

# 2025 Berkeley Global Internships Student Agreement

The Berkeley Global Internships Program are unique in-person 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 Global Internships is 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.

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. This can be made up of virtual, in-person, and hybrid projects and engagements.

In addition, all students must complete all program-related coursework, and attend any additional course-related events and excursions. Enrollment in either UGIS W157 or UGISW158 is a mandatory requirement for the Global Internships program. To pass this course students must complete their corresponding internship. Early termination from an internship may result in a NP or F in the course. Participants are prohibited from dropping required program-related coursework without withdrawing from the program.

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### **Internship Placement**

Once an applicant has been accepted into the program, they will complete any necessary paperwork and steps to confirm their 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 employers' needs and work cycles.

Placements can be made anywhere between 3 weeks to the day of your 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 *Request to Withdraw 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 March 15, 2025. If the request is received after 11:59 pm PST on March 15, 2025, the participant will not be eligible for a refund of the program fee. If payment has not yet been made, the participant or sponsor will owe the program fee.

Regular Berkeley Summer Sessions refund policies apply to a refund of per-unit fee and other mandatory fees. 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 Global Internships Programs for any reason. In the unlikely event that the program is canceled, participants will be notified and have the option of switching to another open program by working closely with the program staff. If the participant decides not to participate in another program, a full refund of all unit fees and program fee, including the \$300 deposit, will be issued upon receipt of the *Request to Withdraw Form*.

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### **Fees and Scholarships**

Starting March 16, 2025 at 12:00 am, students or their sponsor will be responsible for the full program fee. If payment has not yet been made, the participant or sponsor will owe the program fee.

Scholarships are a part of your financial aid package. If you are dismissed from the program, your scholarship may be revised.

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### **Participant Expectations**

In participating in Berkeley Global Internships, 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 <https://berkeleystudyabroad.zendesk.com/hc/en-us> 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. I understand that Berkeley Study Abroad reserves the right to revoke my admission status for the Berkeley Global Internships program if I violate University rules, or am dishonest in dealing with internship employers, on-site staff, or other University personnel, or if I engage in behavior reflecting a serious lack of judgment or integrity, to the extent that it calls into question my ability to participate successfully in the Berkeley Global Internships program. In that event, a participant may be dismissed 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.

All participants must remain in good academic standing from the time of application to the end of the program. Please note that transcripts will be reviewed after Spring 2025 grades are posted, and if a participant enters academic or term probation status, it may lead to administrative withdrawal from the program due to lack of eligibility.

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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 staff should also be notified. If a participant has more than three unexcused 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, which may also result in a failing grade in the course.

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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 Global Internships Program**

- 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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### **Global Internships Program 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 Global Internships Program, and agree to the following statements:

1. I will follow all requirements set by the UC Berkeley Code of Conduct, Berkeley Study Abroad 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 *Request to Withdraw 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 \$300 will remain charged to my CalCentral account. If I cancel my registration after 11:59 pm PST on March 15, 2025, my sponsor or 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 staff's discretion to determine whether my violation warrants my termination from the program. In that event, I may be dismissed from the program.
6. I will attend all mandatory sessions, including the placement orientation, placement meeting, and internship interview.
7. I understand that my transcript will be reviewed after Spring 2025 grades are posted, and if I enter academic or term probation status it may lead to administrative withdrawal from the program due to lack of eligibility.
8. I understand that if I have a pending student conduct case at the end of the Spring 2025 semester that cannot be adjudicated before the start date of the program it may lead to dismissal from the program.
9. 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. Abide by Federal and International Travel Regulations, including but not limited to possession and transport of restricted and illegal drugs. For example, marijuana and certain cannabis infused products remain illegal under federal law, and will be reported to law enforcement if discovered during security screenings or other checkpoints.
  - c. Not abuse alcohol and drugs, and comply with appropriate laws and regulations relating to underage consumption of alcohol and drugs.
  - d. Not attend class or internship under the influence of alcohol or any controlled substance.
  - e. 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.
  - f. Not engage in conduct that threatens working relations with local governments and officials, the host institution, and other academic collaborators and educational partners, including UC;
  - g. Attend and participate in all classes and program-sponsored activities unless ill and not request any time off.
  - h. To treat all 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.
  - i. Inform the program coordinator, my supervisor, and instructor of my whereabouts if unable to attend a session.
  - j. Not inconvenience the group by being late or disruptive.
  - k. Not deliberately abet, disrupt, threaten, harass, or intimidate others, physically or verbally.
  - l. 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.

- m. Not instigate or participate in pranks targeted toward other program participants, UC Berkeley community members, or Internship providers.
  - n. Not allow parents, friends, or family members to participate in online and in-person portions of the program. Enrolled program participants should attend all sessions alone, unless an exception has been made through the academic departments, the internship provider and/or instructors to accommodate a student's disability.
  - o. Abide by all housing rules and regulations.
  - p. Respond to mandatory emergency management welfare checks and drills.
  - q. Abide by country and/or local laws and host institution.
  - r. Not own, rent, lease, or operate motor vehicles while participating in the program.
  - s. Not use inappropriate, disrespectful, rude, aggressive communication or actions towards others.
  - t. Not engage in any form of harassment or bullying. Harassment includes but not limited to, cyber, written, verbal, graphic, physical, and sexual misconduct.
  - u. 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.
  - v. Comply with instructions given by a program official or other official(s) acting on behalf of Berkeley Study Abroad.
  - w. To never use recording devices of any kind during in-person or online meetings.
  - x. 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.
  - y. 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.
  - z. 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.
  - aa. Be responsive and respectful of program officials and its partners from the time of application through the end of the program. Failure to respond in a timely and appropriate manner may lead to dismissal from the program.
10. I will model good health and safety behavior, and abide by the most recent health and safety requirements of campus, the host country, and the host institution or organization.
  11. I will abide by the [UC Campus Vaccine Requirements](#) and the [Flu Shot Mandate](#).
  12. Due to constantly changing travel entry requirements, I will abide by any local travel restrictions enforced by the local government; I furthermore understand that falling to abide by this policy might result in severe financial, disciplinary, and academic repercussions that could lead to dismissal from the program.
  13. 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.
  14. I understand that photos of me may be taken during the course of my participation in a study abroad program and that those photos may be used on the Berkeley Study Abroad website or other marketing materials.
  15. In the situation of an emergency and I am not in a conscious state, I hereby authorize SSALLEX staff and/or its partners to obtain all necessary medical assistance from authorized local medical providers to treat my illness or injury that is of an urgent nature which might occur over the duration of the program.
  16. 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 Assistant Dean 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 <https://berkeleystudyabroad.zendesk.com/hc/en-us> including but not limited to those related to cancellations, withdrawals, and refunds.

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Signature

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Date

Name of Participant -----