The Fund for American Studies
Institute on Business and Government Affairs
June 2 – July 27, 2018

Acceptance Packet

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ENROLLMENT

Congratulations on your acceptance to a summer Institute! We encourage you to read through this packet for details on the program, the internship placement process, living in Washington, DC and financing your participation. If you have any questions, please do not hesitate to contact us. (See page 15 for contact information)

Instructions

You must complete the online enrollment form before your enrollment deadline in order reserve your spot in the Institute. The enrollment form can be accessed through your online decision letter available by logging into the Apply Yourself system. You will be required to answer a number of questions about your participation (see below), indicate that you have read and understood the policies and pay the $750 nonrefundable deposit.

☑ Three, Six or Nine Credits – All IBGA participants will be enrolled in the Economics of Regulation (ECON 470) course worth three credits, unless they receive permission to enroll in an alternate economics course. (Please see page 4 for more details). Students may then opt to enroll in up to two of the elective courses for a total of nine credits. Review all course descriptions by visiting www.DCinternships.org/IBGA/academics.

☑ Housing Option - Choose between two living styles within District House, George Washington University's newest residence hall. District House is located just blocks from the White House, State Department and a Metro rail stop and offers all the modern amenities needed to live comfortably in an urban setting. The Standard housing option, the Affinity Units, offers a communal living style and is included in the base cost of the program. Residents in this option live in four person “suites” comprised of two bedrooms with an adjoining bathroom. They share common living and kitchen space with three to four other suites (16-20 residents total). The Premium housing option, the Studio Doubles, offers a more traditional, private style of living. These units are studio style apartments with the bedroom, kitchen, and bathroom shared by only two residents. This option is available for the additional cost of $440. See page 7 for more information on housing options.

☑ Roommate Compatibility Questions – Answer questions about your living preferences and personal habits that will be used to match you with roommates.

☑ Tuition Payment Questions – Answer questions that are designed to get you thinking about how you will finance your participation and to help our staff provide you with more information on financing options.

☑ Biography – The student biographies will be compiled and available to all participants and faculty before the start of the institute.

☑ Photograph – Send a digital photograph of yourself to be included in the student biographies. The photo should be of your head and shoulders, and should be sent in JPG or GIF format. Photos should be sent to photo@tfas.org.


☑ $750 Deposit – Pay the $750 non-refundable deposit via credit card online or check made out to The Fund for American Studies. The deposit will secure your space in the Institute and allow us to begin working on your internship placement.

☑ Internship Questionnaire – Complete this separate form within the Apply Yourself system by your enrollment deadline. Your answers will help us make the best possible placement for you with your interests and goals in mind. The form asks you to rank different categories of placements and for information about your skills and interests.

Before Enrolling

☑ Talk to your advisor or registrar’s office about how the classes will transfer. Visit www.DCinternships.org/IBGA/academics to review course descriptions and sample syllabi.

☑ Think about how you are going to finance your participation in the program. Talk to your parents. Are you going to need to transfer financial aid from your home university or apply for private educational loans? See page 12 for further information.

Please contact our staff with any questions you may have about transferring credit or financial aid.

NATURE OF THE PROGRAM

The summer Institutes sponsored by The Fund for American Studies (TFAS) are academic programs designed to educate students about the political, economic, and moral foundations upon which the United States was founded. We encourage students to continue the discussions of some of the issues raised in class, as learning is often best done with peers outside of the classroom. For this reason, the program is designed in a manner in which students get to know each other outside of class, and we plan events to facilitate this interaction.
TFAS Institutes offer social as well as professional benefits, but participants are expected to maintain a high level of academic performance. As you can see from the schedule on pages 3-4, days are long, and free time is limited to mostly the late evenings and weekends. During the eight weeks of the program you will have an intense schedule of internship, courses, and lectures, so prepare to be busy. The schedule is designed to be rigorous and promises students the true Washington experience of a lifetime.

Because of the limited duration and intensive schedule of the Institutes, we highly discourage long distance travel by participants or visits from friends or relatives during weekdays of the program. Weekend visits are acceptable, although some optional events occur on the weekend. While the Institutes will be intense, it will also be a very FUN summer!

**Institute Format**
The Institutes consist of the following major components:

- Academic courses at George Mason University's Arlington Campus
- Internships at organizations throughout the Washington area
- Guest lectures and panel discussions
- Site briefings at key Washington institutions
- Professional development seminars

Your participation also includes these exclusive benefits designed to make your summer an experience to remember!

- Furnished housing on the campus of George Washington University in downtown Washington.
- Roommate matching with other institute students based upon compatibility criteria.
- Full access to campus resources, including libraries, computer labs and much more.
- Comprehensive orientation to the program, campus and the city upon your arrival.
- Dedicated TFAS staff members who are available to communicate with you about your internship placement, financial aid and general questions in the months leading up to the program.
- Continued staff support while you are in Washington to ensure that you have an amazing experience. In addition to the year-round Institute staff who will get to know you and help you throughout the summer, there will be several program alumni living in campus housing and serving as Program Advisors.
- Planned social events where you can connect with 350 other student leaders participating in TFAS programs. Past events include: trivia night, a BBQ, a trip to a Nationals baseball game, volunteer projects, canoeing on the Potomac and a trip to Mt. Vernon.
- An active network of over 17,000 alumni worldwide to join upon the completion of the program.

