

# UCSC EXTENSION IN SILICON VALLEY

BERKELEY • DAVIS • IRVINE • LOS ANGELES • MERCED • RIVERSIDE • SAN DIEGO • SAN FRANCISCO



SANTA BARBARA • SANTA CRUZ

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To Whom It May Concern:

UCSC offers an internship course, Business Practices for International Students, which allows students to work at local companies as part of our International Certificate program of study. The Internship provides an opportunity for international students to apply classroom knowledge and skills to a business environment and to develop the personal qualities and skills necessary for success in the workplace. Interns are required to work a minimum of 90 hours over a three month period, cannot receive any kind of payment (including but not limited to stipends, tuition reimbursement, medical insurance and worker's compensation), and receive three academic credits for their work.

Should you elect to hire a UCSC Extension International Certificate student for an internship at your company, you assume two responsibilities:

1. At the beginning of the internship, you must give the student an offer letter which includes the following information:

- The student's job description
- Verification that the student will work a minimum of 90 hours over a 3 month period
- A description of the hours the student will work
- Your official title and contact information
- The following statement:

"This is an unpaid internship, the student will not receive any kind of payment including but not limited to stipends, tuition reimbursement, medical insurance, workmen's compensation."

*Without this statement the letter cannot be accepted.*

The student is required to submit this letter to UCSC Extension by the deadlines listed below.

2. At the end of each quarter you must submit a short evaluation of the student's performance. You can submit a letter, an e-mail (sent directly to [ia@ucsc-extension.edu](mailto:ia@ucsc-extension.edu)) or the student evaluation form attached below. Please note that the letter must be received on or before the appropriate deadline.

## INTERNSHIP COURSE DEADLINES

Please submit required materials on or before the deadlines listed. Failure to submit materials on time may jeopardize your ability to receive credit for your internship.

Quarter	Application for Internship Course Due	Internship Evaluation Due
Winter	February 5	April 15
Spring	April 20	July 15
Summer	July 6	September 15
Fall	October 6	January 15

Thank you for your participation in our internship program. Should you have any questions or concerns, please contact me via the information listed below.

Thank you,

International Student Advisor  
Tel: (408) 861-3700  
[ia@ucsc-extension.edu](mailto:ia@ucsc-extension.edu)