



Washington Academic Internship Program Overview of Application Requirements

Submit complete application packets to: Undergraduate Education, Attn: Kathleen Sawa at Hinderaker Hall Suite 1100 A, by 5:00 p.m. on the deadline date. Incomplete applications will not be considered.

Selection Criteria & Application

Students from all majors are encouraged to apply. Admission is selective. To be eligible for consideration, students must:

- Have junior or senior standing in the participating quarter
- Have a strong academic record--Recommended 3.0 GPA: submit an official transcript
- Submit a completed application form
- Provide two strong letters of recommendation--one from a tenure-track faculty member (assistant, associate or full professor) and one from another resource such as: employer, internship supervisor, advisor, TA, or other academic reference. (Not a friend or family member.)
- Clearly articulate how this program fits into your academic goals in a personal statement by keeping these questions in mind as you write:
 - What skills and experience do you possess that you will use to market yourself to internship sites in Washington, DC?
 - What makes you a competitive candidate for the UCDC program?
 - What are your goals and expectations for your internship?
 - What are your plans after graduation with your bachelor's degree?
 - How will the UCDC program help you realize those goals?
 - Why Washington, DC? What can you get out of an internship in DC that you cannot get anywhere else?



UC Washington Academic Internship Program Application

(circle one) Fall Winter Spring Summer Year: _____

Please print or type

Name (Last, First, Middle): _____ SID: _____ - _____ - _____

Major: _____ University Honors yes no

Class level while in DC: _____ Proposed Date of graduation: _____

US Citizen yes no Birth date _____ Cumulative

GPA: _____

(You do not need to be a US citizen to participate; however, it is required for some internship positions.)

Current Contact Info:

Address: _____

City: _____ State: _____ Zip: _____

Home Phone: (_____) _____

Cell Phone: (_____) _____

Work Phone: (_____) _____

Email: _____

Permanent Address (if different from above):

Address: _____

City: _____ State: _____ Zip: _____

Phone: (_____) _____

Emergency Contact Info:

Name: _____ Relationship: _____

Address: _____

City: _____ State: _____ Zip: _____

Home Phone: (_____) _____

Cell Phone: (_____) _____

Work Phone: (_____) _____

Email: _____

Do you currently receive financial aid?

Yes

No

_____ (please initial) I acknowledge that if accepted into the UCDC program, a \$500 **non-refundable** housing deposit will be due at the first scheduled orientation session. I understand that this deposit will NOT be returned if I decide to leave the program.

How did you hear about UCDC? _____

For statistical purposes only, please answer the following (optional):
Ethnic background _____ Are you a re-entry student? _____
Are you a student with a disability? _____

Academic Information

The curriculum available for the Fall/Winter/Spring UCDC programs is comprised of 1) an internship—a variable unit course [4-8 units]; 2) a UCR Washington Seminar and 3) if desired, an elective course. Students will earn 12-16 units of credit for the quarter.

Since there is flexibility to the curriculum, the UCDC program **highly recommends** that you contact your departmental academic advisor to determine how a quarter in DC fits into your degree plan as well as your larger academic and professional goals before submitting this application.

Internship Information

The UCDC Program **does not** provide internship placement service. Once admitted to the program, you will work with the UCDC program and the Career Center in order to gain skills that you will apply toward an internship search. It is highly recommended that you make an appointment with a counselor in the Career Center to explore your options and review your resume before submitting this application.

List your first four choices (office or agency) for potential Internship sites (these choices may change during your internship site search). Be prepared to discuss how you selected these and what attracted you to these organizations.

- 1. _____
- 2. _____
- 3. _____
- 4. _____

List area(s) and issues of interest to you. This information will be used to assist you in finding appropriate sites to apply for internship opportunities. Please be specific:

Submit the following items with your application. All items must be received in order for your application to be considered complete. **Please DO NOT put staples in any of your application items.** Submit the application in an envelope or paper clip items together.

