CUIP Internship Agreement

I understand that as part of my placement into the Chancellors Undergraduate Internship Program (CUIP) I commit and/or consent to:

WORK
• Negotiate a work program with my mentor based on the project description.
• Work an average 15 hours/week or 150 hours/quarter for a total of 450 hours for the year.
• Keep a log of my monthly hours and tasks; secure my mentor’s signature on the time sheet and turn it in to the CUIP Office no later than the 10th of the following month.

SEMINAR
Register for, attend, and participate in the CUIP Seminar in Leadership and Institution Building Cowell 184 Fall, Winter and Spring quarter on Monday evenings from 5-6:45 pm.

COMMUNICATION
• Check my email regularly as this is the primary means of class communication.
• Communicate with the CUIP Program Adviser about any problems in my internship.

ENROLLMENT and STANDING
• Enroll as a full time student each quarter for the full academic year. Full time is 12 units per quarter.
• Maintain good standing academically and in terms of conduct (judicial) for the full academic year.

WITHDRAWAL
• I further understand that CUIP internships are designed as three-quarter commitments and that I will be responsible to pay my full fees in the event of my withdrawal from the CUIP for any reason.

SCHOLARSHIP
• The CUIP Scholarship, is paid directly into my student account, eight thousand two hundred dollars of registration fees. I do not receive a paycheck.

PHOTO/VIDEO/PUBLISHING CONSENT
I consent to be photographed and/or videotaped in CUIP activities, which may be used in communication materials produced by the CUIP Program. I also allow my written work to be quoted for the same purposes.
CONTACT INFORMATION RELEASE
I consent to allow my contact information (name, phone, email) to be released to other CUIP participants past, present, and future for the purpose of encouraging networking among CUIP participants.

CUIP AND OTHER COMMITMENTS
CUIP interns are required to be full time students and work an average of 15 hours per week for their internship. CUIP is a demanding program with a limited number of spaces. Accordingly, participants are expected to focus on the program as a priority, with possible effects on other major commitments. [The following positions are examples of commitments which would be expected to be impacted by the CUIP experience: Residential Assistant, Community Assistant, Athletics, Student Government Officer, other employment more than 5 hours per week.]

It is therefore strongly recommended that CUIP interns, work no more than 5 hours per week in addition to their internship while school is in session. CUIP interns desiring to work more than 20 hours per week (including their internship) while school is in session must seek approval from the Career Center in writing, making the case that the combination of the internship with other commitments will not negatively affect their performance in the internship or their academic performance.

I understand and accept these conditions of my CUIP placement.

Signature: __________________________________________ Date: __________________________
Print Name: __________________________________________ SID#: __________________________
Email: __________________________________________ Phone: __________________________
Internship: __________________________________________ Mentor: __________________________
Graduating Class year: 201________________________ College: __________________________

Optional information: (Information will be used in summary and not in connection with individuals. The demographic information will be used to evaluate accomplishment of the goal of representative student participation.)

Ethnicity: __________________________________________ Gender: __________________________