

# SOPHOMORE SEMESTER STUDENT AGREEMENT

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Berkeley Sophomore Semester 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 Sophomore Semester 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 program participants are required to enroll in 4 courses including the 3 program-related courses and 1 elective course. All participants will take part in the internship program and are required to participate in an approximately 8-10 hour per week unpaid internship, complete all program-related coursework, and attend any additional program events and excursions. In addition, students will enroll in the Global Citizenship internship course to help participants prepare and reflect during 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 required by SSALL & ACCENT. The ACCENT Internships team works one-on-one with you to find an internship that matches your career goals, interests, and experience level. While we cannot make any guarantees, we will do our best to find you an internship that matches as many of your preferences as possible, while taking into consideration the realities of the location and sector you are applying to. Prior to departure 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. 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 6, 2018. If the request is received after 5:00 p.m. PST on April 6, 2018, 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.

SSALL reserves the right to cancel Berkeley Sophomore Semester programs for any reason. In the unlikely event that the program is cancelled, participants will be notified and receive a full refund of all unit fees and program fee, including the \$400 deposit, will be issued.

SSALL is not responsible for any costs incurred regarding air travel, housing, or personal expenses. 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 Sophomore Semester, 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 Sophomore Semester website at <http://studyabroad.berkeley.edu/program/sophomoresemester/london>, and to the student agreement at all times throughout the length of the program. Participants must comply with all rules and regulations issued by Sophomore Semester 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**

You are expected to attend classes and your internship regularly during the entire program. Expect classes to be held Monday-Friday. Participants are expected to be on time and ready to work at their internship on the day they are scheduled. Absence from classes, internship, or other program related events, except for illness or accident, is strictly prohibited. In the case of illness or accident, participants must inform the ACCENT team as soon as possible. If the illness or accident will inhibit the participant's ability to complete the program, the London onsite coordinator should also be notified.

### **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.

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### **Participant Responsibilities to Sophomore Semester**

- To inform the ACCENT Internship team of any problems or issues during placement
- To support the placement process in terms of application, interviews, deadlines, communication, etc.
- 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 program staff of an intent to withdraw
- To forego internship placement upon withdrawal from Sophomore Semester

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### **Participant Responsibilities to the Internship Provider**

- 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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### **Sophomore Semester Responsibilities to the Participant**

- To be available to answer questions about the program or internship placement during normal business hours
- To arrange an internship based on participants' skills and level of experience
- To help prepare participants for their program and internship through orientations, 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 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 Sophomore Semester website at <http://studyabroad.berkeley.edu/program/sophomoresemester/london>.

Name of Participant (Printed) \_\_\_\_\_

Date \_\_\_\_\_

Signature of Participant \_\_\_\_\_

## SOPHOMORE SEMESTER STUDENT AGREEMENT PART II

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I, \_\_\_\_\_, will be participating in a Berkeley Sophomore Semester program offered through Berkeley Summer Sessions, Study Abroad & Lifelong Learning (SSALL). I am subject to the ACCENT, UCEAP, and Sophomore Semester program policies and requirements for attendance and participation in the classes, internship, or other activities that are a required part of the program. I will be solely responsible for my own safety and cannot hold SSALL or its staff liable for any injuries to my person, property, or any other losses as a result of my participation in the program, and I understand and agree to the attached *Waiver of Liability*.

I agree that:

1. I will follow all requirements set by the UC Berkeley Code of Conduct, Sophomore Semester policies, and program/partner staff. Any violations will be reported to the UC Berkeley Center for Student Conduct and may result in dismissal from the program.
2. I am responsible for my own health, property, and evacuation insurance and absolve the Regents of the University of California and its employees, officers, and agents from any loss, cost, damage, liability, or expense (including attorney fees), resulting or arising from my participation in the program.
3. I understand that I must cancel my program participation in writing. Furthermore, no cancellation will be considered final until a *Program Enrollment Change Form* is received by Sophomore Semester staff. In the event that I cancel my participation, the program deposit of \$400 is not refundable. If I cancel my registration after 5:00pm PST on April 6, 2018, I will be responsible for the total cost of the program and other program-related fees charged to my account. If I cancel my participation after the program has begun, I will no longer be allowed to participate in any program-related activities. Furthermore, SSALL has no liability in providing for or arranging my transportation home. I must vacate program housing within 24 hours of having submitted my cancellation.
4. I assume full responsibility for my care and safety while participating in the program.
5. I will comply with all rules and regulations issued by SSALL, ACCENT, and UCEAP. It is within the program's discretion to determine whether my violation warrants my termination from the program. In that event, I may be discharged from the program; travel home will be at my own expense and I must vacate program housing within 24 hours of the dismissal.
6. I shall:
  - a. Not participate in the purchase, distribution, or use of illegal drugs at any time.
  - b. Not abuse alcohol and comply with appropriate laws and regulations relating to underage consumption of alcohol.
  - c. Attend and participate in all classes and program-sponsored activities unless ill and not request any time off.
  - d. Inform the program staff of my whereabouts if unable to attend a session.
  - e. Not inconvenience the group by being late or disruptive or by making excessive noise and keeping others up at night.
  - f. Not deliberately abet, disrupt, threaten, harass, or intimidate others, physically or verbally.
  - g. Abide by all housing rules and regulations.
  - h. Abide by the laws of the country and host institution.
  - i. Not own, rent, lease, or operate motor vehicles while participating in the program.
  - j. Not use inappropriate, disrespectful, rude, aggressive communication or actions towards others.
  - k. Comply with instructions given by a program official or other official(s) acting on behalf of Sophomore Semester.
7. I hereby authorize SSALL staff and/or its partners to obtain all necessary medical assistance and authorize any competent medical person to do all things reasonably necessary to treat illness or injury, which might occur over the duration of the program.
8. I understand that photos of me may be taken during the course of my participation in Sophomore Semester and that those photos may be used on the Sophomore Semester website or other marketing materials.

Signature of Participant \_\_\_\_\_

Date \_\_\_\_\_