



UC CENTER SACRAMENTO

Program Application



Student Name: _____

Home UC Campus: _____

REQUIRED APPLICATION MATERIALS CHECKLIST

- Fill out the UCCS application and sign. Application must include the following:
 - A list of two references & Faculty Endorsement Form
 - Résumé: Make sure your résumé is no longer than one page.
 - Current official or unofficial transcripts: include copies from all post-secondary schools attended.
NOTICE: All original or reproduced transcripts must include your name.
 - Application essay: What experiences, skills, and knowledge do you hope to gain from a quarter/semester/summer spent interning in Sacramento and why? Please be as specific as possible. Provide examples of activities or experiences that show you are prepared for the professional, academic, and personal challenges of the program. (350 word limit)

- Sign the UCCS Student Expectation Contract

- Sign the UCCS Student Professionalism Standards form

- Complete UCCS' Student Judiciary Affairs release form

OPTIONAL APPLICATION MATERIALS CHECKLIST

- \$1,500 Health Justice Scholars Award Application
 - Application Essays
 - Sign the HJSA Application form

- \$1,000 UC President's Fellowship Application
 - Application Essays
 - Sign the Fellowship Application form

APPLICATION SUBMISSION INSTRUCTIONS

- Submit above documents to your Campus Representative. For a list of Campus Representatives see the UCCS Website at uccs.ucdavis.edu/contact.



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QUARTER STUDENTS: SELECT TERM

Davis, Irvine, LA, Riverside, San Diego, Santa Barbara, Santa Cruz

2019-2020

- Fall
- Winter
- Spring
- Summer

SEMESTER STUDENTS: SELECT TERM

Berkeley, Merced

2019-2020

- Fall
- Spring
- Summer

PERSONAL INFORMATION

Name: _____
Last Name First Name Middle Name

Preferred Name (if any): _____

Home UC Campus: _____ Student ID Number: _____

Birthdate (MM/DD/YYYY): _____ Gender: _____

Campus Email Address: _____

Personal Email Address: _____

Permanent Living Address: _____
Number & Street Apt Number (if applicable) City State Zip Code

Campus Living Address: _____
Number & Street Apt Number (if applicable) City State Zip Code

Phone Number: _____

Emergency Contact: _____
Name Relationship Phone Number

Are you a California resident? Yes No

Are you a US Citizen? Yes No If no:

What type of visa do you hold? _____

What is your country of citizenship? _____

Note: DACA/AB540/Undocumented students are eligible to participate in UC Center Sacramento.

ACADEMIC INFORMATION

Total Units Completed Before Program Start: _____

Major: _____ Major #2 (if applicable): _____

Minor: _____ Minor #2 (if applicable): _____

Cumulative UC GPA: _____ Major GPA: _____

Expected Graduation Date (month & year): _____



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ACADEMIC INFORMATION (continued)

- Undergraduate (select class below)
 - Freshman
 - Sophomore
 - Junior
 - Senior

Transfer & Exchange Students: Please list all post-secondary schools, dates attended, and degree(s) earned.

1. _____
2. _____
3. _____

FINANCIAL AID INFORMATION

Do you want to be considered for financial aid? Yes No

Please read and initial you have reviewed and understand the following information:

- UC Davis is responsible for the awarding of aid to UCCS Program Participants, regardless of home campus.
- You are responsible for adding the UC Davis school code to your FAFSA. The code is **001313**.
- Financial aid packages may be less in the summer and may not cover the entire cost of the summer program. Summer terms should be added to the **prior** academic year. e.g. Summer 2020 is part of the 2019-20 academic year.
- Summer aid is awarded on a first-come, first-served basis and there is limited funding.

Initials _____

HOUSING INFORMATION

If admitted, would you like UC Center Sacramento to facilitate your housing arrangements or will you arrange your own housing?

- UC Center Sacramento housing facilitation preferred
- I plan to arrange my own housing.

Note: UCCS has limited housing available. If more students request housing facilitation than there are spots available, housing will be awarded on a first-come, first-served basis using the date that a student submitted their application to their campus representative. Gender will also be taken into consideration since we do not offer co-ed housing.

