INSTRUCTOR OF RECORD:

James Danziger, UCI-UCDC Program Director - danziger@uci.edu

INTRODUCTION:
The UCI-UCDC Academic Internship Program has been designed with several core goals. First, the internship is intended to enable students to gain valuable experience in a professional workplace. Second, the internship provides opportunities for the students to enhance their skills and insights about working within an organization. In addition, the experience gained at the student's internship site will be a central element in the Washington Focus Seminar (UNI STU 194 or SOC SCI 192), which will provide students with a social, political, cultural, educational and academic perspective of Washington, DC or it might be relevant in other thematic seminar courses offered at the Center. Third, the internship enables students to receive P/NP academic credit from UCI.

COURSE REQUIREMENTS, EVALUATIONS & GRADING:

• Students should have secured an internship placement prior to arriving in Washington, DC, and arranged with their supervisor/s to begin work on the date listed below. In addition, a work plan document bearing the contact information and signature of the supervisor as well as information detailing the responsibilities and tasks assigned to the student is required during the third week of class. Chantal Quintero, Program Administrator, will collect this document.

• Students are expected to work a set number of hours each week:
  o 4 units: 20–27 hours of work per week
  o 6 units: 28-31 hours of work per week
  o 8 units: 32 + hours per week

• At the end of the quarter, internship supervisors will be asked to submit feedback verifying student completion of the internship site requirements and assessing the quality of work performed, level of commitment, and attendance. Students are strongly encouraged to discuss evaluation feedback with their supervisor/s at appropriate times. Students will also be permitted to review evaluation comments in consultation with the program administrator. The program administrator may also contact the supervisor at any time during the quarter for information on the student’s performance at the internship site. Grading of the internship experience is Pass/No Pass. Two factors will be considered in determining the grade for the student’s internship experience:
  o Completion of the required number of hours of work per week as specified for the number of units in which student is enrolled (see above).
  o The quality of the student’s performance, as reported on the Employer Evaluation.

INTERNSHIP SCHEDULE - FALL QUARTER 2010:

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
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<tbody>
<tr>
<td>September 22nd</td>
<td>Internship Begins*</td>
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<tr>
<td>October 1st</td>
<td>Work plan document due</td>
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<tr>
<td>December 1st</td>
<td>Employer Evaluations due</td>
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<tr>
<td>December 2nd</td>
<td>Internship Ends</td>
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* Students attending the Congressional Management Foundation training will begin their internship experience on September 23rd
Additional comments:

STUDENT BEHAVIOR and INTEGRITY: Students participating in the UCI-UCDC Academic Internship Program are expected to behave with integrity and responsibility at the internship. Conduct should reflect the highest standards of professionalism and maturity. Your actions in the internship, as in all aspects of the UCI-UCDC Program, should be guided by the Student Agreement that you signed prior to your departure.

ATTENDANCE and PUNCTUALITY: Internship attendance is a critical component of performance quality and the student’s experience in Washington, DC. Students are expected to be at work as agreed with the site supervisor. In addition, students are expected to communicate with their supervisor if absent for reasons of illness or other commitments. Any absence lasting more than one day should be cleared with the supervisor and requires documentation.

E-MAIL: Students must have a working e-mail address and check their e-mail regularly for notices and announcements. Each student taking part in the UCI-UCDC Academic Internship Program is accountable for any information that the site supervisor, faculty and staff send during the quarter.