CONTACT INFORMATION
Instructor of Record
Richard Hughey, Vice Provost and Dean of Undergraduate Education
Email: vpdue@ucsc.edu Phone: 459-4908 (Mackenzie Aluffi, mfaluffi@ucsc.edu, and for appts)

Course Coordinator
Barbara Silverthorne, Career Center Director
Email: bsilver@ucsc.edu Phone: (831) 459-3973

cuipteach@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, winter, and spring courses are required of all interns in the Chancellor’s Undergraduate Internship Program (CUIP). The 2-unit courses are P/NP only. During Fall quarter, 184A meets every Monday, except holidays, and during its Finals Week time slot. During Winter quarter, 184B meets every other Monday and does not meet during Finals Week. During Spring quarter, 184C meets every other Monday and also during its Finals Week time slot.

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 Fall syllabus is below. Later this quarter we will consider topics for the Winter and Spring terms. The final project of the Winter term is a formal project progress report. 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), formal progress report (Winter), and final reflection and project description (Spring).
• Completion of various short assignments.
• Formal presentations of Project Proposal (Fall) and Project Report (Spring).
# Course Syllabus for Fall 2012

Class 5:00-6:45 PM, Mondays  
Meeting Place – Bay Tree Conference Room D  
(See [http://intern.ucsc.edu/cuip](http://intern.ucsc.edu/cuip))

## FALL QUARTER

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
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| October 1     | Program orientation and course prospectus  
                | CUIP Alumni Panel                                                     |
| October 8     | Developing a Project Plan  
                | Barbara Silverthorne  
                | **Project Goals**  
                | Affinity-based small groups                                     |
| October 15    | **Mission and Structure of the University**  
                | Richard Hughey                                                      |
| October 22    | **University Budget and Resource Planning**  
                | Margaret Delaney - Vice Chancellor of Planning and Budget           |
| October 29    | **Project Proposal Peer Review**  
                | Outside affinity groups                                             |
| November 5    | **Academic Planning:**  
                | Alison Galloway – Campus Provost/Executive Vice Chancellor  
                | Joe Konopelski – Chair, Academic Senate, Santa Cruz Division  
                | Herbie Lee – Vice Provost Academic Affairs                       |
| November 12   | HOLIDAY                                                              |
| November 19   | **Chancellor Visit** (planned)  
                | **Project Bottlenecks and Problem Solving**  
                | Affinity-based small groups                                        |
| November 26   | **Personality Types**  
                | Barbara Silverthorne  
                | **Winter and Spring Topics**  
                | Richard Hughey, Barbara Silverthorne                              |
| December 3, 5-8 PM | **Presentations of project proposals**  
                | With your mentors                                                  |
| Wednesday, December 12, 7-9 PM | **Presentations of project proposals (Finals Week)**  
                | With your mentors                                                  |

## COURSE RESPONSIBILITIES AND IMPORTANT DATES

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<tr>
<th>Date</th>
<th>Task</th>
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<tbody>
<tr>
<td>Each Meeting</td>
<td>Short prep work related to topic and visitor(s)</td>
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<tr>
<td>October 29</td>
<td>Draft Project Proposal</td>
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<td>November 5</td>
<td>Upload In-Class and Mentor proposal reviews</td>
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<tr>
<td>November 19</td>
<td>Final Project Proposal and Statement of Revisions based on peer review</td>
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<tr>
<td>Dec. 3 &amp; Dec. 12</td>
<td>Media Assisted Presentation of proposal (Mentor should attend)</td>
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