

# The Washington Program Pre-Departure Guide



**Office of Off-Campus Study**

Heggblade Center, 1<sup>st</sup> Floor  
850 Columbia Avenue  
Claremont, CA 91711

Phone: (909) 621-8267

Fax: (909) 607-8690

Email: [washington@cmc.edu](mailto:washington@cmc.edu)

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## **Introduction**

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Congratulations on being selected to intern with the CMC Washington Program. By building the Program into your college education, you will be bolstering your ability to thrive personally and professionally in the world of politics. The Washington Program is an adventure you will not regret and it will deepen and broaden you in ways you never imagined. The networking and connections you make as an intern can enhance your future opportunities. How much you invest into this experience will determine the real value of your participation.

You are about to embark on what has been for most students an incredibly rewarding and life-changing experience. As you begin your preparation, we will try to equip you with some practical information to ease you into living and interning in our nation’s Capital. Please feel free to share this guide with family, friends, and anyone else who will be supporting you during your time in D.C.

### **Washington Program Information:**

#### **CMC Suite in Washington**

1101 17<sup>th</sup> Street, N.W., Suite 604  
Washington DC, 20036

Phone: (202) 833-4946

Fax: (202) 833-5916

### **Emergency Contacts in Washington:**

Dr. Elizabeth Spalding, Director

Work: (202) 607-0749

espalding@cmc.edu

Dr. John Haskell, Professor

Work: (703) 627-6559

jhaskell@cmc.edu

### **CMC Emergency Contacts:**

Kristen Mallory, Director, OCS

Work: (909) 621-8267

kmallory@cmc.edu

Mary Spellman, Dean of Students

Work: (909) 621-8114

mspellman@cmc.edu

Campus Security

(909) 621-8170

### **Important CMC Contact Information:**

Financial Aid

(909) 621-8356

finaid@cmc.edu

Registrar

(909) 621-8101

registrar@cmc.edu

Student Accounts  
Off-Campus Study

(909) 621-8232  
Office: (909) 621-8267  
Fax: (909) 607-8170

student\_accounts@cmc.edu  
washington@cmc.edu

## **Before You Depart**

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### **Pre-Departure Checklist**

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- \_\_\_\_\_ Submit all required forms to the Off-Campus Study Office.
- \_\_\_\_\_ If you have questions about your financial aid award, please make an appointment with the Financial Aid Office before leaving campus.
- \_\_\_\_\_ Check your email and respond to both the requests from Off-Campus Study and Dr. Elizabeth Spalding.
- \_\_\_\_\_ Purchase your airfare.
- \_\_\_\_\_ Arrange for your housing/sign the lease.
- \_\_\_\_\_ Secure your internship.
- \_\_\_\_\_ Copy or scan your Driver's License, ATM Card, Credit Cards, Medical Cards, and other important paperwork (including your lease) and keep the copies with you and leave one with your family or a friend you trust.
- \_\_\_\_\_ Find out which Doctors/Hospitals/Counseling Centers will accept your medical plan in D.C. just in case.
- \_\_\_\_\_ Investigate your commute from your living quarters to your internship and the Washington Program office/classroom.
- \_\_\_\_\_ Find the nearest grocery stores and bank branches.
- \_\_\_\_\_ Get in contact with part participants of the program using the alumni contact sheet; they are great resources for housing, academics, finding internships, life in D.C., budgeting, networking, and more.

### **Academics**

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The program grants four course credits. CMC and Pomona government students may count two courses towards the major (not including Government 30, the internship course). Students taking the Leadership Sequence may count Government 30 as the experiential requirement. CMC students majoring in

Economics or International Relations may receive credit towards the major for Government 127 research paper with approval. Credit in other majors may also be possible, but this requires advance planning with and approval from the applicable department or program.

Courses on the program may not be taken for credit/no credit. The program will permit this option only in extraordinary circumstances such as serious illness and the consent of both of the course instructor and program director.

Because these are CMC courses taught by CMC faculty, your academics are considered as on-campus CMC credit and are subject to the CMC Academic Standards and Policies.

### **Obtaining Credit for Government 127, *Research on the Political Process in the Major***

#### **Economics:**

With advance notice and planning, students can obtain Economics major elective credit in Washington for *Government 127, Research on the Political Process*. Interested students must select an internship that can support an economics research paper. Examples include but are not limited to the Federal Reserve, the Council of Economic Advisors, or the General Accounting Office. Students also need the approval of the Department Chair for permission to register in Economics 199, which must be done no later than the drop/add deadline of the semester in Washington. If approved, the Chair will assign students to a reader in the Economics department at CMC.

#### **International Relations:**

With advance notice and planning, students can obtain IR major elective credit in Washington for *Government 127, Research on the Political Process*. The paper must address an appropriate international topic and students are responsible for obtaining approval for credit from the Chair of the International Relations Committee. They must also select an internship that can support an IR research paper. Examples include but are not limited to the State Department, international agencies that specialize in trade issues, or public interest groups that focus on human rights. The research paper will be supervised by a member of the Washington Program faculty. *Government 30*, the internship course, does not count towards the major.

#### **Courses-**

**Government 30:** Internship in Politics. This course is an intensive, full-time internship in which students work five days a week. This full-time presence distinguishes Claremont interns from most other interns in Washington, allows them to be treated as regular junior staff, and integrated into office routines as trusted employees who can meet deadlines.

**Government 125:** Readings in American National Politics. This course examines how Washington, particularly the executive branch leadership, makes U.S. foreign policy. In practical terms, students will focus on the President and his interactions with the heads of the National Security Council, Congress, the State Department, the Department of Defense, and the intelligence community. In thematic terms, students will concentrate on the policies and politics that pertain to national security, diplomacy, development, defense, and intelligence. By the end of this seminar, students will understand the main

domestic policymakers, institutions, and political factors that -- all in a Washington, D.C. context -- go into shaping American foreign policy. Taught by Dr. Elizabeth Spalding.

**Government 126:** Public Policy Analysis. This course takes an advanced look at the federal budget in all its component parts, including defense and domestic discretionary spending, mandatory programs, and revenue. Students will learn how the President, through the Office of Management and Budget, puts together his annual budget proposal to Congress and how Congress does its work to fund programs and legislate on the tax code. Most importantly, the course integrates policy and process with politics so students come away with a practical and comprehensive look at the federal budget. Taught by Dr. John Haskell.