**Program Dates**
Students should plan to arrive on **Saturday, June 2**. Students will be allowed to check into their on-campus apartments at between 10:00am - 2:00pm. Orientation activities will be planned for that afternoon and evening and during the next few days. Students will be required to move out of the apartments on **Friday, July 27** by 11:00am. Further details on arrival logistics, registration and orientation will be provided as the summer approaches.

**Summer 2018 3-Credit Enrollment General Weekly Schedule**
*This schedule is only meant to give an idea of the summer’s general structure. It is subject to change according to events and briefings. You will receive updated weekly calendars in class and by e-mail throughout the summer.*

**Monday**
9:00AM – 5:00PM Internships

**Tuesday**
9:00AM – 3:30PM Internships
4:30PM – 7:00PM Economics of Regulation
7:30PM – 8:30PM Guest Lecture Series

**Wednesday**
9:00AM – 5:00PM Internships
Thursday
9:00AM – 5:00PM  Internships

Friday
9:00AM – 11:30AM  Economics of Regulation
1:00PM – 5:00PM  Internships

*Please see the elective course schedule on page 6 for further schedule information.

Saturday & Sunday
Optional Weekend Activities Provided: activities can include canoeing on the Potomac River, attending a Washington Nationals Baseball Game, or visiting a museum.

Travel to Washington, DC
There are three airports convenient to George Washington University campus – Ronald Reagan Washington National Airport (DCA), Washington Dulles Airport (IAD), and Baltimore/Washington International Airport (BWI). Although Ronald Reagan Washington National is the closest to the apartments, many popular discount airlines – such as Southwest, Air Tran and Jet Blue – service Dulles and BWI. All three airports have taxi and bus service, and BWI also has shuttle trains.

If you plan to take Amtrak, you will arrive at Washington’s Union Station on Capitol Hill. From there you can either take a taxi to the campus or take the Metro to the Foggy Bottom Station. If you are planning to take the Greyhound bus, you will arrive at the Greyhound Station about 1/2 mile from Union Station.

If you plan to arrive by car, driving directions to campus will be provided at a later date.

IBGA Course Descriptions
All students will automatically be enrolled in the IBGA economics course, unless they receive permission to enroll in an alternative economics course. If you have not previously taken micro or macro economics and are interested in enrolling in a lower level course, or if you have already taken ECON 470 and would like to choose an alternative economics course, please visit www.DCinternships.org/ECON to review descriptions of all economics courses offered. Please email Mary Stankus at mstankus@tfas.org to discuss your interest in enrolling in an alternative economics course.

Participants may choose to enroll in up to two elective courses for a total of nine credits. See below for full course descriptions.

Required Course
Economics of Regulation – ECON 470 (3 credits) – Required Unless Taking Alternate Econ. Course
Meets 2 times a week for 2.5 hours
This course examines the history and philosophy of government regulation and focuses on the changes that have occurred in the public policy process. Students will discuss the growth of political activism in corporate America and the development of a Washington, DC business-government affairs community. The relationship between government and business has dominated political debates for centuries. This course offers an introductory yet comprehensive overview of the complex and evolving relationship between individuals, markets, and government in the United States. It draws on the overlapping disciplines of economics, political science, and public policy.

Elective Courses
Please note that students opting to enroll in 6 or 9 credits may have slightly less time at their internships. Please see below for the elective course schedule.

Ethics and Leadership – INTS 375-3 (3 credits)
Meets 2 times a week for 2.5 hours; includes a 2 day leadership workshop
Recommended for IBGA Students
Identified by some alumni as "the best college course they ever took," this course is team-taught by professionals who specialize in the relationship between business and personal ethics. The course involves a hands-on learning process, including group activities, to demonstrate how power is defined in the professional world and how individual beliefs
apply. Students work on creative team projects to analyze their moral beliefs and how they apply in the workplace. The course includes a two-day workshop designed to help students make the coursework personally meaningful and discover sources of their own empowerment through games and power exercises.

**American Foreign Policy - GOVT 344 (3 credits)**

*Meets 2 times a week for 2.5 hours*

This course is a must for any student wanting to closely examine U.S. foreign policy while they are living and working in the seat of our nation's government. The discussion-based class provides historical and present-day perspectives on American foreign policy. It will examine how these views will influence the future of American diplomacy and global perception of the United States. During the course, students will be engaged in a series of “great episodes” in American foreign policy, aiming at relating them to current problems. The course will also examine national security policy since 9/11. The class will conclude with a “think-tank” exercise where students will consider major schools of thought about American “grand strategy” and relate them to a major policy problem which any new American administration is likely to face. This course is open to all students with an interest in foreign policy or international affairs.

