UCDC Remote Internship Program

Academic Guidelines and Timetable – Summer 2020

The UC Washington Center and UCDC Program are closed for summer 2020; however, we are moving forward with a remote internship option for students enrolled in the Summer Academic Program. Please review the information provided here and reach out to us with any questions. This is a new direction for us, and as a team, 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

April-May 2020	**Internship search, interviews and placement confirmation**
May 8	**Enrollment deadline - UCDC Remote Internship Course** For instructions, go to: https://www.ucdc.edu/academic/ucdc-summer-academic-program
May 12 - 3pm PT	**Webinar: Navigating the Internship Search Process**
June 12	**Payment deadline - UCDC Remote Internship Course**
June 15	**UCDC Orientation** 10 a.m. to 11:30 a.m. PST: Making the Most of Your Remote Internship: Expectations, Etiquette and Professional Development 1 p.m. to 2 p.m. PST: Crash Course on Washington, D.C. in a COVID-19 Summer
June 16	**Summer remote internships begin**
July 1	**Internship Work Plan Agreement** and UCLA internship contract due
July 13	**Mid-term Progress Report** due in the UCDC database
July 31	**Tangible Evidence of Work** due
August 7	**Internship Ends** **Final Performance Evaluation** and **reflective essay** 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 16 to August 7. A schedule will be drawn 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. In order to help you, we expect all students to be communicative and respond promptly to e-mails and messages
- A mandatory program orientation on Monday, June 15th. Additional programming is optional but strongly recommended to complement to your remote experience.
- Academic work as part of the internship experience includes a tangible evidence of work assignment 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 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)

  Alfreda Brock, alfreda.brock@ucdc.edu
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  (contact for UCDC Database and general questions)