

**cademic
Handbook
2017-18**

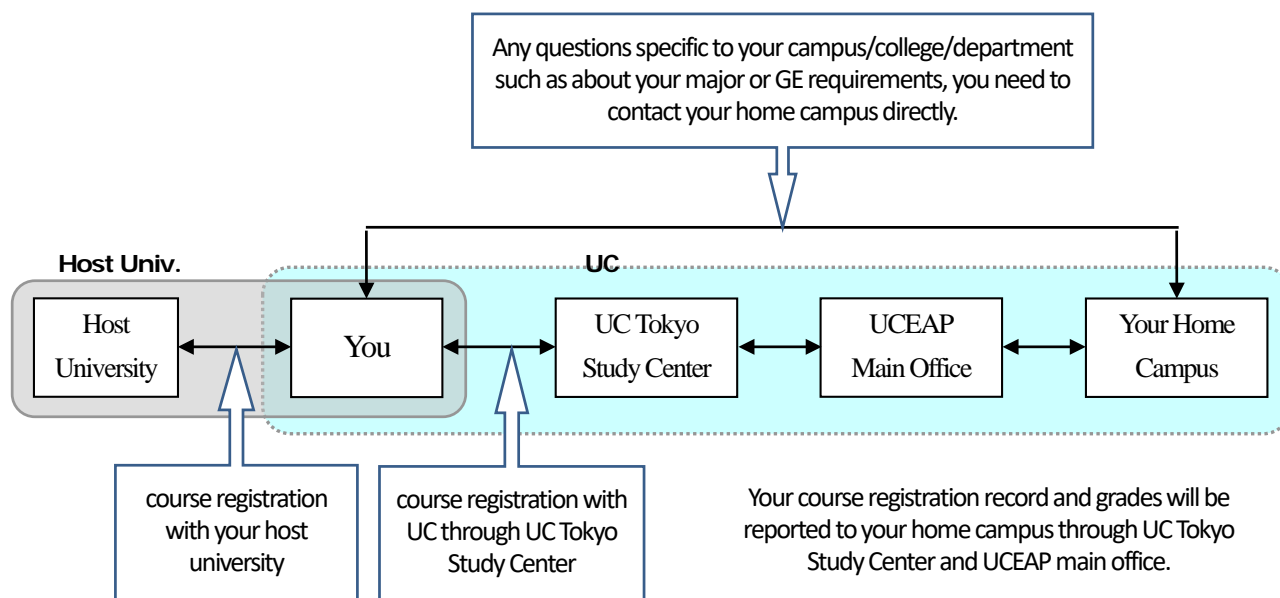
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1 General Academic Information

1.1 Parallel Course Registration

You are registered in two places at once-- at your host university and also at the University of California, through the UC Tokyo Study Center and the MyEAP system. You have to complete both the host university's and UC's course registration procedures (including adding and dropping/withdrawing courses) by their respective deadlines. Your course registration at both institutions must be parallel and identical.



- **Choosing Your Classes**

You may have created a tentative study list with your home campus advisor. Sometimes after you arrive, course availability will have changed. Please check your host university's latest course catalog and course offerings.

- **Home Campus Requirements**

Please note EAP cannot give advice specific to your campus/college/major's policies and requirements. You should contact your home campus advisor as necessary in advance.

- **Duplicate Coursework and Repeating a Course**

You cannot receive credit for a course taken on EAP that duplicates previous coursework taken at UC. In rare instances, when a student fails a course or receive a D, F, or NP in a course, or the student's achievement, particularly in a language course, is so deficient that he/she feels the need to retake it, the Study Center Director may approve a petition to repeat a course the following term. The repeated course must be taken for the same units as the original course. A course that was previously taken for a letter grade must be taken for that same option again. See also 2.5. General Petition, Petition for Repeating a Course.

- **Failure to Register**

If you fail to complete the host university's and/or UC's course registration procedures by their respective deadlines, you will be subject to a lapse of student status and dismissal from UCEAP. It carries serious financial and academic consequences.

- **Auditing**

Auditing is strongly discouraged. Auditing a course must be approved by the Study Center Director and the course instructor.

1.2 Unit Requirements

- **Minimum Unit Requirement**

All EAP units are *quarter units*, regardless of host university term or units. Berkeley & Merced students' units will be converted to semester units by the Berkeley & Merced registrar.

