

WINTER 2013
UCDC ORIENTATION
OCTOBER 11, 2012



Virtual Advising Center

- **Important messages regarding UCDC will be sent to you via the Virtual Advising Center (VAC). Please submit any UCDC inquiries you have through the VAC. You will receive an e-mail notification to your UCSD e-mail account that a message is waiting for you.**
- Please make sure that if you have a full mailbox or do not currently maintain your UCSD e-mail account, this is resolved as soon as possible in order that important messages can be received in regard to your participation.
- **Please also note that this PowerPoint is available on our website at: <http://polisci.ucsd.edu/undergrad/ucdc/index.html>**

Internship Units/Research Seminar

- The UCDC Program is a full time academic program; this means that you must remain at full time status (**minimum of twelve units**) through the entire quarter. The internship (POLI 197I) may be taken for **eight units** (32 hours or more per week in an internship) or for **six units** (24 hours up to 32 hours per week in an internship). Students are required to enroll in a research seminar offered by the Center; however, Professor Samuel Kernell will consider exceptions to this on a case-by-case basis.

Eligible students must have completed 90 units with at least a 2.50 GPA.

The official university deadline to add classes (including Special Studies courses) is the end of second week of the quarter.

I. To be completed by the student:

Name: _____ Student PID #: _____
Last First MI

Current Address: _____ College: _____

City: _____ State: _____ Zip _____ Telephone: (____) _____

Email Address: _____ Quarter: _____ Major: _____

Special Studies Course Information: _____ / _____ / _____ / P/NP / _____ / _____
Subject Crse No. Section Grd. Opt. Section ID No. Units

List your current Quarter Schedule (including all Special Studies courses): _____ Number of Units Previously Received for this Project: _____

II. To be completed by the instructor and student:

Name of Instructor: _____ Teaching Title: _____

Prerequisite course work or knowledge for this project: _____

Nature and frequency of contact (hours per week): _____

Means of Evaluation (Paper, final, etc.): _____

Proposed plan (Please be specific – note any readings and/or special instruments to be used): _____

Instructor's Signature Date Student's Signature Date

III. To be completed and verified by the department:

Student's Cumulative GPA: _____ Student's Cumulative Units Completed: _____

Approved Not Approved _____ AND _____
Department Chair's Signature Department Stamp

IV. Exceptions Only: Submit all copies to College:

Provost approval is required to enroll: Approved Not Approved

In more than 4 units of Special Studies courses in one quarter.

With less than 90.0 units completed.

With less than a 2.50 cumulative GPA.

Exceed 22.0 units.

_____ *College stamp or signature Date*

Notice: Form must be presented at the Registrar's Office by the deadline to add classes (Friday of 2nd week) with required signatures and Department Stamp. Add cards are not accepted or required.

Distribution: Original to Registrar's Office; copies to Department, Instructor, Student

WINTER 2013 ENROLLMENT
UCDC STUDENT COPY

(please retain—this information is needed in order to enroll)

I understand that I must enroll in courses via TritonLink in order to receive appropriate credit for coursework taken while participating in the UCDC Program. I am aware that all UCSD campus deadlines and enrollment procedures apply to my academic status while participating in the UCDC Program.

Internship – PS 197I – REQUIRED

The Internship Enrollment form is signed at orientation and submitted to the Registrar when your enrollment period begins IMPORTANT: Internship credit does not satisfy Political Science major requirements; please check with your academic department regarding their policy.

Research Seminar: *(get preauthorization for one course below at Academic Orientation; enroll via TritonLink using exact section ID):*

- _____ Political Science 194 – Section ID 764660
 - _____ Urban Studies and Planning 194 – Section ID 761745
 - _____ History/Topics 193 – Section ID 765306
 - _____ Sociology/E 194 – Section ID 764287
 - _____ Communication/General COGN 194 – Section ID 767761
 - _____ Cognitive Science COGS 194 – Section ID 764469
-

Elective Courses: *(get preauthorization for this course at Academic Orientation; enroll via TritonLink and UCDC website using exact section ID):*

- _____ EXPR 100 – Section ID 759312
(“Placeholder” course for list of electives offered in DC during the Winter 2013 quarter)

Winter 2013 Electives- (Tentative)

(5th Sheet in Academic Packet)

- “Contemporary Democratic Theory” (Allowable for the Political Science major)
- “From Clay Tablets to the Cloud: Media, Information Technology, Political Organization” (Allowable for the Political Science major)
- “Green Politics: Science, Policy, and Polarization of Modern-Day U.D. Environmentalism” (Allowable for Political Science major)
- “Museums: Past, Present, Future” (NOT allowable for the Political Science major)
- “Political Economy of Trade, Finance and Debt“ (Allowable for the Political Science major)
- “Sociology of Crime and Delinquency” (NOT Allowable for the Political Science major)

Course descriptions and meeting times are located on the UCDC Website.

