

Ireland

Irish Parliament Internship

UCEAP Advising Notes

Objective of the Advising Notes Document

This document is an advising tool written by a Berkeley Study Abroad adviser to review program specific details that may impact a student's decision to apply for an EAP program. The document is not a summary of eligibility requirements, academic, housing, application and other logistical details freely available to students on the UCEAP and BSA website, and reviewed by a student in the Program Self-Assessment. The best source of detailed program information is always the [UCEAP Program Guide](#) from the prior academic cycle. If any concerns you have are not addressed on the UCEAP website, in the Program Guide or the Advising Notes document, please contact the BSA adviser for this program.

Advisor Contact Information

The BSA Adviser for Ireland is Katie Weibel (weibel@berkeley.edu). Katie has spent time traveling Ireland and would be happy to discuss the culture with you. Her drop-in hours are Tuesdays 10-12, Thursdays 1-2, Fridays 2-3, or by appointment.

Applications 2018-19

You can use the document, "Preparing for the UCEAP application" to assist you.
<http://studyabroad.berkeley.edu/uceap-how-apply>

Berkeley students will start their application via the Berkeley Study Abroad website. From within this interactive application, students will be instructed to complete a secondary application in the MyEAP system. Once a student completes the MyEAP application, they will upload it to their Berkeley Study Abroad application.

Placement

To avoid placement delays or rejection, you are encouraged to put the time into developing a strong cover letter and CV with your initial application. Although rare in occurrence, the Parliament reserves the right not to accept a student based on the quality of their cover letter and/or CV. The [Career Center](#) offers excellent resources and support, which all students are encouraged to take advantage of. You're also welcome to reach out to Katie Weibel (weibel@berkeley.edu) for assistance. You can check this [chart](#) to see when students have been placed at your host university in the past.

Irish Parliament Internship Coursework

This program has two components: the internship and academic courses.

The internship is an officially authorized program working within the Irish Houses of Parliament: the Dail and the Senate. It is governed by the House Committee on Procedures and Privileges. Interns have the status of adjunct staff. Work in parliament is subject to conditions laid down by the Committee on Procedures and Privileges covering such matters as access to facilities, dress code, dealings with press and televised media etc.

You are part of a small staff: Irish parliamentarians commonly have a staff complement of just one or two. You may be the only staff for a representative. The nature of the work varies greatly but can be summarized as either administration or research. Typically you will undertake some combination of these research and administration tasks. Throughout the internship, you are required to give an account of progress to the program director.

The way you are introduced to the internship can vary. You may start work right away, be introduced in week two, or be given preparatory reading at the introductory session and then fully integrated into work at the beginning of week three.

You work for around 15-20 hours per week, for a minimum of two and a maximum of three days a week. You are sometimes asked to work in the Parliament office for two days and asked to do research for Committee work on legislative work on a third day at the IPA. The working day in the Parliament is usually 9.30/10.00 – 5.00/5.30. Practice varies depending on the deputies' distance from Dublin, committee workload, events in constituency etc. In some weeks there are late sittings either dealing with emergency issues or because of the need to clear backlog. On such occasions you may be asked to stay longer. Students typically don't have commitments on Fridays.

In addition to the internship, you are required to enroll in three courses for a total of 21 UC quarter units (14 semester units). The courses are with other American students participating on the Irish Parliament Internship program. The courses are more demanding than students tend to anticipate. Don't make the mistake of assuming they will just be supplemental to your internship and won't require very much attention. They actually all require term papers (5-7 pages each), and have midterm and final exams for each. Two final papers are also required to get credit for the internship - one is a weekly journal and the other is a research paper on a topic of your choice. See the [Courses&Credit](#) tab for more detail.

Housing

For this program, students are placed in a homestay with an Irish family. Most students live in a town called Dalkey. It's in County Dublin, but on the train it's about 30 minutes from the school and about 40 minutes from Parliament. The most common situation for students is to be living in a homestay with 1 or 2 other students in the program. Each student will have a single room in the home. Other options would be the only student in a homestay, as well as sharing a double room with your roommate. Breakfast and dinner will be provided during the week, and on weekends you will receive lunch but not breakfast and dinner. Other meals are your own responsibility. Homestays are included in the UCEAP fees and the arrangements are made by the Institute of Public Administration. Homestays are integral to the program and are required for all participants.

Student quote, "It's impossible to not make friends almost immediately especially with the homestay aspect of the program!"

The train system in Dublin (DART) is very similar to BART.

Study Center

Courses usually are about 30 students and are taught by lecturers at the Institute of Public Administration (IPA) in the IPA building, which is located in an attractive, tree-lined suburb of Dublin within easy reach of the Parliament and city center.

Delayed Grades from Abroad: [Important for Seniors](#)

Depending on the host institution, UCEAP will transmit your UCEAP courses, units, and grades to Berkeley up to 90 days after your program officially ends. You cannot be administratively graduated until your UCEAP grades are reported to Berkeley, are posted to your transcript, and a degree audit is conducted. The Berkeley Office of the Registrar only administratively graduates students (a.k.a. degrees are "posted" to transcripts) three times per year: October for students with a summer anticipated graduation date, February for students with a Fall anticipated graduation date, and July for students with a Spring

anticipated graduation date. If your EAP grades arrive after degrees are posted for your term of participation, your degree will be processed and posted to your transcript with the next term's degree list.

You can review this [chart](#) to see when students at your host university in the past have had their EAP grades transmitted to the Berkeley Office of the Registrar. Factoring in a 1 to 4-week delay for grades to appear on your Berkeley transcript, determine when your degree is likely to be posted by the Berkeley Office of the Registrar (October, July or February).

If you determine that your grades are likely to arrive later than the term you need to graduate from Berkeley to stay eligible for your graduate program or another post-graduation opportunity, contact the program/employer you are applying to as early as possible. Ask about their policy on delayed graduation due to study abroad participation. Find out how long they can wait for UCEAP grades to be recorded on your official Berkeley transcript and for your degree to be posted by the Berkeley Office of the Registrar.

Ask your graduate program or employer if you can provide some academic information while waiting for your UCEAP grades or Berkeley diploma. If courses and grades do not yet appear on your Berkeley transcript, ask the program/employer if it will accept an official "Verification of UCEAP Coursework." This is a letter from UCEAP verifying dates of UCEAP attendance and giving the estimated dates of arrival for course titles, units, and grades. You can get this letter from your BSA Campus Adviser or from your UCEAP Academic Specialist for your program. If your UCEAP grades already appear on your Berkeley transcript but you are waiting for your degree to be posted, you can also request a Certificate of Completion. Read more about Transcripts and Diplomas on the Office of the Registrar website.

EAP Alums

EAP alumni are one of your best resources for information about the program. If you would like to be put in touch with alums, simply send the BSA Adviser an email with your list of questions and the contact information of returnees who have agreed to be contacted will be shared.

EAP Alum-Created Resources

Some of our returnees have created presentations to share with others. You can look at their work through the [Student Created Resource Google folder](#) that we will continually update with tips, example schedules and presentations from students who have participated on this program.