

Frequently Asked Questions

Job Responsibilities

- *What will my typical day look like?*
 - o A typical day will start with you arriving at the school at 8:30 am to meet students. You will teach the Civic Changemaker curriculum and some creative electives from 9 am to 2:30 pm. After that you will travel back to GW's campus for your team meeting from 3 to 4:30.
- *How many students will I work with?*
 - o You will lead a classroom of 8-12 middle school students alongside 2-3 other interns.
- *Do I have weekends off?*
 - o Yes! The Civic Changemaker program runs Monday through Friday.
- *How many hours will I serve?*
 - o Interns will serve 40 hours a week, 8:30-4:30 Monday through Friday.
- *Can I take vacation time?*
 - o There is no vacation time with this position, however, interns will not serve on the federal holidays of the 4th of July or Juneteenth.
- *Is the position in person?*
 - o Yes
- *What type of background check will I need to complete?*
 - o You are required to complete your DCPS background check by May 1st. This process involves a fingerprint check which you are required to complete inside the US.
 - o You may need to complete additional background checks as well.
 - o There is no cost to you for the background checks
- *What do I wear? Do I need to buy clothes for the position?*
 - o Plain T-Shirts, polo shirts or other shirts with collars are fine. We encourage you to wear GW t-shirts and other gear from university organizations you are part of; middle school students love to learn about you and what you study/do at GW. You'll be doing lots of moving around, so jeans or pants are fine to work in with students. Shorts are appropriate for school wear if they have no rips/tears/holes/frayed edges.
- *What do interns bring for housing?*
 - o Bring anything you will need for living on a college campus for eight weeks. This includes bedding, towels, toiletry items, etc. Your residence hall will have a kitchen, but not all the tools you may want to cook.

Important Dates

- *When will I hear if I am accepted to the internship?*
 - o All interns will be notified by March 31st
- *When does the internship start/end?*
 - o You will move into housing on June 9th, start service June 10th and your last day of service is August 2nd and you'll move out August 3rd; plan accordingly.

Pay

- *How will I be paid?*
 - o Interns will be paid a stipend via direct deposit from GW you must complete your paperwork by May 1st in order to be paid on time.
- *How often will I be paid?*

- Every two weeks. There will be a 2-3 week delay from your first day of service, June 10th, until your first paycheck is received. Bring enough money to cover your first 3 weeks of personal expenses.

Housing

- *Is housing provided?*
 - Yes, Housing is provided at GWU
- *Will I have a roommate?*
 - You will have a suitemate but you will have a private bedroom.
- *What will my room be like?*
 - Each intern will have a private room with a shared living space, kitchen, and bathroom.
- *What if I already have off campus housing and don't want to leave it over the summer?*
 - We can provide a one time 2,000 dollar payment for off campus housing.
- *Will food be provided?*
 - Interns are responsible for their own food. You will have a kitchen in your room and there are occasional events with meals provided.
- *Should I bring a car?*
 - You are strongly advised against bringing a car. Washington DC is public transportation friendly and the internship will not provide funding for parking or other automobile costs.

Field Trips for middle school students

- *When are field trips?*
 - Field trips will happen every Friday
- *What am I expected to do on field trips?*
 - This will be explained in training, but you are responsible for supervising and caring for your group of students.
- *Where will we go on field trips?*
 - Trip locations include: the National Museum of African American History and Culture, the Planet Word Museum, the National Air and Space Museum, GW, ArtReach GW

Training

- *What type of training will I receive?*
 - You will attend training for the first three weeks of the position. During this time you will learn about and practice classroom management, the Civic Changemaker curriculum, the Peace of Mind curriculum, and more.
 - You will also learn about DC and have the opportunity to explore the city.
 - The 3-week training will take place from 8:30am to 4:30pm with a one-hour lunch break each day. Most of the training will occur on the GW campus, but there will be multiple trips into DC and at least one school visit for each school.
- *Do I get paid for training?*
 - Yes, the internship includes all training.

Schools

- *What school will I be serving with?*
 - We have partnerships with Eliot-Hine Middle School in Ward 6 and Sousa and Johnson Middle Schools in Ward 7.
 - *What type of projects did the students work on last summer?*
 - You can view our most recent Civic Changemakers projects [here](#).

Metro/Travel

- *How can I get around the city?*
 - The Foggy Bottom Metro stop is located right on George Washington University's campus. It is connected to the Blue, Orange, and Silver lines.
- *Will I have to pay for transportation to work?*
 - Interns will be given Metro cards during the first week of training. These cards are preloaded with the expected amount of money you will need to travel to and from schools. If you use your metrocard for outside travel you will have to reload your card at your own expense.
 - Lyft: Some schools are not easily accessible by public transportation. Team Lyft rides are paid for by the GW Nashman Center.

Other

- *What are health policies and procedures?*
 - All interns will be required to comply with testing, quarantine, masking, vaccination and any other health precautions required by GW or DC Public Schools based on the health conditions prevailing during the internship.