UCDC Summer Academic Remote Internship Program
Employers and Internship Hosts FAQs

UCDC is continuing its mission to help students engage in experiential learning opportunities throughout the COVID-19 outbreak. In collaboration with our campus partners, the Academic Internship Team (AIT) is piloting a remote internship program for summer academic participants.

It is a new experience for all of us, but we are committed to helping students make progress in their professional development and gain skills with DC-based employers.

What kind of work can interns do remotely?
Interns can work remotely on many of the same projects they would handle in person. From news monitoring and research to assisting with social media campaigns, our students are quite familiar with digital communication.

Projects vary from one organization to another. We encourage employers to identify projects that include research, analysis, graphic design, social media management, and expose students to the complexities of your mission. Internship hosts are encouraged to assign projects that both relate to the overall goal of the organization, and short-term projects helping with the day-to-day work of the office.

What are the dates of the summer 2020 program?
Students participate from June 16 to August 7, 2020 but may be extended by mutual agreement with the student to as late as August 21.

How many hours per week are students expected to spend on projects?
Students are required to work a minimum of 20-24 hours per week. More hours are permitted based on need and mutual agreement with the internship site supervisor. The schedule will be determined by supervisors and students based on projects, need and activities conducted by the organization.

What type of organizations partner with the UCDC Program?
UCDC works with organizations in multiple professional fields in the Washington, DC, metropolitan area. Our students have interned at over 1,000 organizations ranging from Congressional and Cabinet-level offices, to think tanks, law firms, media organizations, advocacy groups, medical research laboratories, and museums.
Is there a cost to partner with UCDC?

There is no cost. We ask that employers who collaborate with UCDC and host an intern involve students as part of their operations by assigning relevant work, mentor, and share helpful advice and help promote professional growth.

Are UCDC Internships paid?

We encourage, but do not require, organizations to pay their interns. We recognize the limited budgets of many of our internship partners. For some students, compensation is a vital element of being able to afford the internship experience. UCDC students can receive both compensation and academic credit without penalty.

Who participates in UCDC?

Our students reflect the diversity of the University of California. Most participants are juniors and seniors, and some will be graduating in June 2020.

How do I communicate an internship posting with UCDC?

We welcome internship announcements from organizations via our UCDC internship database. The platform, powered by Symplicity, allows employers to create an account, create an internship posting, and accept applications via the software. Furthermore, the database houses our experiential learning program where employers can submit internship evaluation feedback on their student intern. AIT reviews the information received and makes a recommendation for student to earn a passing grade for the internship experience.

Can internship hosts recruit more than one student as part of the UCDC Summer Remote program?

Yes. If you have a need for additional interns, we will encourage more students to apply.

What happens if a student signs-on to be an intern with our organization, but cannot complete their assignments?

We understand that unanticipated or unexpected circumstances could occur for the student, their supervisor, and the internship host site. UCDC and the AIT staff will address situations on a case-by-case basis in collaboration with the internship host and student intern. Depending on the situation, if performance issues have been discussed, and no positive change has been demonstrated over time by the student, he/she may have their internship revoked.

If the student’s internship begins with a remote experience and the organization reopens its office midway through the term, UCDC requests that the original terms are honored by the host site to avoid the need for travel arrangements and temporary relocation to Washington, DC, by the student.
What office manages the UCDC Summer Remote Academic Program?

The Summer Academic Internship Program at UCDC is managed by the Academic Internship Team (AIT), which is based in Washington, DC, at the UC Washington Center. Like most of the nation, we are currently working remotely. Please do not hesitate to contact us at internship@ucdc.edu with any questions.

Can a student be managed by more than one employee in the office?

Yes. We will add the name of the individuals to the student’s account in our database, and both managers will be asked to share feedback on the intern’s performance.

About us: UCDC Program

UCDC provides students from the University of California with opportunities to study, research, work, and – in ordinary times -- live within Washington’s rich cultural, political and international heritage. The program is housed in an 11-story building in a lively neighborhood a short walk from the White House.

Students from nine UC campuses are eligible to spend a term in residence at the Center working and studying in the Washington DC metropolitan area. As interns with Congress, the White House, cabinet agencies, advocacy groups, non-profit organizations, scientific laboratories, and the news media, students gain firsthand exposure to the American political process while attaining valuable work experience. Students take courses at the Center to fulfill the academic component of each campus program. Many write and present comprehensive research papers based in part on their internship experiences.

Our building, which houses 275 students, has been closed since March 16 and will remain closed for the summer.