

UCDC Remote Internship Program

Academic Guidelines and Timetable – Summer 2021

The UC Washington Center and UCDC Program are closed for summer 2021; however, we are offering a remote internship option for students enrolled in the Summer Academic Program.

Please review the information provided and reach out to us with any questions. We are committed to helping you connect with DC employers and internship hosts to develop your skills and professional network.

We look forward to working with you in the coming months as you invest time and effort in crafting your summer experience and building success during these challenging times.

Timeline and Expectations

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| Mar 1 | Info Session: UCDC Remote Internship Program, Summer 2021 4 pm PT |
| Mar – Jun | Internship search, interviews, and placement confirmation |
| May 15 | Enrollment deadline - UCDC Remote Internship Course 5 pm PT - Steps to Navigate the Internship Search Process |
| June 14 | UCDC Orientation: 11 am PT- Making the Most of Your Remote Internship: Expectations, Etiquette and Professional Development 12:15 pm – 1:30 pm PT- Crash Course on Washington, D.C. |
| June 18 | Payment deadline – UCDC Remote Internship Course |
| June 30 | Internship Work Plan Agreement and UCLA internship contract due |
| July 19 | Mid-term Progress Report due in the UCDC database |
| August 2 | Tangible Evidence of Work due |
| August 20 | Internship end / Final Performance Evaluation due |

UCDC requirements

As a participant, you will be asked to complete/ attend:

- 20-24 hours of work per week with a DC-based organization from June 15 to August 20. A schedule will be established in agreement with your internship supervisor.
- Required forms as part of our experiential learning platform in the UCDC database.

- A series of check-ins with your UCDC Program Administrator to share information about your search and experience. To better assist you, we expect all students to be communicative and respond promptly to e-mails and messages.
- A mandatory program orientation on Monday, June 14th. Additional programming is optional but strongly recommended to complement your remote experience.
- Academic work as part of the internship experience includes tangible evidence of work assignments and a reflective essay about your experience.

Remote Internship Etiquette

To take full advantage of the experience, we recommend that you:

- Work with your manager to establish a schedule to include regular meetings, chats and expectations. This will ensure that you keep open lines of communications with your manager and other staff, understand your role and contributions within the organization, and get the most from your experience.
- Be on time and prepare for all meetings. Complete necessary research prior to joining calls. Clarify which online platform is used for meetings and communicating progress (e-mail, text, Slack, Microsoft Teams, etc.)
- Take the initiative and ask questions to ensure that you fully understand assignments. Meet deadlines set in consultation with your manager. Maintain professionalism when sending messages (no abbreviations, i.e., lol).
- Take full advantage of the remote opportunity, access to resources available within the organization, and look for ways to network. Ask people in the organization if you can learn more about their work.
- Ease into your new role and be patient. Many employers have never had a remote intern and are learning and adjusting to their role in a remote environment.
- Set-up a space where you can focus away from distractions. Set normal office hours with your manager and be prepared to adjust if they want you on East Coast time.
- Most of all, be kind to yourself and ask for help when needed.

Important links and resources

- [UCDC Website](#)
- [UCDC Summer Academic Internship web page](#)
- [Student FAQs – UCDC Summer Remote Academic Internships](#)

Questions & Suggestions

- Contact us at internships@ucdc.edu or direct your questions to the staff listed below.

UCDC Academic Internship Team (AIT)

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