**Government 127:** Research on the Political Process. This course is a tutorial designed to produce a major research paper. Frequent meetings and communications between the instructor and each student cover everything from possible paper topics to the final draft. Since paper topics almost always relate to the student's internship, on-the-job supervisors or colleagues may also become involved in the research project. Taught by Dr. Adam Wolfson.

## Travel Guidelines and Reimbursement

CMC OCS can reimburse for roundtrip air, train, bus, or driving travel from a student's permanent and primary home address to Washington, DC. To secure this reimbursement, submit **original receipts**, including your **boarding passes** to CMC OCS AFTER all travel is completed, no later than January 15 for fall semester, and no later than June 1 for spring semester.

### **Air Travel:**

Students will be reimbursed for round-trip travel from their permanent addresses to Washington, DC, in economy class for a four-month stay in DC. If flying into a different city on the east coast, students are responsible for their own ground transportation. Students may also be reimbursed for one checked bag and metro costs from Washington Dulles International Airport (IAD) or Ronald Reagan Washington National Airport (DCA) with the original receipts as long as the total amount (airfare, checked bag, metro cost) does not exceed the maximum allowance. Check student airfare sites such as sta.com or studentuniverse.com as well as low-cost online sites such as kayak.com and travelocity.com, as well as other airlines that don't use brokers such as Jet Blue or Southwest. When purchasing a ticket, keep in mind additional costs, such as luggage fees and change fees should you need to make a change to the ticket.

CMC does **not** reimburse airfare tickets

- *for Thanksgiving*
- *for fall or spring breaks*
- *for two round-trip airfares for the semester even if the cost is within our budgeted amount*
- *if using frequent flyer miles*

**Bus or Train Travel:**

Submit ticket stubs and receipt(s) for travel to and from DC, not including food, berths, porters, tips, etc. Students will only be reimbursed with original ticket stubs and receipt(s).

**Car Travel:**

The owner of the car will be reimbursed at the current CMC mileage rate for one round-trip, with no reimbursement for food, gasoline, hotels, or car repairs, not to exceed the total travel allowance. Only one student per vehicle may be reimbursed, even if students carpool. Only the driver or owner of the car will be reimbursed. If the owner of the car is from the east coast, mileage will be reimbursed from the permanent home address only. Mileage reimbursement forms are available from the Off-Campus Study Office.

## Finding a Place to Live and Roommates

There are no CMC housing facilities available on the Washington Program. Students are responsible for finding housing and selecting roommates with assistance and guidance from the program and OCS. Interns should consider their housing and roommate selection carefully. What if your roommates' politics are divergent? What would you do if your roommates enjoy late night parties and all you want to do is study? How would you feel about a roommate that doesn't clean up after themselves and leaves dirty dishes in the sink?

Off-Campus Study provides information to help guide you through this process and in securing housing.

Prior interns recommend:

- Incoming students take over the leases from the departing group of interns.
- Use internet resources, such as Craig's list or the local newspapers.
- Consider WISH at Woodleypark
- Investigate Boston University's apartment unit for their interns. If their intern program is not full, they may offer open apartments to other interns in DC.
- Suite America has agreed to offer apartments to our program interns on a priority basis.
- Consider Gables Corporate Accommodations, furnished options that may be a viable option.
- Read your email – Dr. Spalding sends ideas and addresses as she becomes aware of additional opportunities.

Some things to keep in mind when looking for housing:

- What is the neighborhood like? What is the crime rate in that neighborhood? Are there any grocery stores nearby? How far will you need to walk to a metro or bus stop? Is it near any restaurants or places to go at night?
- How will you get to and from the Washington Program Office?
- How will you get to and from work? How long is your commute to work? How many transfers you will make each way? Will you go by metro or bus?

- Are utilities included in your rent? If not, what is the average cost? Is it furnished? Does the apartment have convenient laundry facilities? How about a gym, pool, or other recreational facilities? Are there facilities nearby your housing/office/work?
- Decide the important factors you need in your living quarters; make sure you prioritize these when searching for your apartment/living arrangements.

## The Lease and Contract

Examine the lease carefully before signing it. Not all landlords are trustworthy. Also, make sure you know when to notify the landlord that you are vacating the apartment; often this date is soon after you arrive!

Although we know you are independent adults, this is a good time to ask for help from your parents. They have experience with locating housing, negotiating, arranging leases/mortgages, and paying monthly invoices. This is real-world experience for your future.

## Budgets

The Washington Program maybe the first time you will be managing your own budget for day to day life. The budget below is to help you prepare and keep your costs within your means:

<b>Rent</b>	\$
<b>Electric/Gas</b>	\$
<b>Internet/Cable</b>	\$
<b>Furniture Rental</b>	\$
<b>Professional Office Wear</b>	\$
<b>Groceries</b>	\$
<b>Eating Out</b>	\$
<b>Commuting Costs</b>	\$
<b>Entertainment (Movies/Museums/Taxis)</b>	\$
<b>Gym Membership/Other Hobbies</b>	\$
<b>Laundry/Dry Cleaning</b>	\$
<b>TOTAL</b>	\$

### ***Alumni tips:***

- Budget for transportation because it does add up, especially if your job doesn't subsidize it. Do not be afraid to ask your employer if there are transportation subsidies available for interns.
- Keep in mind that the bus is always cheaper than the metro. DC has what is called the Circulator Bus, which allows you to go across the city (and even to Georgetown) for just a dollar.
- When renting an apartment, check to see if it comes with silverware, pots, pans, etc. These things are essential, and they really add up when you have to purchase them.



**Money Saving tips for unpaid interns:**

- Be alert to “free” food: Is there free coffee at work? Will there be leftovers after a lunch meeting at work that will be offered out after the meeting?
- Make your lunch instead of eating out.
- Buy groceries at *Safeway* not *Whole Foods*.
- Walk instead of taking the metro when possible.
- Get a smartcard for the metro.

## Obtaining an Internship

First, meet with the faculty liaison to help you select the internship that is the right fit for you. Research the internship locations and be ready to discuss what skills you bring to the internship and the business itself. Brush up your resume and make an appointment at career services for a mock interview. Write your cover letters well in advance of applying for your internship. Get the letters reviewed for errors and perfect them. Send your letters and applications out in a timely manner.