If you are a **Political Science major** and are taking an elective that is allowable for the major, it must be taken for a **letter** grade. If you are enrolling in an elective that is NOT offered through UCSD you need to enroll in EXPR 100 (placeholder course).

If you are **not a Political Science major**, you must check with your major department which UCDC classes will be allowable for your major.

UCDC Courses Allowable for Political Science major

- The Internship Seminar **is not** allowable for the Political Science major.
- The Research Seminar **is** allowable for the Political Science major.
- If you take an elective at UCDC, it **MUST** be taken for a **letter grade** in order for it to count for the Political Science major. Some electives are allowable for the major, some are not.
- If you are not a Political Science major, check with your major advisor to inquire what will be allowable for your major or College requirements.

How You Will Enroll in UCDC Courses

(1st Sheet in Academic Packet)

- Internship Seminar(8 units) and Research Seminar (4 units) = 12 units; **OR**
- Internship Seminar (8 units) and Research Seminar (4 units) and Elective (4 units)= 16 units; **OR**
- Internship Seminar (**6 units**) and Research Seminar (4 units) and Elective (4 units) = 14 units

You must enroll in at least 12 units at UCDC

Enroll in all courses via WebReg **EXCEPT** Internship Seminar (*bring form to the Registrar*). Enroll in Research Seminar and Elective *by searching WebReg using the section ID*. These courses are suppressed in the schedule of classes. *If you are taking an elective, you must enroll on BOTH WebReg AND the UCDC Website. You cannot take more than 1 elective at UCDC.*

Remember, that you must enroll in the Research Seminar and the elective (if you are taking one) on the UCDC system as well. You do not need to enroll in the Internship Seminar on the UCDC system because you will not be sitting in class. Alfreda Brock at UCDC will assist each one of you with enrolling in the relevant courses at UCDC. This presentation provides instructions on how to enroll in the UCSD system only.

Adhering to Enrollment Deadlines

IF AN EXCEPTION TO A DEADLINE IS REQUESTED BY A STUDENT THE FOLLOWING PAPERWORK WILL BE REQUIRED IN ORDER FOR THE PACKET TO BE SUBMITTED TO ACADEMIC SENATE COMMITTEE ON EDUCATIONAL POLICY (CEP):

1. **Undergraduate Student Petition** (signed by appropriate instructor); in the “comments” section on the petition the instructor must fill in attendance information regarding student attendance in that course
 2. The **confirming page from TritonLink** reflecting that the student did in fact complete the entire process for making any changes.
- *THE ACADEMIC SENATE WILL DENY ANY PETITIONS REQUESTING EXCEPTIONS TO ENROLLMENT DATES, DEADLINES FOR ADD/DROP/CHANGE OF GRADE OPTION, CHANGE OF UNITS FOR INTERNSHIPS UNLESS THESE DOCUMENTS ARE PROVIDED BY THE STUDENT*
 - Please be aware – if you follow the enrollment procedures provided on TritonLink and perform any add/drop/change functions within any given deadline you will not be required to provide these documents. It is only in a situation where a student does not complete a particular function prior to a deadline and, therefore, must request an exception to university policy.

University of California, San Diego
UCDC Program
9500 Gilman Drive 0521
La Jolla CA 92093-0521
(858) 534-2705

UCDC PROGRAM INTERNSHIP LEARNING AGREEMENT

Name of Student _____

Name and Address of Organization _____

Student will work _____ hours a week _____ to _____
(Minimum 24 hours) (Beginning date) (Ending date)

Briefly describe training and orientation student will receive:

After discussion with student to ascertain skills and interests please define the job description, including basic responsibilities and any project(s) or special assignment(s) the intern will be given. Attach additional sheet if needed.

How often do you plan to meet with your intern for discussion and evaluation?

Name and title of Supervisor/Mentor _____
(Type or print)

Phone _____

Signature of Supervisor/Mentor _____
(Date)

Signature of Intern _____
(Date)

Signature of Director
UCDC Internship Program _____
(Date)

Signature of Faculty Advisor _____
(Date)

The hiring criteria for internships will be eligibility and qualifications without discrimination regarding race, creed, national origin, sex, age, or handicap.