If you are requesting housing facilitation, what is your gender? _____

If you are requesting housing facilitation, will you need parking? Yes No

Note: Students requesting parking will be charged an additional fee.

INTERNSHIP PREFERENCE

Check at least 1 and up to 3 areas for your internship.

- | | | |
|---|---|--|
| <input type="checkbox"/> Commerce & International Affairs | <input type="checkbox"/> Education & Education Administration | <input type="checkbox"/> Humanities & Liberal Arts |
| <input type="checkbox"/> Law | <input type="checkbox"/> Health & Human Services | <input type="checkbox"/> Local Government |
| <input type="checkbox"/> Criminal Justice | <input type="checkbox"/> Finance & Economics | <input type="checkbox"/> Science and Technology |
| <input type="checkbox"/> Natural Resources & Agriculture | <input type="checkbox"/> Environment | <input type="checkbox"/> Other: _____ |
| <input type="checkbox"/> Media & Journalism | <input type="checkbox"/> Regional & Community Development | |

Below, write the policy area and a brief explanation of why you would like to intern in that area. Repeat for each policy area selected.

1. _____
2. _____
3. _____



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REFERENCE LIST

*Note: Both references must be from **different** individuals than the one that completed your Faculty Endorsement Form.*

REFERENCE 1

Name: _____

Title & Organization/Department: _____

Phone Number: _____ Alternate Phone Number: _____

Email Address: _____

Is this a professional or academic reference? Professional Reference Academic Reference

Briefly describe this reference's familiarity of your work and/or academic ability.

REFERENCE 2

Name: _____

Title & Organization/Department: _____

Phone Number: _____ Alternate Phone Number: _____

Email Address: _____

Is this a professional or academic reference? Professional Reference Academic Reference

Briefly describe this reference's familiarity of your work and/or academic ability.



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FACULTY ENDORSEMENT FORM

Instructions to the student:

Please take this form to a faculty member who is familiar with your work and can vouch for your ability to excel at the UC Center Sacramento. Discuss the details of the UC Center Sacramento program (students spend a quarter/semester in Sacramento participating in policy-oriented internships while taking courses) with them so they are familiar with the program demands. Please fill out your name, print the form and bring it to a faculty member for discussion and to request their signature and contact information. If faculty members have any questions, they can contact the program's Associate Director, Cindy Simmons, at csimmons@ucdavis.edu.

Instructions to the faculty member:

Dear Faculty Member:

_____ is applying for admission to the University of California Center Sacramento (UCCS). UCCS has asked applicants to speak with a faculty member about their interest in participating in our policy programs to receive an endorsement of their application. UCCS participants spend a quarter/semester in Sacramento completing policy-related internships while earning academic credit. "Endorsing" a student's application means you are familiar with the applicant's work and are vouching for their ability to excel while at UCCS.

Briefly describe your familiarity with this student's academic ability and work ethic:

Your signature below confirms that the above student has met with you discuss their interest in the program and that you endorse their application.

Name

Title

Department

Building, Office Number

Phone

Email

Signature

Date



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ACADEMIC APPROVAL FROM HOME CAMPUS

To be completed before submitting

Please visit your designee (such as your academic advisor), academic dean, or provost for your major and request a signature in the box below. The purpose of this signature is to ensure that the applicant is in good standing at their home campus. Please note it is the student's responsibility to know in advance if they will receive credit towards their major before participating in UCCS.

This student is in good standing and is eligible to participate in the UC Center Sacramento Program for the

_____ term, 20_____

The courses listed may may not be used toward specific degree requirements.

_____ Date _____
Academic Dean, Provost or Designee

Comments _____

UNIVERSITY OF CALIFORNIA CENTER SACRAMENTO AGREEMENT

The information I am providing is complete and accurate.

