

The Intern's Guide to DC:

All You Need to Know About the Nation's Capital



The Intern's Guide to DC

DISCLAIMER

All information in this volume is based on opinions from many sources. As such, any mention of a particular establishment or area is for informational purposes only and does not constitute or imply endorsement by the University of California. In order to have the most up to date information, please review important emails from UCDC staff.

ACKNOWLEDGMENTS

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BEFORE YOU LEAVE

Banking

Chase, Union Bank, U.S. Bank, and many California Credit Unions are not located in DC, so don't rely on your checking account from the West Coast. If you don't already have a debit card, consider getting one that is linked to your checking account. You can use it like a credit card, but the money comes from your checking account. Everyone takes credit cards (American Express is not accepted everywhere), and at many places you can even get cash back with the cards.

ATMs are available around DC, but you will be subject to fees to have money withdrawn (ranging from \$1.00 a transaction to 3-4% of money withdrawn.) Also, if you're expecting to deposit any checks, keep in mind that you can't do it through a machine not affiliated with your bank and your bank may stop running at the California border. Check with your bank before you leave about mailing deposits.

For your convenience, an ATM is located in the first floor lobby of the UC Washington Center directly across from the security desk.

Mail

Mail service is available to students staying at the UC Washington Center. Each apartment is assigned a mailbox on the 4th floor near the Residential Life office. Packages can also be retrieved from that office during its normal hours of operation.

Under certain circumstances, it may be advisable to alert organizations with which you do business (such as your bank or even your campus) of your temporary change of address. Mail or packages sent to you do not need to include an apartment number but should have your full name in the address line. Also, you should be aware that, due to budget constraints, the UC Washington Center cannot forward mail to students who have departed for California at the end of the term, so you should also be sure to inform those institutions of when you plan to return home to ensure that all of your mail is delivered properly.

The UC Washington Center is located at 1608 Rhode Island Ave., NW, Washington, DC 20036

WHAT TO BRING

- ___ UCDC apartment info and directions
- ___ Debit card and/or credit cards
- ___ Student ID, California ID/DL, and lanyard to keep your keys, ID and SmarTrip card safe
- ___ Medical insurance card(s), vitamins, and necessary medications or documents
- ___ Pillows, extra-long twin-size bed sheets, and body towels, and extra hangers
- ___ If you like to cook, perhaps a Ziploc of seasonings or travel mug/water bottle
- ___ Laptop, charger, and Ethernet cord
- ___ Bathroom amenities (blow dryer/straightener, hand towel, tote bag, and toiletries)
- ___ At least three complete professional outfits with dressy shoes/socks and belt
- ___ Professional bag or purse or briefcase
- ___ Umbrella, raincoat, and rain boots (there are many unexpected rainstorms)
- ___ Comfortable walking shoes (you will walk a lot in DC)
- ___ Small travel duffel for weekend trips
- ___ Workout attire, pajamas, casual attire, nightlight attire, “winter” coat, gloves, (it is a lot colder than California for the months of October-April)

Also, note that if you are planning to ship out any big-ticket items, be sure to check with your roommate so that no room has more than one sound system, etc.

ARRIVAL

The UC Washington Center is located at: 1608 Rhode Island Ave., NW Washington, D.C. 20036

By Plane

National Airport (aka Ronald Reagan Washington National Airport, DCA) is the closest airport to the center, just four miles south of downtown DC. There is a metro stop at the airport, but it is recommended to take a taxi for convenience. A taxi ride to DuPont Circle should take 15-20 minutes and cost approximately \$20.

Dulles International Airport (IAD) is 26 miles west of DC in northern Virginia. The drive can take between 40 minutes and an hour. A Super Shuttle to UC Washington Center costs approximately \$29 and there is a Super Shuttle boarding area on the lower level of the Dulles Airport (www.supershuttle.com). Another option is the Washington Flyer Express bus (www.washfly.com). You may also choose to flag down one of the many taxis waiting outside the airport, but be aware that a trip from Dulles to the UC Washington Center will cost you around \$60.

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

By Train

Arrive at Union Station. Step out of the station and get a glimpse of the Capitol Building through the fountains of Capitol Plaza. Cabs are always waiting to take you to your destination, or you can take the Metro Subway (take the Red Line to DuPont Circle or Farragut North) or the Metro Bus.

Check-in and Orientation

Check-in varies by term and campus, but it is almost always on a weekend between 8:00am ET Saturday – 9:00pm ET Sunday. To get the most up to date information on check-in windows, visit www.ucdc.edu click on "Res Life," then click on "Forms & Documents," and then click on the residential brochure that corresponds with your term. Also, you will be sent welcome emails that specify times and dates, so please read and adhere to those dates and deadlines as they are the most up-to-date. Photo IDs, which all residents require in order to access the building, must be taken within the first few days of checking-in.

A mandatory residential and academic orientation will be held on the Monday after check-in between 11:00am – 5:00pm. All students are required to attend this meeting and failure to do so may result in a \$50 fine. Be sure to take this into account when making your travel arrangements.

THE UC WASHINGTON CENTER



You will be living at the University of California, Washington Center at 1608 Rhode Island Ave. NW, Washington, DC 20036. You can see photos of the Center at www.ucdc.edu. Each two-bedroom apartment is typically shared by four students. All apartments are completely furnished. The living room has a couch, coffee table, chair, dining table and chairs, and cable television.

Each bedroom has extra-long twin beds with drawers, a wardrobe and desk with bookshelf; some have clothes hangers. There is also a fully equipped kitchen with a microwave and dishes, utensils, kitchenware, refrigerator, stove, sink, pots and pans.

RESOURCES

Avenue C – 4th Floor

Avenue C is a 24-hour convenience store and lounge. It features over 300 items, including fruits, vegetables, fresh coffee, frozen meals, energy foodstuffs, dairy products, soft drinks, snacks and more. This convenient and fast option is great when you need a meal on the go.

Computer Lab and IT Services – 3rd Floor

There is 24-hour computer lab can be used for word processing, accessing the internet, and printing. Your username and password will be provided to you by email by Michael Sesay, UCDC's CTO, just before your arrival. If you have any trouble with the equipment in the computer lab or the building-wide Wi-Fi network, you may submit a work order on the UCDC website in the "Our Building" section. If you are unable to access the website, you may visit the offices of the IT staff, which are located on the south side of the 3rd floor in rooms 353, 356, and 360.

Outdoor Open Space – 4th Floor

This is perfect for those that like to have meals outside or read a book while basking in the sun.

Fitness Center – 4th Floor

The fitness center is located on the 4th floor and includes a recumbent bike, treadmills, an elliptical trainer, and a universal machine. It is open 24 hours a day, though as the 4th floor is also a residential floor, students are asked to respect quiet hours, particularly when using the treadmills. As a courtesy to anyone who uses the gym after you, please wipe down the machines when you are done with them.

Counseling Services

Washington, D.C. can be a busier and more stressful environment than you're used to in California. If you're feeling down, homesick, or anxious, professional counselors are available to speak with you.

UCDC Counseling Services are provided by Parkhurst Associates Mental Health Services, a private practice group of professionals located at 18th and S St., NW. On-site counseling is available on a limited basis and at no charge in room 359. Walk-ins are accepted during specified hours during the week; see the schedule posted outside room 359 and in the elevators for more information. Appointments may be made by calling 866-551-1456 or 202-234-7738.

Assessment needs, medication management, and on-going psychotherapy are available at 1755 S St., NW, and may be covered by your health insurance policy. Please ask a counselor for help in determining costs and benefits for services other than the short-term counseling provided by UCDC. Visit www.parkhurstassociates.com for more information. All mental health services provided are strictly confidential.

In Case of Emergency

- If you are experiencing a medical emergency or believe yourself or others to be in imminent danger, dial 911 immediately.
- For all other emergencies, you can reach a Residential Life staff member on the 24-hour Duty Line at (202) 415-9275.

NEIGHBORHOOD NECESSITIES

Groceries

Some of the grocery stores in the area are part of or are owned by national chains that also have locations in California. If you have a preferred customer card with a local store, it's worth trying to use your phone number when you check out at a store here in D.C. Even if you don't, it's easy to apply for a card and is worthwhile as it's a free way to significantly reduce your grocery bill.

Another thing to be aware of is that, due to a local ordinance, stores and restaurants in DC charge \$0.05 per plastic or paper bag used. This may not sound like much, but it can add up over the course of a term. Most grocery stores sell reusable shopping bags for \$1, which is not only inexpensive but is also good for the environment.

Finally, it is strongly recommended that you bring a friend or check out a cart from the security desk when going shopping. Even a few bags can be heavy if you have to walk several blocks!

Safeway 1701 Corcoran St NW (202) 667-6825	Whole Foods 1440 P St NW (202) 332-4300	Harris Teeter 1631 Kalorama Rd NW #100 (202) 986-1415	Trader Joe's 1914 14th St NW (202) 986-1591
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Pharmacies

CVS
1637 P St NW
(202) 328-1250

Tschiffely Pharmacy
1330 Connecticut Ave NW
(202) 331-7176

Grubb's Specialty Pharmacy
1517 17th St NW
(202) 503-2644

Dry Cleaning

Dry cleaning services can be more expensive in DC than you may find in California. Quality and cost will vary, so check websites, call around, and consult Yelp for prices and recommendations. Here are a few:

Happy Cleaners
1509 17th St NW #2
(202) 483-3993

Parks Cleaners & Shoe Repair
1708 M St, NW
(202) 659-5953

Sterling Cleaners
1331 Connecticut Ave NW
(202) 723-9535

Medical Care

Students who are covered through USHIP should be aware that requirements for receiving reimbursable medical care vary between campuses. For this reason, it is important that you check with your campus health center before scheduling any medical appointment (see below). Failure to obtain pre-authorization prior to receiving routine medical care may result in denial of your reimbursement request. An exception to this rule is emergency care; you may visit an emergency room or hospital for non-routine medical reasons without receiving pre-authorization.