**American Political Thought - GOVT 420 (3 credits)**

*Meets 2 times a week for 2.5 hours*

This course is the perfect complement to any internship in the nation's capital - where politics and the federal government are front page news every day. This interactive course will explore the development of the American political tradition from the New England Puritan settlement to the Founding Era and the conclusion of the Civil War. The class will also examine how the role of government has changed, how people’s relationship to the government has evolved, and what this means for the future. Students will discuss the many ways in which Enlightenment liberalism developed alongside alternatives such as classical republicanism and Christianity. Students will explore these contradictory impulses in American political culture and discuss ways that they can be reconciled.

**Internship Seminar – Public Policy and International Affairs - ECON 496 (3 credits)**

*Meets 1 time a week for 2 hours; includes internship hours*

Students will meet once a week for an interactive seminar that will examine the practical side of the workplace. Led by a former Congressional Chief of Staff and senior advisor at the Department of Labor, this course will explore current policy issues affecting professionals working in your field. High level guest speakers will cover pressing issues such as national security, Supreme Court cases and pending federal legislation. Students have priority access to professional development trainings that are designed to give you the tools to succeed in today's workplace. Students also participate in one service project that addresses a pressing issue in order to see first-hand the needs of an urban community and to discuss the policy implications and possible solutions. The seminar is a graded course that incorporates required readings, written assignments, tests/quizzes, and group projects. All students are eligible to enroll in this optional course; enrollment is not required to participate in the Institute or an internship.

**Internship Seminar – Politics and the Press - ECON 496 (3 credits)**

*Meets 1 time a week for 2 hours; includes internship hours*

Students will meet once a week for an interactive seminar that will examine the media's relationship to politics in the nation's capital. Led by the founding White House correspondent for USA Today, this course will analyze current legal and ethical issues facing journalists and the people they report on. Students will discuss coverage of election campaigns and government institutions, primarily the presidency and Congress. Students have priority access to professional development trainings that are designed to give you the tools to succeed in today's workplace. Students also participate in one service project that addresses a pressing issue in order to see first-hand the needs of an urban community and to discuss the policy implications. The seminar is a graded course that incorporates required readings, written assignments, tests/quizzes, and group projects. All students are eligible to enroll in this optional course; enrollment is not required to participate in the Institute or an internship.

**Elective Course Schedule**

**Monday**

6:00PM – 8:30PM  
Ethics and Leadership (INTS-375)  
American Foreign Policy (GOVT-344)  
American Political Thought (GOVT-420)
Tuesday
No Elective Courses

Wednesday
6:00PM – 8:30PM  Internship Seminar – Public Policy & International Affairs (ECON-496)
Internship Seminar – Politics & the Press (ECON-496)

Thursday
6:00PM – 8:30PM  Ethics and Leadership (INTS-375)
American Foreign Policy (GOVT-344)
American Political Thought (GOVT-420)

Friday
No Elective Courses

Faculty & Syllabi
The faculty is comprised of full-time George Mason University professors as well as professors who are tenured at other universities, but serve as adjunct professors at GMU. You may read the biographies of the faculty as well as sample syllabi by visiting this link: www.DCinternships.org/IBGA/academics.

ABOUT THE FUND FOR AMERICAN STUDIES & GEORGE MASON UNIVERSITY

The Fund for American Studies
The Fund for American Studies is a nonprofit 501(c)3 educational organization headquartered in Washington, DC. Its Internal Revenue Service identification number is 13-6223604. The organization was founded in 1967 to instill in college students an appreciation for the traditional principles that underlie the American political and economic system. TFAS sponsors numerous institutes that educate more than 1,000 students each year.

TFAS sponsors eight Institutes in Washington, DC:
• Engalitcheff Institute on Comparative Political and Economic Systems (ICPES)
• Institute on Economics and International Affairs (IEIA)
• Institute on Political Journalism (IPJ)
• Institute on Business and Government Affairs (IBGA)
• Institute on Philanthropy and Voluntary Service (IPVS)
• Leadership and the American Presidency (LTAP)
• Capital Semester (fall and spring)
• Legal Studies Institute (for law students)

In addition, TFAS sponsors Institutes abroad, whose participants are comprised of university students from Europe, Asia, the Middle East and Latin America, as well as a small group of Americans.

• **Prague, Czech Republic: American Institute on Political and Economic Systems** brings together students from the United States and 27 countries in Central and Eastern Europe to explore the workings of a free-market economy and democratic government.

• **Hong Kong: Asia Institute for Political Economy** engages students from across Asia and the United States in a thorough examination of the fundamental concepts and theories of political economy, as well as an advanced course in American Studies.

• **Santiago, Chile: Institute for Leadership in the Americas** is a unique educational environment with students from throughout Latin America and the United States. The institute features a two week academic program that focuses on economics, political theory and the bases for the rule of law and institutional governance.

George Mason University
George Mason University provides the credit for The Fund for American Studies’ undergraduate courses held in Washington, DC. The academic partnership is organized through the University's College of Humanities and Social Sciences.
Mason is both the largest public university in Virginia and one of the most culturally diverse universities in the nation. The University's history is one of an enterprising and innovative pioneer, creating a major teaching and research university from a small, one-room schoolhouse in just 50 years. George Mason University is now recognized as an innovative, entrepreneurial institution with global distinction in a range of academic fields, named the #1 Up and Coming University by U.S. News & World Report.

