



WISH INTERN GUIDE

CHECK IN PROCEDURES

Contact WISH office a week before arrival to schedule check-in.

Office is open

Mon-Fri 9:00am-5:00pm

Check-in weekend

10am-4pm on Saturday of semester start date

WISH SOCIAL MEDIA

Follow us on [Facebook](#), [Instagram](#), [TikTok](#) and [Twitter](#) for updated events and opportunities throughout your stay.



305 Massachusetts Ave NE,
Washington DC 20002

Note: If delayed during travel, contact WISH office at 202-548-2720. Have your WISH residence and office addresses in case of check-in after office hours

ARRIVING IN DC. CHECK IN AT WISH OFFICE FIRST



BY PLANE

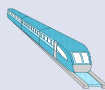
📍 Reagan National Airport (DCA) is the closest airport. Take a metro to Union Station → walk three blocks to the WISH office. OR it's 6 mile drive (less than \$25) in a taxi from the airport to the WISH office.

📍 Dulles International Airport (IAD) is 30 miles west of DC which is 40-60 min drive.

There is a SuperShuttle boarding area on the lower level of the Dulles Airport. OR take the Washington Flyer Express bus. OR take a Silver Line Express bus → use Silver Line metro to Metro Center → transfer to the Red Line to Union Station.

📍 Baltimore-Washington International Airport (BWI) is 25 miles northeast of DC, which is 1h drive. Taxis cost \$50-80 - agree on a price before setting off.

There are SuperShuttle buses every 30 minutes, daily from 6:00am-11:30pm (≈\$45 one-way). It's cheaper to take the train from BWI Airport, either the frequent peak hour departures of the MARC commuter line. OR take the Amtrak trains. These services take 35-40 minutes and arrive at Washington's Union Station where taxis are plentiful.



BY TRAIN

If you will be coming in on an Amtrak train, the closest station is Union Station which is also a stop on the Metro Red Line → walk three blocks to the WISH office.





BY CAR


It is much easier to run into the WISH office and check in while someone stays with the car right out front. If you find side street parking be sure to read the signs regarding zoning/length of time allotted to park for free (if applicable).




WHAT TO BRING

 **Clothes.** Pack a versatile wardrobe. Bring your comfiest sweat pants and your most formal suit; you never know when you will need to make a great impression or land that interview!

 **Clothes hangers.** Bring a few with you and then you can always purchase more if needed.

 **Electronic Devices.** You will want to bring your laptop computer and any other electronic devices you may need. All WISH housing provided free WiFi.

 **Bedding.** You will want to bring a full set of linens: pillows, blankets, sheets, and towels.

WISH MAINTENANCE

Submit maintenance requests on the boards at some entrances or email fixit@internsdc.com.

For internet-related issues, contact WISH office at interns@internsdc.com.

WISH's maintenance staff checks the board twice a week. For emergencies, use **the 24-hour phone number** on the maintenance board.

MAIL

Send all mail to your placement address. The WISH Office **cannot receive packages**. Students should have packages sent to their assigned address or a nearby post location for pick-up

UPS Store

611 Pennsylvania Avenue SE
(202) 543-0850

USPS at Union Station

50 Massachusetts Avenue NE (lower level)
(800) 275-8777

US Post Office

600 Pennsylvania Avenue SE
Between 7th Street SE and 6th Street SE
(202) 523-2174

FedEx Ship Center

208 2nd Street SE, Washington, DC 20003
(202) 543-2710

FedEx Office Print & Ship Center

715 D Street SE
Between 8th Street SE and 7th Street SE
(202) 547-0421

ESTIMATED BUDGET/WEEK

Metro \$25

Taxi \$15

Groceries \$50-100

Restaurants \$40

Household Supplies \$5

Toiletries \$10

THE METRO

Nearby locations serve popular destinations with frequent train service, especially during rush hour.

In Capitol Hill, you will have access to:

- Union Station
- Capitol South
- Eastern Market.

Download apps like **Embark** or **ITrans** for real-time metro schedules and maps.



METRO RIDING TIPS

- Keep your card – you need it to exit once you've arrived at your destination!
- Each Metro station has an attendant at the turnstiles who can assist you.
- Remember proper escalator etiquette: stand on the right, walk on the left.
- When a train arrives at the Metro station, stand to either side of the doors to allow passengers to exit before you board.
- Do not eat, drink, smoke or litter on any Metro vehicles to avoid citations and fines.
- Metro doors are not like elevator doors – they will not open if you try to stop them. Do not try to force open closing doors.
- Choose the correct metro exit to avoid being blocks away from your destination. Check station signs for exit guidance.
- Protect against theft on the metro by keeping belongings in a closed bag. Use a lanyard or pocket for your Metro card to avoid fumbling at the turnstile; have it ready.
- Avoid theft on Metro by refraining from using electronic devices, especially when doors are closing. Keep them securely in your pocket or bag.
- Get a SmarTrip Card – a rechargeable fare card with a computer chip for value tracking. Purchase for \$10 at Metro stations/CVS/Apple Wallet
- Consult the WMATA website and app to receive up to the minute reports on train delays.
- Sign up for transportation, utility, and weather alerts at dc.gov for email/text notifications about delays, outages, and emergencies.

Practice! Navigating DC at rush hour can be challenging for even the seasoned traveler. Be sure to practice your route to work before your first day so you're comfortable and prepared.



