

Berkeley Study Abroad Virtual Programs 2021 Student Agreement

Berkeley Virtual Global Internships and Global Entrepreneurship and Innovation are unique programs which give students the opportunity to earn academic course credit while gaining practical internship experience in their field of interest. This document outlines program policies and expectations for participants. Please read the following carefully and initial and sign where indicated below to show that you understand and agree to the terms and conditions outlined in this agreement.

Student Agreement Part 1

Read and acknowledge each section below by entering your initials.

Program Components

Berkeley Virtual Global Internships and Berkeley Virtual Global Entrepreneurship and Innovation are designed to provide each participant with an integrated academic and practical professional learning experience. Course instructors and the assigned coursework give the necessary academic and cultural framework, while the internship/placement provider offers professional content and exposure. Ideally, this combination of experiences will allow participants to develop useful insights and observations to serve them academically, personally, and professionally.

Global Internships Students: All participants who take part in the Berkeley Global Internships program are required to participate in an unpaid, approximately 20-32 hours per week academic internship.

Global Entrepreneurship and Innovation Students: All participants in the Berkeley Global Entrepreneurship and Innovation program are required to participate in an unpaid, approximately 20-24 hours total, project-based internship during the final 3 weeks of the program.

In addition, all students must complete all program-related coursework, and attend any additional program events and excursions. Various professional development workshops will be offered to help prepare participants for their internship experience.

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Internship Placement

Once an applicant has been accepted into the program, he or she will complete any necessary paperwork and steps to confirm his or her participation. This includes participating in mandatory orientations, meetings, and interviews with potential supervisors. Participants will receive an internship placement within one of the three areas of interests specified on their application based on their skills, interests and professional goals, as well as the internship providers' needs and work cycles.

Placements can be made anywhere between 3 weeks to 1 day prior to program start date. If a participant decides to reject an offer, he or she must outline why it is not a good fit based on the three areas of interest that were agreed upon. Participants cannot return to an offer once it has been rejected and will receive no more than three offers. Participants are expected to actively participate in the placement process and respond to emails in a timely manner. Failure to do so may result in dismissal from the program.

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Withdrawal Policy

If a participant wants to withdraw from the program, a *Program Enrollment Change Form* must be submitted via your Berkeley Study Abroad portal. A refund of the program fee, minus the deposit, will be issued if the participant cancels by 11:59 pm PST on April 4, 2021. If the request is received after 11:59 pm PST on April 4, 2021, the participant will not be eligible for a refund of the program fee. If payment has not yet been made, the participant will owe the program fee.

Regular Berkeley Summer Sessions refund policies apply to a refund of per-unit fee and other mandatory fees. A refund of per-unit fees and other mandatory fees for related coursework will be issued if the participant cancels by the Friday of the second week of the program. For information about regular Berkeley Summer Sessions tuition refund policies and deadlines, visit the Berkeley Summer Sessions website: <http://summer.berkeley.edu/registration/refund>.

Berkeley Study Abroad reserves the right to cancel Berkeley Virtual Global Internships or Berkeley Virtual Global Entrepreneurship and Innovation programs for any reason. In the unlikely event that the program is cancelled, participants will be notified and have the option of switching to another open program by working closely with the program coordinator. If the participant decides not to participate in another program, a full refund of all unit fees and program fee, including the \$400 deposit, will be issued upon receipt of the *Program Enrollment Change Form*.

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Participant Expectations

In participating in Berkeley Virtual Global Internships or Berkeley Virtual Global Entrepreneurship and Innovation, participants understand that neither the University of California nor program coordinators, instructors, nor other staff will be supervising them at all times. However, as a participant, they will be held to the UC Berkeley Code of Conduct (<http://sa.berkeley.edu/code-of-conduct>), to program policies as listed on the website at <http://studyabroad.berkeley.edu/globalinternships/policies>, and to the student agreement at all times throughout the length of the program. Participants must comply with all rules and regulations issued by Berkeley Study Abroad staff, or program partners. It is within the program staff's discretion to determine whether any violation warrants a participant's termination from the program. In that event, a participant may be discharged from the program, but still be held responsible for all program related fees. Any violation of the Berkeley Code of Conduct will also be reported to the UC Berkeley Center for Student Conduct.