TFAS students will take classes on Mason’s Arlington Campus located in Arlington, Virginia just a few Metro stops from DC in the Virginia Square neighborhood. This campus was created in 1979 when the Commonwealth of Virginia General Assembly authorized George Mason University to establish a law school. The following year the university established the graduate and continuing education programs and fine arts gallery at the Arlington Campus. Students will have access to the campus's two libraries, computer labs, health center and other amenities. George Mason University’s main campus is located in the heart of Northern Virginia’s technology corridor in Fairfax, Virginia.

**HOUSING – GEORGE WASHINGTON UNIVERSITY**
Participants will choose between two options within District House. Housing selections will be honored on a first-come first-served basis. Any changes requested after enrollment will be accommodated as space allows. Photos of both options are available on our website – www.DCinternships.org.

**Location & Housing Amenities**
District House is located on the campus of George Washington University in the Foggy Bottom neighborhood of DC. Foggy Bottom, given its name due to is location on the foggy banks of the Potomac River, is one of the oldest neighborhoods in Washington, DC. It is home to the Kennedy Center for the Performing Arts, the Watergate, the State Department, and much more. Foggy Bottom boasts great restaurants, shops, stores, and easy access to the rest of the city with its own Metro rail stop on the Blue/Orange/Silver metro lines as well as metro bus stops. Students will be able to quickly travel to their internships and classes via the metro system.

District House (built in 2016) has the following amenities:

- Wireless internet and cable hook up
- Coin-operated laundry facilities
- 24/7 campus security
- Food court with various restaurants
- A Peet’s coffee shop
- Community mailroom and TV lounge + various study spaces and lounges

**Standard Housing Option: Affinity Unit (16 or 20 residents)**
Within the unit residents live in 2-person bedrooms with an adjoined bathroom. Each double room is equipped with two beds, two desks, a mini fridge and microwave. The communal kitchen is equipped with two of each appliance and seating for all of the 16 to 20 residents of the unit. There is an additional shared study/meeting area with seating for each resident and a traditional living room with sofa seating and a cable equipped TV. A washer and 2 dryers are also located directly in the unit to be shared by all residents. Residents only have access keys to their own room in addition to the main unit entrance.

**Standard Housing Overview**
**Style:** Communal (16 or 20 residents total)
**Living Room:** Large sofas and TV, with additional study room with tables/chairs (shared with 16 to 20 residents)
**Dining Room:** Large tables and chairs (enough for all 16 to 20 residents)
**Bedroom:** 8 or 10 double rooms (share your bedroom with a roommate); mini-fridge and microwave included
**Bathroom:** Shared bathroom between two rooms (share your bathroom with three people); two sinks included; toilet and shower separated by door
**Kitchen:** Community kitchen for 16 to 20 with two of each appliance (fridge, stove, dishwasher, microwave), pantry and enough cupboards for each room to have their own
**Laundry:** 1 washer and 2 dryers (coin-operated); additional laundry facilities located in the lower level of District House
**Distance from Metrorail Station:** 1 block
**Cost:** Included in base tuition price
Premium Option: Studio Double
Residents share a spacious studio unit with one roommate. Each studio style apartment is comprised of a double bedroom with an adjoining kitchen and bathroom. Each room comes equipped with 2 beds, 2 desks, and 2 desk chairs. The kitchen includes a refrigerator, stove, oven and microwave.

Premium Housing Overview
Living/Dining Room: Two small pull-down dining tables attached to the beds and 2 desk chairs are provided
Bedroom: 1 double room (shared with a roommate)
Bathroom: Private bathroom for each apartment (shared with your roommate)
Kitchen: Private kitchen in each apartment; includes full size fridge, oven and microwave (shared with your roommate)
Laundry: Coin-operated laundry facilities located in lower level of building
Distance from Metrorail Station: 1 block
Cost: Upgrade for an additional $440

Fitness Center Options
The Learner Health and Wellness Center is available to students during the summer. Membership rates are $120 for a 6 week pass, $176 for 8 weeks, and $240 for a full summer pass. Memberships include unlimited access to all summer group fitness classes and towel service.

Students will also be provided with a list of local gyms and rates in the weeks leading up to the start of the program.

Roommate Assignments
Roommate assignments will be sent via email by mid-May. You will receive your roommates' names and contact information, as well as campus mailing addresses at this time. All students are highly encouraged to live on campus. Requests to live off-campus will be considered on a case by case basis and students should contact their Institute staff to discuss this further.

PUBLIC TRANSPORTATION
All internship sites are accessible via public transportation. The Washington area is served by one of the most efficient, clean and safe transportation systems in the world. You can take the subway or a bus to locations throughout the city of Washington, DC, suburban Maryland, and Northern Virginia. The Foggy Bottom Metro Station is located two blocks from the District House apartments, and the MetroBus system also serves the campus with multiple stops in the area. If you plan to take the metro, (which most students will have to do to get to class, internships and special events) you should budget approximately $30-$40 per week for commuting costs. A seven-day Fast Pass valid for unlimited Metro rail travel is $60.

