

## UCDC Summer Academic Remote Internship Program Student FAQs

UCDC is continuing its mission to help students engage in experiential learning opportunities. In collaboration with our partners on campus, the Academic Internship Team (AIT) is offering a remote internship program for summer academic participants. We are invested in helping students make progress in their professional development activities and gain skills with DC-based employers despite the COVID-19 closures.

### **What kind of work will I do as a remote intern?**

We expect remote assignments to be like those given out in person. Projects will vary from one organization to another and could include research, analysis, graphic design, social media management, and more. Employers are encouraged to assign projects that relate to both the overall goal of the organization and short-term projects helping with the day-to-day work of the office.

### **What are the dates for the remote internships at UCDC?**

Students are expected to intern for ten weeks, from June 15 to August 20, 2021.

### **How many hours per week are students expected to spend on projects?**

Students will contribute a minimum of 24-32 hours of work per week on projects with their internship hosts. More hours are permitted based on need and mutual agreement with the internship site. The schedule will be drawn between the student and supervisor based on projects, need and activities conducted by the organization.

### **Will remote internships be compensated?**

Some positions may include compensation, though a majority are unpaid. We encourage you to inquire about pay when you apply and interview with each organization. We recognize that compensation may be critical in your ability to afford the internship experience, and we encourage internship sites to offer compensation when possible. There are no restrictions on UCDC students receiving compensation and academic credit.



### **If I participate in a remote internship through UCDC, what fees will I be expected to pay?**

Course fees for the summer academic internship course are listed on our [summer web page](#). Because the UC Washington Center is closed; students will not be charged housing fees.

### **If I participate in a remote internship through UCDC, will I be eligible for financial aid?**

Yes. However, your package is likely to be adjusted to reflect the lack of housing and travel and campus policies may differ. We encourage you to be proactive and seek information about your financial aid package and communicate with financial aid staff on your campus. Your UCDC campus coordinator may also be able to help connect you with the appropriate staff members.

### **Where can I find a list of organizations that are offering remote internships?**

As soon as participants register in the internship course offered through UCDC and UCLA Summer Sessions, they will be contacted by our Academic Internship Team (AIT) and provided with additional information, including a weekly newsletter where we share internship leads. We expect the list to grow each week as our team engages with employers and internship sites firm up their summer plans.

### **How do I apply to remote internships?**

We encourage you to upload your materials to the UCDC internship database for review by your Program Administrator (PA) at UCDC, who will provide advice. Once you have done this, follow the prompts in the database under each employer's internship postings.

We also recommend that you stay in close contact with your PA so that they can help you communicate with organizations. Typically, an application includes:

- Resume
- Cover letter detailing your interests in the organization, your participation in the UCDC program, and the dates and hours you are available.
- Optional: unofficial transcript
- Optional: letter of recommendation

Your PA will be able to counsel you on steps to take as you prepare for interviews and negotiate offers. Please reach out to us at if you have any questions.

### **How many academic units will I receive if I participate in UCDC's Remote Internship Program during summer 2021?**

Most students enrolled in UCDC's internship course receive four credits. To receive a passing grade, students must complete 24 hours per week for ten weeks and receive a satisfactory evaluation by their internship supervisor at the end of the term. There is an option to earn up to eight units for students who intern 32 hours per week and complete additional written assignments.



### **Can I spend the summer in Washington if I find my own housing?**

Don't do it. Washington D.C. is virtually shuttered. The UCDC building is closed. Staff is working remotely and will not be available if an emergency arises. We strongly discourage anyone to risk getting sick and to consider the consequences of being so far from family or support groups.

### **Will a remote internship increase my chance of securing other internships or employment in DC -- or elsewhere -- after the closures are lifted?**

In these uncertain times, the ability to connect with employers in a remote professional setting is strongly recommended. Thousands of organizations in the DC area have employees working from home and shifted to remote operations. Your creativity, collaboration, empathy, desire to learn, and your flexibility during such an extraordinary time are qualities that future employers will value. The connections you make and the experiences you will be able to share will make you a stronger candidate for future opportunities.

### **Can I participate in an internship hosted by an organization that is not located in Washington, DC?**

Yes. We are being flexible with requirements, however proper review and vetting must take place before accepting an offer from an outside organization. Please contact your Program Administrator to discuss further.

### **If I withdraw from the summer program, can I defer to a different term in 2021-2022?**

Maybe, depending on your campus. Please contact your campus UCDC office to inquire. If you need assistance connecting with the appropriate staff, let us know.

### **What if I participate in UCDC's remote program, and cannot complete the term?**

Students and internship sites sometimes face unanticipated circumstances. UCDC staff will address such situations on a case-by-case basis. Only on rare occasions, when students do not meet their obligations, and no improvement is demonstrated after repeated discussions, are internships revoked.

### **What if the stay-at-home order is lifted in Washington, DC, and the office reopens?**

We have instructed internship sites that they may not change the terms of their remote internships, regardless of how the summer evolves.

### **Will UCDC offer opportunities to network with alumni or meet fellow summer students?**

We are looking at the possibility of engaging alumni in mentoring activities online through webinars, one-on-one communications, or panel discussions. We are also exploring ways to connect members of the summer cohort. We will share details with you as plans progress.