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Scheduling and Absences

Participants will follow a schedule mutually determined between the participant, the program, the internship provider, and the course instructor from the first day of the program to the last. Participants are expected to be on time and ready to work each day they are scheduled. Absence from the internship, course, or other program related events, except for illness or accident, is strictly prohibited. In the case of illness or accident, participants must inform their internship supervisor or instructor as soon as possible. If the illness or accident will inhibit the participant's ability to complete the program, the program coordinator should also be notified. If a participant has more than three absences for any reason or is late for more than three days, the participant is subject to dismissal from the program. Participants will observe only those holidays that are holidays for the organization. Vacation requests are not allowed.

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Productivity

Internships are important experiences, but they often include some routine or administrative work. Participants accept that they will assist the internship provider in various ways. A key attribute to developing professionalism is making a commitment to personal productivity. This will allow industrious participants to remain active and challenged by finding ways to contribute voluntarily. Participants are encouraged to keep an open mind and learn from routine situations.

Please note: If, for any reason, a participant is fired from their internship, they will face dismissal from the program.

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Participant Responsibilities to the Internship Provider

- To be respectful and comply with all rules and regulations set forth by the internship provider
- To contribute to a productive work environment during the internship
- To comply with requests of reasonable modifications to appearance or style of dress
- To uphold any internship limitations and access restrictions set by the internship provider
- To treat internship provider materials, practices, and projects in a confidential manner
- To seek to understand internship provider products, programs, procedures, and goals
- To use their best efforts during the internship and uphold program and internship expectations
- To participate in any reviews and evaluations from the internship provider
- To seek approval for contents of a portfolio summarizing their internship

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Participant Responsibilities to Virtual Programs

- To inform the internship coordinator of any problems or issues during placement
- To support the placement process in terms of application, interviews, deadlines, communication, etc.
- To keep the internship coordinator aware of the outcome of internship interviews and offers
- To understand that a request for an alternative internship placement will only be granted under extreme circumstances
- To complete all program related requirements including the required coursework
- To pay all program related fees prior to the beginning of the program
- To adhere to the program cancellation policy and notify the internship coordinator of an intent to withdraw
- To forego internship placement upon withdrawal from a program

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Virtual Programs Responsibilities to the Participant

- To arrange an internship based on participants' skills and level of experience
- To be available to answer questions about the program or internship placement during normal business hours
- To help prepare participants for their internship through professional development trainings and workshops
- To help participants integrate their professional experience with their academic skills and goals through related coursework
- To work with and provide support for participants throughout the program

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Student Agreement Part 2

I will be participating in a Berkeley Virtual Global Internships/Entrepreneurship and Innovation program , and agree to the following statements:

1. I will follow all requirements set by the UC Berkeley Code of Conduct, Berkeley Study Abroad Virtual Programs policies, and program/partner staff. Any violations will be reported to the UC Berkeley Center for Student Conduct and may result in dismissal from the program.
2. I am responsible for my own health, property, and evacuation insurance and absolve the Regents of the University of California and its employees, officers, and agents from any loss, cost, damage, liability, or expense (including attorney fees), resulting or arising from my participation in the program.
3. I understand that I must cancel my program participation in writing. Furthermore, no cancellation will be considered final until a *Program Enrollment Change Form* via your Berkeley Study Abroad portal is received by Berkeley Study Abroad staff. In the event that I cancel my participation, the program deposit of \$400 is not refundable. If I cancel my registration after 11:59 pm PST on April 4, 2021, I will be responsible for the total cost of the program and other program-related fees charged to my account. If I cancel my participation after the program has begun, I will no longer be allowed to participate in any program-related activities.