The Metro Rail System operates during the following hours:

<table>
<thead>
<tr>
<th>Day</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday - Thursday</td>
<td>5am - 11:30pm</td>
</tr>
<tr>
<td>Friday</td>
<td>5:00 am - 1:00am</td>
</tr>
<tr>
<td>Saturday</td>
<td>7:00 am - 1:00am</td>
</tr>
<tr>
<td>Sunday</td>
<td>8:00 am - 11:00pm</td>
</tr>
</tbody>
</table>

A Metro Rail fare ranges between $2.00 and $6.00 depending on distance and whether or not it is rush hour. Metro buses operate 24-7 and fares are generally $2.00. Please visit the Washington Metropolitan Area Transit Authority's website [www.wmata.com](http://www.wmata.com) for further information on schedules and maps. Or you can purchase a SelectPass for one low monthly price for unlimited rides (see [www.wmata.com](http://www.wmata.com) to view price points and details on how to purchase). Fare prices are determined by the Washington Metropolitan Area Transit Authority and are subject to change.

Please visit [https://transportation.gwu.edu/public-transportation](https://transportation.gwu.edu/public-transportation) for more information on public transportation in Foggy Bottom.

Parking
Students are strongly discouraged from bringing their cars. There is absolutely no student parking available on campus, and parking on the street is limited to two hours for non-residents of the city. Summer and short-term students are not eligible for resident parking stickers in Foggy Bottom. Free weekend parking is available for guests.
INTERNSHIP PLACEMENT PROCESS
Institute on Business and Government Affairs

Your internship plays a large part in making your DC experience a success. Please take a moment to read this fact sheet and understand the TFAS placement process. All students enrolled in our programs are guaranteed an internship placement.

Please Note: We will not begin to work on your placement until you have filled out the internship questionnaire and have paid your $750 deposit.

Placement Timetable
Most internship placements take 8 to 12 weeks to confirm. We encourage students to be patient during this process as it takes time before an organization can review your resume, and is ready to confirm your internship. Institute staff maintains frequent communication with the site to ensure a timely placement.

40,000 students come to Washington, DC to intern each year creating a highly competitive environment for internship placement. How your skills are presented to a prospective site can determine whether you are offered an internship.

We will work with you to ensure that your resume highlights your skills in the best way, and will contact you if any edits need to be made to your resume or writing sample. Some internship sites also require a cover letter specific to the organization, in which case IBGA staff will work with you to prepare the necessary materials.

Internship Questionnaire

DEADLINE
We strongly emphasize the importance of completing the internship questionnaire by your enrollment deadline. Failure to submit the internship questionnaire by the deadline may result in a delayed placement, and can cause one of your top ranked internship categories to become unavailable.

Our staff uses your questionnaire to help make the best possible placement for you. However, no specific internship placement or issue area can be guaranteed.

- **HOURS**: All placements are approximately 30 hours per week, and will be related to one of your fields of interest.
- **RANKING**: We make every attempt to place you in one of your top ranked internship categories based on your skills, interests, and the needs of available internship sites. However, we recommend that you stay open to a diverse selection of internships and organizations.
- **REQUIRED SKILLS**: For many sites, more than just an interest in the subject matter is required to be qualified for a position in their organization. Some organizations require specific skills, experiences and/or language ability.
- **SPECIFIC REQUESTS**: You can denote any specific organizations of interest to you as a potential placement. However, we will also consider other organizations for your placement as we work to provide you with the most valuable experience.
- **FINDING YOUR OWN INTERNSHIP**: If you are in the process of finding your own internship, you must still complete the questionnaire and designate so in the space provided. Please see the "Finding Your Own Placement" section below for further details and instructions.
- **PHONE CONSULTATION**: Please check the appropriate box on the questionnaire to request a phone consultation with an institute staff member to discuss goals for the summer, possible internship placements and to answer any questions you may have.

Internship Placement Process

**STEP 1: Staff Contacts a Potential Site**

- **Finding the Best Match**
Your resume will be pending with only one organization at a time. Once you have submitted your internship questionnaire, staff will use this form and your resume to make the best match possible with the available internships based on their staffing needs and skill requirements.
• Making Contact with the Site
Once a match is made, we will send your resume to an organization for review. We will make all contact with a potential internship site, maintaining frequent communication with potential sites during the entire placement process, and will advocate on your behalf.

• Organization reviews your materials
A potential site will have access to your application materials, including recommendation letter(s), official transcript and writing samples. If the organization requires any documents not included in your application, we will contact you for those materials.

STEP 2: Interview Process
• Phone Interview
A site typically conducts a phone interview to help them make a decision on whether to host you as an intern. You will most likely only have one interview as we make the best match possible, but in limited cases, more than one interview is conducted.

• Notifying You of an Interview
We will contact you immediately if a site would like to conduct an interview with you. We will provide the name of the supervisor and the organization’s website so you can learn more about the organization. Please be sure to have a professional voice mail message in case you miss a potential intern supervisor’s call.

• If an Interview is Not Required
If a site does not require an interview, we will discuss the placement with you and the potential site to ensure that the placement is the best fit for both parties. After confirmation, you will contact the site in order to introduce yourself and ask any appropriate questions. At this point, contacting the site becomes your responsibility.