(UC Berkeley & Merced units = EAP quarter units divided by 1.5)

Program	Minimum EAP Quarter Units / Regular Term
ICU (L&C+Year/L&C+Fall)	12
ICU (Year/Fall/Spring, without L&C)	16
ICU with Internship (Spring+Summer) *16 units for the spring term and 4 units for the summer internship portion.	16 + 4
Hitotsubashi (Year/Spring)/Keio (Year)/Osaka (Year)/Waseda (Year)	21
Osaka- Lab Research, Engineering & Science (Fall/Spring)	21
Tohoku- Engineering & Science in English (Year/Spring)	21
Tokyo- Graduate Studies in International Relations (Fall/Spring)	As agreed on the GSAG**
Doshisha- Language & Culture (Spring)	21
Tsuru- Language & Culture (Fall)	26

**Graduate students, regardless of their program, go by their Graduate or Professional Student Agreement (GSAG).

- **Deficit Load**

Deficit load is not allowed unless it's due to extenuating circumstances beyond the student's control or when a student has pre-departure approval from his or her college and the UCEAP main office. The argument that units do not count toward the major or that units are not needed for graduation are not acceptable reasons for a deficit load. If you are on UC financial aid and fail to carry the required minimum units for the program, there may be serious repercussions. See also 1.5. Important Notes, Financial Aid Students.

- **Unit Ceiling**

Most UC campuses impose limits on the number of units you may accumulate before graduation. If you are in senior standing, make sure you are aware of your unit ceiling. Consult your home campus academic advisor for the particular limits that apply to you.

- **Physical Activity (PA) Courses**

Physical Activity (PA) courses such as basketball, judo, dance, etc. are lower-division, worth 0.5 EAP quarter units, and graded P/NP only. These courses cannot be counted towards the minimum unit requirement.

1.3 Japanese Language Requirement

Program	Japanese Language Requirement
ICU* Year (with or without L&C)	At least one Japanese language course is required in the fall and winter quarters. If you pass out of Japanese on the placement test or are fluent in the language, this requirement can be exempted by taking a "regular gakubu" course*** taught in Japanese.
Hitotsubashi/Keio/Osaka/Waseda**	At least one Japanese language course is required each term. If you pass out of Japanese on the placement test or are fluent in the language, this requirement can be exempted by taking a "regular gakubu" course*** taught in Japanese.
Doshisha- Language & Culture	At least one Japanese language course is required. The primary focus of this program is Japanese language acquisition, and students typically take approximately ten language courses.
Tsuru- Language & Culture	Two intensive Japanese language courses during the first seven weeks of the program and three Japanese language courses during regular term are required.

*ICU Fall students who extend to the ICU Year program will be held to the same language requirements as the Year students.

**Japanese language requirement is waived for Waseda Global Fellow Leadership Program (GLFP) participants.

***A regular gakubu course is a course offered by a regular faculty/department taken mainly by degree-seeking students at your host university, not a course for international students offered by the international center or Japanese language center (or equivalent department).

1.4 Grades

You will earn UC credit and grades for all UCEAP coursework, and all the UCEAP coursework information will become part of your transcript. Your host university grade may or may not be your final UC grades. The UC Tokyo Study Center will provide further information specific to your program during mandatory EAP academic orientation.

Your EAP grades are generally reported to your UC Registrar's office within 90 days of the end of your EAP program. If you have questions about your grades, contact your Campus EAP office.

- **Grading Options**

You may choose the P/NP grade at the time of course registration on the UCEAP side, but not on your host university side. The P/NP grading option only applies to your UC record.

- No more than 1/3 of the total units per term may be taken for P/NP. (Year-long students may petition to take more than 1/3 per term under the condition that the annual total of P/NP units will not exceed 1/3.)
- Courses taken on a P/NP basis may not be accepted for fulfilling requirements in your major. It's your responsibility to be aware of your home campus regulations regarding P/NP.
- For undergraduates, P/NP is NOT permitted for the L&C. Graduate students may take all courses on the S/U basis if permitted by their Graduate or Professional Student Agreement (GSAG).
- For Osaka Lab Research, Engineering & Science, P/NP is not allowed for the required lab research portion.

- **Courses graded on the P/NP option only**

Courses that are graded on the P/NP grading option only (no letter grade available) do not count towards the 1/3 limitation. This includes courses that are graded on the P/NP only at host university, all physical activity (PA) courses (regardless of grading system at host university), and special study internship courses.

