should also know that your co-workers' schedules may vary from your own schedule.

In order to receive credit for your internship, you can write a paper. Arrangements for the paper should be made with a faculty member at Stanford before you leave for Washington if at all possible. To receive credit for the paper, you must enroll in a Directed Reading under the supervision of a Stanford professor (See Information on Internship Papers below for more details).

In addition to the internship, each student must enroll in at least 12 units, which usually amounts to three or four classes. Each class meets once a week in the evenings, either after dinner or just before dinner. Offerings vary each term, depending on the composition and interest of the class.

Internship Papers/Directed Reading

The internship at Bing Stanford in Washington is substantive in that students work in Washington offices on specific projects that are intellectually challenging. Students receive neither compensation nor academic credit for the internship; they may receive academic credit for writing a paper related to their internship.

The internship paper may be an analytical paper or a research paper, typically 15 to 25 pages in length. Students may receive 3 to 5 units of graded credit, each unit accounting for approximately 5 pages of written work. The paper represents tangible integration of practice and classroom theory. It is intended to encourage systematic and analytical thinking about some aspect of the student's overall activities. Work on the paper is in addition to the work for the internship and is a valuable learning experience for the students. It is frequently the beginning of an honors thesis.

Topics

The paper may be on any topic approved by the faculty member supervising the paper. However, it is usually based on information or data obtained in the office for which the student works during the internship. It may be a project for use in that office. Past Stanford in Washington participants have written on such topics as minimum wage legislation before Congress, the closing of rural hospitals, the

consequences of the European Community opening of borders and economies, the causes of the 1987 stock market crash, the refusal of Americans to regard homelessness as an important problem, and steel imports from Japan.

Faculty Supervision

The paper is supervised by a regular Stanford faculty member (either on the main campus or at the Washington campus), who reads it and gives it a letter grade. The student seeks the faculty supervisor on the basis of the paper topic, but the Bing Stanford in Washington program is willing to assist any student with advice in choosing a topic or supervisor. The student must enroll in a “Directed Reading” under the faculty supervisor’s department.

Timeline

The student typically chooses a topic and finds a faculty supervisor before leaving Stanford or within the first 2 to 3 weeks of arriving in Washington, D.C. By mid-quarter, the student and supervisor should have a good idea about what data the student is collecting, how it will be analyzed, and what points the student may be trying to prove. A first draft of the paper is typically turned in the last 2 weeks of the quarter and is turned back with comments to the student with time for revision. A final draft is turned in at the end of the term in D.C. or, with arrangement with the faculty supervisor, at a later date.

Re-Entering Stanford

Change of address

Be sure to notify the U.S. Postmaster in Washington, the Stanford Registrar, and the SIW On-Campus Liaison in the Public Policy Program of your new address on campus.

Returning to a Federal Work-Study

If you plan to return to the same job you held before you left, ask your employing department to have the funds set aside for your return. Departments must file a form with Student Employment not later than October 15 of each year to obtain the funds. Make sure your department is aware of the steps it needs to take to help you return to your Federal work-study job.

The Bing Stanford in Washington Contract must be signed prior to taking part in the Bing Stanford in Washington Program. It is a legal and binding contract.

CONTRACT

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Extraordinary Expenses

Any increased expenses incurred by a student enrolled in Bing Stanford in Washington are the responsibility of the student. Students enrolled in Bing Stanford in Washington who decide to withdraw from the program during the term of enrollment are responsible for their own travel expenses home or back to the main campus.

Residence Agreement

The Residence agreement is for a space in the Bing Stanford in Washington building and not for a particular room. By signing this agreement, you accept your residence assignment, and upon taking occupancy of a space, you agree to pay the required room and board rates established by Stanford University for Stanford in Washington during the 2009–2010 academic year. You also agree to comply with all University and Bing Stanford in Washington policies governing occupancy of University residences, as may be changed from time to time; to be considerate of other residents and the residence staff; and to respect the rights of others at all times.

Breach of University residence policies or this contract, conduct in violation of the rights of others, or any misrepresentation of facts on your Bing Stanford in Washington application or on this signed agreement is grounds for the immediate termination of your occupancy and/or the withdrawal of future University housing privileges and may result in University disciplinary action under the Stanford Fundamental Standard of Student Conduct.

Students deemed ineligible and denied housing privileges for violation of this agreement any time during the academic term remain fully liable for the entire term of their agreement. The Director of Bing Stanford in Washington makes the determination of all violations of this agreement and all decisions regarding petitions for exceptions to any policies in this agreement.