*IMPORTANT NOTE*: The host site ultimately determines the selection of interns based on the experience and qualifications of a student as well as the needs of the site.

STEP 3: Accepting/Declining Placement
• Assessing the Placement
After an interview, we will assess if the placement is appropriate for both parties. Please contact IBGA staff after your interview to let us know how it went. We will then contact the site to determine if they would like to host you for the summer. If you have concerns about the placement after the interview has been conducted, contact us to discuss these concerns. Do NOT decline a placement with the internship supervisor directly.

• Confirming the Placement
You will receive official confirmation from the internship site via phone or email. You will also receive an email confirmation from IBGA staff, which includes the contact information for your site supervisor.

• When Another Candidate is Selected
You will be pending with only one organization at a time and in some cases, the internship site will choose another candidate. In this case, we will send your resume to the next best match.

Finding Your Own Placement
Because of the specific focus of IBGA and its internship sites, students enrolled in this program are NOT allowed to find their own placement.
You should begin to think about how you are going to pay your tuition balance as soon as you decide to enroll in the institute. Applying for loans or grants, and completing other financial aid paperwork takes time. Please read this entire document carefully and contact our counselors with any questions.

**Tuition payment**
In advance of the April 2, 2018 Tuition Payment Deadline, you will need to determine how much funding you will be receiving and from what sources. You will also need to find out when the funding will be disbursed and to whom it will be sent. It is preferred that all tuition payments be sent directly to TFAS. If a payment must be sent directly to George Mason University, TFAS must be notified ahead of time. Mason cannot process a check without previous notification.

Please remember that it is your responsibility to ensure that all tuition payments are received by the deadline. You are encouraged to be proactive in planning how you will finance your participation in the institute and to seek guidance when needed.

**Transferring existing federal financial aid packages**
If you completed a FAFSA for the current school year, you may have funding available that could be transferred from your home school toward your participation in the institutes. Please note: You may **not** use the George Mason University code to complete a FAFSA. You must use your home school's code only.

- Find out from your financial aid office if you have any funding available through your existing financial aid package.

- Contact the financial aid office at your home school to find out what their policy is regarding consortium agreements. Any aid received through your home university must be transferred to TFAS and George Mason University through a consortium agreement. (A consortium agreement is an agreement that allows a student to transfer any financial aid he or she receives through their home institution to a host institution.)

- If supplemental funds are needed, you may want to consider an educational loan. Please see below for more information on educational loans.

**Private educational loans**
You may apply for private educational loans to help fund your participation in the institutes.

- There are two types of private educational loans – those that require university certification and those that do not. Those that require university certification tend to have lower interest rates. Please note that George Mason University will **NOT** certify loans for non-degree seeking students, including those enrolled in TFAS programs. This means that if you apply for a loan that requires university certification, it must be certified through your home university and transferred to TFAS/GMU through a consortium agreement or be disbursed directly from your university to you.

- Before applying for any loans, please contact your Financial & Tuition Payment Counselor at TFAS (see below for contact information) to discuss the details. They will be able to flag potential issues and help to ensure that you are taking all of the necessary steps.

**TFAS Financial & Tuition Payment Counselor**

*Student s with last names beginning A-L:*
Ms. Mallie Woodfin
Email: mwoodfin@tfas.org / Telephone: 202.986.0384 / Fax: 202.318.0441

*Student s with last names beginning M-Z:*
Ms. Dana Faught
Email: dfaught@tfas.org / Telephone: 202.986.0384 / Fax: 202.318.0441
The Fund for American Studies
Summer Undergraduate Institute Policies
Acknowledgement, Agreement and Release of Liability

Students will be required to agree to these policies and terms upon enrollment in the program.

For value received, and upon signing and submitting this Internship Acknowledgment, Agreement, and Release of Liability, I confirm that I wish to participate in the Summer Undergraduate Institute.

I agree to abide by The Fund for American Studies policies and procedures, as detailed herein and as communicated to me, as well as all federal, state, and local laws. I understand that my participation in the Summer Undergraduate Institute may be terminated by The Fund for American Studies or by me at any time, with or without cause, regardless of any agreements in conjunction with my participation. I understand that The Fund for American Studies cannot and does not guarantee that any particular experience or learning goals and objectives will be achieved.

TERMS OF FINAL PAYMENT
The tuition balance (tuition and housing fees less any scholarship award from The Fund for American Studies, early deadline discount if applicable and the $750 deposit) must be received no later than April 2, 2018.

While reminder invoices will be sent out via email and regular mail to the student’s permanent address, it is the student’s responsibility to ensure that payment is received by the deadline. Payments made after the deadline are subject to late fees and may result in the student’s forfeiture of his or her position in the program.

Payment may be made by check or money order, payable to The Fund for American Studies, or by credit card (via the website). Students choosing to make their tuition payments via credit card will be charged a one-time fee of $50. This fee must be added to the tuition balance at the time of payment.

If full payment cannot be made by the deadline, because money has not yet been issued from a lending institution or financial aid office, a letter must be sent by the lending institution or financial aid office and received by The Fund for American Studies by the deadline date. The letter must verify the date that full payment will be disbursed, the party to who the funds will be issued and the amount of the disbursement.

