

## University of California Education Abroad Program Internship Information Special Studies 197

Internships offered for credit by UCEAP through the Study Center are academic activities that combine opportunities for acquiring practical experience with intellectual study. An academic internship involves work in a corporate, governmental, public, or private organization or institution usually for approximately 8 to 12 hours per week (approximately 150 hours per term). In addition, for at least one hour per week you participate in scheduled consultations with the supervisor regarding the academic substance of the project. UCEAP Internships are usually 4.0 to 6.0 UC quarter units per term.

An internship for academic credit requires a final paper, project, series of reports, or other documentation. You will describe the work done, provide thoughtful analysis of what was learned during the internship, and demonstrate that you have investigated and analyzed the experience beyond the mere performance of duties. For more information on internships, see the [Academic Information](#) chapter of the UCEAP Guide to Study Abroad.

### Guidelines:

1. All internships require the permission of the Study Center or other UCEAP representative.
2. Internships require an onsite supervisor for evaluation of daily work.
3. Only a grade of P or NP is to be assigned for a 197 course.
4. An internship may replace no more than one regular course per term.
5. The maximum credit is 8 UC quarter units per quarter or 12 UC quarter units for a semester or year-long program. The units may be taken in one or more terms, but the total units may not exceed 12 UC quarter units for the year (except as specifically provided in certain programs).
6. A final project must be submitted to the study center representative at the end of the term.

### Procedures:

1. There are a few select programs that require pre-departure placement for internships however the majority of internship placement is done once you are on-site. It is your responsibility to research opportunities available and secure your placement in an internship. Some UCEAP Study Centers have existing networks of internship opportunities and can assist you in finding an appropriate placement.
2. To enroll, you are required to complete the [Special Study Internship Form](#) and include supporting material as described on the form.
3. You must establish clear guidelines with your supervisor of what is expected of you for the duration of your internship.
4. You must submit the Special Study Internship Form by the study list submission deadline, as indicated by the Study Center representative.
5. At the conclusion of your internship, check-in with your Study Center Representative to ensure that an Evaluation Form has been sent to your internship supervisor. At this point you also need to submit your final project to the Study Center Representative.
6. Your final grade of P or NP will be issued by a UC Faculty member (Study Center Director, UC Faculty Consultant, UC Visiting Professor, or UCEAP Academic Dean).