Print Name: _____

Student Signature _____ Date _____



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REGISTRAR APPROVAL FROM HOME CAMPUS

Please visit the registrar's office at your campus and request a signature in the box below. The purpose of this signature is to ensure that your home campus is aware of your intent to participate in the UC Center Sacramento, as you will be enrolling as a UC Davis student for the duration of the program. This also serves to confirm you resident/nonresident status for tuition purposes.

- To be completed before submitting
- Not required for UC Davis students
- UC Riverside students: Complete your Student ID number & Social Security Number only. Your [campus rep](#) will get this form signed by the UCR Registrar's Office.

I.D or student number _____	<small>Note: Your SSN is required by the UC Davis Registrar to register you for your quarter of participation in UCCS. DACA/AB540/Undocumented students are eligible to participate in UC Center Sacramento.</small>
SSN/ITIN: _____	
Currently enrolled for the _____ term, 20_____	
<input type="checkbox"/> Resident for tuition purposes <input type="checkbox"/> Nonresident for tuition purposes	
_____	Date _____
Registrar, Home Campus	
Comments _____	



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UC CENTER SACRAMENTO STUDENT EXPECTATION CONTRACT

All students enrolled in the program must be full participants. Students are required to enroll in at least 15 units comprised of the courses listed below. All UC Center Sacramento (UCCS) students will enroll in these courses through the UC Davis SISWEB course registration system.

Quarter Students

- A. Political Science 192A: Political Science Internship (5 units) *(POL 192A must be taken Pass/No Pass)*
- B. Political Science 193: Internship & Research (2 units) *(POL 193 must be taken for a letter grade)*
- C. Political Science 195 or 108
 - C1. Political Science 195: California Politics & Policy Seminar (4 units) *(POL 195 must be taken for a letter grade)*

OR

 - C2. Political Science 108: Policy Topic-Specific Course (4 units) *(POL 108 must be taken for a letter grade)*
Health Policy - Fall Quarters/Semesters; Criminal Justice Policy - Winter Quarters/Spring Semesters; Education Policy - Spring Quarters
- D. Political Science 196E: Research Design & Methods (4 units) *(POL 196E must be taken for a letter grade)*

Semester Students

Semester students will enroll in the above quarter courses as well as the courses listed below.

- E. Political Science 196A: American Politics (4 units) *(POL 196E must be taken for a letter grade)*
- F. Political Science 198: Independent Study (2 units) *(POL 198 must be taken Pass/No Pass)*

1) Students must remain enrolled in UCCS after accepting an internship. Students cannot drop UCCS courses or withdraw as a student from UCCS and continue with the internship. Students who accept admittance to the UCCS program and accept an internship must remain enrolled in the program.

2) Students are expected to attend all curricular and non-curricular UCCS events in addition to attending scheduled classes.

By signing this contract, you agree to the expectations listed above if you are accepted to the UCCS Policy program.

Print Name: _____

Signature: _____

Date: _____



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UCCS STUDENT PROFESSIONALISM STANDARDS

- Students must adhere to the UC Davis Principles of Community, found at <http://catalog.ucdavis.edu/community.html>
- UCCS Students are expected to read and adhere to the UC Policy of Student Conduct and Discipline, found at <https://policy.ucop.edu/doc/2710530/PACAOS-100>
- Each student must remember at **all times** that they represent the University of California and UC Center Sacramento. This is important because, in the Capitol, each student is a living example of the value of a UC education. Students represent the university while studying in class, working at an internship, or attending an after-hours social event.
- UCCS students are expected to comport themselves in ways that show respect for themselves and for the university, and for the responsibilities and obligations that each has accepted as part of this academic internship program.
- While engaged at their internships or attending or participating in public events, UCCS students are expected to refrain from making inappropriate comments about race, ethnicity, religion, or sexual orientation.
- UCCS students are expected to recognize, understand and respect the rights of others; to respect boundaries imposed on your behavior by others; to respect and comply with requests made to you by others with regard to their personal space.
- Students are expected to be on time for every event.
- Students are expected to be on time for their internships unless an absence or late arrival first has been cleared with a supervisor at the internship. Absences also must be communicated in advance to the internship director at UCCS.
- Students are expected to adhere to the work schedule negotiated with their internship supervisors.
- Students are expected to communicate with their supervisor or with staff here at UC Center, if they have any problems. Problems can be resolved – but only if staff knows about them.
- Students are expected to perform diligently at their internships. They are expected to attend class and scheduled events on time at UC Center, and to complete all assignments associated with UCCS classes.
- Students are expected to review all information, dates, deadlines, and UC Davis policies, and for following instructions in emails and materials received from UC Center Sacramento faculty, staff and UCD offices, including the Financial Aid Office and the Office of the Registrar.
- Students are expected to comply with requests from UCCS Staff.

