University of California Education Abroad Program Internship Information
For Internship Supervisors

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 students must participate in scheduled consultations with the supervisor regarding the academic substance of the project.

1. Interview the student. If the student satisfies your criteria, develop the internship assignment. The responsibilities must be outlined before the student starts the internship.

2. Assist the student in completing the Special Study Project Form. You will need to sign this form.

3. Set clear guidelines with the student on what is expected of their daily work and overall goals for the internship.

4. Establish a clear understanding with the student on the policies and procedures of your organization, especially guidelines on confidential information.

5. Evaluate the student's performance at the end of the internship program. The UCEAP representative will provide you with the Internship Evaluation Form for you to complete. Please note that the student will either be issued a "Pass" or a "No Pass" as their final grade. In addition, you can submit a letter evaluating the student's performance in the internship. This form will be returned to the UCEAP representative.

6. Internships for academic credit must meet the following requirements:
    a. Internships cannot be paid.
    b. Student must attend a work site and cannot work from home.
    c. Students are expected to have regular, weekly contact with their supervisor during the course of the internship.

7. If problems arise with the UCEAP intern that cannot be resolved directly with the student, please notify the UCEAP representative.