

The Milton and Cynthia

# Friedman Internships

in Washington, D.C.

Summer 2007

## Student Handbook





## **Welcome to Washington, D.C.!**

Congratulations on your acceptance into the Milton and Cynthia Friedman Internship Program. As a Friedman intern, you'll be exploring Washington, D.C. intimately through your internship placement and the events, briefings and tours organized by Carnegie Mellon's Office of Government Relations Washington, D.C. office. This is a wonderful opportunity to throw yourself into everything that Washington has to offer.

Carnegie Mellon is proud to sponsor the Friedman Internship Program for many reasons. The university believes strongly in the power of collaboration and interdisciplinary study; your public policy internship experience this summer exemplifies the university's approach to education. In your classes during the academic year, you are encouraged to generate ideas that have the potential to change the world; your Friedman internship is your chance to implement those ideas in the real world.

As a staffer on Capitol Hill, I can't stress enough how much the experience of working closely within the public policy realm influenced my career. Take this time to get to know our nation's capital and work hard at you internship; the experiences you will have and the contacts you will make will only strengthen you as a person, a student and a member of society.

I look forward to hearing about your summer upon your return.

Sincerely,

Jared L. Cohon  
President, Carnegie Mellon University

## **A Letter from Cynthia Friedman**

Welcome to the Friedman Internship Program!

For students with an interest in public policy or non-profit work, Washington is the very best place to be. Here you will begin building a network of other committed professionals, as well as be able to take advantage of the Carnegie Mellon alums who are working and living in the area. Listen to their stories, heed their advice and consider them a resource.

Some of the very best and most interesting internships are with small, mission driven non-profits, non-governmental organizations and of course, in Congressional offices, and they are more often than not unpaid. By endowing the Friedman program in honor of my late husband, Milton, who was a graduate of Carnegie Mellon (E'47, '49), I hoped to remove the financial barrier that might otherwise discourage students from pursuing an internship in Washington, D.C.

And, don't forget to have fun. The university's Office of Government Relations Washington, D.C. office will schedule both policy-oriented and social events for you. Take advantage of these activities as well as the vast cultural resources that our nation's capital has to offer.

I hope to see you this summer and look forward to hearing about your experiences when you return to campus in the fall.

Best wishes,

Cynthia Friedman

## About the Friedman Internship Program

The Milton and Cynthia Friedman Internships in Washington , D.C. were created in 2000 through a generous gift from Cynthia Friedman, currently a trustee of the university, in memory of her husband, an alumnus of Carnegie Mellon. The grants encourage and support the participation of undergraduate and graduate students in policy-related internships located in the nation's capital. They are designed to foster significant work experiences that complement students' academic work and assist them as they make career and graduate education decisions.

All Carnegie Mellon undergraduates and graduate students from any college or school who have a strong academic record and would value the opportunity to spend a summer gaining firsthand policy experience in a public or private sector in Washington, D.C., are invited to apply. Graduating seniors are not eligible. Students are responsible for finding their own internships. There are many available resources open to them through the Career Center and TartanTrak, in their own particular schools and departments, and through experiences of fellow students who have participated in internships during past summers.

Grants of up to \$3,000 are available. Six to ten grants will be awarded for the summer. Internships usually cover a 10-week period. Students find their own housing in Washington, although we can provide some general housing information. Friedman Interns are expected to attend informal seminars on policy topics and organized events around the District. These seminars and events are coordinated through Carnegie Mellon's Office of Government Relations Washington, D.C. office.

## Week by Week

As Friedman intern, you can expect to work on substantive projects, develop professional skills and benefit from the personal attention of a supervisor at your organization. In addition to your professional duties, Friedman interns attend exciting events, both educational and social, presented by influential and effective politicians, academics and leaders from the nonprofit sector.

In 2006, the calendar of events included tours of National Public Radio, the National Institutes of Health and the United States Department of State as well as several social and networking dinners. Check periodically with the Director of the Government Relations Washington, D.C. office and the Friedman Internship Program Web site ([www.cmu.edu/govrel](http://www.cmu.edu/govrel)) for an updated event schedule.

**These events are mandatory.** Your supervisors should not schedule conflicting meetings or other events that would prevent you from attending the Friedman Internship weekly events. You are also responsible for scheduling your own work around these events. Attendance will be taken at each event. If you cannot attend for any reason, please inform the Director of the Office of Government Relations Washington, D.C. office at least 24 hours in advance.

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Office of Government Relations  
Carnegie Mellon University  
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Suite 510  
Washington, D.C. 20002  
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## About the Government Relations Office

Carnegie Mellon's Office of Government Relations Washington, D.C. office works with congressional offices and federal agencies to increase interactions between the university and its federal leaders.

The office's main goals at the federal level are to act as a resource for members of Congress and their staffs on a variety of issues, to inform and influence relevant legislation, to identify new opportunities for the university to engage in federally-funded research and to heighten awareness of the importance and impact of Carnegie Mellon's research and education programs.