If money is to be disbursed from a third party, including the home university or lending institution, it is the student’s responsibility to ensure that the money is sent to The Fund for American Studies at the designated time. At the scheduled time of disbursement, students must verify that payment was received by The Fund for American Studies.

REFUND AND WITHDRAWAL POLICY
The $750.00 deposit is not refundable under any circumstances. This policy ensures that students are completely committed to attending the program before enrolling and paying the deposit. If a student withdraws from the program after making the deposit, his or her space may go unfilled and results in a loss of income.

If a student withdraws before the start of the Institute, the following refund policy will apply:

Tuition will be refunded less the $750 non-refundable deposit if a student withdraws from an Institute in writing by April 2, 2018. Students withdrawing after this date and before the close of business on May 1, 2018 will receive a 50% refund. After this date no refunds will be given.

Any student choosing to withdraw from the program at anytime will forfeit his or her institute internship placement and institute housing.

There is a $25.00 charge for all returned checks.

STUDENT ATTENDANCE & PARTICIPATION
The Fund for American Studies expects each student to attend every academic and co-curricular session, complete all reading assignments, and participate actively in class discussions. Students are also expected to adhere to scheduled
internship hours and complete all internship assignments.

Attendance will be recorded at all Institute events (excluding optional social events), and students must ask permission of the professor and Institute staff to be absent from any class or mandatory event. Failure to regularly attend all scheduled Institute events will result in dismissal from the Institute.

If a student is removed from the Institute or terminated from his or her internship, there will be no refund of money paid, and travel costs will be the responsibility of the student. Removal from the Institute will also include forfeiture of the internship and housing.

RESPECT
The Fund for American Studies expects participants in its programs to treat the staff, professors, intern supervisors, speakers, alumni, fellow students and any other people they come into contact with during the program with respect and consideration. Actions by any student that are seen as physically or verbally abusive to others are regarded as serious offenses. Students must understand that such abusive behavior is subject to disciplinary action and likely dismissal from the program. Students are required to abide by all applicable policies and procedures of George Mason University and George Washington University, including but not limited to, policies related to discrimination, sexual harassment, interpersonal violence, alcohol and drug use, and any case resolution process established for resolution of these and other issues. See for example, http://waves.gmu.edu/mason-policies/ and http://studentconduct.gwu.edu/policies. The student acknowledges that it is the student’s responsibility to know and abide by these and any other policies which apply to the student while participating in the Institute and residing on the George Washington University Campus.

COURSES
All students must take the one required core class as well as participate in internships, guest lectures and other required Institute activities. Students must take the core course associated with their program unless permission is granted to enroll in an alternative economics course. Participants have the option to enroll in up to two elective courses. Students must take all classes for a grade that will subsequently appear on their George Mason University transcript. Courses may not be taken for pass/fail credit and classes may not be audited.

ADD/DROP
Participants may drop elective courses up until their final tuition payment deadline and must do so in writing by the deadline in order to receive a refund of any tuition money paid toward the course(s). Students may drop elective courses without a refund until Thursday, June 7 at 5:00pm EDT. Elective courses may be added until Thursday, June 7 at 5:00pm EDT as space allows. Students seeking to add or drop courses must notify TFAS staff in writing.

ACADEMIC INTEGRITY
Students are expected to hold academic integrity in the highest regard and TFAS will not tolerate dishonesty, cheating or plagiarism of any kind. Failure to follow procedure in class, at internship sites, or George Mason University policy, is subject to disciplinary action and likely dismissal from the program. Plagiarism shall be defined as submitting another person’s work, whether previously published or not, as your own, or taking portions of another person’s work, whether published or not, and presenting them as your own in your work without properly attributing them to the person who created the work. Fabrication of work for a class or internship is also not tolerated. While complaints related to academic integrity will be handled through the Office for Academic Integrity of George Mason University (available at http://oai.gmu.edu/), TFAS retains the right to take disciplinary action and/or dismiss a student from the Institute in the absence of an adverse finding by the Office for Academic Integrity.

HOUSING
At the time of enrollment students will choose to live in Potomac House District House on the George Washington Campus. Housing selections will be honored on a first-come first-served basis. Any changes requested after enrollment will be accommodated as space allows.

Institute students must abide by housing and campus regulations, and the roommate contract that is distributed. The Fund for American Studies and George Washington University are not responsible for any damage to or loss of personal property while living in institute housing and students are encouraged to carry renters insurance for the duration of the program. Any damage to apartments will be assessed to all inhabitants. Roommate and housing assignments will be made prior to the Institute start date. TFAS staff reserves the right to make changes as necessary during the program.
INSURANCE
I understand that The Fund for American Studies will not provide me with any employee benefits such as health insurance, and I understand that I am responsible for obtaining and sustaining my own health/medical or auto insurance coverages. If I need medical treatment, I agree to be financially responsible for any costs incurred as a result of such treatment.