UC Berkeley: (510) 642-5700
UC Davis: (530) 752-2300
UC Irvine: (949) 824-2388
UC Los Angeles: (310) 825-4073
UC Merced: (209) 228-2273

UC Riverside: (951) 827-5683
UC San Diego: (858) 534-2124
UC Santa Barbara: (805) 893-5361
UC Santa Cruz: (831) 459-2500

If you are covered through a private insurance plan, the medical options available to you will depend on your insurance provider. **Always check with your insurance company before going to the doctor as you will be financially responsible for any cost that is not covered under your plan.**

It is not uncommon for students to get sick during the term, especially in the weeks after arrival. D.C. is a new environment with its own allergens and, due to the lack of private transportation, it can be a more “communal” experience than you may be used to. Colds and flus can be common, so it is strongly recommended that you identify the medical resources that are available to you before you need them as you may not be in a condition to do so after you have gotten sick.

If you require emergency medical care, there are several hospitals with emergency rooms in the area:

MedStar Georgetown University Hospital
3800 Reservoir Road, NW
202-444-3000

The George Washington University Hospital
900 23rd Street, NW
202-715-4000

MedStar Washington Hospital Center
110 Irving Street, NW
202-877-3627

GETTING YOUR BEARINGS

Washington is divided into four quadrants - northeast (NE), northwest (NW), southeast (SE), and southwest (SW) - whose axis center on the US Capitol. Separating the quadrants, a central cross is formed by North Capitol Street (stretching north of the Capitol), East Capitol Street, South Capitol Street and - in the first of many exceptions - the grassy expanse of the Mall. The few sights in the NE, SE and SW quadrants cluster around the Capitol and south of the Mall. Almost all other sights and neighborhoods of note are in the NW quadrant.

Within the city, there is a simple right-angled grid plan in which, progressing away from the Capitol, north-south streets are numbered (in numerical order from 1), east-west streets are lettered (in alphabetical order, from A). After W (there are not X, Y or Z streets), two-syllable names, still in alphabetical order, are used for east-west streets (Adams, Bryant, College, etc.), changing to three-syllable names further out. In addition, broad avenues, all named for states, run diagonally across the grid of streets, meeting up at monumental traffic circles like DuPont Circle and Washington Circle. The system only breaks down in Georgetown, which predates the city - here quite a few streets maintain their original names. Other oddities to note are that the Mall has swallowed up A and B streets NW and SW (what would be B St. NW is now Constitution Ave NW, and so forth); I street is often written Eye Street; and there's no J Street in any quadrant.

It's crucial to note the relevant two-letter quadrant code (NW, SW, NE, SE) in any address or direction. Each grid address (say 1200 G St.) could be in one of four quadrants and is impossible to find without the code; 1200 G St. NW is a long way from 1200 G St. SE. As in other grid plans, addresses of avenues and lettered streets relate to the numbered cross streets - thus the White House, 1600 Pennsylvania Ave NW, is at 16th St, while 1220 E St NW is between 12th and 13th. On numbered streets, the address is keyed to the numeric equivalent of the letter of the street at the intersection, so 800 9th St NW is at H St (H being the eighth letter of the alphabet); remember that there's no J St, so 1000 9th St is at K St, and so on.

Like most cities, certain areas of Washington have informal names. Downtown is the area northeast of the White House. The Mall is the large stretch of lawn lined by the government buildings and extends from the Capitol Building to the Washington Monument. Foggy Bottom (which was once swampland) is the area west of the White House, and south of H Street. North of the Capitol Building is Capitol Plaza and east of the Capitol Building is Capitol Hill. Trendy Georgetown, famous for its row houses, is the area around the intersection of M Street and Wisconsin Avenue and home of the university. As Georgetown has gotten expensive, DuPont Circle to the west is slowly becoming more popular. Adams Morgan, with its diverse flavor of a mix of different restaurants and nightlife, is located north of DuPont Circle and is a lot less expensive than Georgetown. In addition, the Latino neighborhoods of Mount Pleasant and Columbia Heights have a great selection of authentic food, music, and parks. Finally, the H Street Corridor and Eastern Market have become great places to explore.

TRANSPORTATION

D.C. is a mecca of internships, nightclubs, bars, restaurants, museums, theaters, memorials, and road trip opportunities. Fast, affordable transportation adds to the enjoyment of each spot you attend.

Public transportation in DC must be paid for at the time of service. The most convenient way to do so is

to use a SmarTrip card, which is accepted on both Metro and bus services. **A complementary SmarTrip card will be provided to you by the UCDC Program as part of your welcome package.** To add funds to your card, you may either use the charging stations located at every Metro station or register your card on WMATA's website and use their online system, where you can also set your card to be automatically recharged whenever the balance gets low.

It is advised to download the "Transit" app because it has the most up to date transit options based on your location.

Metro

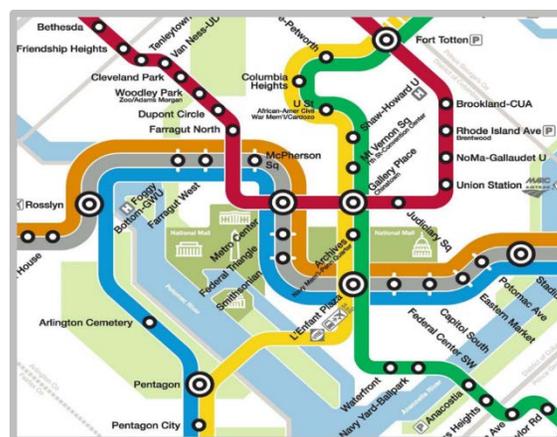
D.C.'s subway - the Metrorail or simply the Metro - is quick, cheap, and easy to use. It currently runs on six lines which cover most of the downtown areas and suburbs (with the notable exception of Georgetown), while a number of new stations are due to open over the next few years. Each line is color-coded and studded with various interchange stations: Metro Center, L'Enfant Plaza and Gallery Place-Chinatown are the most important downtown. Stations are identifiable outside by the letter "M" on top of a brown pylon; inside, the well-lit, uncluttered, vaulted halls make the Washington Metro one of the safest in the world, though you should take the usual precautions.

Metrorail service hours begin at 5am Monday through Friday and close at midnight from Sunday-Thursday. Stations open at 7am Saturday and Sunday, and close at 3am on Friday and Saturday. During rush hour, services run every five-six minutes on most lines, and every 10-12 minutes at other times.

Each passenger needs a SmarTrip fare card before passing through the turnstiles. Fares are based on when and how far you travel; maps and ticket prices are posted by the machines.

Tap your card at the turnstile before passing through; when you do the same thing at the end of the journey, the total fare, based on how far you traveled, is deducted from the value of your card. If you don't have enough money remaining on the card for the journey, insert it into one of the special exit-fare machines, deposit more money and try the turnstile again. You don't need to remove your card from your wallet because the machine will sense your card in your wallet.

More information, including maps, fare schedules, and trip planners are available at the Washington Metropolitan Area Transit Authority's website at wmata.com.



Bus

Metro bus is perhaps the most often used mode of transportation. At some major Metro subway stations, information on major lines serving that particular station is available at the attendant booth. Maps of bus routes are available. To get to Georgetown from the Hill you can take any even numbered 30 line (30, 32, 34, etc.). If you are working in DuPont Circle, the G2 bus is your ticket to Georgetown. The bus costs \$1.75 and that includes up to two transfers within a two-hour period.

As a supplement to its normal bus lines, DC also offers a bus service called the Circulator that offers cheap and frequent trips between popular locations in the city. Each trip costs \$1 and buses are scheduled every ten minutes throughout the day. More information about Circulator routes and schedules is available on its website at <http://www.dccirculator.com/>.

These two systems work together. If you take the circulator (\$1.00) and then transfer to a bus, your bus fare will only be \$0.75. If you take a bus (\$1.75) and transfer to a circulator, you will not be charged an additional fare. If you transfer from Metrorail to a bus, your bus fare will be \$1.25. If you transfer from bus to Metrorail, there is no discount on your Metrorail ride.

Cab

Cabs in Washington, D.C. are readily available and metered. The base fare starts at \$3.25 and there are additional charges per person (\$1.50 per person).

To save money, try to share a cab with someone. Also, be sure that the cab is a registered cab and not a “fake;” you can tell by making sure that they've posted their identification cards on their sun visors.

You can call for a pick-up, but there is a \$2 increase in prices. The top three tax companies are the following: Yellow Cab Company of D.C. 202-546-7900, Taxi Transportation Service 202-398-0500, and V.I.P. Cab Company 202-269-9000.