GROCERY STORES

Capitol Hill has numerous small independent corner stores, though slightly pricier than commercial counterparts. Consider these alternative options:

Eastern Market, 225 7th Str. SE
Explore this 19th-century farmer's market, a historical landmark worth visiting.

Harris Teeter, 1201 First Str. NE
*It's one block away from the NoMa-Gallaudet U Metro stop (Red Line).

Giant, 300 H Str. NE
*Purchase a grocery cart or to be resourceful you could always use your empty suitcase with wheels.

Safeway, 415 14Th Str. SE
*This store does home delivery where you place the order online and schedule a delivery time.

Target, 3100 14th Str. NW
*This store is located at the Columbia Heights Metro (Green & Yellow Lines).

Bed, Bath, and Beyond, 709 7th Str. NW
*This store is located right off the Gallery Place-China Town Metro stop.

BANKING

Bank of America
201 Pennsylvania Ave SE
Between 3rd Str. SE
Independence Ave SE/2nd Str. SE
(202) 624-4600

PNC Bank
650 Pennsylvania Ave SE
Between 7th St SE and 6th Str. SE
(202) 835-5441

SunTrust Bank
300 Pennsylvania Ave SE
Between 4th Street SE and 3rd Str. SE
(202) 548-3128

Citibank
600 Pennsylvania Ave SE
Between 7th Str. SE and 6th Str. SE
(800) 627-3999

DRY CLEANERS

Capitol Hill Valet
409 E Capitol Str. SE #1
(202) 547-5356

Capital City Cleaners
601 Massachusetts Ave NE
(202) 547-6755

Hill Cleaners & Alterations
332 Pennsylvania Ave SE
(202) 547-4338

HOTELS

Capitol Hill Suites
200 C Str. SE
(202) 543-6000

Hyatt Capitol Hill
400 New Jersey Ave NW
(202) 737-1234

Holiday Inn on The Hill
415 New Jersey Ave NW
(202) 638-1616

Hotel George
15 E Str. NW
(202) 347-4200

The Washington Court Hotel
525 New Jersey Ave NW
(202) 628-2100

Holiday Inn at Smithsonian
550 C Str. SW
(202) 479-4000

GYMS

Washington Sports Club
214 D Str. SE
(202)547-2255

Results Gym
315 G Str. SE
(202) 234-5678

Capitol Hill Yoga
641 Pennsylvania Ave SE
(202) 448-9680



YOUR FIRST DAY AT WORK

Coordinate with your supervisor to establish check-in times for work progress and questions. Recommended intervals include every morning upon arrival and every evening before departure. Confirm your supervisor's preferred frequency for communication.

Make a good impression. The harder you work and the more pleasant you are chances are that interesting projects and more responsibilities are in your future.

Don't be afraid to ask questions. Offices expect interns to ask questions and make mistakes. You're learning and they know it.

They are there to help. Just try to avoid asking the same question twice!

Do your research. Learn everything you can about the organization and its current issues. Ask your supervisor for reading material to catch up to speed.

Find a "buddy". This person can help answer office questions that you might not want to bother your boss with – like how to load the printer with paper. Don't overuse this person.

Arrive 10 minutes in advance. Get to know the receptionist. He or she can be helpful (getting a taxi, recommending a good place to grab a sandwich, and letting you know where your supervisor is).

Limit personal work, especially the first week. This includes using Facebook, shopping online, etc. Many offices have specific policies around these issues and will communicate them to you.

Figure out lunch. On your first day be prepared, bring a light lunch to eat if everyone is staying at the office but also have cash on hand if someone from the office offer to go out and get a quick bite on your first day. Just be prepared for both. You can learn a lot about your office at lunch.

You are a temporary worker. Remember that you are in the office for a short period of time. Network, make friends, and learn. If your supervisor texts for personal reasons all day long, it doesn't mean it's okay for you to do that too. As an intern, policies and expectations can be different for you.



WHAT TO WEAR TO WORK

Confirm the office dress code. Ask your internship supervisor about the official office policy on dress code before you arrive in the office on your first day.

When in doubt look about. If you are not sure of the office attire, wear a suit on the first day of your internship. Pay attention to what others in the office are wearing to get a feel for the appropriate dress.

Bring out the commuter shoes. If you have a long commute to work, we recommend wearing comfortable shoes to the office and changing into office-appropriate shoes when you arrive. You will often see men and women wearing tennis shoes or sandals on the metro. If you have a drawer at your desk, consider storing a pair of office shoes there, so you don't have to carry them back and forth each day.

Dealing with the weather. Dress in layers so you are prepared for any temperature. Ladies can bring a cardigan or jacket to wear in the office to cover up a dressy tank or sleeveless dress that kept you cool on your commute. Men can bring their tie and slip it on before the day starts. Plan to arrive a few minutes early to give yourself time to stop at the bathroom and freshen up on the way to your desk.

KNOW THE DRESS CODE TERMS

• Professional Business Attire

Men – Suit pants, jacket, tie and brown/black dress socks and shoes.

Women – Pants, dress or skirt suit and brown/black dress socks/hose and shoes.

• Casual Business Attire

Men – Dress/khaki pants, dress/polo shirt and brown/black dress socks and shoes.

Women – Dress/khaki pants or skirt and a nice top and neutral dress shoes.

• Casual Fridays/Dress Down Days

Many offices have dress down Fridays. This can often mean that polo shirts and khaki pants or jeans are permitted in the office.

*Always confirm with your supervisor.