- **Good Academic Standing**

You are expected to maintain good academic standing as determined by UC (minimum GPA of 2.0 or as required by the host institution; and minimum progress toward degree) for each term of your participation. Failure to maintain good academic standing may result in probation or dismissal from the program. See also 1.5. Important Notes, Academic Probation and Dismissal.

1.5 Important Notes

- **Failure to Register**

If you fail to complete the host university's and/or UC's course registration procedures by their respective deadlines, you will be subject to a lapse of student status and dismissal from UCEAP. Your failure to complete registration procedures carries serious financial and academic consequences.

- **Academic Probation and Dismissal**

During EAP, you may be placed on academic probation when you are not passing enough courses with grades at the level of C or better at your host university. Being put on academic probation is a serious warning for you to take a very careful look at your study habits, priorities, and motivation. Failure to actively address the problem in subsequent terms may lead to academic dismissal from UCEAP, which automatically entails dismissal from your host university and loss of your student visa status in Japan.

You have signed and submitted the Student Agreement which is legally binding and outlines your obligations as a UCEAP participant. It includes the following condition. (To see the complete agreement, log on to MyEAP and go to the "Electronic Signature Forms" menu option.)

Dismissal Due to Misconduct or Low Academic Achievement

Student agrees that if a Program official determines that the conduct or academic performance of Student is such that the Student should not continue in the Program, the official may advise Student that Student is being dismissed from the Program, along with the reasons for dismissal. In the event of a dismissal, University and/or Program is not required to refund to Student any payment or portion thereof made to University and/or Program.

- **Houki means "F" on your UC transcript**

Some host universities allow students to informally withdraw from a registered course, with no grade for the course being recorded on your host university transcript. This is often called *Houki*. Although it might seem that you have received no penalty from your host university for your informal withdrawal, or non-participation in an enrolled course, *Houki* is not recognized in the UC system. Therefore, any courses where you:

- Stop attending the course without completing all official withdrawal procedures both at your host university and on the UCEAP side
- Do not submit required coursework or take exams
- Ask your professor not to report a grade

will be recorded as an "F" (FAIL) on your UC transcript. Please be very cautious and aware of this case as the "F" will affect your GPA.

- **Financial Aid Students**

If you are on UC financial aid and fail to carry the required minimum units for the program, there may be serious repercussions. You are responsible for repayment of any funds you received that you are not entitled to receive due to a change in enrollment or a reduction of your financial aid after it has been awarded and disbursed.

2 Course Registration Procedures

2.1 Deadlines

UC course registration deadlines are posted on UC Tokyo Study Center website.

Deadlines: <http://www.uctsc.org/acadinfo.html>

You must complete both the host university's and UC's course registration procedures (including adding and dropping/withdrawing courses) by their respective deadlines. It's your responsibility to find out your host university's course registration procedures and their deadlines.

Please note that UC Tokyo Study Center can process your course registration information only in batches and by programs (e.g. ICU-Year). If you are late in submission, you will be delaying everyone else's course registration process in the same program.

Warning: If you fail to complete the host university's and/or UC's course registration procedures by their respective deadlines, you will be subject to a lapse of student status and dismissal from UCEAP, which carries serious financial and academic consequences.

2.2 Registration Flow with UC EAP

Basic Course Registration Flow on UCEAP side

Step 1) Based on your course registration at your host university, complete and submit MyEAP Study List.

↓

(UC Tokyo Study Center will review your MyEAP Study List, catalog courses, and let you know once it's ready for you to review.)

↓

Step 2) Review MyEAP Study List and make necessary changes.

Depending on your course registration situation, you are also required to submit other forms. For example, if you are doing an independent study project, you will need to submit a special study project form by its deadline. If you are not sure, please ask UC Tokyo Study Center.

2.3 Complete and Submit MyEAP Study List (Step 1)

Based on your course registration at your host university, you need to add courses into your MyEAP study list, provide detailed course information if applicable, and submit it online. Please watch this training video <https://myeap.eap.ucop.edu/Galileo/faq/Videos/UCStudents/trvid1flash/trvid1.html> carefully and follow the instructions. Upon successful submission of the list, you will receive an automatic confirmation email.

- Course Information for New and/or Expired Courses

You need to provide detailed course information for the following courses.