In recent years, an alternative to “traditional” cab services have grown in popularity in the DC area. Uber and Lyft, and particularly the UberPOOL service, provides a cheaper and in many ways more pleasant car service experience. Uber is notable in that you can generally arrange (and schedule) a pickup and drop-off anywhere in DC (DC cab drivers sometimes refuse to drive to certain neighborhoods) and that all payment is handled through the app, so you don't have to worry about having enough cash. Riders should be aware that Uber practices “surge pricing,” meaning that the cost of a ride increases when rider demand is high in an area. More information can be found on Uber's website at www.uber.com.

Car

A car is convenient for weekend road trips and occasionally for evening activities. But during the day, traffic is horrible, and inexpensive parking spaces are scarce. Especially during the summer and holiday seasons, the streets of Washington become jammed with tourists and impatient locals. If you want to rent a car, shop around. Terms of most rentals vary: you have to be 21 to 25 years old (25 is usually the standard). Prices will vary but are usually quite expensive during vacation season. Most rent-a-car agencies are at the airport, but there are a few downtown. Make reservations in advance (usually you

need a credit card -- check to see if your credit card company guarantees damage expenses when you use their card to reserve a car). They will rent to you with a government I.D. even if you are not 25.

If you plan to take frequent trips or can split the cost between several people, consider investing in a Zipcar membership or car2go. Several campuses have partnerships with Zipcar and reduced or discounted membership fees may be available. Zipcar and car2go spots are common throughout the city, including several directly across the street from the UC Washington Center. More information about Zipcar student rates is available at <http://www.zipcar.com/universities> and car2go at <https://www.car2go.com/US/en/>.

Bicycle

Capital Bikeshare (<https://www.capitalbikeshare.com/>) provides DC with an extensive bike-sharing network that includes over 2,500 bicycles and 300 stations (one of which is located adjacent to the UC Washington Center). When the weather is good, bicycling to work can be much faster than taking a train or bus and is better for you! While Capital Bikeshare offers monthly memberships, you may also rent a bike from one of the many stations throughout the city using only a credit card.

STAYING SAFE

You may have grown up or be attending college in a major city like Los Angeles or San Francisco, but don't let the fact that you can navigate downtown areas build up a false sense of security. D.C. will be a new environment for you and should be respected while you are learning your way around. While certain neighborhoods are "safer" than others, crime can occur anywhere and so common sense and caution should be exercised at all times. Here are some simple rules that should apply to everyone, regardless of gender:

- 1) Try to travel in groups after dark.
- 2) Take taxis at night.
- 3) Carry a small pocket map.
- 4) If you leave with five people to go somewhere, return with five people.
- 5) If you listen to music while jogging or walking, be extra cautious.
- 6) If you've been drinking, do not drive and take a cab home.
- 7) Don't carry lots of cash or flaunt expensive jewelry/watches.
- 8) Keep your wallet in a safe place.
- 9) Carry your bags across your body, and not just over a shoulder.
- 10) Stay in well-lit areas.
- 11) If you're going somewhere unfamiliar, pay attention to the quadrant.
- 12) Always look as though you know where you're going; look confident, not scared.
- 13) Most importantly, be aware of your surroundings. Trust your instincts if someone or something doesn't feel "right" and get away!

DRESSING FOR DC

Clothes for Work

The following are recommendations and are by no means meant to perpetuate gender stereotypes.

Before you professional clothing, ask your employer for guidelines on acceptable office attire. Some interns are able to dress casually, while other workplaces require suits year-round.

Self-Identifying Women

Blouses, skirts, slacks and dresses are the form. Cottons and linens are the coolest when the weather is very humid. Silk and rayon are pretty but hot! Since you will inevitably do a lot of walking, you should wear comfortable shoes. During the cooler months, blazers, tights, waterproof and warm boots and coats are recommended. Be prepared for extreme weather during the winter. If you are wearing heels, consider bringing a pair of athletic shoes to change in and out of on your way to work (this is especially true if you plan on spending a lot of time in Georgetown -- a town whose cobblestone streets are designed to ruin heels in a week.

Self-Identifying Men

The work uniform for men is standard -- slacks, shirt, with a coat and tie. Use it your first week to feel out the beat of the office. Once you have established credibility and you're ready to break out of the mold, then you can move to the wild ties, and socks in your wardrobe. Bring waterproof shoes and a coat for the winter months.

BEHAVIOR ON THE JOB

The responsibility for the success of your internship falls mainly on your shoulders. Your attitude -- about your job, your employer, and yourself -- will be a big determinant. You are going to DC to learn -- actively, not passively. Interns are expected to be able to work well with minimal supervision. However, always remember: when in doubt, ASK! Better to take up some time asking a question or two than to have to re-do the entire project. No one expects you to know everything, but they will expect you to make an effort to learn.

As a UCDC intern, you are representing the university, your campus, and the UCDC Program to organizations in D.C. The program's chance of placing another intern in your job next term depends greatly on your behavior and performance. You are entitled to have your own personality for the term-- JUST REMEMBER WHO YOU ARE AND WHAT YOU REPRESENT!!

To guide you as you get a feel for your workplace, here are some important points to remember:

Dos

Have realistic expectations

Your abilities are undeniable; we know that you can perform as well as a paid staff member at the organization for which you'll be an intern. However, the reality is that you are not a paid staff member and your work assignments should be relegated to those of an internship. Therefore, make sure you approach your internship with realistic expectations. Administrative tasks are a part of all jobs and internships and so you should expect to have to perform some clerical duties. With that in mind, sometimes employers may not make an effort to ensure that interns receive a mix of substantive and administrative tasks. If you feel you are not being given enough opportunities to learn new skills, please speak with your Program Administrator about how to address your concerns with your supervisor.

Though you may be ready and able to write legislation or argue cases in front of a judge, remember that the organization may limit the depth of your projects because of many factors. First, they can't really assign work that can have consequences if there are mistakes made, meaning they have to be able to hold someone accountable. Second, you'll be interning for a finite amount of time, so they have to assign projects that can have a start and end date, as opposed to long-term projects. Lastly, an internship is an opportunity for you to acquire professional experience to complement your academic studies to then make you well-rounded candidate when you are applying for jobs after graduating. Any work that you perform for your internship should not displace a paid staff member; that is, you should not perform work that someone would normally be paid to do. This would be considered free labor, and in the United States, this is illegal.

Know who your direct supervisor is

Of course you want to be as helpful as possible as an intern and will probably say "yes" when asked by a staff member other than your supervisor to help out with something. However, in general, it's unfair to student interns when this happens because it puts students in an uncomfortable position and the work that students should give priority to may get overlooked. Your work should be assigned by your direct supervisor; any additional work that a different staff member may ask you to assist with should first get approved by your direct supervisor. However, use common sense: if the CEO, Executive Director, your supervisor's boss, etc. assigns you a project then you should give that first priority while informing your supervisor.

Be on time

Everybody runs late in the morning occasionally and sometimes there are elements beyond your control that can make you late for work; roommate hogged the bathroom, delayed Metro trains, traffic, etc. However, chronic tardiness will negatively affect the way that you are perceived by your supervisor and staff members. This can make you look unreliable and can result in a negative evaluation at the end of your internship. Make sure to give yourself plenty of time in the morning to get ready as well as to travel from the UCDC Center to your internship so that you can be on time, if not a few minutes early.

Dress appropriately

What's considered professional attire by Californian standards may actually be considered business casual by DC standards. So, how do you know what's appropriate attire for your organization? The simplest way to find out is to ask your supervisor; however, you should also observe how paid staff members dress. If everybody wears a suit to work, then chances are you should follow suit, no pun intended. If everybody dresses casually, then you should too. When in doubt, it's always a safe bet to come to work overdressed rather than underdressed. Above all else, do not wear clothes that may make you appear sloppy, unkempt or distracting (i.e. low-cut blouses, micro-mini skirts, very tight-fitting clothes, etc.)

Behave appropriately

Most organizations are great about treating interns like they are staff members as opposed to "lowly interns". This is wonderful; it boosts interns' confidence because they rightfully feel like they are being treated with respect. However, this can present problems when interns start to feel too comfortable in the office by treating staff members as though they are peers, thus potentially behaving inappropriately, such as engaging in office gossip or divulging too many details about their personal lives. It makes the work atmosphere much more fun when you have a collegial, friendly relationship with your officemates, but always remember that these are the people you work with; they are not your friends. Always behave in a manner that will reflect positively on yourself and the UCDC Program.

Embrace the mundane

Researching and entering information into an Excel spreadsheet may not be the most exciting project; however, your efforts are truly helping an organization. Employers don't ask you to create/maintain spreadsheets just to keep you busy; they genuinely need the information to use for larger projects and your spreadsheet becomes the foundation of sorts. So, take pride in the spreadsheet you work on!

Update your resume regularly

You'll be exposed to new experiences and gain professional skills while you are interning in DC. Don't wait until it's time for you to apply for a job before you update your resume to include your DC internship experience. Keep track of your projects and achievements as your internship progresses so that you can update your resume while the details are still fresh. It will be difficult to accurately recall the details once you've returned to California, and you may forget to include impressive accomplishments that you made while you were a UCDC intern.

Don'ts

Take things personally

Why doesn't she like me? What did I do wrong? These are questions that you'll ask yourself if you perceive that somebody in your office is acting unfriendly toward you, but chances are, his/her behavior most likely has nothing to do with you personally. You never know what people are going through in their professional and/or personal lives that can affect how they interact with people in the office. They might have received a speeding ticket on the way to work; they might have a headache; they might have gotten into an argument with their significant other the night before... the possibilities are endless and never have anything to do with interns directly.