RISK ACKNOWLEDGMENT
I understand that my participation in the Institute, to include any travel associated with it and residing on the George Washington Campus, could involve risk of bodily or psychological injury (including illness), property damage or theft, or death, economic or emotional loss, and I accept and fully understand these risks. I understand that these injuries or outcomes may arise from my own or another's actions, inaction, or negligence, conditions related to travel, or the condition or location of the Institute or housing. Nonetheless, I assume all related risks, both known and unknown to me, of my participation in the Institute, residing on the George Washington Campus, including travel to, from and during the Institute. I acknowledge that it is my responsibility to participate only in those activities of which I am physically capable.

APPROPRIATE DRESS
The internship is a professional experience, and students should plan to dress accordingly. Depending on the internship site, a coat and tie with dress slacks or a business suit may be appropriate for men, and a skirt and blouse, dress, or business suit may be appropriate for women. Students are required to check with their internship supervisor before the start of the program to confirm appropriate business attire for their internship. Site briefings, lectures and panel discussions are considered business meetings and professional attire is required.

ATTENDANCE AGREEMENT
I agree to participate fully in all aspects of the Institute, which includes attending all scheduled classes, lectures, site briefings, and internship work hours. I understand that attendance is MANDATORY at all events scheduled by The Fund for American Studies unless otherwise noted and that an unexcused absence warrants dismissal from the program and/or forfeiture of any scholarship aid from The Fund for American Studies.

I understand that acceptance of credit for courses and/or internships is dependent upon the policies of my university.

I agree to abide by all rules and policies set forth in the policies listed above and any other policies communicated to me by The Fund for American Studies.

GENERAL LIABILITY RELEASE OF CLAIMS
In consideration of the opportunity and experience afforded me, with full knowledge and appreciation of the risks involved, I hereby release and hold harmless The Fund for American Studies and its directors, officers, employees, agents, successors and assigns, and their respective heirs, personal representatives, and affiliates, from all form and manner of risks inherent or relating to such participation in the Institute, including but not limited to, any related travel, residing on the George Washington Campus, claims of The Fund for American Studies' negligence, resulting in any physical or psychological injury, illness, damages, or economic or emotional loss I may suffer because of my participation in this Institute, residing on the George Washington Campus, including travel to, from and during the Institute, and I waive all claims and demands of any nature arising from my participation in the Institute and residing at George Washington Campus which I may have against The Fund for American Studies, its officers, directors, employees, agents, successors and assigns, and affiliates. I agree and understand that this liability waiver will extend beyond the dates of this Agreement and Institute participation.

I understand and agree that this Release contains the entire agreement between the parties, and that the terms of this Agreement are contractual and not merely a recital. Furthermore, this Release and Agreement shall be binding upon the undersigned, and respective heirs, executors, administrators, personal representatives, successors and assigns.

I am 18 years or older. I understand the legal consequences of signing this document, including (a) releasing The Fund for American Studies from all liability, (b) promising not to sue The Fund for American Studies, and (c) assuming all risks of participating in this Institute, including travel to, from and during the Institute, and residing on the George Washington Campus.
I acknowledge that my failure to adhere to the terms of this Agreement constitutes grounds for immediate dismissal from participation in the Institute at the sole discretion of The Fund for American Studies.

I understand that this document is written to be as broad and inclusive as legally permitted by the District of Columbia. I agree that if any portion is held invalid or unenforceable, I will continue to be bound by the remaining items.

I hereby acknowledge that I have had the opportunity to read and review this form and have it reviewed by legal counsel if I deem necessary. I understand the foregoing and hereby agree to be bound by same. I am signing it freely, and no other representations concerning the legal effect of this document have been made to me.

**STAFF CONTACTS**

Our office hours are Monday – Friday from 8:30AM – 5:30PM. If you have any questions or concerns before your arrival, please don’t hesitate to contact us at the number/emails below.

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<tr>
<th>Department</th>
<th>Contact Information</th>
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<tbody>
<tr>
<td>Internship Placement, Classes &amp; Campus, Housing, Transportation &amp; Move-in Questions</td>
<td>Joe Starrs, Director, U.S. Programs</td>
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<td></td>
<td><a href="mailto:IBGA@tfas.org">IBGA@tfas.org</a></td>
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<tr>
<td>Financial &amp; Tuition Payment Questions</td>
<td>Mallie Woodfin, Manager, Recruitment, Admissions + Program Operations</td>
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<tr>
<td>(Students with last names beginning in A-L)</td>
<td><a href="mailto:mwoodfin@tfas.org">mwoodfin@tfas.org</a></td>
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<tr>
<td>(Students with last names beginning in M-Z)</td>
<td>Laura Cusack, Manager, Institute on Comparative Political + Economic Systems</td>
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<td><a href="mailto:ICPES@tfas.org">ICPES@tfas.org</a></td>
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<tr>
<td>International Student Visa Questions</td>
<td>Mallie Woodfin, Manager, Recruitment, Admissions + Program Operations</td>
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<td><a href="mailto:mwoodfin@tfas.org">mwoodfin@tfas.org</a></td>
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<tr>
<td>Other Program Staff</td>
<td>Shane Mazzella, Vice President, U.S. Programs</td>
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<td><a href="mailto:smazzella@tfas.org">smazzella@tfas.org</a></td>
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Facebook – DC Internships