We achieve these goals in a variety of ways. The government relations staff works closely with committee staff to provide expert information and testimony on legislative issues and to arrange for our faculty to brief members of Congress both during congressional hearings and in private and group meetings. In addition, the staff builds relationships between the federal government and the Pittsburgh region by bringing federal officials to campus for one-on-one demonstrations and meetings with the university's world-renowned researchers.

While you are in Washington, the Government Relations office functions as your Carnegie Mellon touchstone. Staff can help interns locate housing, find services and navigate the city. Think of the office as your campus away from campus and do not hesitate to contact the Director should a need arise.

## **Housing**

The Friedman Internship Program is unable to provide housing. However, the following list provides some suggestions for finding housing quickly.

### **Apartments and Sublets**

[www.apartmentfinder.com](http://www.apartmentfinder.com)  
[www.apartments.com](http://www.apartments.com)  
[www.gwhatchet.com](http://www.gwhatchet.com)  
[www.hillzoo.com](http://www.hillzoo.com)  
[www.roommates.com](http://www.roommates.com)  
[www.appt-locators.com](http://www.appt-locators.com)  
[www.sublet.com](http://www.sublet.com)  
[www.washingtoncitypaper.com/class/classifieds.html](http://www.washingtoncitypaper.com/class/classifieds.html)  
[www.washingtonpost.com/wp-dyn/realestate/rent](http://www.washingtonpost.com/wp-dyn/realestate/rent)  
[www.localnet.abracat.com/washingtontimes](http://www.localnet.abracat.com/washingtontimes)

### **Student and University Housing**

American University

[www.american.edu/ocl/housing/summer\\_housing\\_conferences/intern\\_housing.html](http://www.american.edu/ocl/housing/summer_housing_conferences/intern_housing.html)

Ward Circle (Massachusetts and Nebraska Avenues)

Singles for \$284 per week, doubles for \$235/week with a four-week minimum stay, from May 12 - August 11. Application online; non-refundable \$200 deposit required with application (will be put towards housing balance). Gym access included in rates; free parking on campus; meal plans available.

Catholic University

[www.conferences.cua.edu/summer/](http://www.conferences.cua.edu/summer/)

Northeast, Washington, D.C. (approx. 3 miles north of the U.S. Capitol)

Singles and doubles for \$19-\$25 per night, if stay is longer than two months, from May 17 - August 12. \$100 deposit required with application (will be put towards housing balance). Download ap-



plication; fax or mail-in (preferred) completed application. Cheaper rooms have no air-conditioning or kitchen access.

George Washington University

Foggy Bottom

Summer Housing Services

(202) 994-9193

sumhouse@gwu.edu

Singles for \$24-\$37 per night. Doubles for \$25-\$30 per night. Triples and quads for \$24-\$30 per night, from May 27-August 5.

Georgetown University

[www.georgetown.edu/housing/summer/](http://www.georgetown.edu/housing/summer/)

(202) 687-4560

summerhousing@georgetown.edu

Doubles in 4-7 person suites for \$1795 from May 26 - August 3. Application online. First-come, first-served. Gym access; kitchen; air conditioning.

Washington Intern Student Housing (WISH)

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

(202) 548-2720

WISH enjoys providing historic Capitol Hill housing for hundreds of Washington, D.C. interns each semester. Please view the Web site for details.

## **Hostels**

American Youth Hostel

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

1009 11th Street (Downtown)

\$18-\$26 per night. Kitchen; laundry; storage; Internet. Reservations required.

## Evaluations

Our goal is to always improve the Internship program. Therefore, Friedman Interns are required to participate in a thorough and confidential evaluation process near the end of their internships.

In the final weeks of your internship, you will be asked to complete two evaluations, which can be found on the Government Relations Web site, [www.cmu.edu/govrel](http://www.cmu.edu/govrel).

The two evaluations will cover:

- 1) Your experience at your organization
- 2) The weekly events

You are also responsible for setting up a debriefing session or short discussion meeting with the Executive Director or President of your organization toward the end of your internship. A brief written recap of this meeting must be turned in with your formal evaluation.

These evaluations must be turned in to the Director of the Office of Government Relations Washington, D.C. office by the first day of the fall semester when you return.

## End of the Program

After your experience on the front lines of the public policy sector this summer, you will be a powerful spokesperson for your placement organization, for the Friedman Internship Program and for Carnegie Mellon. Your voice and your story are important. We encourage you to share both with your community.

In the beginning of the summer, we will send out a press release to your hometown newspapers publicizing your acceptance into the Friedman Program. Please be prepared to be contacted by a reporter to talk about your experience at any time during the summer.

You can also submit articles to be posted on the Friedman Internship Program Web site or in the Government Relation's quarterly community newsletter, *Impact*, which is distributed all over Carnegie Mellon's campus and the Western Pennsylvania region. We are always looking for articles from interns. Share your experience, advocate an issue or respond to a story already published there.

Keep your article brief, roughly 200 words, and email it to [jlayman@andrew.cmu.edu](mailto:jlayman@andrew.cmu.edu) for review.

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