1. **Statement of Purpose.** Attach a short (no more than two pages) statement. Please treat the statement as a free form writing sample and only use the questions below to guide you in your writing.
 - What skills and experience do you possess that you will use to market yourself to internship sites in Washington, DC?
 - What makes you a competitive candidate for the UCDC program?
 - What are your goals and expectations for your internship?
 - What are your plans after graduation with your bachelor's degree?
 - How will the UCDC program help you realize those goals?
 - Why Washington, DC? What can you get out of an internship in DC that you cannot get anywhere else?

2. **Transcript(s).**
 - Submit a copy of your official transcript (order through the Registrar's Office).
 - If you attended other universities, you *may* be asked by the selection committee to submit an official copy directly from the Registrar's Office of that university.

3. **Letters of recommendation.** Your *TWO* letters of recommendation will also be used as a part of your internship applications. Please ask your recommenders to describe your abilities and qualities aimed at potential internships as well as admission to the program. A guideline for writers of letters of recommendation is available on the UCDC web site in the how to apply section.
 - One letter of recommendation from a UCR faculty member (assistant, associate or full professor – NOT a TA or a lecturer).
 - One letter of recommendation from another resource such as: employer, internship supervisor, advisor, TA, or other academic reference. (Not a friend or family member.)

4. **A current resume.** The Career Center provides assistance in preparing a resume. This resume will also be used as part of your internship applications. It is highly recommended that you have your resume reviewed by The Career Center **before** applying to the UCDC program.

The information I am providing is complete and accurate. For purposes of internship placement and eligibility, I agree to allow the program to contact employers and recommenders for further information. I also agree that, if accepted, my email address may be shared with other students accepted to the program.

Signature of Applicant: _____ Date: _____

Please submit to: Undergraduate Education
Attn: UCDC Program Coordinator
Hinderaker Hall Suite 1100A
Riverside, CA 92521

UCR Expectations of Student Conduct While Interning in D.C.

While interning in the UC Washington Center (UCDC) all UC Riverside students are expected to follow University of California student conduct policies and procedures. Failure to abide by the conduct policies may subject you to removal from the program, and disciplinary action upon your return to UC Riverside. Student misconduct can occur in a variety of forms, the student conduct website has provided a basic summary of these forms which includes but is not limited to:

- **Cheating** - Fraud, deceit, or dishonesty in an academic assignment, or using or attempting to use materials, or assisting others in using materials that are prohibited or inappropriate in the context of the academic assignment in question.
- **Plagiarism** - The appropriation of another person's ideas, processes, results, or words without giving appropriate credit. This includes the copying of language, structure, or ideas of another and attributing (explicitly or implicitly) the work to one's own efforts. Plagiarism means using another's work without giving credit.
- **Unauthorized Collaboration** - Working with others without the specific permission of the instructor on assignments that will be submitted for a grade. This applies to in-class or take-home tests, papers, labs, or homework assignments. Students may not collaborate without faculty authorization.
- **Facilitating Academic Misconduct** - Assisting another in violating the policy of Academic Integrity, such as taking an exam for another student or providing coursework for another student to turn in as his or her own effort.
- **Fabrication** - Making up data or results and recording or reporting them, including laboratory or field research results. In the context of student academic integrity, this also includes falsifying academic or university documents and providing false information or testimony in connection with any investigation or hearing under this policy.
- **Retaliation** of any kind against a person who reported or provided information about suspected or alleged misconduct and who has not acted in bad faith.

If you are unsure if your actions are breaking the student conduct rules there is a comprehensive list on the **student conduct website**: <http://conduct.ucr.edu/learnpolicies/standardsofconduct.html>

In addition to the policies set by UC Riverside, UCDC has its own set of policies that must be adhered to. Violations of the housing policies in D.C. will be dealt with accordingly at UCDC and then forwarded to UCR Student Conduct as well. Failure to comply with both UCR or UCDC policies and procedures may ultimately lead to your removal from the program.

The **UC Washington Center code of conduct** is available online at:
<http://ucdc.edu/residential-life/residential-life-handbook>

Part of the UCDC application process includes a disciplinary record check through the UCR Student Conduct and Academic Integrity Programs office.

I acknowledge the mandatory record check and I understand that any information obtained in the record check will remain confidential to the intended parties. I understand that my failure to comply with UCDC or UCR student conduct policies can lead to removal from the program and additional disciplinary action.

Signature of Applicant: _____ Date: _____