

**Student Agreement Form**

If accepted into the UCDC program, I agree to the following:

1. Students agree to take on a dual identity as both a UCSB student and a representative of the University of California to the organization for whom they work as interns.
2. Students are expected to communicate with their internship supervisors and comply with all requirements of the internship site. If there are difficulties, they should work with UCDC and AIT staff to for advice and guidance.
3. Students are expected to fulfill all academic requirements of the program, which include internships and required courses.
4. Students agree to comply with all program requirements while still on campus (such as, maintaining all eligibility criteria throughout departure and in D.C., attending program orientations, meetings, workshops, meeting with advisors, and applying for internships.) Students are responsible for completing all experiential learning forms as required by UCDC and AIT. This includes: the Internship Interest Form, Internship Offer Form, Work Plan Agreement, Mid-term Progress Report, and a Final Internship Evaluation.
5. Students agree to communicate with UCDC’s Academic Internship Team prior to their arrival and throughout the term regarding internships.
6. Students are expected to respond to communications from UCDC staff within 1-2 business days.
7. Students acknowledge that failure to communicate with UCDC staff may result in not finding a competitive internship, meeting program requirements, receiving a no pass grade for the internship experience, or receiving desired housing preferences.
8. Both campus and UCDC Student Codes of Conduct apply at the UC Washington Center. Violations of this code may be reported to and/or jointly adjudicated with the student’s home campus and to the UCSB Office of Student Conduct.
9. Students acknowledge that those who violate these standards of conduct are subject to discipline from UCDC (such as reprimand or termination of participation) and their campus (such as probation, suspension, or expulsion.)
10. Students consent to allow the UCSB Capital Internship Program to contact the UCSB Office of Student Conduct to review any previous or current conduct cases which may be taken into consideration into the students’ continuation in the program.
11. Students will inform the Director of Students Services in Washington, D.C. of residence life problems while on the program. In emergency situations where students need to leave DC (for example, to travel to California), students are required to notify the UCDC staff (AIT/Residence Life).
12. Students must live at the UC Washington Center for the full term, as detailed in the housing contract. Students must receive permission from UCDC and their campus to live off-site and/or depart the program before the specified end date.
13. Students acknowledge that substantial or persistent violation of any campus or UCDC policies, including those mentioned above, may be grounds for termination of participation.
14. I understand that my dedication and commitment to adhering to the participation agreement will impact my experience and success in the University of California Washington Program.

I have read and understand my responsibilities as outlined above.

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Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name (please print clearly)

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