

Academic Internship Learning Work Plan

Complete all information, sign your request, and return this form to COB 204 or email it to ssha.advising@ucmerced.edu.

You will be contacted by email once a decision has been made.

Name: _____

UCM ID: _____

Major(s): _____

Minor(s): _____

Email: _____

Check here if you are a transfer student: ☐

Academic Internship Policies and Guidelines:

Please use checklist below to ensure a complete work plan

As internship proposals should be given a great deal of thought and consideration, planning should begin well before the registration period for the semester in which the internship will be performed. A student can only register for an internship with approval of the faculty sponsor and the Office of the Dean.

- ☐ The student must be in good academic standing and have completed at least one semester at UC Merced. Advanced standing is preferred.
- ☐ The student should have sufficient academic background to undertake the internship. In cases of internships taken towards the academic major, students should have completed at least one upper division courses in the area or other work as required by the faculty sponsor.
- ☐ The faculty sponsor must be a full-time faculty member. If the faculty sponsor is a lecturer, please obtain the lecturer's faculty supervisor's signature in addition to the lecturer's signature.
- ☐ The student must be enrolled for the semester at the time of the internship. For summer internships, students must enroll in summer session.
- ☐ Academic credit is granted as a 192 or 196 course with variable units. The value is determined by the number of hours worked during a semester:
 - 1 unit = 48 hours
 - 2 units = 96 hours
 - 3 units = 144 hours
 - 4 units = 192 hours
- ☐ Internship experiences will include a significant written component, to be arranged with the sponsoring faculty member. The nature of the written component will vary by internship, discipline and faculty sponsor.
- ☐ Course is offered as P/NP grading option only.
- ☐ Submit completed Academic Internship Learning Work Plan form and Independent Study Form to SSHA Advising (COB 204) a minimum of 1 week before the Add Course Deadlines for the semester you are applying (registrar.ucmerced.edu/schedules/deadlines).

Academic Internship Resources:

Please use the resources below to help you have a successful internship

- ☐ Center for Career and Professional Advancement (SSB 220)
 - Help secure an internship
 - Post-Internship skill developments

To be completed by student and faculty member prior to the beginning of the internship experience.

Learning Objective/Outcome (What I intend to learn)	Strategies (How objective/outcome will be achieved)	Evaluation Methods (How my progress for each objective will be measured)

Faculty Sponsor to Complete:

Means of evaluation for final grade: List below the journal, readings, projects and/or papers which will be required. Include a due date for each assignment. These assignments must be agreed upon between the student and faculty.

Assignment	Due Date

- ☐ I understand that this form will be forwarded to CCPA for data purposes.
- ☐ I give permission to SSHA Advising to submit form to the Registrar's office on my behalf.

 Student Signature

 Date

 Faculty Signature
 Does faculty sponsor plan to do a site visit? ☐ Yes ☐ No

 Date

 Faculty Signature

 Date

 Supervisor Signature

 Date

 Dean or Designee Signature

 Date



UNIVERSITY OF CALIFORNIA, MERCED
Office of the Registrar

Independent Study Form

5200 N. Lake Rd., Merced, CA 95343 / Phone: (209) 228-7178 / Fax: (209) 228-4694 / registrar.ucmerced.edu

Complete all information, sign your request, and return this form to the Students First Center. You must be formally admitted to UC Merced to participate. Incomplete forms will be returned to the student. For CHEM 095, CHEM 195 and QSB 299 courses, the instructor should print the grading option after their signature on this form.

Personal Information

☐ Undergraduate ☐ Graduate

UCM ID Number

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Last Name _____ First Name _____ M.I. _____

E-mail _____ Phone Number _____

Street Address _____ City _____ State _____ Zip _____

Add Deadlines: Through 15th day of instruction: Students may add using this form only with Instructor approval. You must return this completed form to the Students First Center.

Drop Deadlines: Through 15th day of instruction: Students may drop online without further approval. After 15th day of instruction, students may withdraw using the Course Withdrawal form. \$10 fee.

Grade Mode Deadlines: Through 10th day of instruction: Student may make adjustments to grade mode, when applicable, by coming to the Students First Center.

Course Information

☐ Fall ☐ Spring Year _____

Choose a course subject from one of the following:

(Example: PSY or BIO. Reference catalog for further information about each course.)

SoE _____ SNS _____ SSHA _____ MWP _____ Graduate _____

Choose one course number from one of the following:

Research (095, 195, 295) _____ Directed Group Study (098, 198, 298) _____ Individual Study (099, 199, 299) _____ Other _____

Number of contact hours/week _____ Number of units _____ 1 unit equivalent to 3 hours research/week

Printed name of Instructor(s): _____

Coursework completed relevant to research _____

Signatures

Student _____ Date _____

Instructor _____ Date _____

Instructor _____ Date _____

Dean or Designee* _____ Date _____

*Required for **undergraduate** students adding a course

Office Use Only

Updated on: 06/18/2015

CRN Assigned: _____ Course Section #: _____ Date Completed: _____ by _____

Student Registered on: _____ by _____

Print Form

Instructions for submitting Independent Study Form (for undergraduate students):

School of Engineering (SoE):

- 1) Find professor to work with
- 2) Sign up for one of the SoE subjects (see drop down menu)
- 3) Select units (see drop down menu). Up to 4 units of Independent Research may be used for technical elective credit for engineering majors.
- 4) Complete Independent Study Form with the Professor that has agreed to oversee your research
- 5) Submit completed form to the School of Engineering Dean's Suite (SE2 315)
- 6) Once approved, you will be e-mailed and notified to pick up the form and submit it to the Students First Center to be registered for the course

School of Natural Sciences (SNS):

- 1) Find professor to work with
- 2) Based on major, sign up for one of the SNS prefix subjects (see drop down menu). For students registering for PHYS 196, use the Other box to complete the course number
- 3) Select units (see drop down menu)
- 4) Fill out Independent Study Form with the Professor that has agreed to oversee your research
- 5) Submit completed form to Natural Sciences' Dean's Suite (SE1 270)
- 6) Once approved, you will be e-mailed and notified to pick up form and submit it to the Students First Center to be registered for the course

Merritt Writing Program (MWP):

- 1) Drop off completed form to Academic Office Annex (AOA) 128
- 2) Once approved, you will be e-mailed and notified to pick up form and submit it to the Students First Center to be registered for the course

School of Social Sciences, Humanities and Arts (SSHA):

- 1) Completely fill out independent study form and answer the following questions in the text box below
 - a. How many contact hours/week are you requesting and how will those hours be used? How many hours will be spent doing research/project and how many hours will you be working with the Faculty member? (ex: 3 hours of independent research in lab plus 1 hour meeting w/ Faculty member per week)
 - b. What will your primary responsibilities include?
- 2) Drop off form to SSHA Reception Desk (COB 259)
- 3) Return to SSHA Reception Desk in 3 full business days to pick up your form and submit it to the Students First Center to be registered for the course