Occupancy Your room shall be used for private dwelling purposes only, and occupancy shall be by you, by other students assigned to your room, and by no other persons.

Term of Agreement By taking occupancy of a room for the Term you are obligated for the room charge for the entire quarter (**Thursday, March 25, 2010 through Tuesday, June 15, 2010**). If you are released from your agreement during the quarter, the decision whether to refund prepaid room and board charges or to waive liability for deferred charges is made at the discretion of the Director of Stanford in Washington.

Termination of Agreement Stanford may terminate this agreement and your occupancy rights at any time after giving a three-day written notice for any of the following reasons:

- (1) You have ceased to be eligible for occupancy and have failed to terminate.
- (2) You have failed to register at the University.
- (3) You have breached this Agreement.
- (4) You have failed to pay rent.

Vacating Your Room After you have vacated your room, it will be inspected and any charges for cleaning/damage will be billed to you and/or your roommate.

If you continue to occupy a room without authorization beyond your scheduled termination date, you are charged \$35 per day until the space is completely vacated.

Meal Plan Students living at Bing Stanford in Washington are required to take the house board plan. Board charges begin on the same day as your room charges.

Room and Board Bills Room and board bills are due and payable at the Student Financial Services on the day preceding the first day of instruction each quarter. Registered, matriculated students may pay room and board charges on a deferment plan, which carries a service charge. Details of this plan are set forth in the Information Bulletin available at the Student Financial Services Office and in the Stanford in Washington Handbook.

House Association and Dues By taking occupancy at Bing Stanford in Washington, you become a member of the student association of that residence. If the association assesses dues from its members, you are responsible for payment of such dues. The local staff and residents of the house determine dues.

Room Assignments All assignments to specific rooms at Bing Stanford in Washington are made by staff members. A designated staff member must authorize any change in room assignments. Changing rooms without advance and express permission is grounds for eviction from the program. Students may not sublease or use their rooms in any manner other than as their personal residences.

Security Because Bing Stanford in Washington is in the center of a large city, all residents must be aware of security considerations. First floor windows must not be left open. Outer doors must not be propped open under any circumstances. **VIOLATION OF THIS POLICY ENDANGERS ALL RESIDENTS.**

Guest Policy You may have an overnight guest in your room: you must be there for the duration of his/her visit, your roommate must agree, and your guest must respect the rights of others. You are required to register guests in writing with the Program Coordinator. Permission must be obtained from the Program Coordinator for a guest to stay more than three days. You are responsible for your guest and for compliance with the guest policy. **You or your guests are not allowed to spend the night in areas other than your room. THIS POLICY WILL BE STRICTLY ENFORCED.**

Smoking Policy Bing Stanford in Washington is an entirely smoke free house.

Noise Excessive or disturbing noise in or around Bing Stanford in Washington that infringes on the rights of other residents and members of the community is a violation of this agreement. There is a “quiet” floor.

Alcohol, Food, and Drink Alcohol is not allowed in the common rooms of the Bass Center (i.e., any space other than your room) without permission of the Program Coordinator or the Director. It is unlawful in Washington D.C., as in California, to make alcoholic beverages available to any person under the age of 21.

Food and drink are not allowed in the library, the Distance Learning Center, the Study, the Pigott Room, or the Bing Tutorial Room unless special arrangements have been made with the Program Coordinator.

University Access to Rooms The University reserves the right to enter any room at any reasonable time for the purpose of routine inspection, maintenance, repair, and at any time in cases of emergency. Whenever practical the Bing Stanford in Washington staff will give prior notice of such entry, but prior notice or an attempt to give prior notice cannot be guaranteed. You may not change any lock or place any additional locks on your door.

Responsibility for Damage or Loss You are responsible for all damages to or loss of University property occurring in your room. In cases where responsibility cannot be attributed to a specific person, all occupants of the room are jointly and severally liable for all charges. At the time of taking occupancy, you and your roommates, if any, should read carefully, fill out, and return to the Program Coordinator, a damage inspection form to avoid being charged for damages that occurred prior to your occupancy. When you vacate your room, you are expected to leave it in the same condition in which you received it, normal wear and tear expected. **You may not use tacks, nails, or tape of any sort on the walls. BSIW will give you approved wall adhesives when you arrive.**

All repairs of your room and University property in your room are performed by Stanford University employees or outside contractors hired by Stanford in Washington. You may not cause or permit any repairs to be performed by any other persons.