Actively pursue an internship. This entails making follow-up calls to Washington to check on the status of your application(s), maintaining regular contact with Dr. Spalding, and responding to all emails.

## Packing

The best start is to create a packing list. Try to pack light. Don't pack what you can easily buy once you arrive. Domestic airlines will charge extra for baggage or excess items. Also, keep in mind that you will be lugging your bags around once you get there.

Keep in mind what the season will be when you intern in DC. What will the weather be like? What clothing and accessories will you need? Winter coat? Umbrella?

First impressions count! The impression you want to convey is that you take your position seriously. *Dress in clean, neat clothing that fits the guidelines of the company where you are interning.* While each industry has its own dress code, some more casual than others, keep in mind that clothing that may be acceptable at school or the beach (such as shorts, tank tops, and flip flops) is never acceptable in the working world.

Bring separates that you can mix and match. Stay away from flashy clothing, party attire, and tight or revealing outfits. Wear something different each day of the week. Changing up clothing combinations can be the same thing as wearing something new.

**Alumni Tips:**

- Bring work attire that can be thrown into the wash. Limit your dry-cleaning; it's a hassle and expensive.
- In autumn in DC, everyone wears blacks, grays, and dark colors – very fashionable.

- Pack clothes for three seasons – summer, fall, and winter. Ask your HR representative or boss before you start what the office dress code is so you know what type of professional clothing to wear.
- Do bring formal clothing for Washington Program speakers, alumni dinners, and various events throughout the city.
- DC is a walking city, so make sure you have comfortable walking shoes for the weekend, and make sure you have comfortable work shoes or a bag big enough to bring a spare change of shoes for walking to and from work.
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## After Arrival in Washington

### Faculty and Facilities

Dr. Elizabeth Spalding serves as the Director of the Washington Program and is an Associate Professor of Government. She is joined by two experienced adjunct faculty members. Dr. John Haskell is Senior Fellow of the Government Affairs Institute at Georgetown University, and Dr. Adam Wolfson is senior program officer at the National Endowment for the Humanities.

Most texts used in CMC Washington Program courses should have already been purchased from the list sent out. Other materials will be distributed by faculty members in class throughout the semester.

All classes are held in the Washington Program office: 1101 17<sup>th</sup> Street, N.W., Suite 604. Check the program calendar for the exact location of all classes and special events. Keys to the program office are the responsibility of the student and must be returned to the director at the end of the semester.

*Failure to return the key, fob or security card will result in replacement **charges** to your student account of **\$100 per key, \$100 per fob, and \$100 per security entrance card.***

### Story House Mail

First class mail or packages received at Story House will automatically be forwarded to your permanent home address on file with the Registrar's Office. If you want mail forwarded to a different address, you will need to email [mailroom@cmc.edu](mailto:mailroom@cmc.edu) with instructions. Please include your name, box number, and preferred forwarding address. Please remember that bulk mail, including magazines, will not be forwarded.

### Living in Washington

#### **ROOMMATES:**

If you have roommates, you need to be cognizant of their needs and desires as well. Do your part, be polite, and make sure you communicate with your roommates.

If you are having an issue, do not ignore it. Students experiencing difficulties with their roommates are encouraged to try to work out the problems themselves. If the problem becomes a serious matter, please contact Dr. Spalding or the Off-Campus Study Office.

You are subject to CMC's [Basic Rule of Conduct and Discipline Process Procedures](#). The College has adopted the Basic Rule of Conduct, other College policies, and these discipline procedures to promote the health and safety of members of the College community and its guests, to further the development of responsible and mature social interaction in a residential setting, and to maintain an environment which facilitates and promotes the broad educational mission and purpose of the College.

### **HOUSING:**

You will have more independence living in DC than you do on campus. You will have the added pressures of preparing meals and cleaning up afterwards, plus working, in addition to finding time to do your assignments and coursework.

Take photos of the condition of your apartment before you move in. Make sure you give notice to your landlord that you are vacating your apartment; make sure you know the time period in your lease for this notice. Give yourself time to clean your apartment and turn in keys before returning home.

Also, remember to take some time out for yourself. Make sure to enjoy the city and see the sites.

### **Alumni Tips: Living in and Enjoying DC**

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- If you enjoy museums, it is impossible to visit all of them in DC in one week. If you really want to appreciate them, visit them throughout the semester. It is difficult with classes and an internship, but it is worth the effort.
- Be a proactive traveler and don't be afraid to venture out of DC. Try mixing up your routine on the weekends by going places like Virginia, Baltimore, or even New York City. The capital's central location on the East Coast serves as a convenient hub for travel, and if you take advantage of it, you will get to see some unique and exciting places.
- Try to go to a baseball game or two. Washington Nationals games are fun, and if you use your student discount, you can get tickets as low as \$5. Also, go shopping at Eastern Market on the weekend for fresh and delicious food.
- Get involved. Volunteering for a campaign also allowed me to see a lot of areas that I normally wouldn't have gone to, and I made some great contacts.

### **Time Management**

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There is much to accomplish while interning in DC:

- Get a calendar or use the one on your electronic device (phone, i-pad, or laptop). Make sure you set a schedule of weekly tasks.
- Prioritize what you need to get accomplished over the week.
- Take the time to analyze how you are doing and how you are going to get things done.
- Be realistic about what you can accomplish in the amount of time you have.
- Don't procrastinate.
- Execute your tasks thoughtfully and don't rush through things.

## Interning in Washington

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Remember that you are here to learn. Listen to what people are telling you.

The Washington Post has a great online resource for interns. Take advantage of the information!