If you think someone is treating you negatively, first observe how he/she interacts with everyone in the office. If you notice a distinct difference between the way this person interacts with you specifically versus how he/she interacts with others, you should speak to either your supervisor or your Program Administrator about it.

Get involved in office politics

It is an indisputable fact that office politics exist in every organization and during your internship, you'll have the opportunity to observe professionals behaving very unprofessionally. You'll witness petty behavior or hear back-handed comments. Sometimes there will be power struggles to see who comes out the alpha-employee; other times there will be popularity contests to see who is liked the most by everyone. Sometimes staff members will treat you as a confidant and share negative feelings about another colleague. Whatever it is, don't get caught up in the workplace drama. If someone tries to involve you in workplace drama, just politely tell him/her that the conversation is making you feel uncomfortable and that you would appreciate it if he/she didn't involve you in it. This will set appropriate boundaries and might also be a lesson from an intern on how to behave professionally!

Sit around and wait for something to get assigned to you

In theory your supervisor will have on-going assignments that will keep you busy and engaged with your internship; the reality is that there will be times that you may not have anything to do. Don't just sit around and wait for your supervisor to come up with something for you to do because you may end up waiting for a while. If you finish your assignments early and are ready for a new project, go ahead and ask your supervisor the open ended question, "What can I work on next?" By being proactive, you'll increase your

satisfaction with your internship because you'll continually challenge yourself to learn more. If your supervisor doesn't have anything immediate for you to work on, ask other staff members if they need assistance with anything. By engaging with other staff members you'll develop relationships with them that will expose you to different areas of the organization that can also lead to further networking opportunities for you.

Use company email accounts for personal matters

Yes, it's impressive to see your name with an @senate.gov, @mail.house.gov, @nasa.gov, @cnn.com, etc. email address and you want to show it off to the world. As tempting as that may be, your work email address should be used for work matters only; save the personal correspondence for your personal email accounts. Your work email account is the property of the organization for which you're an intern and is subject to scrutiny for any reason. People have been fired for using work email accounts inappropriately.

Spend your work time on Facebook, on-line shopping, etc.

It's normal to have downtime at work and it's becoming increasingly normal to use that downtime to peruse through Facebook or to buy the latest Groupon during said downtime. Don't do it. Instead, take the time to learn more about your organization and the areas that it specializes in; increase the depth of your understanding about Congress, foreign affairs, the media, policy, education, etc. You can spend time on Facebook anywhere but you only have this academic term to intern in DC; make the most of it!

LINGUA FRANCA: YOUR GUIDE TO DC VOCABULARY

Beltway (n) - Actually an interstate freeway that circles the DMV (DC/Maryland/Virginia) area. Used derisively to denote a DC mindset or attitude. Esp. "Inside the Beltway"

The Post (n) - The Washington Post. This is the newspaper that every Washingtonian should read. The Style section is full of Washington tidbits. Check out the front section for daily listings of special events.

The Times (n) - The New York Times. Also known as "the paper of record." There is another paper called The Washington Times; it looks like the stepchild of USA Today and presents itself as the alternative to the 'liberal' Washington Post.

The Hill (n) - Originally described by Pierre L'Enfant as a "pedestal waiting for a monument", this easternmost side of The Mall is where the U.S. Capitol sits. The Senate side is on the north, and the House side is on the south.

1600 Pennsylvania Ave. (n) - Street address for large white building where the President lives.

Capital vs. Capitol – Please avoid making this mistake. CAPITAL is the city (e.g. 'Washington DC is the capital of the United States of America.'), while CAPITOL refers to the building where the U.S. Congress meets (e.g. 'I'll meet you by the Capitol building.

FOR THE STUDENT BUDGET

Washington, D.C. is a very expensive city, so you will need to budget! Past participants have reported spending roughly \$1000 per quarter or \$1500 per semester on personal expenses such as food, drinks, and Metro/cab fare. When you get off the plane and your stomach is grumbling for something other than

'snack- size' bags of peanuts, you'll notice that everything seems a little bit more expensive. Ten cents here and there may not sound like much, but these things add up and can make or break your budget.

One thing you could do is avoid buying lunch every day. You will have a fully furnished kitchen with plates, pots, frying pans and utensils, so you'll be able to make your lunch before you go to work. This will save you a lot of money (purchasing lunch will cost you between \$7-12 and can add up to as much as \$600 per quarter if you do it every day). Many resourceful interns have taken advantage of frequent after-hours receptions held on Capitol Hill and happy hour munchies at a local watering hole to reduce dinner expenses. UCDC also frequently hosts student events for which dinner is provided. Finally, don't forget: if the grocery store has a discount card or coupons, you can save a lot of money (Vons=Pavilions=Safeway).

CULTURAL ACTIVITIES

The best things in life are free!! Below is a list of things to do in Washington that are not only thoroughly enriching experiences -- but absolutely free!!

There is also a variety of blogs and suggestions online, which you may find helpful. Here is a list of websites that are very informative:

<http://www.culturaltourismdc.org/portal/home>

<http://www.archives.gov/calendar/know-your-records/index.html>

<http://travel.nationalgeographic.com/travel/city-guides/free-washington-dc-traveler/>

Libraries

The Library of Congress is one of the largest libraries in the world, and its collections are divided between three buildings. It is a closed-stack library, so it can take up to an hour for a book to be retrieved. Users of the Library's research areas are required to display a Reader Identification Card. You can register for a card online to be picked up at the Library at <https://www.loc.gov/readerreg/remote/>.

Special Interest Libraries

There are many special interest libraries in the Washington area; below is just a sample. Because these libraries are smaller and sometimes private, it is important to make sure you are able to use the facilities and to make an appointment, if necessary.

American Council on Education

1 DuPont Circle, NW
Washington, DC 20036
202-939-9300

<http://www.acenet.edu/Pages/default.aspx>

Inter-American Development Bank (Felipe Herrera)

1300 New York Avenue, NW
Washington, DC 20577
202-623-100

<http://www.iadb.org/en/library>

American Enterprise Institute

1789 Massachusetts Ave, NW
Washington, DC 20036
202-862-5800

www.aei.org

National Geographic Library

1145 17th Street, NW
Washington, DC 20036
202-857-7787

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

University Libraries

The following libraries may provide you with research materials that you are not able to find at Georgetown or other special interest or federal libraries. However, you are normally not able to borrow books from these institutions. In addition, you should be aware that many university libraries require visitors to show ID, so be sure to bring a Driver's License or other government- issued ID with you.

Georgetown University

37th and O Streets, NW
Washington, DC 20057-1174
202-687-7607

<http://www.library.georgetown.edu/>

American University

4400 Massachusetts Ave., NW
Washington, DC 20016
202-885-1000

<http://www.american.edu/library/>

Catholic University of America

620 Michigan Avenue, NE
Washington, DC 20064
202-319-5070

<http://libraries.cua.edu/>

Howard University (Founders Library)

500 Howard Place, NW
Washington, DC 20059
202-806-7234

<http://library.howard.edu/founderslibrary>

Concerts and Outside Entertainment

The United States Air Force Band concerts are presented at the Air Force Memorial and U.S. Capitol.

<https://www.facebook.com/USAFBand/>

The Carter Barron Amphitheater offers a number of free concerts and movies, as well as performances ranging from Broadway shows to the National Ballet of Canada.

www.nps.gov/rocr/planyourvisit/cbarronschedule.htm

Monday evening Concerts at the Capitol are presented on the steps of the U.S. Capitol. You can place lawn chairs on the stone terrace in front of the fountain, facing the band on the West Side of the Capitol. Food is permitted; however, NO alcohol or glass bottles are allowed. In addition, Tuesday night concerts are located at the United States Navy Memorial. http://www.navyband.navy.mil/event_calendar.html

Rockin' the Block Concert Series will be held on a Wednesday of each summer month and will feature great bands, food and beverages from neighborhood restaurants, lawn games, and more.

<http://www.capitolriverfront.org/do/rockin-the-block-concert-series3>

Fort DuPont Summer Theatre presents a series of concerts by top jazz artists in the evenings.

www.nps.gov/fodu/planyourvisit/events.htm

Twilight Tattoo is an hour-long, live-action military pageant featuring Soldiers from The 3rd U.S. Infantry Regiment (The Old Guard) and The U.S. Army Band "Pershing's Own." Experience a glimpse into American history through performances by The U.S. Army Blues, vocalists from The U.S. Army Band Downrange and U.S. Army Band Voices, The Old Guard Fife and Drum Corps, and The U.S. Army Drill Team.

<http://twilight.mdw.army.mil/>

The U.S. Marine Drum and Bugle Corps play at 8:45pm during the Friday evening parades at the Marine Barracks in Washington, D.C. <http://www.drumcorps.marines.mil/Performance-Information/>

Golden Triangle's Golden Cinema takes place in Farragut Square Park. Grab a blanket, dinner from any Golden Triangle restaurant, movie-loving friends, and join in for free movies.

<https://goldentriangledc.com/event/golden-cinema-2016/>

Check out www.ticketmaster.com and www.stubhub.com for information about top artists and DJs playing in Washington, D.C.

Plays

Shakespeare Theatre Company's Free for All is located at Shakespeare Theatre Company's Sidney Harman Hall. Plays vary from year to year and are accessible by metro and metro bus. You must enter the Online Lottery or stand in line beginning two hours prior to curtain.