Damage to or loss of University property within the residence common areas or grounds, other than damage caused by the elements, is the joint responsibility of the occupants of Stanford in Washington when responsibility cannot be attributed to a specific person.

The University assumes no responsibility, and does not provide insurance or any other financial protection, for the property of residents, their families, and/or their guests except in cases where loss of, damage to, or unaccountable disappearance of such property is caused by the gross negligence or willful acts of University employees. It is recommended that you obtain insurance protection against loss, damage, or theft of your personal property.

It is Stanford's policy to assume the risk of damage to or loss of University property in excess of \$500 per occurrence where such loss or damage is caused by negligence or carelessness of others. For such losses or damage up to the \$500 limit established by this policy, the University charges the amount of the loss or damage to the person or persons responsible.

In cases where University property is damaged or lost as a result of gross negligence or deliberate or willful acts, it is the University's policy that the person or persons responsible for the loss or damage are charged for the entire amount.

Cleaning and Housekeeping You are responsible for cleaning your own quarters and emptying personal trash in the dumpster behind the building. A vacuum cleaner is available for your use; it is kept in the laundry room and must be returned to that room. If your room is not in neat and clean condition when you move in, you must notify the Program Coordinator. Hallways, passageways, and stairways must be kept clear of personal property at all times. You will be charged for the removal and/or storage of any personal property found in these areas. It is the shared responsibility of the residents and the custodial staff to keep the residence common areas clean. Charges for exceptional cleaning beyond normal maintenance are

assessed to all residents. Upon termination of occupancy, your room must be neat and clean and all equipment and furniture in place.

Firearms Prohibition Firearms, including air- or gas-operated weapons, are absolutely prohibited in student residences.

Appliances To prevent overloading electrical circuits and to conserve energy, all occupants must limit electrical equipment in rooms to such items as clocks, radios, hair dryers, and other small appliances, or your personal computer. Hot plates and appliances with open heating elements are strictly prohibited.

Laundry Facilities/Linen Service Three washers and three dryers, as well as many types of laundry detergent are located in the basement of the Bing Stanford in Washington building. There is an iron and ironing board in the basement as well. Linen service is not provided. A quilted bedspread, one blanket, and a pillow are provided for each student; bring your own sheets (regular twin size bed) and towels. There are standard hangers in each closet.

Utilities Room rent includes normal water, sewer, electricity, heat, air conditioning, and trash disposal services. You are responsible for paying all other services or utilities.

Postal Service Mail is delivered directly to Bing Stanford in Washington. Your mailing address will be: Stanford in Washington, 2661 Connecticut Avenue, N.W., Washington, D.C. 20008.

Keys If you lose your front door and room key, you lose the security of the building and the room. If a door must be re-keyed because of a lost key, the student responsible is charged for the re-keying. A key may not be duplicated. If you fail to return your key to the office by the designated checkout time when you move out, you will be charged for the cost of re-keying your room.

Solicitation Door-to-door solicitation is not permitted.

Fire and Emergency Instructions You are responsible for familiarizing yourself with the location of alarms, the fire fighting equipment, and the emergency procedures of Bing Stanford in Washington. The emergency telephone number for summoning fire, police, and ambulance services is 911. Fire and safety information is posted on the back of your room door. It is a criminal offense to tamper with fire alarms and fire safety equipment.

Library The Bing Stanford in Washington library is a resource to be shared by all students and faculty in the program. All books must be properly checked out and must be returned to the library at the end of each term. If another student or faculty member needs a book checked out to you, the book can be recalled, or an arrangement can be made for sharing the book among those who need it.

Fundamental Standard and Honor Code

While you are in residence at Bing Stanford in Washington you are bound by the Honor Code and Fundamental Standard; the Fundamental Standard will be strictly observed and its violation may include the imposition of academic sanctions in appropriate cases.

Arrival and Departure Deadlines

You should plan to arrive at Bing Stanford in Washington **Tuesday, March 25, 2010**, between 9am and 6pm. If you are unavoidably delayed, you must notify the Program Coordinator, Nell Selander. As soon as you make your travel arrangements, please e-mail that information to Nell at nellie@stanford.edu.

The last day to depart is **Tuesday, June 15, 2010**. You are expected to remain at the Bass Center until the completion of the program, which formally ends with a farewell dinner on Friday, June 11, 2010. Permission to leave early must be obtained from the Director. The last meal will be breakfast served on Tuesday, June 15.

Student Name

Student Signature

Date