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

Some advice:

- Know what is expected from you at your internship and be ready to embrace it. Even better, go the extra step and exceed expectations. Show you have initiative. Be a self-starter.
- It is imperative to have a good attitude and bring enthusiasm to what you do. Act professional.
- Gain your supervisor's trust early on by paying attention and following instructions. The biggest mistake is not writing things down and remembering them. Ask questions.
- Also remember that you are an intern; although you deserve respect, don't forget your position in the office.
- Focus on your work and don't get distracted by social networking sites.
- Take your work seriously and don't try to cover up mistakes. Get help if you need it.
- Ask for feedback from your supervisor, and implement changes if you need to.
- Learn from your coworkers and ask them about themselves.
- Make sure you dress appropriately.
- Introduce yourself and connect with everyone in your office, even if you are not working directly for them. Taking that initiative allows you to stand out.
- Keep up with current events.
- Use common sense.
- Don't gossip or rant. Don't complain about your internship or colleagues in the office. Someone will hear you.
- Most of all, say thank you.
- Make sure you are taking advantage of networking, but don't overdo it. You are there to work and learn, not to promote yourself.
- The city runs on networks and relationships. The Washington Program gives you a head start to meet and establish connections with young and impressive individuals that can lead to job opportunities in the future.
- If your employer is abusive or you feel you cannot continue at the internship, make sure you contact Dr. Spalding.

## Health

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Participants of the Washington Program are provided emotional support through services comparable to the services through the Monsour Counseling Center. These services are provided on an on-call basis through a licensed clinical social worker in Washington, D.C.

Students retain their current medical insurance while on the program; students are responsible for finding doctor covered by their individual plans.

If you have a personal emergency or are a victim of crime, please notify Dr. Spalding immediately. Make sure you keep in contact with your family. The Off-Campus Study Office, the Dean of Students Office, and On-Campus Security are here to help you as well.

## **Safety**

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The health and safety of students is a top priority at CMC. Extensive Emergency Procedures have been implemented for the Washington Program. In-depth training is a significant part of your on-site orientation program. Additionally, each student will receive a complete emergency backpack kit.

**Alumni tip:** Be conscious of the different neighborhoods and make sure you are with another person if you are going to be out past ten p.m.

## **On-campus Services: Library, Writing Center, IT, and OCS**

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### **LIBRARY:**

The Washington Program has made special arrangements for access to Georgetown University Library. With the library cards, students have regular borrowing privileges with the exception of access to special online databases. Students can access the Claremont Colleges on-line library; at <http://blais.claremont.edu/patroninfo>. You will be prompted to enter your name and your 10-digit Student ID number.

### **INFORMATION TECHNOLOGY:**

Most students will have computers with them and/or will be able to use computers at their internships. Students will also have access to computers at the Washington Program Office. Information on program computer use will be discussed during on-site orientation.

The Information Technology Services (ITS) office is available for student assistance:

<http://www.cmc.edu/its/students.php>. Please contact the student helpdesk at Phone: (909) 607-0911 or [help@cmc.edu](mailto:help@cmc.edu) if you need assistance.

### **THE WRITING CENTER:**

The Center for Writing offers online support for any paper at any stage of the writing process.

The process for submitting and receiving help is as follows:

1. Contact the center well before your assignment is due at [writing@cmc.edu](mailto:writing@cmc.edu) with a draft of the writing in question.
2. Share detailed information about the paper and what you specifically want help with.
3. A consultant will be assigned to your paper and will assist you shortly thereafter.
4. The consultant will read over and comment on the essay using MS Word, sending it back to you.
5. Please be sure your essay is saved in MS Word format. The writing center consultants will comment on your essay through MS Word's comment feature. The consultant will note errors with explanations and recommendations provided in the comments.

6. Please expect a time span of at least two days before you receive your paper with comments.

**OFF-CAMPUS STUDY OFFICE:**

The Off-Campus Study Office in the Center for Global Education is here to assist as well. We have the capability to Skype, email, or speak by telephone. Please let us know when you are available and we will set up an appointment time to call and speak with you. In case of emergency, the office is available after hours and on weekends.

**OTHER:**

The services of many other on-campus offices are available as well if you need them. Although you are off-campus, you are still considered a Claremont Colleges student enrolled in on-campus coursework and are meant to have most resources available to you.

## **Returning to Claremont**

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### **Photo Contest**

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The Off-Campus Study Office hosts a photo contest every semester. We will email you about the photo contest upon your return. We need photos that capture moments from your internship experience, from the receptions you attend, the people you meet, the meals you cook, or the fun excursions you have. We want to see you in action!

**First Prize—\$75, Second Prize—\$50, Third Prize—\$25**

### **Evaluation**

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Please take the time to complete the Washington Program evaluation form. It helps OCS to review the program and assist with prospective students who may be interested in the program. We ask you three questions:

1. What did you appreciate about the Washington Program experience?
2. What did you find difficult about the Washington Program experience?
3. If you could change anything about the Washington Program, what would it be?

### **Opportunities for Help**

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CMC offers services to help you bridge your opportunities both while in Washington and after you return. The alumni chapter in Washington has a mentor program. The mission of the DC Chapter is to offer events throughout the year that enable alumni to meet each other and to stay in touch with Claremont McKenna College.

Career Services is another source for assistance. The Career Services Office is dedicated to equipping all Claremont McKenna College students with the knowledge, skills, and resources to find meaningful opportunities while at CMC and beyond.

The Off-Campus Study Office housed at the Center for Global Education is another department that can assist with your needs during and beyond your internship in DC.

Last and certainly not least, Dr. Spalding and the faculty in Washington are your primary contacts and can help in many ways.

## Opportunities to Help

The Off-Campus Study Office holds numerous events for prospective student interns and you may be asked to be on panels for information sessions, interviews, orientations, and/or other meetings.

## Converting your Experience into a Marketable Future

Each semester the Off-Campus Study Office hosts a dinner for all alumni of the Washington Program currently attending the 5Cs to meet with Dr. Elizabeth Spalding while she is in Claremont promoting the program. This is your opportunity to give our office and Dr. Spalding feedback, reconnect with your DC peers, and meet other students who have been on the program.

Make sure you take advantage of the Washington network and people you have met while on the program. Stay in touch with your contacts and be sure to follow-up. Don't forget to say good-bye and thank you before you leave DC.

Reflect on your internship experience. What did you like and not like about the internship? What did you learn about the kind of organization you want to work for after graduation? What did you learn about being a good employee? How does this thinking inform the type of work you want to pursue in your next internship or full-time work? Is a career in Washington right for you?

Meet with the advisers in career services for ways to incorporate your experience on your into your résumé.