<http://www.shakespearetheatre.org/events/the-tempest-16-17-ffa/>

Lectures

The Library of Congress: There are three buildings: Jefferson, Madison, and Adams. The Library of Congress offers free guided public tours of the Thomas Jefferson Building. It also offers free talks, films and concerts.

<https://www.loc.gov/loc/events/>

The National Theatre: "Saturday Morning at The National" and other events. <http://thenationaldc.org/>

The National Town Meeting on Demand Response and Smart Grid: is Government and other opinion-making leaders discuss political and social issues. <http://www.demandresponsetownmeeting.com/>

Brookings Institution: Located just blocks away from the UC Washington Center in DuPont Circle, the Brookings Institution is a prominent think tank that focuses on public policy issues. Check their website for information about speaker series featuring policy and economic experts that occur throughout the term.

<https://www.brookings.edu/>

Wilson Center: Serves a dual purpose as a presidential memorial and a highly regarded research institute.

<https://www.wilsoncenter.org/>

Capitol Hill: daily information about congressional hearings is published by the House of Representatives and Senate on their respective websites.

House of Representatives: <http://www.house.gov/legislative/>

Senate: http://www.senate.gov/committees/committees_home.htm

Another resource you may find useful is DC Linktank. The site aggregates information about lectures and conferences held throughout the area. <https://dc.linktank.com/>

Movies

DC Outdoor Movies: takes place in Adams Morgan, Capitol Riverfront, Carter Barron Amphitheatre, Chinatown, Columbia Heights, Congressional Cemetery, Golden Triangle, Georgetown and many other locations throughout the city during the summer months. Grab a blanket (and a pillow if you like), and enjoy watching a classic movie on a gigantic movie screen during a warm summer evening.

<http://www.dcoutdoorfilms.com/>

Uptown Theater: it has one big IMAX screening of a popular new movie. There's one located conveniently in Cleveland Park, great for a chill weekday night when everyone is procrastinating their research papers. <https://www.amctheatres.com/movie-theatres/washington-d-c/amc-loews-uptown-1>

Landmark E Street Cinema: perfect for indie films and they serve snacks with beer and wine! They play mostly independent, foreign, and avant-garde films and documentaries. <https://www.landmarktheatres.com/washington-d-c/e-street-cinema>

Landmark West End Cinema: another option for indie and foreign films and it's within walking distance from UCDC. <https://www.landmarktheatres.com/washington-d-c/west-end-cinema>

Museums

The Smithsonian Institute offers free and fascinating museums (<http://www.si.edu/Museums>).

- African American History and Culture Museum
- African Art Museum
- Air and Space Museum
- Air and Space Museum Udvar-Hazy Center
- American Art Museum
- American History Museum
- American Indian Museum
- Anacostia Community Museum
- Arthur M. Sackler Gallery
- Freer Gallery of Art
- Hirshhorn Museum and Sculpture Garden
- National Zoo
- Natural History Museum
- Portrait Gallery
- Postal Museum
- Renwick Gallery
- Smithsonian Institution Building, The Castle
- Arts and Industries Building

Other, Non-Smithsonian Museums

- The International Spy Museum: the only public museum in the U.S. dedicated to espionage. <http://www.spymuseum.org/>
- The Newseum: a large and well-polished exposition of news coverage of notable events. <http://www.newseum.org/>
- Corcoran Gallery of Art: currently closed. <http://www.corcoran.org/>
- The National Archives: tours are given weekdays by appointment only. <http://www.archives.gov/>
- National Firearms Museum: This museum illustrates the history and development of firearms through exhibits of antique and modern guns from around the world. <http://www.nramuseum.org/>
- National Geographic's Explorers Hall: <http://www.nationalgeographic.com>
- National Museum of Women in the Arts: <http://www.nmwa.org/>

- Phillips Collection: place has an incredible collection of Impressionism. Especially notable is an original Renoir. <http://www.phillipscollection.org/>

Memorials and Historical Sites

This is a partial list of the many monuments and buildings around town that you can tour and see for free:

Arlington National Cemetery: The easiest way to see it is on a tour, either by buying a ticket on the Mall and doing a complete sightseeing tour, or by buying the Cemetery tour at Arlington. Here you'll see the Tomb of the Unknown Soldier with the changing of the guard every half hour. Arlington House open daily, was once the residence of General Robert E. Lee until it was confiscated by the United States government during the Civil War. There are many famous people buried here including Pierre Charles L'Enfant (original architect of Washington, D.C.), General John J. Pershing, Secretary of State John Foster Dulles, President William Howard Taft, and General Phil Sheridan. The most famous resting sights, and most visited, are those of the Kennedy brothers, John F. and Robert F. Kennedy. By arriving as close to 8am as possible, you can experience the mood of quiet contemplation the site of JFK's eternal flame evokes when not mobbed by tourists. Nearest Metro: Arlington Cemetery.

Mary Mcleod Bethune Memorial: In Lincoln Park on the east slope of Capitol Hill. This memorial is to the ground-breaking educator of young African-American women who served in President Franklin D. Roosevelt's informal Depression-era "black cabinet"; she was also the first black woman to head a federal office as director of 'Negro Affairs' in 1936. This is DC's first statue in a public park honoring an African-American as well as the first one honoring a woman.

The Bureau of Engraving and Printing: Weekdays only; closed legal holidays. Twenty- five minute self-guided tours, preceded by a short introductory film about the Bureau, depart continuously during these hours. Free \$100 bill souvenirs for the first 100 visitors (Yeah, right). Nearest Metro: Smithsonian.

C & O Canal Boat Trips: Depart from Thomas Jefferson St. NW in Georgetown. The boat, a mule-drawn replica of a 19th century canal boat, travels through the Georgetown section of the canal. Tickets are sold at the information minimum. It's a slow trip, but that's whole idea.

The Capitol Building: With entrance on East Capitol Street and 1st Street NW. Once again, it is best to get tour tickets from your congressperson or senator for the VIP tour. Only on the longer VIP tours do you visit the House and Senate chambers. There are free 35-minute guided tours that leave the Rotunda every 15 minutes. Nearest Metro: Capitol South.

Frederick Douglass Home National Historic Site (Cedar Hill): 1411 W Street SE, open daily. This was the last home of the former slave, statesman, and abolitionist. He lived in this house from 1877, when he was 60, until his death in 1895. Many of the house's 19th century Victorian furnishings are original. Congress has also designated it the first Black National Historic Site.

The visitor center has interpretive exhibits and film documenting Douglas' life. Walk-in tours are given on the half hour.

The Federal Bureau of Investigation: Open weekdays only, closed weekends and federal holidays. Be aware that tickets can only be obtained through a member of Congress. Nearest Metro - Metro Center, or Federal Triangle.

Ford's Theater: 511 10th Street NW, between E and F Streets. Open daily. This is the theater which President Abraham Lincoln was attending a production of Our American Cousin when he was shot by John Wilkes Booth. Except when rehearsals or matinees are in progress (call before you go), visitors can see the theater and trace Booth's movements on that fatal night. Free 15 minute talks are given at 10 and 35 minutes after the hour. Be sure and visit the Lincoln Museum in the basement. Nearest Metro - Metro Center.

Peterson House (House Where Lincoln died): Right across the street from Ford's Theater at 516 10th Street NW.

Iwo Jima, the Marine Corps Memorial: Stands near the north (or Ord & Weitzel Gate) entrance to Arlington Cemetery as a tribute to marines who died in all wars. The Jefferson Memorial: open daily from 8am to midnight.

The Library of Congress: Closed on major holidays. Nearest Metro - Capitol South.

The Lincoln Memorial: Open 24 hours daily with park staff on duty 8am to midnight. Nearest Metro - Foggy Bottom.

Franklin D. Roosevelt Monument: The modest block of Vermont marble commemorates the nation's 32nd President. Nearest Metro - National Archives.

Teddy Roosevelt Island: lies in the Potomac River opposite the mouth of Rock Creek. Open daily. Nearest Metro - Rosslyn.

State Department Tour: 22nd and C Streets. Free one-hour tours of the eight floor diplomatic reception rooms are offered weekdays. Reservations are required. Nearest Metro - Foggy Bottom-GWU.

The Supreme Court: If you can, you should try and see the court in action. The Court meets Monday through Wednesday from 10am to 3pm (with an hour for lunch from noon to 1pm). Line up early! When the Court is not in session, there is still a free lecture in the courtroom about Court procedure and the building's architecture. Nearest Metro - Capitol South or Union Station.

The Vietnam Veterans Memorial: Open 24 hours with park staff on duty from 8am to midnight. This memorial honors the men and women who served in the armed forces during the Vietnam War - the longest in our nation's history. It includes two long black-granite walls inscribed with the names of those who died or whose remains are missing as a result of the conflict. This monument is very moving when seen at night. Nearest Metro - Foggy Bottom.

The Washington Monument: There is an elevator that takes you to the top of this 555-foot monument in about 70 seconds. There is another tour called "Down the Steps" Tours which are given based on staff availability. On this tour, you'll learn more about the building of the monument and get to see the 193 carved stones inserted into the interior walls. They range from a piece of stone from the Parthenon to plaques presented by city fire departments. Call before you go or ask a ranger on duty for more details. Timed tickets can be obtained at online <http://www.nps.gov/wamo/index.htm>; there is a small administrative fee, but it beats waking up early and standing in line. Nearest Metro - Smithsonian.