- New courses (courses not found in MyEAP course catalog): watch the training video (from around 03:06) <https://myeap.eap.ucop.edu/Galileo/faq/Videos/UCStudents/trvid1flash/trvid1.html> and follow the instructions.
- Expired courses: Expired courses are highlighted in dark pink when you search for a course in the MyEAP study list catalog. Please note that once you add an expired course into your MyEAP study list, the pink highlight disappears.

Partner	Subject Area	Num	Transcript Title	Units	P Department	P Title	P Number	Type
<input type="checkbox"/> International Christian University	History	45	ANCIENT & MEDVAL JAPN	4.0	History	HISTORY OF JAPAN (ANCIENT AND MEDIEVAL) I	HST104E	IMR
<input type="checkbox"/> International Christian University	History	50	EARLY MODERN JAPAN	4.0	History	HISTORY OF JAPAN (EARLY MODERN) II	HST105J	IMR
<input type="checkbox"/> International Christian University	History	134	JAPAN-GERMAN RELATN	4.0	History	HISTORY OF CONTEMPORARY JAPAN	HST221E	IMR
<input type="checkbox"/> International Christian University	History	155 A	BENJAMIN FRANKLIN	4.0	History	HISTORY OF THE UNITED STATES	HST252J	IMR

Expired courses

If the contents of an expired course have been changed, add the course as a new course. If there has been no change or there has been only a minor change (e.g. host course subtitle) and the contents of the course remains the same, put a note in the comments section of your study list.

- Changed courses: When UC Tokyo Study Center finds significant changes in a currently approved course, you may be asked to provide course information.

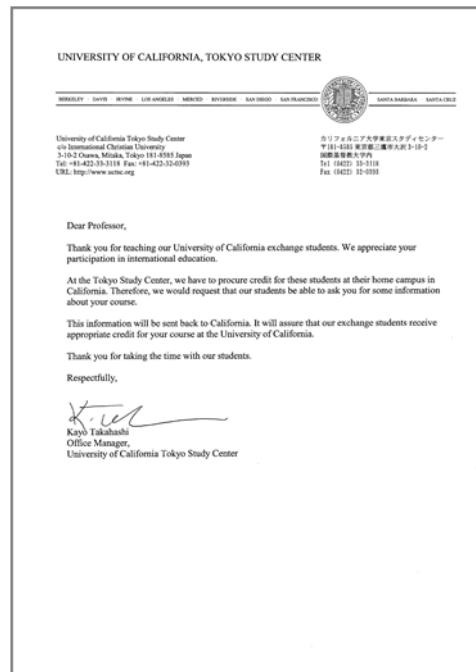
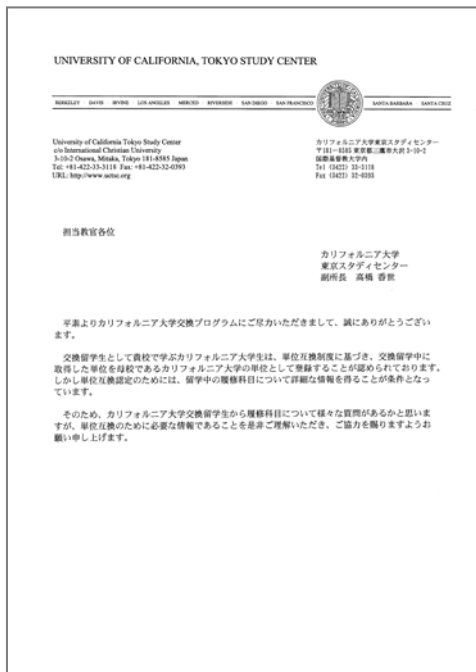
Collecting Course Information

If and when available, please use the following sources for information:

- Course materials handed out by the instructors
- Materials available in the host university’s catalog
- Asking your instructor after class for specific information

Course Information Request Letter

Unfortunately, gathering the appropriate information is sometimes a little difficult. If you feel uncomfortable about asking your instructor for information, we also have an explanatory letter written in English and Japanese on UC Tokyo Study Center’s website <http://www.uctsc.org/forms.html> (see under “Letters to Instructors”). It is our hope that the instructor will realize that it is a UC requirement to ascertain this information.



Keep Course Materials

It is your responsibility to keep all available course materials (e.g. syllabi, bibliographies, returned exams, copies of papers, and any other pertinent course information) for all courses you complete on UCEAP to assist campus academic advisers in evaluating course work for fulfillment of specific degree, major or general education requirements.