## Appendix

### Housing Checklist

Apartment Name: \_\_\_\_\_ Landlord: \_\_\_\_\_  
Address: \_\_\_\_\_ Phone: \_\_\_\_\_  
Type of Dwelling: Studio Apartment House Other: \_\_\_\_\_  
Total cost of rent per month: \$ \_\_\_\_\_  
Utilities: Included Not Included  
If not included, how much per month: \$ \_\_\_\_\_  
(heating, A/C, water, gas, sewer, trash, electricity, wireless)  
Number of Bedrooms: 1 2 3 4  
Number of Bathrooms: 1 2  
Location: Downtown DC Arlington Roslyn Ballston

Other: \_\_\_\_\_  
Furnished?    Yes    No                    Cost of Rental furniture: \_\_\_\_\_  
Additional Amenities:  
Gym: \_\_\_\_\_  
Washer/Dryer: \_\_\_\_\_  
Security: \_\_\_\_\_  
Metro Stop: \_\_\_\_\_  
Grocery: \_\_\_\_\_  
Distance to Downtown DC: \_\_\_\_\_  
Availability: \_\_\_\_\_    Waitlist: \_\_\_\_\_  
Other: \_\_\_\_\_

## **How to Mess up your Internship, Have a Miserable Time in Washington, and Lengthen Your Stay in Purgatory**

### **The Application Process**

- Fail to return phone calls and emails
- Send cover letters and resumes with errors in spelling, grammar, and diction
- Ignore the instructions on application forms
- Send application materials to the wrong person
- Leave a “colorful” message on your voicemail
- Fail to provide adequate contact information
- Apply to offices that you do not know or have not researched
- Forget to ask what interns actually do in the office
- Commit to an internship and then renege when “something better” comes along
- Forget to withdraw other applications once you have accepted an internship

### **Work Habits**

- Show up late to work
- Leave work without telling anyone where you are going
- Forget to tell your supervisor about program events you must attend
- Show disrespect for coworkers
- Break commitments
- Disregard details
- Wear inappropriate clothing
- Cover up or ignore your own mistakes
- Argue with constituents
- Talk to reporters without clearance (unless you work for the media)
- Badmouth the boss (anytime, anywhere)
- Refuse to do any “intern” work
- Neglect to ask (politely) for substantive work



## Apartment Life

- Rent without knowing where the apartment is, how much it costs, and what it includes
- Fail to consider location and proximity to transit
- Neglect to read the lease
- Form a housing group with people you neither know nor learn about
- Annoy your roommates
- Let your roommates annoy you without saying anything
- Assume that your roommates will do all the cooking, shopping, and cleaning

## Sample of a Lease

### RENTAL AGREEMENT

THIS AGREEMENT made this \_\_\_\_ Day of \_\_\_\_\_, \_\_\_\_\_, by and between \_\_\_\_\_, herein called "Landlord," and \_\_\_\_\_ and \_\_\_\_\_, herein called "Tenant." Landlord hereby agrees to rent to Tenant the dwelling located at \_\_\_\_\_

\_\_\_\_\_ under the following terms and conditions.

**1. FIXED-TERM AGREEMENT (LEASE):**

Tenants agree to lease this dwelling for a fixed term of \_\_\_\_\_, beginning \_\_\_\_\_ and ending \_\_\_\_\_. Upon expiration, this Agreement shall become a month-to-month agreement AUTOMATICALLY, UNLESS either Tenants or Owners notify the other party in writing at least 30 days prior to expiration that they do not wish this Agreement to continue on any basis.

**2. RENT:**

Tenant agrees to pay Landlord as base rent the sum of \$\_\_\_\_\_ per month, due and payable monthly in advance on the 1<sup>st</sup> day of each month during the term of this agreement. The first month's rent is required to be submitted on or before move-in.

**3. FORM OF PAYMENT:**

Tenants agree to pay their rent in the form of a personal check, a cashier's check, or a money order made out to the Landlord.

**4. RENT PAYMENT PROCEDURE:**

Tenants agree to pay their rent by mail addressed to the Landlord (replace this with landlord's mailing address) \_\_\_\_\_, or in person at the same address, or in such other way as the Landlord will advise the Tenant in writing.

**5. RENT DUE DATE:**

Tenant hereby acknowledges that late payment will cause Landlord to incur costs not contemplated by this Rental Agreement. We allow for a 3 day grace period. In the event rent is not received prior to the 4<sup>th</sup> of the month, Tenant agrees to pay a \$25 late fee, plus an additional \$5 per day for every day thereafter until the rent is paid. Neither ill health, loss of job, financial emergency, or other excuses will be accepted for late payment.

**6. BAD-CHECK SERVICING CHARGE:**

In the event Tenant's check is dishonored and returned unpaid for any reason to Landlord, Tenant agrees to pay a returned check charge of \$25 AND accept whatever consequences there might be in making a late payment. If for any reason a check is returned or dishonored, all future rent payments will be cash or money order.

**7. SECURITY DEPOSIT:**

Tenants hereby agree to pay a security deposit of \$\_\_\_\_\_ to be refunded upon vacating, returning the keys to the Landlord and termination of this contract according to other terms herein agreed. This deposit will be held to cover any possible damage to the property. No interest will be paid on this money and in no case will it be applied to back or future rent. It will be held intact by Landlord until at least thirty (30) working days after Tenants have vacated the property. At that time Landlord will inspect the premises thoroughly and assess any damages and/or needed repairs. This deposit money minus any necessary charges for missing/dead light bulbs, repairs, cleaning, etc., will then be returned to Tenant with a written explanation of deductions, within 60 days after they have vacated the property.

**8. CLEANING FEE**

Tenant hereby agrees to accept property in its present state of cleanliness. They agree to return the property in the same condition or pay a \$200.00 minimum cleaning fee if the Landlord has to have the property professionally cleaned.

**9. REMOVAL OF LANDLORD'S PROPERTY:**

If anyone removes any property belonging to Landlord without the express written consent of the Landlord, this will constitute abandonment and surrender of the premises by Tenant and termination by them of this Rental Agreement. Landlord may also take further legal action.

**10. CHANGES IN TERMS OF TENANCY:**

*(This paragraph applies only when this Agreement is or has become a month-to-month agreement).* Owners shall advise Tenants of any changes in terms of tenancy with advance notice of at least thirty (30) days. Changes may include notices of termination, rent adjustments, or other reasonable changes in the terms of this Agreement.