The Washington National Cathedral: The Cathedral has been the setting for every kind of religious observance. It is the final resting place of Woodrow Wilson and his wife, as well as Helen Keller, and Anne Sullivan. This was the church in which Martin Luther King, Jr. preacher his last Sunday sermon before he was assassinated. Nearest Metro – Cleveland Park

The White House: The best bet is to get tickets from your Congressperson or Senator for the VIP tours at 8:15, 8:30, and 8:45am. This ensures your entrance and entitles you to a more extensive -- and guided -- tour. You need to request them from you Congressperson very early, 8-10 weeks in most cases. The other option is getting public tour tickets for scheduled tours Tues. through Sat. Tickets can be obtained at the White House Visitor's Center, located on the corner of 15th and E St. NW (look for blue awnings) on the morning you would like to tour the White House. Doors open at 7:30 am, but people start lining up even earlier. Nearest Metro - Federal Triangle

Live Entertainment

In addition to having a rich local music scene, the DMV is a destination for major artists, bands, and comedians. See the websites of the venues below for show schedules. The Washington Post's "Going Out Guide" is also a great resource for information about live events:

<http://www.washingtonpost.com/goingoutguide>.

- **9:30 Club:** 815 V St NW <http://www.930.com/>
- **DC9:** 1940 9th Street NW <http://dcnine.com/>
- **Wolf Trap:** Virginia <http://www.wolftrap.org/>
- **Echostage:** 2135 Queens Chapel Rd NE <http://www.echostage.com/>
- **Fillmore Silver Spring:** Maryland <http://www.fillmoresilverpring.com/>
- **Lincoln Theatre:** 1215 U St NW <http://www.thelincolndc.com/>
- **GALA Hispanic Theatre:** 3333 14th St NW <http://www.galatheatre.org/>
- **Howard Theatre:** 620 T St NW <http://thehowardtheatre.com/>
- **Verizon Center:** 601 F St NW <http://verizoncenter.monumentalnetwork.com/>
- **Rock and Roll Hotel:** 1353 H Street NE <http://www.rockandrollhoteldc.com/>
- **EagleBank Arena:** Virginia <https://www.eaglebankarena.com/>
- **Warner Theater:** 513 13th St NW www.warnertheatre.com

Theaters

The following are not usually free but do offer great student discounts.

The Arena Stage: This houses Washington's own resident company since 1950. Jill Eikenberry, Michael Tucker, Ned Beatty and James Earl Jones are among many of their former players. Student tickets may be purchased at half price! www.arenastage.org

Theater J: located near UCDC, Theater J is housed at the Washington, D.C. Jewish Community Center. It features music, film, and plays. <http://washingtondcjcc.org/center-for-arts/theater-j/>

The Folger Library: 201 E. Capitol St. SE, offers both new plays and Shakespeare. www.folger.edu/

Ford's Theater: 511 10th St. NW, the site of Abraham Lincoln's assassination, offers special discounts to some of the finest new plays on the American stage. www.fordstheatre.org/

The John F. Kennedy Center for the Performing Arts: Our national cultural center, and, as such, operates a year round program of music, dance, drama and film events in its five theaters. Also houses the Concert Hall: The home of the National Symphony Orchestra. Performing four times per week at maximum, music ranges from bach to rock. The Kennedy Center hosts free shows every day on their Millennium Stage. www.kennedy-center.org

The American Film Institute Theater: Our national film “museum.” www.afi.com/silver/

The National Theater: The third oldest continuously operating theater in the US. www.nationaltheatre.org

The Source Theater: Produces work of established playwrights as well as unknowns. www.culturaldc.org

The Studio Theater: Many plays come here from off-Broadway. Student discounts. www.studiotheatre.org/

The Woolly Mammoth Theater Company: All kinds of discounts. www.woollymammoth.net

The Shakespeare Theatre: you enter for free tickets. www.shakespearetheatre.org

FOOD

One of the most important things you can do with your time in DC is to check out coffee houses and ice cream shops. These are the best places to grab a bite when networking with someone from work, catching up with friends, writing research papers, or just reading and people watching in the early mornings before work.

Coffee

Filter Coffeehouse & Espresso Bar 1726 20th St NW

Free Wi-Fi, quality coffee and latte art make this a perfect place for the coffee lovers. The coffee takes a bit longer than most (not as instant as most grab-and-go places), but the wait is well worth it. Don't go in expecting to get work done at a corner table for 3 hours- Filter is usually packed (which is a great sign).

Kramerbooks & Afterwords 1517 Connecticut Ave. NW

NW There is a nice café at DuPont Circle, small and kind of expensive though, in the back of the book store where one can get some of the best espresso in town. An outdoor patio is open when weather permits; at night there is usually quiet entertainment. Be forewarned that on weekends it gets very crowded, and there is usually a minimum charge in the evening. During its quieter moments it can be a good place to read. Kramer's also has good desserts. It's open all night on Friday and Saturday. The locals know this place as a pick-up joint. This is a great place to browse and listen to music for free.

New Orleans Café 1790 Columbia Road NW

Except for the fact that on any given Sunday most of the clientele will be reading the Post or the Times instead of the Chronicle, this café could make you forget you are in Washington. It is located in Adams Morgan. The café au laits here are quite good; you may wish to also sample their Creole doughnuts—Beignets. Although New Orleans Café is open for 3 meals (and their sandwiches are good), it is probably best to hit in the earlier morning or later dinner.

The Newsroom 1753 Connecticut Ave. NW

This is situated on the second floor of a newspaper and magazine shop. During its quieter moments it is a good place to read.

Pound the Hill 621 Pennsylvania Ave SE

Charming and cozy little place, with friendly and helpful staff. It's more of a restaurant than a coffee shop because it does transition into a bistro in the late afternoon hours, but still a very popular place to go for coffee. The Nutella lattes are incredibly popular. Wi-Fi is available, though sometimes slow.

Sip of Seattle 1120 G St NW

Great place to become a regular at; this is a place where the regulars really are regulars. Just stop by for a bagel and your morning coffee before work. The staff is incredibly friendly, the coffee is good and hot, and the service is quick.

Cupcakes, Ice Cream, and Other Desserts

Ice cream is by far the city's preferred summer dessert. Yogurt just isn't seen in these parts like in California.

Cone-E-Island 2816 Pennsylvania Ave. NW

Located on the outskirts of Georgetown, this also is a city favorite for ice cream. Cone-E- Island is unique in that it makes its own cones. There is not much room to sit here, but one may stroll with cones through nearby Georgetown.

Pitango Gelato 1451 P St NW

The gelatos and sorbet here are bucket-list worth. Not really a frills place for sprinkles, fruit or toppings, but that should just mean that the gelato is good. Thomas Sweet Wisconsin and P Street, Georgetown Nice place. Just blocks away from the Georgetown campus.

Mr. Yogato 1515 17th St NW

This is a fun place for frozen yogurt in DuPont. Every day, there are new little "challenges" to complete for discounts on yogurt (like naming 3 letter-H countries, opting for a Mr. Yogato forehead stamp, etc.) that you should definitely take advantage of. There's also a cute, old-fashioned Nintendo (the original!) complete with old games (like Super Mario!) to play.

Baked and Wired 1052 Thomas Jefferson St NW

Unique cupcakes (bacon? Real strawberries?) for anyone feeling homesick for Sprinkles! Located conveniently in Georgetown, and also serves other yummy desserts like brownies and tarts.

Georgetown Cupcake 3301 M St NW

Reputation for being overrated, but definitely a must-try for friendly service, cute cupcake boxes, and the famous cupcake shop everyone's seen on Cupcake Wars on TV.

The Sweet Lobby 404 8th St SE

Great cupcakes, macarons and hot chocolate for all dessert lovers out there

Watergate Pastry Shop 2534 Virginia Ave NW

Located in the infamous hotel, The Pastry Shop has a deserved reputation of being the finest in the city. There are outside tables in which to sit. The chocolate cheesecake is a must for cheesecake lovers.

Restaurants

DC is becoming a hot spot for culinary options and features food from all over the world. Food lovers should take particular note of Union Market and Eastern Markets, which offer wares from a variety of local businesses, restaurants, and farmers.

Nearby Eateries Include Nando's 1210 18th St NW

Known for their Portuguese grilled chicken and Peripheral sauce

District Taco 1919 M St NW Tacos, burritos, bowls

Bub and Pop's 1815 M St NW Famous for their sandwiches

Shake Shack 1216 18th St NW

Just a quick walk from the center, the Shack is a perfect place for sports and politics viewing parties, delicious burgers that will make you forget your love for In-N-Out, and unique frozen custard flavors that change every day, every month. Trust me, you'll miss this when you leave!

Essential DC Restaurants Include Busboys & Poets 2021 14th St NW

A well-loved restaurant for brunch, dinner, happy hours, sports and politics viewing parties, and weekly open-mic nights. Trendy and warm spot that truly aspires to live up to its name.

Ben's Chili Bowl 1213 U St NW Perfect for late night snacks after hanging out on U Street. Come for milkshakes, veggie chili, chili cheese fries and chili dogs from this classic DC institution.

Ethiopic Restaurant 401 H St N E

Great for big groups, and a fun dining experience! Many large, sampler plates that are perfect for sharing.

Founding Farmers 1924 Pennsylvania Ave NW

Restaurant that supports local farmers around the country- from farm to table! Great for American and soul food- yum, chicken pot pies. Come for brunch or dinner, but MAKE A RESERVATION!