2.4 Review MyEAP Study List (Step 2)

Your MyEAP Study List is the official record of coursework completed during UCEAP for academic credit. Once you complete and submit your MyEAP study list (Step 1), UC Tokyo Study Center will review the information, catalog the new courses (assign UCEAP course number, units, subject areas, etc.), update changed or expired courses, and let you know by email that your MyEAP Study List is ready for you to review. Once you receive the notification email, review your MyEAP Study List carefully and make necessary changes (e.g. grading option, subject area for cross-listed courses) by the deadline. If you make any changes, make sure to save the changes by clicking “save and refresh” button. Please refer to this training video <https://myeap.eap.ucop.edu/Galileo/faq/Videos/UCStudents/trvid3flash/trvid3.html> as necessary.

MyEAP Study Lists will be closed promptly on the advertised deadline, and no changes will be accepted regardless of reason except under extraordinary circumstances, defined as medical and/or family emergencies. Students can confirm the result of their registration via MyEAP.

The screenshot shows the MyEAP Study List interface for Taro Yamada at UC Los Angeles. The interface includes a sidebar with navigation options like Student Information, Application, Financial Information, and Participation. The main content area displays a table of courses with columns for Partner Institution Course Number, Title, UC Subject Area, UC Number & Title, Grading option & units, and Provide details. Two courses are listed: 'TOPICS IN JAPANESE LINGUISTICS I' and 'J3: JAPANESE'. The 'J3: JAPANESE' course has a red circle around the '!' icon in the 'Provide details' column. Callouts provide instructions: 'If you are enrolled in a course that is cross-listed, you can choose a subject area from the drop down menu here.' (pointing to the subject area dropdown), '“!” in a red circle means the course is cross-listed in multiple subject areas but you haven't chosen one.' (pointing to the red circle), 'If you need to change the grading option, you can do so here.' (pointing to the Letter Grade dropdown), 'Click here to save any changes you made.' (pointing to the Save & Refresh button), and 'Click here to SUBMIT.' (pointing to the Submit to Study Center button). A warning message at the bottom states: 'Your study list cannot be submitted until you complete all details in your study list courses marked with !'.

EAP Course Numbers

Please note that EAP course numbers do not correlate with any specific UC course numbers. EAP uses the UC numbering scheme in the MyEAP course catalog: 1-99 are lower-division, 100-199 are upper-division, and 200s are graduated-level.

2.5 General Petition (Form: <http://www.uctsc.org/forms.html>)

Any exception to EAP policies and program requirements must be requested by a petition. The following circumstances will require the filing of a petition:

Policy Exceptions

- Deficit Load (only approved when there are extenuating circumstances beyond the student's control)
- Excess Load (varies by campus/college/departement; Refer to Appendix 3.2) Excess Unit Loads)
- Excess P/NP (only approved when there are extenuating circumstances beyond the student's control)
- Exemption from Program Requirement (rarely approved)
- Multiple Independent Study Courses (rarely approved)

Course Enrollment

- Repeating a Course (See also 2.5. General Petition, Petition for Repeating a Course)
- Undergraduate Taking Graduate-level Course

Please note that all petitions must receive primary approval by the Study Center Director and final approval by UCEAP. Therefore, the more detailed, organized and compelling your reasons for submitting a petition, the more likely it will be approved.

- **Petition for Repeating a Course**

Courses for which a student has already received credit may not be repeated during EAP. In rare instances, when a student fails a course or receives a D, F, or NP in a course, or the student's achievement, particularly in a language course, is so deficient that he/she feels the need to retake it, the Study Center Director may approve a petition to repeat a course the following term. The repeated course must be listed on the student's MyEAP Study List for the same units as the original course. A course that was previously taken on the letter grade must be taken on that option again.

This petition refers to EAP enrollment only; it does not determine the final disposition of the courses and grades on the student's permanent academic record. Because regulations and procedures regarding the repetition of courses vary by campus, and because the disposition of a repeated course depends on the student's entire academic record, EAP cannot tell the student how the courses and grades will finally be recorded. The student is entirely responsible for petitioning his or her home campus dean or provost to repeat or replace a course or grade.

- **Extraordinary Circumstances**

Under extraordinary circumstances, defined as medical and/or family emergencies, a student may petition to drop a course, or change the grading option to a P/NP grade after the deadline. Such petitions have to be filed before the final exam period has begun or final grades are known (whichever is earlier).