4. I assume full responsibility for my care and safety while participating in the program.
5. I will comply with all rules and regulations issued by Berkeley Study Abroad, the program coordinator, program partners, internship supervisor, and instructors. It is within the program coordinator's discretion to determine whether my violation warrants my termination from the program. In that event, I may be discharged from the program.
6. I will attend all mandatory sessions, including the pre-placement meeting and internship interview.
7. Regardless of the location from which I will be attending the program, I shall:
 - a. Not participate in the purchase, distribution, or use of illegal drugs at any time.
 - b. Not abuse alcohol and comply with appropriate laws and regulations relating to underage consumption of alcohol.
 - c. Not engage in any type of disrespectful, exclusionary, discriminatory, threatening, aggressive, or abusive behavior. Discrimination against a person's race, color, religion, sex, national origin, age, disability, veteran status, sexual orientation, or gender identity or expression will result in serious disciplinary and/or dismissal from the program.
 - d. Attend and participate in all classes and program-sponsored activities unless ill and not request any time off.
 - e. To treat online class meetings, or internship meetings as if attending class on campus; use methods of expression that are appropriate for a healthy learning environment, not use obscene, derogatory, or abusive language, and treat others with courtesy and respect.
 - f. Inform the program coordinator, my supervisor, and instructor of my whereabouts if unable to attend a session.
 - g. Not inconvenience the group by being late or disruptive.
 - h. Not deliberately abet, disrupt, threaten, harass, or intimidate others, physically or verbally.
 - i. Not deliberately share private images, communications, learning materials or other depictions of other students, staff, internship providers or instructors for the purpose of inviting external commentary, ridicule, or embarrassment.
 - j. Not instigate or participate in pranks targeted toward other program participants, UC Berkeley community members, or Internship providers.
 - k. Not allow parents, friends, or family members to participate in online class or internship meetings. Enrolled program participants should attend online sessions alone, unless an exception has been made through the academic departments, the internship provider and/or instructors to accommodate a student's disability.
 - l. Abide by country and/or local laws and host institution.
 - m. Not use inappropriate, disrespectful, rude, aggressive communication or actions towards others.
 - n. Not engage in any form of harassment or bullying. Harassment includes but not limited to, cyber, written, verbal, graphic, physical, and sexual misconduct.
 - o. Not join online meetings while driving or riding in a car, and only join from a suitable, quiet location, with a device that permits full participation in class or internship activities.
 - p. Comply with instructions given by a program official or other official(s) acting on behalf of Berkeley Study Abroad.
 - q. To never use recording devices of any kind during online meetings.
 - r. To never distribute any learning material, company intellectual property or data made available to me during class or internship (e.g., presentations, company data, videos, exams, problem sets, case studies, etc.), outside the program, whether such distribution occurs online, electronically, or otherwise, without first obtaining the instructor's or internship provider's written permission.
 - s. To never distribute the contact information, image, or likeness of any fellow student, instructor, internship provider or staff member without explicit permission of the person whose information, image, or likeness is to be shared.

- t. Maintain up to date contact information at all times, including email address and a working phone number for official program correspondence, and notify the program coordinator if any contact information changes.
 - u. Be responsive to program officials and its partners from the time of application through the end of the program. Failure to respond in a timely manner may lead to dismissal from the program.
8. I understand that I will be participating in online orientations, programming, internship, and classes that might be recorded and made available to staff, internship providers and/or other program participants.
 9. I understand that photos of me may be taken during the course of my participation in a Virtual Study Abroad program and that those photos may be used on the Berkeley Study Abroad website or other marketing materials.
 10. I further understand that these policies and regulations are for my safety and that of other program participants, and cannot realistically cover all situations. The Deputy Director of Berkeley Study Abroad will determine if any rules or policies have been violated and what disciplinary action, if any, should be taken.

I understand that neither the University of California, nor Berkeley Study Abroad program coordinators, instructors, nor staff will be supervising me at all times. I am subject to the internship supervisor, the program coordinator, partners, and course instructors' requirements for attendance and participation in the internship, classes, or other activities that are a required part of the program. I will be solely responsible for my own safety and cannot hold Berkeley Study Abroad or its staff liable for any injuries to my person, property, or any other losses as a result of my participation in the program, and I understand and agree to the attached *Waiver of Liability*.

I have read and agree to all of the above stated program policies and expectations as well as those listed at <http://studyabroad.berkeley.edu/globalinternships/policies> including but not limited to those related to cancellations, withdrawals, and refunds.

Signature

Date

Name of Participant -----