

GLOBAL INTERNSHIPS STUDENT AGREEMENT

Berkeley Global Internships is a unique program, offered through Summer Sessions, Study Abroad & Lifelong Learning (SSALL) at UC Berkeley, which gives students the opportunity to earn academic course credit while gaining practical internship experience in their field of interest. This document outlines the program's policies and expectations for participants. Please read the following carefully and initial and sign where indicated below to show that you understand and agree to the terms and conditions outlined in this agreement.

Program Components

Berkeley Global Internships is designed to provide each participant with an integrated academic and practical professional learning experience. Course instructors and the assigned coursework give the necessary academic and cultural framework, while the internship provider offers professional content and exposure. Ideally, this combination of experiences will allow participants to develop useful insights and observations to serve them academically, personally, and professionally.

All participants who take part in the internship program are required to participate in an approximately 20-32 hours per week unpaid internship, complete all program-related coursework, and attend any additional program events and excursions. In addition, various professional development workshops will be offered to help prepare participants for their internship experience.

Internship Placement

Once an applicant has been accepted into the program, he or she will complete any necessary paperwork and steps to confirm his or her participation. This includes participating in mandatory orientations, meetings, and interviews with potential supervisors. Participants will receive an internship placement within one of the three areas of interests specified on their application based on their skills, interests and professional goals, as well as the internship providers' needs and work cycles. These placements can be made anywhere between 3 weeks to 1 day prior to departure. If a participant decides to reject an offer, he or she must outline why it is not a good fit based on the three areas of interest that were agreed upon. Participants cannot return to an offer once it has been rejected and will receive no more than three offers. Participants are expected to actively participate in the placement process and respond to emails in a timely manner. Failure to do so may result in dismissal from the program.

Withdrawal Policy

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If a participant wants to withdraw from the program, a *Program Enrollment Change Form* must be submitted. A refund of the program fee, minus the deposit, will be issued if the participant cancels by 5:00 p.m. PST on April 5, 2019. If the request is received after 5:00 p.m. PST on April 5, 2019, the participant will not be eligible for a refund of the program fee. If payment has not yet been made, the participant will owe the program fee.

Regular Berkeley Summer Sessions refund policies apply to a refund of unit fees. A refund of unit fees for related coursework will be issued if the participant cancels by the Friday of the first week of class. For information about regular Berkeley Summer Sessions tuition refund policies and deadlines, visit the Berkeley Summer Sessions website: <http://summer.berkeley.edu/registration/refund>.

SSALL reserves the right to cancel Berkeley Global Internships programs for any reason. In the unlikely event that the program is cancelled, participants will be notified and have the option of switching to another open program by completing an *Alternative Options Form*, which can be obtained from the program coordinator. If the participant decides not to participate in another program, a full refund of all unit fees and program fee, including the \$400 deposit, will be issued upon the program coordinator's receipt of the *Alternative Options Form*.

SSALL is not responsible for any costs incurred regarding air travel, housing, or personal expenses. It is the participant's responsibility to make reservations and pay for all airline tickets, as needed. SSALL also has no liability in providing for or arranging transportation in the case that a participant decides to leave before completing the program.

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Participant Expectations

In participating in Berkeley Global Internships, participants understand that neither the University of California nor SSALL program coordinators, instructors, nor other staff will be supervising them at all times. However, as a participant, they will be held to the UC Berkeley Code of Conduct (<http://sa.berkeley.edu/code-of-conduct>), to program policies as listed on the Global Internships website at <http://studyabroad.berkeley.edu/globalinternships/policies>, and to the student agreement at all times throughout the length of the program. Participants must comply with all rules and regulations issued by Global Internships staff, or program partners. It is within the program staff's discretion to determine whether any violation warrants a participant's termination from the program. In that event, a participant may be discharged from the program, but still be held responsible for all program related fees. Any violation of the Berkeley Code of Conduct will also be reported to the UC Berkeley Center for Student Conduct.

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Scheduling and Absences

Participants will follow a schedule mutually determined between the participant, the program, the internship provider, and the course instructor from the first day of the program to the last. Participants are expected to be on time and ready to work each day they are scheduled. Absence from the internship, course, or other program related events, except for illness or accident, is strictly prohibited. In the case of illness or accident, participants must inform their internship supervisor or instructor as soon as possible. If the illness or accident will inhibit the participant's ability to complete the program, the program coordinator should also be notified. If a participant has more than three absences for any reason or is late for more than three days, the participant is subject to dismissal from program. Participants will observe only those holidays that are holidays for the organization. Vacation requests are not allowed.

Productivity

Internships are important experiences, but they often include some routine or administrative work. Participants accept that they will assist the internship provider in various ways. A key attribute to developing professionalism is making a commitment to personal productivity. This will allow industrious participants to remain active and challenged by finding ways to contribute voluntarily. Participants are encouraged to keep an open mind and learn from routine situations.

Please note: If, for any reason, a participant is fired from his or her internship, he or she will face dismissal from the program.

Participant Responsibilities to the Internship Provider

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- To be respectful and comply with all rules and regulations set forth by the internship provider
- To contribute to a productive work environment during the internship
- To comply with requests of reasonable modifications to appearance or style of dress
- To uphold any internship limitations and access restrictions set by the internship provider
- To treat internship provider materials, practices, and projects in a confidential manner
- To seek to understand internship provider products, programs, procedures, and goals
- To use their best efforts during the internship and uphold program and internship expectations
- To participate in any reviews and evaluations from the internship provider
- To seek approval for contents of a portfolio summarizing their internship

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Participant Responsibilities to Global Internships

- To inform the internship coordinator of any problems or issues during placement
- To support the placement process in terms of application, interviews, deadlines, communication, etc.
- To keep the internship coordinator aware of the outcome of internship interviews and offers
- To understand that a request for an alternative internship placement will only be granted under extreme circumstances
- To complete all program related requirements including the required coursework
- To pay all program related fees prior to the beginning of the program
- To adhere to the program cancellation policy and notify the internship coordinator of an intent to withdraw
- To forego internship placement upon withdrawal from Global Internships

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Global Internships Responsibilities to the Participant

- To arrange an internship based on participants' skills and level of experience
- To be available to answer questions about the program or internship placement during normal business hours
- To help prepare participants for their internship through professional development trainings and workshops
- To help participants integrate their professional experience with their academic skills and goals through related coursework
- To work with and provide support for participants throughout the internship program

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I have read and agree to all of the above stated program policies and expectations as well as those listed on the Global Internships website at <http://studyabroad.berkeley.edu/globalinternships/policies>:

Name of Participant (Printed) _____

Date_____

Signature of Participant _____