

UCDC

University of California in Washington DC

5 Merrill Academic Bldg., Santa Cruz, CA 95064

(831) 459-2855

<http://politics.ucsc.edu/ucdc/>

UC Santa Cruz sends approximately 20 students to Washington, D.C. each fall, winter, and spring quarter to participate in an exciting program of internship and study. UCDC participants attend classes and have an internship placement in Washington while registered as UCSC students, earning academic credit for the courses taken.

**The application period for spring 2010 is now open to undergraduates. Applications are due Friday, October 23, before 4 p.m.
APPLICATION FORM ATTACHED (SEE LAST SHEET)**

INTERNSHIPS & COURSES

The Internship: Program administrators will help students find an internship placement in a Washington organization whose work is in the area the student wants to study. Students are expected to work for approximately 3 to 4 days per week at the placement and will be evaluated by the internship supervisor.

The Courses: Students take two courses during the program. The centerpiece of the program is a **12-unit "internship seminar"** (Social Sciences 194A/B), a rigorous seminar which culminates in an extensive independent research paper. The program does not give academic credit for the internship placement experience *per se*, but for related work in this seminar. Each student will make an agreement with the seminar instructor at the beginning of the quarter that will specify the nature and extent of the work to be completed and the terms of the student's independent research project.

In addition, each student may choose **one upper-division elective course** from a range of classes offered by faculty in residence from all the UC campuses. These elective classes are 4-5 units each, and may include selections from the social sciences, natural sciences, arts, and humanities. Courses often take advantage of Washington's unique resources for study and research.

SELECTION CRITERIA & APPLICATION

Students from all majors are encouraged to apply. Admission is competitive.

Admission will be based upon the student's statement of purpose, academic record, letters of recommendation, and in some cases a personal interview. Consideration is also given to the distribution of academic disciplines participating in the program. Participation in UCDC changes the way in which a student meets residency requirements for a degree. Contact your college academic preceptor for more information.

NOTE: *Preference is given to students who will be juniors or seniors during the UCDC quarter, but sophomores, especially natural sciences and engineering majors, may apply.*

SOME SAMPLE INTERNSHIP PLACEMENTS

These are just a few examples. This is a partial list, as there are many to choose from.

science and environmental organizations

National Wildlife Federation
Environmental Law Institute

government

The White House
Congressional offices
Office of Management & Budget

human rights organizations

Amnesty International
ACLU

education

American Association for
Higher Education
National Learning Center

health issues

National Women's Health Network
National Healthcare Campaign

research organizations

Kennedy Institute of Ethics
Center for Strategic & International
Studies

electoral politics

Democratic & Republican National Committees

the arts

Smithsonian Institute
National Endowment for the Arts

law

Department of Justice
Public Defender's Office

international affairs

United Nations
Atlantic Council

women's issues

National Organization for Women
National Women's Political Caucus

business and finance

Institute for International Economics
Export-Import Bank of the U.S.

media and communications

CNN
CBS
NBC
The Washington Post

children's issues

Center for Child Protection & Family
Support

FINANCIAL AID

All participants pay UCSC registration fees and remain eligible for financial aid if regular UCSC standards are met. In determining eligibility and calculating the amount of financial aid, the University has agreed to adjust student expense budgets to compensate for many of the additional costs expected while in Washington, including travel, wardrobe, and restaurant meals. Some additional funding comes from the President's Washington Scholarship Fund.

HOUSING

Housing is arranged at the **UC Washington Center**. Each 4-person apartment is completely furnished, with a bathroom, a living room and a fully equipped kitchen. Two students are assigned to each bedroom. Each apartment has weekly cleaning service, linens, kitchen and bath towels, a clock radio and telephone and internet connections. The Washington Center is located in the heart of Washington, near the White House and Dupont Circle, with easy access to public transportation.

STUDENT FACILITIES IN THE WASHINGTON CENTER

Computer workstations, a student lounge, and a student library are available for student use at the UC Washington Center. Participants in the UCDC program can have access to the undergraduate library at Georgetown University in Washington as well as to the Library of Congress. A UCSC staff person, Alfreda Brock, staffs the UC Center on a half-time basis and acts as a liaison to the UCSC campus.

University of California Santa Cruz UCDC Program
QUARTER IN WASHINGTON
Budget Estimate

DESCRIPTION	EST. EXPENSES FOR 11 WK. PROGRAM
UCSC Registration Fees (estimated)	\$3,082
Housing	
Rent (estimated)	\$2,478
Transportation	
Round-trip airfare	\$600
Metro	\$330
Taxi (1-3 taxis per week)	\$100
Living Expenses	
Groceries	\$800
Restaurants (2-5 meals per week)	\$480
Other household expenses (laundry soap, toothpaste, etc.)	\$300
Telephone	
Long Distance (monthly charges = \$40 est.)	\$150
Books and school supplies	\$250
Entertainment/Sightseeing trips	\$500
Professional Wardrobe (if necessary)	\$500
Estimated Budget:	\$9,570

OTHER BUDGET CONSIDERATIONS:

- If you are accepted to the program and are eligible for financial aid, your financial aid allocation will be adjusted to help meet the increased costs of participating in this program. The **President's Washington Scholarship Program** provides additional funding to augment the costs of a quarter in Washington DC.
- The Metro (public trains) stops at midnight Sunday–Thursday, which means a taxi ride back to your apartment late at night. On Friday and Saturday, the Metro stops at 2:00 am.
- Most UCDC Alumni indicate that, overall, living expenses in Washington seemed to be much higher than in Santa Cruz. Most recommended bringing more money than you would otherwise need or plan.
- Students remark that they tend to eat more meals at restaurants when in Washington.