Good Stuff Eatery 303 Pennsylvania Ave SE

Hearty, unique burgers and milkshakes right next to the capitol building- popular lunch for interns and employees on the Hill.

Old Ebbitt Grill 675 15th St NW

Popular brunch place and restaurant -- a great choice for taking family members out when they visit. Historical restaurant with great seafood entrees.

Happy Hours and Bars

The Big Hunt 1345 Connecticut Ave NW

Classic dive bar, safari-themed with affordable drinks and cheap wings during Happy hour.

The Front Page 1333 New Hampshire Ave NW

Best place for Taco Thursday! (Yes, Thursday). Unlimited taco bar when you buy a drink, and has a very clean, modern young-ish feel.

The Gibson 2009 14th St NW

MAKE A RESERVATION! Classy bar/speakeasy mixed with cozy, intimate hipster feel. Has an extensive cocktail menu and the search for the place is half the fun!

Madhatter 1319 Connecticut Ave NW

Small bar in DuPont with Alice in Wonderland décor and plenty of delicious food options.

Madams Organ 2461 18th St NW

Music venue with live jazz & blues and delicious food in Adams Morgan.

Mighty Pint 1831 M St NW

Classic dive bar with trivia nights, happy hours, and Thursday night flip night!

Sign of the Whale 1825 M St NW

Dive bar with great happy hour drinks and appetizers

The Tombs 1226 36th St NW

Popular place in Georgetown with a creative bar menu that's big among the Georgetown U college students

18th Street Lounge 1212 18th St N W

Nice lounge/dance club in DuPont with comfy couches, a fireplace and a candlelit atmosphere

ROADTRIPS

Since many of you will be visiting the East Coast for the first time, there are numerous cities and attractions that are relatively nearby if one owns or can rent a car. Train and bus services are also available, but if there is a group of you, a rental car may be the cheapest way.

There are two types of weekend excursions -- those that take only a day and those that involve at least two days, if not three. Before giving a description of some of the places that you can travel, here is some general advice about road trips. Make sure that you have chosen a congenial group with which to travel. If you are going with a large group, try to ensure that you have enough people with similar interests, so that when you break into smaller groups no one is left alone.

Try to do some planning before you leave. This is more important the farther you go and the longer your trip will be. Always get directions to where you are going. It is strongly recommended to call AAA since they give excellent directions to where you are going. It is also suggested that if you are staying overnight, you make hotel reservations before you leave. Finally, although you don't need an itinerary, you should have some idea of what you'd like to do when you get to your destination. Ask friends, interns, and people with whom you work for suggestions about what to do, where to go, and where to eat.

Make sure that you have enough money. Although you don't have to spend a fortune, it is a drag to run out of money on the second day of a three-day trip.

If you need to rent a car, make car reservations at least a week in advance. The best way to get a cheap

car is to call around and do a little price comparison. If you're a government employee, your ID could get you a discount.

If you are driving further than five hours, it is well worth your time to try and get a half day off. Most offices are understanding and if you make arrangements in advance, they would probably be very happy to let you take either Friday or Monday off.

Try to pack lightly. When road tripping, the clothes are far less important than being comfortable. Make sure you have good walking shoes because even bar hopping usually necessitates some walking.

Now, onward to more specific destinations and suggestions.

One-day Excursions

Mount Vernon, Virginia

Home and final resting place of George and Martha Washington, Mount Vernon is a great site for all visitors to DC. There is a charge for admission of \$17 per person. (780-2000). The ticket to Mt. Vernon includes a tour of the house and a chance to walk around the grounds for as long as you like. Mt. Vernon can be reached by car or bus and can easily be seen in a few hours.

METRO will take you most of the way here, and with a transfer bus, you will arrive in about an hour. There is also a riverboat called The Spirit of Mount Vernon that travels up the Potomac from Pier 4 at 6th and Water Streets SW (554-8000) twice a day. Fare for round trip (about 1 and a half hours each way) is \$44.95 but also includes admission to Mt. Vernon. Some people who are more adventurous can bike there from Georgetown. It is about 12 miles away.

Alexandria, Virginia

On the way back from Mt. Vernon, try visiting Alexandria. Or take the Metro to King Street and walk into Old Town along King St. This town is located about 5 miles from DC. While in Alexandria you can sightsee, shop, drink, and eat. This is a delightful little town and is lots of fun for a day visit. If you are interested in visiting historical sights, pick up a brief guide to Alexandria at the Visitor's Center. Note: many of the attractions at Alexandria are closed on Mondays, so it's not the best day to come.

Annapolis, Maryland

This city is full of historical sights, but the main attraction at Annapolis is the Naval Academy. If you visit Annapolis during July, you'll see the newest group of cadets being trained -- a far cry from UC students in blue jeans and backpacks. It is suggested to take a tour of the facilities since the guides can tell you some very intriguing facts about the Academy.

Baltimore and the Inner Harbor, Maryland

A short drive from Annapolis, the Inner Harbor is a huge shopping mall and eating establishment. One of the buildings has more places to eat and types of food than any one has seen under one roof. The Harbor also houses the National Aquarium which was relocated outside of DC just a few years ago. Also, for entertainment, Hammerjack's on South Howard Street is known as the "largest nightclub on the entire East Coast." Finally, in Baltimore itself, the Baltimore Orioles play at Camden Yards, 1300 East 33rd Street in the heart of Baltimore. It is about a one-hour trip from Washington. The MARC commuter train goes from Union Station to Baltimore during the week.

Charlottesville, Virginia

Although this can be a two-day trip, with only eight to ten weeks in DC, it is recommended doing this in one

day, or combining it with a trip to Fredericksburg for a weekend away. The two biggest attractions in Charlottesville are the University of Virginia and Monticello, the home of Thomas Jefferson. Both places highlight Jefferson's architectural creativity and scientific genius. Moreover, the setting is quite beautiful -- a lovely place for a picnic lunch. It's about a 2½ to 3- hour drive.

Fredericksburg, Virginia

This town is filled with Revolutionary and Civil War history. Battlefields surround the town. (It is highly recommended only visiting one or two as they all begin to look the same after a while). The city itself has lots of homes and shops that were built during the 1740's. Visiting all of these sights can be quite expensive. It is suggested skipping places like the apothecary shop. Don't miss Kenmore (the house of George Washington's sister). For one admission price you can get afternoon (or morning) tea and tour around the house which is said to include two of the most beautiful rooms in America. The town of Fredericksburg is quite charming and is like walking back into the 18th Century.

Harper's Ferry, Virginia

Located close to the West Virginia border is a point where Harper's Ferry and the Shenandoah River meet. This is a wonderful place to go tubing (tube rental runs about \$25). If you get a bunch of people together and rent a car, it is definitely a worthwhile activity for a Saturday or Sunday afternoon. The landscape is incredibly gorgeous. This list BY NO MEANS exhausts the possibilities for one-day trips. These are simply the most well-known and popular places to visit. If you would like more suggestions about where you should visit, please consult tour guidebooks and colleagues at work.

Weekend and three-day road trips

Atlantic City, New Jersey

Although it is no Las Vegas, Atlantic City is a recently renovated resort and gambling spot. Book hotel reservations in advance in order to assure low rates and a good room. The city is located near the water, so if you travel during the warmer months, bring a swimsuit to do a little sunbathing and swimming. Incidentally, this city is the one Monopoly was modeled after, so be prepared to visit "Boardwalk" and "Park Place."

Boston, Massachusetts

We strongly recommend making this a three-day trip. It's about 9-10 hours via Route 95. Be prepared to spend \$\$ for tolls and road fares (They pay for their highways on the East Coast by charging you to drive on them.) Boston is definitely a college town, and if you are interested in seeing the universities in the area, you should set aside a full day to visit Harvard, MIT, Brandeis, Tufts etc. (You can even visit Yale on the way back to DC if you are interested, but watch out for blood in the streets of the town on New Haven.) When you tour Harvard, try to spend some time in Cambridge. Also, visit their student store they call the Coop (like a chicken coop), where you can purchase sweatshirts and other Harvard memorabilia. Boston is also chock-full of buildings and sights from the revolutionary war. Most of these sights can be seen on all of the "Freedom Trail." Be sure to check out the incredible statue of Samuel Adams. There are two parts to the trail, the portion that goes near the Harbor involves lots of walking for a few sights.

If you have a limited amount of time, take the upper trail which visits Faneuil Hall, the place where JFK announced his candidacy for President. If you would like to eat somewhere with great food, but absolutely no atmosphere, go to Durgin Park. They serve huge portions and have the rudest waitresses east of Sam Woo's. If you like fresh seafood, definitely check out the "No Name" restaurant since it is cheap and serves huge portions. Finally, for baseball fans, there is Fenway Park (baseball the way it was meant to be.) Be sure

to call ahead for tickets.

Cape Cod, Massachusetts

This seaside resort is known for its summer inhabitants -- the Rockefellers, Kennedys, Mondales. Such people do not populate someplace unless it has a lot to offer as a vacation spot. The "Cape" is rumored to be filled with beautiful beaches, interesting shops, and delicious restaurants. It is a very long drive (about 10 hours) but it might be well worth your time if you are looking for a relaxing weekend on the beach.

