**Paul Marchand Internship – FAQs**

 **1) What is the schedule?**

**Summer Sessions:**
Feb 15 Applications due
Feb 22 Telephone interviews completed
Feb 29 Selected candidate notified
June (Flexible) Beginning of 9-10 week internship

**Fall Sessions\*:**June 15 Applications due
June 22 Telephone interviews completed
June 29 Candidate notified
Sept (Flexible) Beginning of 12-13 week internship
*\*2014 fall session deadlines extended from original April deadlines*

**Spring Sessions:**Oct 1 Applications due
Oct 15 Telephone interviews completed
Oct 23 Candidate notified
Jan (Flexible) Beginning of 12-13 week internship

 **2) Can you recommend any housing options?**

Interns are responsible for making their housing arrangements. Here are a few resources:

**Washington Intern Student Housing (WISH)** provides furnished, intern-only residences. Most locations are within 3 blocks of the U.S. Capitol Grounds, the farthest one is 7, and all are on the Metro. See:
<http://internsdc.com/>

**The International Student House provides** room and board for interns and students who are at least 21 years of age. Located in the historic Dupont Circle neighborhood, and only one Metro stop away from The Arc’s offices. See:
<http://ishdc.org/>

**Many of the city’s universities** offer housing options for summer interns. Please contact the housing departments of the universities that are located near our offices:

* [George Washington University](http://www.gwu.edu/)
* [Georgetown University](http://www.georgetown.edu/)
* [American University](http://www.american.edu/)

**Craig’s List** provides a listing of a variety of housing options. See:

<http://washingtondc.craigslist.org/hhh/>

**3) What are the transportation options to get to and from The Arc’s office?**

**Metro rail.** We are conveniently located 1 block away from both the Farragut North (red line) and Farragut West (blue/orange line) Metro stations. Metro is fully accessible. For rates, trip planning, maps, and accessibility information, and more, see:
<http://www.wmata.com/rail/>

**Bus**. Metrobus provides more than 400,000 trips each weekday serving 11,500 bus stops in the District of Columbia, Maryland, and Virginia. For rates, trip planning, maps, and accessibility information, and more, see:
<http://www.wmata.com/bus/>

**Car.** There are numerous paid parking garages in and around our building at 1825 K St., NW. However, they tend to be expensive. For locations, rates, maps and more, see:
<http://en.parkopedia.com/parking/underground/1825_k_st_nw/20006/washington/>

 **4) When is the stipend paid?**

Interns will receive an initial payment within one week of beginning their internship in the amount of $1,000. They will receive two additional payments 4 and 8 weeks after the initial payment.

 **5) Will my travel expenses be reimbursed?**

Interns’ travel expenses to and from Washington, D.C., and daily travel to and from the office will not be reimbursed. The stipend is intended to help cover these and other expenses. However, work-related travel to and from Capitol Hill and other locations in the metro area can be reimbursed.

 **6) Can the internship be completed remotely?**

No. Due to the need to attend events on Capitol Hill and to meet with coalition partners and others, the intern would need to perform the work in Washington, DC.