

Chancellor's Undergraduate Internship Program Guidelines

Purpose

The UC Santa Cruz Chancellor's Undergraduate Internship Program (CUIP) is designed to:

- Provide an opportunity for undergraduate students and the campus administration to cooperate for a common goal: the betterment of the campus, while in the process enhancing mutual understanding and good will.
- Involve outstanding students in the operation of the campus through drawing on student talent to serve the entire campus community.
- Enhance communication between students and the administration.
- Increase students' understanding of university structure and process.
- Provide students learning, leadership, and managerial experiences as well as opportunities to learn and enhance professional leadership, decision making, teambuilding, communication, time management, and delegation skills under the guidance of a professional in the administration. These experiences and opportunities will benefit students during their enrollment and in their future careers.
- Allow the mentoring unit to benefit from interns' participation in the development and implementation of projects of value to the unit.
- Provide a rewarding opportunity for administrators to work one-on-one with students through the mentoring role.
- Provide opportunities for the intern to build experience and skills related to his/her career and academic goals.
- Provide students with mentoring relationships and role models.
- Supplement internship work with a growing understanding of the university as an institution and community through a 2-unit academic course.

CUIP Mentor Participation Requirements

- Regularly hold meetings with and be accessible to the intern. Provide guidance, feedback, education, and training.
- Be responsive to the intern's questions, ongoing skills development, and professional growth needs. Support the student's personal-professional objectives, if these are compatible with the CUIP purpose and the needs of the host unit.
- Provide the intern with an in-depth orientation to the host unit and its programs, services, and interaction with the broader university system.
- Write quarterly evaluations, discuss these with the interns, and submit them to the CUIP Coordinator.
- Assign projects that add to the intern's understanding of the university structure and process, have an identifiable result or product at their completion, will be of significant duration so as to carry students through the different stages of project development, can be completed in a year, and are integrated and cohesive. Monitor that the students have a primary role in the coordination and implementation of the

project and that the student has a professional or paraprofessional level of responsibility.

- Complete an internship agreement with the intern.
- Monitor that most of the intern's efforts are devoted to tasks that will cultivate leadership, team building, decision-making, communication, diplomacy, and other management skills.
- Guide the intern in developing time management, delegation, and prioritization skills.
- Limit the ratio of time that the intern spends on miscellaneous office/clerical support tasks that are not in support of their own projects to no more than 15% of the intern's time.

Minimum Student Qualifications

- Students must have been enrolled for at least one quarter at the time of application.
- Students must be in good standing academically and in terms of conduct.
- Students must be able to carry a full course load and still be able to devote 15 hours per week to CUIP requirements without sacrificing his/her academic performance.
- Students must be attending UCSC for all three-quarters of the academic year of the internship.
- Students must be available for the CUIP course on Monday nights from 5-7pm all three-quarters of the academic year of the internship.

CUIP Student Participation Requirements

- Participate in and complete requirements for a 2 unit CUIP academic course fall, winter and spring quarters.
- Carry a full course load.
- Devote 15 hours per week to working for host unit fall, winter and spring quarters.
- Fulfill host unit requirements.
- Turn in signed monthly time sheets.
- Maintain good standing academically and in terms of conduct.