Gettysburg, Pennsylvania

Gettysburg can almost be seen in a day as a one-day trip, but it is here because it is best to combine it with another city so that you get your money's worth out of your rental car. Most think that once you get there that Gettysburg is best seen by car; try to follow a map published by the Visitor's Bureau in order to visit all of the highlights and learn about interesting trivia connected with the city and battlefields. At the National Civil War Wax Museum (297 Steinwehr Ave) you can rent an auto tape tour with an option to buy -- it may be cheaper however to just buy a book at the visitor's center. Also at Gettysburg is the Eisenhower National Historic Site which is the only house ever owned by President Dwight D. Eisenhower and his wife, Mamie. Not far from Gettysburg is the Amish country Pennsylvania Dutch.

Hershey, Pennsylvania

In Hershey there are two points of interest. The first, and most important is Hershey's Chocolate World (open 9am-6:45pm) Here you can take a free 11-minute automated tour ride that explains the chocolate-making process -- see how all of your favorite Hershey products are made. You can also visit their gift shop and restaurant which feature many of their chocolate products. The other attraction in Hershey is Hershey Park. This is an 84-acre theme park with eight areas including German, English and Pennsylvania Dutch themes. There are 69 rides including 11 roller coasters and 16 water-related rides. Six theaters house live entertainment daily, including a dolphin show. The park opens at 10:30am and closing hours vary. There is an admission price of up to \$57.95 in the summer, but this price is all-inclusive. The park is closed in the winter.

New York, New York

The most obvious destination for a road trip is New York; but it is also one of most expensive cities to visit. You can cut costs by taking a bus. Make your reservations early to get a good deal, for example through www.dc2ny.com or www.washny.com. The best recommendation for visiting New York is to contact a relative, a friend, or travel with someone who knows the city and can serve as a tour guide before going to New York so you'll know where to go. If you'd like to see a Broadway play, there are two ways. There is a discount ticket stand on Times Square. Get there early, since the line can get very long. Whatever you do, try and stay on or near Broadway, if you go far off Broadway the quality of the play reflects that distance. Tickets are based on availability and the popularity of the shows. Greenwich Village, SoHo, Wall Street, 5th Avenue, Central Park, the 9-11 Memorial, the United Nations and various boroughs are just a few of the sites to visit. If you visit the Statue of Liberty, try to catch the first ferry, or you'll be waiting a few hours in line to climb to the top of Lady Liberty.

Philadelphia, Pennsylvania

This city is great for history majors and history buffs alike, especially those interested in the early years of American history. Philadelphia, like Boston, has published maps of walking tours you can take. The route takes you past such sights as the Liberty Bell and Betsy Ross' home. Be sure and see the Liberty Bell, and Independence Hall -- where the Constitution was signed.

Rehoboth and Dewey Beaches, Delaware

According to locals, these beaches are a better bet than Virginia Beach. They are supposedly cleaner, nicer and less congested. Call early for hotel arrangements, the summer months fill up quickly. After the hot DC weather, a trip to the beach may be just what you need.

Williamsburg, Virginia

This town is a restoration of a colonial city. While in Williamsburg, you can stay at the Comfort Inn, receive a tour of the town, shop in renovated stores, and visit the restaurants, plays, and pubs. The trip to Williamsburg is definitely a high point of the summer. You may also partake in side trips to various historical sites including Yorktown, Jamestown, and - Carter's Grove Plantation. We have never understood why there are so many waffle houses in this town, but you may as well try one. Williamsburg is also an outlet store town! J. Crew, Calvin Klein, Bass, and Nike, to name a few, all have their discount outlets here. For those with the desire to see cheesiness in action: Eat at the Lobster Palace next door to the Comfort Inn...Moving walls, spinning mirror balls over your faux-glass table...definitely a once in a lifetime experience.

A Final Note on Road Trips

Some of students' best UCDC memories are of road trips they took. Road trips can be a lot of fun –all it takes is a little planning, a little money and some terrific people. This guide is by no means exhaustive and only skims the surface of places to visit around the D. C. area. Ask friends, relatives, and colleagues for suggestions. Best of luck, and have a great time on your road trips!

SPORTS

For general info on upcoming sporting events, check out the Washington Post on Thursdays for their "Roster" section.

Spectator sports

Baseball: For local pride, go out and support the Washington Nationals! They play at Nationals Park, located near the Navy Yard-Ballpark Station. Unsold tickets are frequently available for less than \$10 on game days.

The Baltimore Orioles play out of Camden Yards in the heart of Baltimore. Even if you don't like baseball, you should go just to see the ballpark, it's very cool. The drive to Baltimore is about an hour or so. Amtrak is also very convenient from Union Station if you want to go!

Soccer: The DC United MLS team plays at Robert F. Kennedy stadium

Tennis: The DC National Bank Tennis Classic draws a lot of top talent. It is held in July at the Rock Creek Tennis Stadium.

Thoroughbred Racing: Laurel Park is open late June to mid-September. Pimlico Race Course is open April through September. Rosecroft Raceway is open throughout the year.

Basketball: The Verizon Center at 601 F St. NW is home to the NBA Wizards and WNBA Mystics.

Ice hockey: NHL Capitals also play at the Verizon Center. Their season runs from October through April. Call the Verizon Center info line if you're interested in events, because they have different events going on all the time.

Participatory sports

Boating, Canoeing, Kayaking, and Rafting: Fletcher's Boat House rents canoes and rowboats by the hour and per day for use on the C&O Canal. Bicycles are also available for rent. Boats are also available at Thompson's Boat Center at the corner of Virginia Ave. NW and Rock Creek Parkway.

Bicycling: Besides Fletcher's and Thompson's mentioned above, you can also rent at Big Wheel Bikes, at 33rd and M Street NW. For info on local clubs, bike routes, and commuting to work by bike call the Washington Area Bicyclist Association. Also, look into the Capital Bikeshare program for more information on renting bikes quickly.

Golf: DC has several public courses, including two nine-hole/ one 18 hole in East Potomac Park at Hains Point. You'll need a car. There is another two nine-hole course in Rock Creek Park near 16th & Underwood Streets.

Running: DC is a great runners' town, with many miles of scenic paths. Perhaps the most popular is the C&O Canal Towpath, which starts in Georgetown and runs parallel to the Potomac for a couple hundred miles. Other popular runs include the Four-Mile Run Park, between Arlington and Alexandria, the paths along the two-mile long Mall (between the Capitol and the Lincoln Memorial), the Mount Vernon Bike Path (beginning at the Memorial Bridge), the Parcourse at Rock Creek Park, and the path around the Tidal Basin. Also, the residential area surrounding Georgetown is a great place to explore running routes. During the summer, plan your runs in the morning or evening, unless you are training for the Death Valley Invitational!

Skating: Most ice rinks are open from November through March. Check out the Sculpture Garden Ice Rink, Washington Harbor Ice Rink, and the Canal Park Ice Rink.

Soccer: District Sports (<http://districtsports.org/>) and United Social Sports (<http://unitedsocialsports.com/>) host soccer leagues for players of all experience levels year- round. Pickup games are also played on the Ellipse on the National Mall as well as at several parks and schools in the DC area.

Softball: Along with happy hours and schmoozing, "softball" is the favorite pastime of both bureaucrat and intern alike in DC during the summer months. Many of you will work for agencies, which have their own softball teams. They are at times competitive and they play against each other after work several times per week. All softball games are played on the Mall. You don't have to be Babe Ruth to swing at a softball -- so get involved! It's a great way to get to know your co-workers on a social level, and many times famous people will play too (Many of the famous Washingtonians have been known to play for their teams).

Swimming: Indoor pools are accessible to DC residents, particularly at the Wilson High School, which features an Olympic-sized swimming pool. The facility is within walking distance of the Tenleytown metro. The YMCA (at 17th and Rhode Island Ave., NW) also has a swimming pool available to members. UCDC students should inquire about discounted rates.

SHOPPING

For all those shopping enthusiasts, DC offers a multitude of credit card maxing opportunities. This list is not exhaustive, but these places are reliable and nice. They are based on the recommendations of past UCDC participants alone.

Nearby: An H&M is located just steps from UCDC at Connecticut and Desales St., NW. There is also a Nordstrom Rack (great for picking up business attire you may have missed before leaving for reasonable prices) at 18th and L St., NW.

Metro Center: Very accessible to the UC Washington Center (just one stop away on the Red Line from Farragut North or about a 20-minute walk). The general area includes a Macy's, H&M, Forever 21, Zara, American Apparel, Anthropologie, and TJ Maxx.

Friendship Heights: Home to upscale shopping that would not feel out of place in Orange County, CA. Features a Neiman Marcus, Bloomingdale's, Sephora, and J. Crew, as well as a number of excellent restaurants.

Ballston Common Mall: Located just one block from the Ballston Metro in Virginia.

Fashion Centre at Pentagon City: This is an absolutely amazing mall located at the Pentagon City Metro stop. It is four stories high and includes a great food court and a movie theater. It has every store you could possibly want including Nordstrom, Macy's and every little store on earth. Also, conveniently located across the street from the mall are Costco, Chevy's and several other big stores.

Georgetown Park is a beautiful center near Wisconsin Ave. An indoor mall, it has over 150 stores including J. Crew.

Old Town Alexandria, off the King St. Metro has numerous shopping places, including Banana Republic and a GAP outlet.

Tyson's Corner Center and Tyson's Galleria are two nice shopping centers located right near each other. Tyson's Corner is worth visiting. It is larger and has a Bloomingdale's, which are hard to find. It is accessible by the Tyson's Corner metro stop on the new Silver Line.

If you feel that we have missed your favorite spot or the greatest road trip suggestion, let us know!