**11. TENANT COOPERATION:**

Tenant agrees to cooperate with the Landlord is showing property to prospective tenants, prior to termination of occupancy.

**12. TENANT INSURANCE:**

Landlord will not be liable for any loss of Tenant's property. Tenant hereby acknowledges this and agrees to make no such claims for any losses or damages against Landlord, his agents, or employees. Tenants agree to purchase insurance – at their own expense – sufficient to protect themselves and their property from fire, theft, burglary, breakage, electrical connections. They acknowledge that if they fail to procure such insurance, it is their responsibility and they alone shall bear the consequences.

**13. ABANDONMENT:**

If Tenants leave the premises unoccupied for 15 days without paying rent in advance for that month, or while owing any back rent from previous months, which has remained unpaid, the Landlord and/or his representatives have the right to take immediate possession of the property and to bar the Resident from returning. Landlord will also have the right to remove any property that the Residents have left behind and store it at the Tenant's expense.

**14. OCCUPANTS:**

The number of occupants is limited to two (2) primary tenants & two (2) children. Only the Tenants may live in this building. Any additional residents residing in said dwelling for more than 2 weeks continuously must be added to this lease or receive written permission from the Landlord, subject to the same restrictions as the tenants, i.e. they must fill out an application. Nurses or maids required to care for the Tenants during an illness are an exception from this provision.

**15. LOCK POLICY:**

No additional locks will be installed on any door without the written permission of Landlord. Landlord will be given duplicate keys for all locks so installed at tenants' expense, before they are installed.

**16. LOCKOUTS:**

Should tenants lock themselves out of their dwelling and be unable to gain access through their own resources, they may call upon professional locksmith or the Owners to let them in. In either case, they are responsible for payment of the charges and/or damages involved. Owners charge a fee of \$15 for providing this service between the hours of 8 a.m. and 6 p.m., Monday through Friday, excepting holidays, and a fee of \$25 for all other times. This fee is due and payable when the service is provided.

**17. CONDITION OF PREMISES:**

The Tenants hereby acknowledge that the said property is in good condition. If there is anything about the condition of the property that is not good, they agree to report it to the Landlord within 3 days of taking possession of the property. They agree that failure to file any written notice of defects will be legally binding proof that the property is in good condition at the time of occupancy.

**18. INVENTORY AND INSPECTION RECORD:**

An inventory and inspection Record has been provided for the Tenants' use. Only after this has been filled out (within the 3-day time limit) will the Landlord take any action to complete necessary repairs. Landlord warrants that all major systems will be functional and in good repair at the time of possession. Light switches, wall plugs, doors, windows, faucets, drains, locks, toilets, sinks, etc. will either be in working order or will be repaired once the Tenants have completed the Inspection and Inventory Record. Tenants are encouraged to report any necessary repairs, no matter how slight, in writing, but they are advised that Landlord does not normally repair or replace nonfunctional items such as paint, carpets, etc., every time a property changes possession. Those items are scheduled for repair/replacement at regular intervals regardless of tenant turnover.

**19. BALCONIES AND PORCHES:**

If your unit has a balcony, deck, or porch do not allow more than two people on the structure at one time.

**20. TENANT RESPONSIBILITY:**

Good housekeeping is expected of everyone. Tenant agrees to keep quarters clean and in a sanitary condition. The Tenants agree not to permit any deterioration or destruction to occur while they are occupying the property.

**21. ALTERATIONS:**

Tenant shall make no alterations, decorations, additions, or improvements in or to the premises without Landlords' prior written consent, and then only by contractors or mechanics, or other approved by Landlord. All alterations, additions, or improvements upon the premises, made by either party, shall become the property of the Landlord and shall remain upon, and be surrendered with said premises, as a part thereof, at the end of the term hereof.

They acknowledge that they will be responsible for and pay any damage done by rain, wind, hail, tornadoes, etc., if this damage is caused by leaving windows open, allowing stoppage and/or overflow or water and/or sewage pipes, broken windows or doors, torn screens, broken door and window locks, etc. or any damage caused while Tenant has occupancy.

**22. VEHICLES & GARAGE USE:**

Tenants agree to keep a maximum of 1 vehicle on premises or in the garage. These vehicles must be both operable and currently licensed. Tenants agree to park their vehicles in assigned spaces and to keep those spaces clean of oil drippings. Tenants agree not to park boats, recreational trailers, utility trailers, and the like on the premises without first obtaining Landlords' written permission.

**23. UTILITIES:**

Resident will be responsible for payment of all utilities, telephone, gas, or other bills incurred during their residency. They specifically authorize Landlord to deduct amounts of unpaid bills from their Security Deposits in the event they remain unpaid after termination of this agreement. The Landlord/Owner agrees to only pay water, garbage, and sewer bills.

**SERVICES.** Landlord shall be responsible for the following utilities and services in connection with the premises

- Water and sewer
- Garbage and trash disposal

Tenant shall be responsible for the following utilities and services in connection with the Premises:

- Electricity
- Gas
- Heating
- Telephone
- All other utilities and services not listed under the Landlords responsibility

Tenant acknowledges that Landlord has fully explained to the Tenant the utility rates, charges and services for which Tenant will be required to pay (if any), other than those to be paid directly to the utility company furnishing the service.

**24. NOTIFICATION OF SERIOUS BUILDING PROBLEMS:**

Tenant agrees to notify Landlord immediately if roof leaks, water spots appear on ceiling, or at the first sign of termite activity. Tenants also agree to notify the Owners immediately upon first discovering any signs of serious building problems such as foundation cracks, a tilting porch, a crack in plaster, buckling drywall or siding, a spongy floor, a leaky water heater, etc. If the tenant does not notify landlord in a prompt matter the tenant may be held financially responsible.

**25. REASONABLE TIME FOR REPAIRS:**

Upon being notified by Tenants that there is some building defect in which is hazardous to health, life, or safety, Owners shall undertake repairs as soon as possible. Should there be a delay of more than seventy-two (72) hours in making repairs, due to difficulty in scheduling the work or obtaining parts or for any other reason beyond the Owners' control, Owners agree to keep Tenants informed about the progress of work.