University of California Education Abroad Program

GENERAL PETITION

Name: Taro Yamada UC Campus: xxxxxxxx
 Country/Host University: Japan / Keio Year/Term: 20xx-20xx / Fall

1. STANDARD ACTION: If action causes a deficit/excess load or excess P/NP, also complete Policy Exception section.

UC Subject Area & Course Number (i.e. HIST 120)	Course Title (as in MyEAP)	Instructor	UC Quarter Units	Course		Change Subject Area To	Change Qtr. Units To	Change Grade Option To	
				Add	Drop			P/NP	Letter
ECON 114	EU-JPN ECON RELATN	TAKE NAKAOKA	3.0			POL S			

You can NOT make any changes with units. You must take all courses for the full-unit value.

2. POLICY EXCEPTION:

- Late General Petition – Deadline date: _____
- Excess/Deficit Load - Total UC quarter units: _____
- Excess P/NP - Total %: _____
- Exemption from program requirement: _____

3. Total UCEAP quarter units before petition: 22 units after petition: 22

4. COURSE ENROLLMENT:

- Repeat course(s)
- Undergraduate taking graduate-level course(s)

UC Subject Area & Course Number	Course Title (as in MyEAP)	Instructor	UC Qtr Units	Grade Option (P/NP or LG)	Date Approved by Host University
BUS A 210	ADVANCED FINANCE	KEN TANAKA	3.0	LETTER	MM/DD/YYYY

5. REASON: Include justification; attach documentation, as needed.

My minor is political science and I need to take one more upper division political science course. Since ECON 114 is cross-listed with political science, I would like to change its subject area to political science and use this course to fulfill my minor requirement.

My home campus advisor has suggested taking BUS A 210 to fulfill my major requirement. I have satisfied prerequisites and gotten permission from the instructor.

Taro Yamada _____ MM/DD/YYYY
 Student signature Date

STUDY CENTER RECOMMENDED ACTION: Approve Disapprove
 Provide statement to support recommendation.

Sample

_____ Study Center Representative signature		_____ Date	
UCEAP Use Only Action: <input type="checkbox"/> Approve <input type="checkbox"/> Disapprove Initials _____		Academic Specialist Date Processed _____ Initials _____	

2.6 Special Study Project Courses (Form: <http://www.uctsc.org/forms.html>)

UCEAP special study project courses require the permission of the Study Center Director and UCEAP main office. If you are interested doing special study project courses, please consult with the Study Center as soon as possible after your arrival in Japan.

Special Study Project Courses include:

- Independent Study
- Student Research
- Internship

- **Limitations**

Students may only enroll in one special study project per term.

- **Units**

Units are based on direct contact time, indirect contact time, and assessment.

- Direct contact time is the scheduled consultation time with the supervisor:
(hours x weeks) divided by 10 = units
- Indirect contact time is the time spent by the student on reading, research, lab, survey, and internship work:
(hours x weeks) divided by 30 = units
- Assessment: In addition to contact time, written work is required. For example:
 - <Research Project>
6.0 units: a 20- to 25-page paper in English or 15-20 pages in Japanese
4.0 units: a 10- to 15-page paper in English or 8-12 pages in Japanese
 - <Laboratory Project>
6.0 units: an extensive lab notebook plus a detailed report of the nature and results of the project
 - <Art & Performing Art>
6.0 units: multi-media record + 10- page paper
 - <Internship>
6.0 units: 8 to 12 hours per week (approximately 150 hours per term) plus 10- to 15-page paper or series of reports

- **Supervision**

The host university faculty or the internship supervisor will be responsible for:

- Supervision
- Individual Consultation (Internship)
- Evaluation
- Feedback

Consultation Time for Internship Projects

Consultation time is for discussion of what the student is learning from an academic point of view, e.g., developing knowledge about the general field of work, the broader context of the specific work, comparison of the host country activity and experience with that of the U.S. etc. Time spent receiving instructions or explanations of tasks is not considered consultation time.

- **Grade Options**

Special study internship will be graded on P/NP only. For other special study projects, you may choose the letter or P/NP grade option unless the program in which you are participating requires a letter grade. Please note that if you choose the P/NP grade option, the course may not be accepted for fulfilling requirements in your major.

- **Grade/Evaluation Report & Timesheet**

UC Tokyo Study Center requires a grade/evaluation report directly from your supervisor.

