

SPECIAL STUDY INTERNSHIP FORM

See the [Academic Section](#) of the UCEAP Guide to Study Abroad for additional information.

Instructions for completing the Internship form

Forms must be submitted to the Study Center or the Systemwide UCEAP Office as soon as possible after the internship has been arranged, and no later than the deadline for students to submit their MyEAP study lists.

All form fields must be completed.

Enter your **name** as it appears in MyEAP (no nicknames).

The **subject area** of internship is the subject area that will be on your UC transcript. This may be changed by UCEAP to conform to UC standards. If a change is made, you will be informed before the study list is finalized.

Hours per week by student is the time you will spend performing internship duties.

UC quarter units requested are calculated using direct contact time, indirect contact time, and work submitted. See the Study Center for assistance. Units may be changed at the systemwide office.

Description must be entered on the form. Write a summary statement of the internship including the requirements that must be met to receive a Passing grade.

Attach a full description of internship that includes:

1. Full name and description of the organization. Include links to organization's websites if available.
2. Work schedule. Include work begin date, end date, and weekly work schedule.
3. Responsibilities (tasks) in complete detail.
4. Outline of steps to implement the internship.
5. How the internship work is linked to the field of study.
6. Goals and expected outcomes for the student.
7. Work that will be submitted for final evaluation.

To Be Completed with your Internship Supervisor

The sections on **Supervision** and **Evaluation** should be completed with the internship supervisor. **Scheduled Consultation Time** should indicate the number of hours per term of *direct* consultation with the supervisor in discussing the subject of the internship. These hours should not include time spent by the student noted on the top of the form. This would be hours spent discussing what the student is learning and how the experience relates to the broader context of the field. Time spent receiving directions and/or explanations of tasks would not be included.

Written work is required to earn academic credit. The **Evaluation** section must clearly state the assignment that will be submitted and the date it is due. Assignments may include internship notebooks, research papers, web sites, etc. If submitting a report, the number of pages must be indicated.

The form must be signed and dated by the student, supervisor, and Study Center representative before the Special Study will be entered on the MyEAP study list.

UNIVERSITY OF CALIFORNIA EDUCATION ABROAD PROGRAM
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Name: _____

Year/Term: _____

Country/Host University: _____

UC quarter units requested: _____

Home UC campus: _____

Hours per week by student: _____

Major: _____

Number of weeks of work: _____

Subject area of project: _____

Work start date: _____ end date: _____

DESCRIPTION: Supply summary and attach a full project description.

SUPERVISION:

Name of organization: _____

Scheduled consultation time: _____

Supervisor's name: _____

(hours per week and number of weeks)

Title: _____

E-mail address: _____

EVALUATION:

Work to be submitted for grade: _____

(e.g., final paper, final project, research paper, etc.)

Final project and supervisor evaluation will be submitted to: _____

(Study Center Director, UC Visiting Professor, or UCEAP Academic Dean)

Work is to be completed by this date: _____ (date must be within term)

I waive my right to see the UCEAP Internship Evaluation form submitted by my supervisor at the completion of my internship. No Yes

Even if you waive the right to see your final evaluation, you are expected to meet with your supervisor on a regular basis for consultation and assessment.

Student's Signature Date

Supervisor's Signature Date

Study Center Representative's Signature Date