UNIVERSITY OF CALIFORNIA WASHINGTON CENTER
Undergraduate Program
Student Participation Agreement

The central goal of the UC Washington Center undergraduate program is to provide students with the opportunity to enrich their education through the unique resources and environment of the nation's capital. The program includes internships, academic work, residential life and other activities.

The following policies and procedures are intended to contribute to the highest quality program possible, and to the welfare of all students, faculty, and staff associated with the Washington Program.

General Conduct:

All students participating in the Washington Program take on a dual identity as a representative of both their home campus and of the University of California to the organization for which they work as interns.

Campus and Program standards of conduct thus apply to students not only on the premises of the Washington Center Program (residence halls, academic classrooms, and administrative offices), but also at the locations of their internships and in the community. Students in the Program agree to conduct themselves at all times with this in mind.

Students who violate these standards of conduct are subject not only to Program discipline (for example, reprimand or termination of Program participation), but also to Campus discipline (such as Probation, Suspension, or Dismissal from their campus).

Students are expected to fulfill all academic requirements of the Program. These include the core courses, combining internships and individual research projects, and an upper division seminar.

Any problems related to residence life will be referred to the student's respective Program Director. Every effort will be made to help resolve any such problems in as fair and as timely a manner as possible, with the best interests of all parties in mind. At no time will any conduct dangerous to other individuals or disruptive to their ability to participate effectively in the Program be tolerated.

Students agree to abide by all relevant University and home campus policies. Copies are available upon request.

Our philosophy is to make every effort possible to work with students to resolve any problems.

We pride ourselves on the development of a sense of community among students, staff and faculty. For precisely these reasons, substantial or persistent violation of any of the above policies can be grounds for termination of participation in the Program. Any such decisions will be made by the respective Program Director, subject to consultation with the student and other pertinent parties.

I agree to abide by these policies.

Print name _____

Student signature

Date

DATE	ACTIVITY
WINTER 2013 QUARTER	
Wednesday, January 2nd Thursday, January 3rd	Students Arrive The UCDC Washington Center 1608 Rhode Island Avenue, NW Washington, DC 20036
Thursday, January 3rd	Residential Orientation (Mandatory) UCDC Washington Center Multipurpose Room 7:00 pm
Thursday, January 3rd	Academic Orientation UCDC Washington Center Multipurpose Room – 8:15 pm
Friday, January 4th	Continental Breakfast, 9:00am Alcove/Gallery, first floor Breakout Session UCDC Washington Center Conference Room 301 – 9:30am
Friday, January 4th	Courses Begin 6-9 pm
Friday, January 4th	Group Photo The White House 2:20 pm
Monday, January 7th	Internships Begin Congressional Management Training 9:00 am – 3:00pm Auditorium
Thursday, March 14th	Internships End
Friday, March 15th	Courses End Internships End/Quarter Students
Friday, March 15th	Closing Luncheon UCDC Washington Center Multipurpose Room, 12-2 pm
Saturday, March 16th Check-out before noon!	Quarter Students Depart

UCDC
Estimated Budget (Regular Quarter)
WINTER 2013
January 2, 2013 through March 16, 2013

Description of Expense

UCSD Registration Fees		\$4,791 (fall '12 fees)
Housing		
UC Washington Center		\$2,772
Transportation	<u>per week</u>	<u>total</u>
Round Trip Airfare		450 - 500
Metro	\$16	192
Taxi (1-3 times per week)	\$7-20	84 - 240
Living Expenses		
Groceries	\$35	420
Restaurants (2-3 meals per week)	\$30	360
Household Supplies (Laundry soap, toiletries, etc.)	\$10-15	120 - 180
Telephone	\$20-33(monthly)	60 - 100
Books and Supplies		160 - 200
Library Access Fee		50
Entertainment/Sightseeing		<u>100 - 200</u>
Estimated Budget		\$9,558-10,005

Estimated expenses are based on results from surveys distributed to other UC undergraduates participating in UCDC programs.

If you are accepted to the program and are eligible for financial aid, your financial aid allocation will be adjusted to help meet the increased costs of participating in this program. The President's Washington Scholarship Program provides additional funding to students who can demonstrate need, have a minimum 3.0 GPA, and are returning to UCSD following the quarter in DC.

Professional attire may be expected at the internship site. Additional expenses may be incurred to supplement wardrobe with professional attire, raincoat, walking shoes and an umbrella.

Winter 2013 Estimated Budget, cont'd

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Quiz- Academic Questions

- 1. How will you enroll in the Internship Seminar?
- 2. How will you enroll in the Research Seminar?
- 3. How will you communicate with Ariane Parkes regarding UCDC? Send an e-mail or send an inquiry via the VAC?