For a special study internship, a timesheet to verify your internship hours signed by the on-site supervisor is required. If you do not work the hours listed and/or do not meet with your supervisor for the consultation hours indicated on the Special Study Internship form, units may be reduced or a No Pass grade assigned.

- **Special Study Project/Internship Form**

This form <http://www.uctsc.org/forms.html> is a contract between the student and professor or other qualified supervisor responsible for evaluating the student's performance. It requires approval by the Study Center Director and UCEAP main office.

In the description section, write a summary statement of the project. DO NOT leave this section blank or just put "see attachment" here.

- **Full Description**

In addition to the special study project/internship form, you also need to provide a full description of your independent study/research/internship project as a separate submission that includes:

Independent Study or Research Project

- Topic (subject) or research question and objectives
- Methodology (reading, interviews, statistical analysis)
- Expected result including type and expected length of paper, report, lab notebooks, art work, or performance
- Outline of steps to implement the project
- Sources (bibliography, archives, experts, art exhibits, community festivals, etc., as appropriate to the topic)

Internship Project

- Full name and description of the organization including links to organization's websites if available
- Work schedule including work begin date, end date, and weekly work schedule
- Responsibilities (tasks) in complete details
- Outline of steps to implement the internship
- How the internship work is linked to the field of study
- Goals and expected outcomes for the student
- Final project or assignment will be submitted for evaluation

UNIVERSITY OF CALIFORNIA EDUCATION ABROAD PROGRAM
SPECIAL STUDY PROJECT

Name: Taro Yamada
Country/Host University: Japan/Keio University Year/Term: 20xx-20xx/Spring
Home UC campus: University of California, Santa Barbara UC quarter units requested: 4
Major: Economics Hours per week by student: 6
Subject area of project: Economics Number of weeks: 15

DESCRIPTION: Supply summary and attach a full project description.

“Hours per week by student” should not include scheduled consultation time with your supervisor.

*Write a summary statement of the project. DO NOT leave this section blank or just put “see attachment.”
In addition to this form, you also need to provide a full description of your independent study/research project as a separate submission.

Sample

SUPERVISION: Faculty member responsible for evaluating work:

UC faculty Host University faculty UCEAP Study Center Director

Instructor's name: Takeshi Kasahara Scheduled consultation time: 1 hour/week, 15 weeks
(hours per week and number of weeks)
Title: Professor of Business Economics
Degree(s): Ph.D. of Economics E-mail address: tkasahara@xxx.ac.jp
Where conferred: The University of Tokyo

EVALUATION:

Work to be submitted for grade: 15-page paper in English
(e.g., term paper with required number of pages, lab notebook, field report, etc.)
Work is to be completed by this date: MM/DD/YYYY (date must be within term)

Taro Yamada MMDD/YYYY
Student's Signature Date

Takeshi Kasahara MMDD/YYYY
Supervisor's Signature Date

Study Center Representative's Signature Date

SPECIAL STUDY INTERNSHIP FORM

Name: Taro Yamada Year/Term: 20xx-20xx/Spring
 Country: Japan Host University: International Christian University
 Home UC campus: University of California, Irvine Major: Sociology
 Subject area of internship: Education Work start date: April xxth End date: June xxth
 UC units requested: 4.5 quarter/3.0 sem. 6.0 quarter/4.0 sem. Other (to be determined by UCEAP)
 Hours required per term: 120 (for 4.5/3.0 units) 150 (for 6.0/4.0 units) Other: 90

DESCRIPTION: Supply summary and attach a full description per instructions.

“Hours required per term” should not include consultation time with your supervisor.

*Write a summary statement of the project. DO NOT leave this section blank or just put “see attachment.”
 In addition to this form, you also need to provide a full description of your internship project as a separate submission.

Sample

To Be Completed by Internship Supervisor:

Supervisor's name: Hanako Tanaka Name of organization: XXXXXX
 Title: Manager, Educational Development Division Consultation time: 1 hour/week, 10 weeks
 E-mail address: htanaka@xxx.co.jp (Scheduled times/days or hours per week and number of weeks)

To Be Completed by Study Center Representative:

Work to be submitted for grade: 8 to 10-page reflection paper
(e.g., final paper, final project, research paper, etc.)
 Final project and supervisor evaluation will be submitted to: Prof. XXXXX, Study Center Director
(Study Center Director, UC Visiting Professor, or UCEAP Academic Dean)
 Work is to be completed by this date: MM/DD/YYYY (date must be within term)

I waive my right to see the UCEAP Internship Evaluation form submitted by my supervisor at the completion of my internship. Yes No *Note: Even if you waive the right to see your final evaluation, you are expected to meet with your supervisor on a regular basis for consultation and assessment.*

I understand that I must work the indicated hours and meet with my supervisor per the scheduled consultation time or a “No Pass” grade will be assigned. I also agree to immediately notify the Study Center or UCEAP of any problems or concerns that arise during the course of my internship.

