CONTACT INFORMATION
Instructors
Richard Hughey, Vice Provost and Dean of Undergraduate Education, rph@ucsc.edu
Barbara Silverthorne, Career Center Director, bsilver@ucsc.edu
Caitie Sullivan, CUIP coordinator, cuip@ucsc.edu

For general class issues, cuip teach@ucsc.edu reaches the instructors, course coordinator, and the CUIP coordinator. Use this address for informing us of absences, class related questions, and other course-related logistics.

For disability-related needs, please email rph@ucsc.edu and bsilver@ucsc.edu.

CLASS TIME AND LOCATION
Mondays, 5:00-6:45 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). Fall is P/NP-only, Winter and Spring may allow grades, if approved by the Senate. 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
• 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 instructors 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. Others focus on your own development as an effective leader. During other classes, you will hear about and discuss current issues with campus leaders. Other meetings will be devoted to “check ins” on your experiences in your internships. At the end of Fall and Spring, class meetings will be devoted to formal presentations of your projects. Your mentors are expected to attend your presentations.

Throughout the year you will occasionally be working within a small group of interns from different areas than your own. This is one of your support groups throughout the year, for brainstorming ideas and solutions to issues that may come up.

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 Spring 2014  
Class 5:00-6:45 PM, Mondays  
Meeting Place – Bay Tree Cervantes & Velasquez Conference Room  
(See http://intern.ucsc.edu/cuip)

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<th>FALL QUARTER</th>
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<tr>
<td><strong>Monday, March 31</strong></td>
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**IMPORTANT DATES**

**May 5, May 12, May 29**  
* Powerpoint due **one week** before scheduled presentation.

**May 12, May 19, June 2**  
Media Assisted Presentations of your project  
(Mentor should attend.)

**June 10, 2013**  
1-3 page success story and images for CUIP website.