FREQUENTLY ASKED QUESTIONS

How does the internship placement work? Do I have to pick an internship before I apply?

We expect you to have a general idea of the types of internships you are interested in. It is possible to get information about various possibilities from libraries, on the internet, and from books available in the UCDC office and some of the field study offices on campus. There are literally hundreds of internships available in Washington, and all of them are open to participants in this program.

If you are accepted to the program, we will ask you to give us your top 3-4 internship preferences. These will go to our staff person in Washington who will assist you with making a placement. She is very skilled at this and has excellent contacts. You will probably have telephone interviews with some of the prospective placements. This gives you a chance to find out what your responsibilities might be, etc. Some students choose to make all their own contacts and to secure a placement without the help of our Washington staff.

Please be aware that the materials that you have given us to apply to this program will be sent to Washington and forwarded to potential internship supervisors. It is very important that what you give us looks professional and is checked over for spelling, grammar, etc.

What courses are offered in Washington? Will any of them apply to my major?

All students take the 10-unit "internship seminar" course in which they write an in-depth research paper which is connected with the internship placement. In addition, everybody picks one elective course which may be taught by faculty from any of the UC campuses. Please note that course offerings can change quarterly. It is a good idea to talk to an advisor in your major about whether or not any of these courses will give you major credit.

Where should I tell people to send letters of recommendation?

They can be addressed to FACULTY SELECTION COMMITTEE, UCDC and sent to Merrill Faculty Services or given to you and attached to your application.

What if one of my letter writers thinks the letter will be late?

Please attach a note to your application if ANYTHING is missing. Explain when it is expected and who is responsible for getting it in (name of the letter writer). It is your responsibility to make sure your letters have arrived. Letters should arrive by the deadline.

What should my letters of recommendation talk about?

They should talk about your strengths and how you might fare on a demanding academic program, away from home. They might address your emotional maturity. They can talk about how your academic performance indicates your readiness for this program.

Are there sample student essays I can look at? I've heard that you keep a collection of them.

No, we don't have sample student essays. But write about what you think makes you a good candidate for the UCDC program. How does this program relate to your overall academic goals? What kinds of internship jobs can you visualize yourself doing? What motivates you to do this program? Give a good picture of who you are, what drives you, and where you want to go in your life!

When will we know if we are selected for this program?

Final decisions will be made approximately one month from the deadline. Successful candidates will be notified of their acceptance to the program by May. A mandatory orientation for accepted students will happen near the end of the previous quarter (orientation for fall quarter will be held the preceding spring, etc.).

If I go to Washington for spring quarter, will I be able to get back to Santa Cruz in time for graduation?

Yes you will. It is very important that you talk with your department and your college BEFORE you leave for Washington about any requirements you will need to fulfill before you graduate — both in terms of course work, and also such things as ordering caps and gowns, signing last minute forms, etc. Ordering these things is more difficult from DC.

University of California Washington Center - UCDC APPLICATION FOR SPRING QUARTER 2010

<http://politics.ucsc.edu/ucdc/apply.php>

Please carefully read the guidelines and selection criteria BEFORE you fill out this application.

Name _____ UCSC ID# _____

Major _____ Email _____
(Please use your ucsc email address)

Santa Cruz Address _____ Phone _____

Expected graduation date _____ Year in School _____ College _____

Have you applied previously? _____

Current UCSC courses: _____

Do you qualify for financial aid as determined by the University's Financial Aid Office? _____

Are you a re-entry student? _____ Are you a transfer student? _____

Country of citizenship _____ Are you here through EAP? _____

How did you hear about the UCDC program? _____

**SUBMIT TWO COPIES (two sets) OF EACH OF THE FOLLOWING ITEMS,
INCLUDING THIS APPLICATION COVER SHEET**

All 4 items (original and one copy) must be submitted by the deadline for your application to be considered complete.

1. Statement of Purpose: Attach a short (no more than two pages) statement.

- Describe the type of agency or organization with which you would hope to intern in Washington D.C. and the type of experience you hope to gain.
- How would studying in Washington D.C. enable you to further your academic goals and enhance your undergraduate experience?
- What are your plans after graduation from UCSC?
- Anything else of relevance that you would like to emphasize?

2. Copies of transcripts and narrative evaluations (for both continuing and transfer students). Students can print copies of unofficial transcripts and narrative evaluations from MY.UCSC.EDU.

3. A resumé (one page is fine).

4. Two faculty letters of recommendation. (This makes a stronger application than if you ask a TA, a staff member, a student services advisor, an employer or a friend. If you are a transfer student, you may solicit letters from your former school, or make an extra effort to get to know a UCSC faculty member.) If the letters are not included with the application, please include a note telling who will be writing them and when they will arrive. **Please arrange for letters to arrive by Friday, October 23, 2009, by 4:00 p.m. to the address below, or via email to ucdc@ucsc.edu, or fax to (831) 459-3125.**

PLEASE SUBMIT COMPLETED APPLICATION TO:

Merrill Faculty Services, 5 Merrill Academic Bldg., 831-459-2855, ucdc@ucsc.edu

Deadline: Friday, October 23, 2009