CONTACT INFORMATION
Instructor of Record
Richard Hughey, Vice Provost and Dean of Undergraduate Education
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Course Coordinator
Barbara Silverthorne, Career Center Director
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cuip teach@ucsc.edu: use this address for informing the instructor, course coordinator, and the CUIP coordinator, of absences, class related questions, and other course related logistics.

CLASS TIME AND LOCATION
Monday evenings, 5-6:45 pm in the Bay Tree Conference Center, Cervantes & Velasquez Room.

The fall and spring course is required of all interns in the Chancellor’s Undergraduate Internship Program (CUIP). It provides 2 units of academic credit per term. The course is available for P/NP credit only. Take that into account in your academic planning (Undergraduates cannot have more than 25% of their credits graded P/NP.).

COURSE OBJECTIVES
The course objectives are to:
• Enhance the educational value of your CUIP internship by ensuring that you reflect on the context for, the goals of, and the potential impact of your project activities and its outcomes.
• Develop your communication and leadership skills in the context of your internship and through collaboration with your CUIP colleagues.
• Develop an understanding of the complexities and context of UCSC as an institution.
• Develop an understanding of how your projects contribute to UCSC’s mission and effectiveness.

THEORY AND STRUCTURE OF THE COURSE
The course is a workshop in which the interns, visitors, and course coordinators each contribute their expertise and experience. Class meetings will vary in format during each of the terms. Some meetings will include presentations and discussions focused on the assignments related to your internships. On other evenings there will be presentations by campus administrators and discussion about current issues at UCSC. Some meetings will be devoted to “check ins” on your experiences in your internships. At the end of each term, class meetings will be devoted to formal presentations of your projects. Your mentors are expected to attend your presentations.

The structure of the syllabus for the Fall term is fixed. Later in Fall we will consider alternatives for the Spring term. The final project for the Spring term is a “success story” that reflects upon the outcomes of the year. The class will conclude with a final presentation of your project.

COURSE REQUIREMENTS
• Regular attendance at class meetings; timely arrival and engagement during the meetings.
• Submission of a formal project proposal and plan (Fall) and final reflection and project description (Spring).
• Completion of any miscellaneous assignments of reading or commenting.
• Formal presentations of Project Proposal (Fall) and Project Report (Spring).
## FALL QUARTER

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<tr>
<th>Date</th>
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<tr>
<td>September 26</td>
<td>Program orientation and course prospectus</td>
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<td>October 3</td>
<td>University Budget and Resource Planning</td>
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<td>October 10</td>
<td>Mission of the University, CA Master Plan of Higher Education, and University Structure</td>
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<td>October 17</td>
<td>Developing a Project Plan</td>
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<td>October 24</td>
<td>Academic Planning:</td>
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<td>October 31</td>
<td>Project Proposal Peer Review</td>
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<td>November 7</td>
<td>Check-in Discussion of Internship Experience</td>
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<td>November 14</td>
<td>Campus Stewardship:</td>
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<td>November 21</td>
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<td>November 28, 5-8PM</td>
<td>Presentations of project proposals</td>
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<tr>
<td>Tuesday</td>
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<td>December 6, 4-7PM</td>
<td>Presentations of project proposals</td>
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### COURSE RESPONSIBILITIES AND IMPORTANT DATES

- **Each Meeting**: Short prep work related to topic and visitor(s)
- **October 31**: Draft Project Proposal
- **November 14**: Peer Review of Project Proposal
- **November 28**: Final Project Proposal
- **Nov. 28 & Dec. 6**: Media Assisted Presentation of proposal (Mentor should attend)