Taro Yamada MM/DD/YYYY
 Student's Signature Date

Hanako Tanaka MM/DD/YYYY
 Supervisor's Signature Date

 Study Center Representative's Signature Date

3 Appendix

3.1 EAP Subject Areas

AF ST	African Studies	GER	German
AG SC	Agricultural Sciences	GREEK	Greek
AM ST	American Studies	HEB	Hebrew
ANTH	Anthropology	HINDI	Hindi
ARAB	Arabic	HIST	History
ARCH	Architecture	HLTHS	Health Sciences
ARCOL	Archaeology	HUNG	Hungarian
ARTHS	Art History	ITAL	Italian
ARTST	Art Studio	INTL	International Studies
AS ST	Asian Studies	JAPAN	Japanese
AU ST	Australian Studies	KOR	Korean
BASQ	Basque	LATAS	Latin American Studies
BIO C	Biochemistry	LATIN	Latin
BIO E	Bioengineering	LEGST	Legal Studies
BIOL	Biology	LING	Linguistics
BUS A	Business Administration	MAT S	Material Science
C LIT	Comparative Literature	MATH	Mathematics
CATAL	Catalan	ME	Mechanical Engineering
CE	Chemical Engineering	MUS	Music
CELT	Celtic Studies	NE ST	Near East Studies
CHEM	Chemistry	NZ ST	New Zealand Studies
CHIN	Chinese	PA	Physical Activities
CIV E	Civil Engineering	PE	Physical Education
CLASS	Classics	PHIL	Philosophy
COMM	Communication	PHYS	Physics
CPS	Computer Science	POL S	Political Science
DA	Dramatic Arts	PORT	Portuguese
DAN	Danish	PSY	Psychology
DANCE	Dance	RG ST	Religious Studies
DEV	Development Studies	RUSS	Russian
DUTCH	Dutch	SCAND	Scandinavian Studies
EARTH	Earth and Space Sciences	SLAVIC	Slavic Studies
ECON	Economics	SOC	Sociology
ED	Education	SPAN	Spanish
EE	Electrical Engineering	SSEAS	South & Southeast Asian Studies
ENGL	English	STAT	Statistics
ENGR	Engineering	SWED	Swedish
ENV S	Environmental Studies	THAI	Thai
ETHST	Ethnic Studies	TRUK	Turkish
EUR S	European Studies	URB S	Urban Studies
FILM	Film & Media Studies	VIET	Vietnamese
FR	French	WOMST	Women's and Gender Studies
GEOG	Geography	YIDD	Yiddish

3.2 Excess Unit Loads

Regulations of the UC campuses and their various schools and colleges differ with respect to the maximum permissible annual course load. These are summarized as follows (unless otherwise indicated, references are to quarter units per year):

UC Campus	Quarter Units/ Year	Detail
Berkeley	61.5	41 UCB semester units per year.
Davis	57	Agriculture and Environmental Sciences, Letters and Sciences, Biological Sciences.
	75	Engineering students exceeding 25 units in any quarter must get approval from the Dean.
Irvine	60	Students may be allowed to take more than 60 units if they petition the Dean of the school of their major.
Los Angeles	56	UCLA allows a maximum of 56 quarter units of UCEAP credit total regardless of the number of programs. Any excess does not transfer over to the student's record.
Merced	54	36 Merced semester units per year; students may petition for more units.
Riverside	54	Humanities, Arts, and Social Sciences: up to 60 units per year with the Dean's approval; Engineering: up to 22 units per quarter with the Dean's approval; Natural and Agricultural Sciences: up to 24 units per quarter with the Dean's approval.
San Diego	No Limit	College advisor must approve more than 21.5 units in a given quarter.
Santa Barbara	54	Engineering students can take no more than 18 units per quarter.
	No Limit	College of Creative Studies
	63	Letters and Science students may petition to take more.
Santa Cruz	57	No limit, but the College Academic Preceptor must approve a program over 57 units per year.