**26. DRAIN STOPPAGES:**

As of the date of this Agreement, Owners warrant that the dwelling's sewage drains are in good working order and that they will accept the normal household waste for which they were designed. They will not accept things such as diapers, sanitary napkins, tampons, children's toys, wads of toilet paper, balls of hair, grease, oil, table scraps, clothing, rags, sand, dirt, rocks, or newspapers. Tenants agree to pay for clearing the drains of any and all stoppages except those which the plumber who is called to clear the stoppage will attest in writing were caused by defective plumbing, tree roots, or acts of God. Please use a drain filter to save unnecessary time & money with repairs.

**27. BACKYARD & GARDENS:**

The Tenants agree to never use any form of pesticides (including rat poison, roach sprays, etc), or fertilizers unless written permission is granted from the Landlord.

**28. NON-LIABILITY:**

The Tenants hereby state that work or repairs that need to be done will be handled by competent professionals, unless Tenants are qualified and capable of doing the work themselves and doing it properly, in a safe manner that meets all federal, state, and local regulations and have written approval from the landlord. Tenants further state that they will be legally responsible for any mishap they either do themselves or hire others to do. Landlord will be held free from harm and liability along with his agents and representatives. In the event that needed repairs are beyond the Tenants' capacity, they are urged to arrange for professional help.

**29. DISCLOSURE OF LANDLORD/AGENT**

The management company is \_\_\_\_\_. This company may be represented at various times by its employees or agents, who will carry identification. Management Co. \_\_\_\_\_ is authorized to act for and on behalf of the Owner for the purpose of receiving and receipting notices and demands and for the service of process and all other acts which Landlord could or would do if personally present. The address for Management Co. is \_\_\_\_\_.

**30. ACCESS TO PREMISES:**

The Owner reserves the right to enter the residence at reasonable times to inspect, make necessary repairs, supply services, or show it to prospective residents, purchasers, workmen, or contractors. Whenever practicable, a two-day notice of the Owner's intent to enter shall be given to the Resident.

**31. SUBLETTING & ASSIGNMENT:**

Tenants shall not sublet the entire premises or any part of the premises, nor shall they assign this Agreement to anyone else without first obtaining Landlords' written permission. Prospective sublessees or assignees must submit an application to the Landlord and must agree to credit, background, reference, and employment verification as well as the obligation to pay a non-refundable \$25 application fee. Permission to sublease will be determined by the sole discretion of the Landlord.

**32. PETS:**

Pets are allowed on the premises only by obtaining the Landlords' written permission first. When possession of the property is given to the Tenant, only those pets listed on the Rental Application will be allowed unless subsequent written permission has been granted. "Pets" does not include animals trained to serve the handicapped, such as seeing-eye dogs, hearing dogs, or service dogs. These animals may be housed on the premises so long as they are in the direct service of those they were trained to serve and so long as Landlord is notified in advance in writing of the circumstances. In any case, when permission is granted, owners are required to pay an additional \$25 per month pet-rent charge for one or more. Additionally, a pet-application sheet must be submitted before move-in.

If problems with pets occur there are several ways it may be handled depending on the events. If the pet is anyway dangerous it will not be allowed on the premises. In the event of the owner being negligent in regards to clean-up or allowing access to areas that the pet could damage the tenant will be fined or money will be taken from the deposit. If the pet is a nuisance in anyway the landlord may make suggestions to how the pet is cared for or may require the tenant to attend a training course to be approved by the landlord. Pets are never to be allowed in the yard unsupervised. Cleaning up after the pet is necessary immediately following defecation. Constant barking will not be permitted.

**33. TERMINATION UPON SALE OF PREMISES.** Notwithstanding any other provision of this Lease, Landlord may terminate this lease upon 45 days written notice to Tenant that the Premises have been sold.

**34. WAIVER:**

All rights given to Landlord by this agreement shall be cumulative in addition to any laws which exist or might come into being. Any exercise of any rights by Landlord or failure to exercise rights shall not act as waiver of those or any other rights. No statement or promise by Landlord, its agents, or employees, as to tenancy, repairs, amount of rent to be paid, or other terms and conditions shall be binding unless it is put in writing and made a specific part of this agreement.

**35. TERMS:**

In this agreement the singular number where used will include the plural, the masculine gender will include the feminine, the term Owner will include Landlord, Lessor; and the term Resident will include Tenant, Lessee.

**36. FULL DISCLOSURE:**

The Tenants signing this Rental Contract hereby state that all questions about this Rental Agreement have been answered, that they fully understand all the provisions of the agreement and the obligations and responsibilities of each party, as spelled out herein. They further state that they agree to fulfill their obligations in every respect or suffer the full legal and financial consequences of their actions or lack of action in violation of this agreement. Signature by the Tenant on this Rental Agreement is acknowledgement and he/she has received a signed copy of the Rental Agreement.

Accepted this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_ .

\_\_\_\_\_  
Tenant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Landlord-Manager

\_\_\_\_\_  
Date

## Medical Facilities

### Doctors

**Dr. Michael Gray & Dr. Kerry Gray**

301-951-3606

[www.drsgrey.com](http://www.drsgrey.com)

4314 Montgomery Ave.

Bethesda, MD 20814

3 blocks (0.4 miles) from the Bethesda metro stop, on the red line.

**Hours:** Monday – Friday, 9 AM – 5 PM

Saturday, 10 AM – 1:30 PM

**Dr. Matthew Parker**

202-293-3636

2021 K St., NW Suite 512

Washington, DC

3.5 blocks east of the Farragut metro stops on the blue, orange and red lines, and about 3.5 blocks from the Foggy-Bottom, GWU metro stop on the blue and orange lines.

**Hours:** Monday – Friday, 8 AM – 4 PM

**CVS Minute Clinic**

[www.minuteclinic.com](http://www.minuteclinic.com)

CVS/pharmacy

1201 South Hayes Street

Arlington, VA 22202

At the Pentagon City Metro stop, on blue and yellow lines.

**Hours:** Monday – Friday, 9:00 AM – 8:00 PM (lunch break, 2:00-3:00 PM)

Saturday, 9 AM – 5:30 PM (lunch break, 1:00-1:30 PM)

Sunday, 10 AM – 5:30 PM (lunch break, 1:00-1:30 PM)

**Farragut Medical and Travel Care**

(202) 775-8500

<http://farragutmedical.com/door/>

815 Connecticut Ave., N.W.

Washington, DC 20006

1 block from the Farragut West metro stop on the blue and orange lines.

**Hours:** Monday – Friday, 10 AM – 5 PM

Hospitals

**George Washington University Hospital**

(202) 715-4000

900 23<sup>rd</sup> Street, N.W.

Washington DC 20037

[www.gwhospital.com](http://www.gwhospital.com)

**Georgetown University Hospital**

(202) 444-2000

3800 Reservoir Rd., NW

Washington, DC 20007

[georgetownuniversityhospital.org](http://georgetownuniversityhospital.org)

**Sibley Memorial Hospital**

(202) 537-4000

5255 Loughboro Road, N.W.

Washington, DC 20016

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

Counseling

**The Meltzer Psychological Services Center** (Doctoral students in the Psychology Program/PhD at George Washington University)

202-994-9072; meltzercenter@gwu.edu  
2125 G St, NW 1st Floor  
Low-fee psychological services; sliding scale based on ability to pay  
<http://www.gwu.edu/~psycdept/view.cfm?page=services>

**Community Counseling Services Center** (Masters and Doctoral students in counseling programs at George Washington University)  
Dr. Monica Megivern, Director  
202-994-8645  
2134 G St, NW- Counseling Center is in the basement of the Graduate School of Education and Human Development  
Fees range from about \$10-\$30, sliding scale based on income  
<http://neighborhood.gwu.edu/discovergw/communitycounsel.cfm>  
**Store Locations**

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**Alexandria Target**

3601 Jefferson Davis Hwy , Alexandria, VA 22305-3116 USA  
**Phone:** (703) 706-3840  
**Hours:** 7 days a week 8am to 11pm  
**Pharmacy Phone:** (703) 706-3852  
**Pharmacy Hours:** Mon-Fri 9am to 7pm Sat 9am to 6pm Sun 11am to 3pm  
**1-Hr Photo Lab Phone:** (703) 836-4388  
**1-Hr Photo Lab Hours:** Mon-Sat 9am to 8pm Sun Noon to 6pm  
**Directions:** Walk 0.1 mi. SW from Crystal City Metro Station to S Eads St. and S. 18<sup>th</sup> St. Take metro bus 9A Fort Belvoir. Arrive at Jefferson Davis Hwy and Lynhaven Dr. Walk 0.1 mi. N. to Potomac Yard  
Or  
From the Crystal City Metro Station Street Level take metro bus 10P Braddock Road Station. Arrive at Potomac Yard Shopping Center.

**Wal-Mart**

5800 Kingstowne Blvd  
Alexandria, VA 22315  
(703) 924-8800  
Services: Garden center, pharmacy, photo center, tire and lube, vision center  
**Directions:** Take the blue line towards Franconia/Springfield to the Van Dorn Metro Station. Take Fairfax Connector Bus 203 Towards Kingstowne. Arrive at Kingstowne BV & Kingstowne Village PW. Walk 0.4 mi. NE towards 5800 Kingstowne Blvd.

***Bed Bath and Beyond***

***Pentagon Row***  
900 Army Navy Drive  
Arlington, VA 22202  
(703) 415-2613  
Store Hours:



Monday-Saturday 9:30 am – 9:30 pm

Sunday: 10:00 am – 7:00 pm

**Directions:** Take either the blue or yellow line to Pentagon Metro Station. Walk 0.2 mi. SW to Pentagon Row.

**Ikea**

2901 Potomac Mills Circle

Woodbridge, VA 22192

703-494-4532

**Directions:** Take blue line to Franconia-Springfield Metro Station. Transfer. Take OmniRide Bus towards Woodbridge/Franconia Station Loop. Arrive at Potomac Mills Commuter Lot. Walk towards Potomac Mills Circle.

Or

Ride blue or yellow line to Pentagon Metro Station. Walk 0.1 mi. E to the Pentagon Bus Terminal. Take OmniRide Bus towards Dale City. Arrive at Potomac Mills Commuter Lot. Walk towards Potomac Mills Circle.

**Staples**

3307 M Street, NW

Georgetown, DC 20007

Phone: 202-337-8179 FAX: 202-337-8183

Monday through Friday: 8am-9pm

Saturday Hours: 9am-7pm

**Potomac Yard**

3301 Jefferson Davis Hwy.

Alexandria, VA 22305

Phone: 703-836-9485 FAX: 703-836-9489

Monday through Friday: 8am-9pm

Saturday Hours: 9am-9pm

Sunday Hours: 10am-6pm

**Directions:** Walk 0.1 mi. SW from Crystal City Metro Station to S Eads St. and S. 18<sup>th</sup> St. Take metro bus 9A Fort Belvoir. Arrive at Jefferson Davis Hwy and Lynhaven Dr. Walk 0.1 mi. N. to 3601 Potomac Yard Shopping Center

Or

From the Crystal City Metro Station Street Level take metro bus 10P Braddock Road Station. Arrive at Potomac Yard Shopping Center.

**Best Buy**

Pentagon City

1201 S. Hayes Street suite #b

Arlington, VA 22202

Phone: 703-414-7090

Hours: Mon-Sat 10:00am-9:00pm

Sun 11:00am-6:00pm

**Directions:** Take either the blue or yellow line to the Pentagon City Metro Station. Walk ½ block S on Hayes St. Turn L on 15<sup>th</sup> St.

**Costco**

Pentagon City

1200 South Fern Street

Arlington Virginia 22202

Phone: (703) 413-2324

Hours: M-F 11:00am - 9:00pm

Sat. 9:30am - 6:00pm

Sun. 10:00am - 6:00pm

**Directions:** Take either the blue or yellow line to the Pentagon City Metro Station. Walk ½ block S on Hayes St. Turn L on 15<sup>th</sup> St.

**Harris Teeter (grocery store)**

Pentagon Row

900 Army Navy Dr.

Arlington, Virginia 22202

Open 24 hrs

Phone: (703) 526-9100

Pharmacy

**Directions:** Take either the blue or yellow line to Pentagon Metro Station. Walk 0.2 mi. SW to Pentagon Row.