Print Name: _____

Signature: _____

Date: _____



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CONSENT TO DISCLOSE STUDENT DISCIPLINARY & ACADEMIC CONDUCT RECORDS

This release represents your written consent to disclose student conduct records maintained by the University of California to UC Center Sacramento. Please read this document carefully and fill in all applicable blanks.

Print Full Legal Name

Student ID Number

Date of Attendance at Home UC Campus

Phone Number

Email Address

Date of Birth

I, _____ (*Print Full Legal Name*), am a student at UC _____ and hereby give my voluntary consent to disclose the contents of my academic and disciplinary conduct file to UC Center Sacramento.

Please email all student conduct documents to UCCS to: csimmons@ucdavis.edu

I understand that under the Federal Educational Rights and Privacy Act of 1974, no disclosure of my records can be made without my written consent unless otherwise provided for, in legal statutes and judicial decisions/agreements. I also understand that I may revoke this consent at any time (via written request) except to the extent that action has already been taken upon this release.

I certify that I am the above named person and the information I have provided is accurate.

Signature of Student

Date



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THE FOLLOWING INFORMATION WILL BE USED FOR STATISTICAL PURPOSES ONLY.

How did you find out about the UCCS program? *Please be specific.*

Did a student who previously attended UCCS tell you about the program? If so, who told you about UCCS?

Preferred Personal Pronouns: _____

Race/Ethnicity (*Check one or more boxes as apply and, if you choose, write in the specific race(s)/ethnicity below*):

African-American/Black

American Indian/Alaskan Native

Asian

Hawaiian/Pacific Islander

Latinx/Hispanic

White

Other Race/Ethnicity

Are you a re-entry student?

Yes

No

Are you a first-generation college student?

Yes

No

Are you a person with a disability requiring accommodations?

Yes

No



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Health Justice Scholars Award

The Health Justice Scholars Award is made possible by a grant from The California Endowment.

About The Health Justice Scholars Award

Health justice is predicated on the observation that there are “avoidable health inequalities” that “arise because of the circumstances in which people grow, live, work, and age, and the systems put in place to deal with illness.”¹ UCCS is proud to offer The Health Justice Scholars Award for students who have worked to combat health inequities in the past and/or plan to do so in the future and will use their time at UC Center Sacramento to pursue health justice for California’s residents.

Note: The Health Justice Scholars Award is a \$1,500 award intended for students for whom attendance at UCCS is expected to impose additional travel and living expenses beyond usual costs at their home campus.

Application Questions

Write short-answer responses (1 paragraph each) to each of the following questions and attach to your application.

1. Describe your prior interest in and activities related to health justice.
2. Describe your interest in pursuing activities related to health justice in the future.
3. Describe your commitment to improving the health and well-being of people in California and, if applicable, in the Central Valley or the Inland Empire.
4. Describe how receiving this award would make attending UC Center Sacramento more financially viable.
5. Describe an example of confronting a hardship or challenge in your own life or the life of a family member and how you or they dealt with this hardship/challenge.

Note: DACA/AB540/Undocumented students are eligible to apply for the Health Justice Scholars Award.

Health Justice Scholars Award Requirements

If I am granted the Health Justice Scholars Award, I agree to meet the following *minimum* requirements during my participation in UC Center Sacramento:

- Identify and participate in an internship related to health justice.
- Create content regarding my experience at least 3 times during the quarter of my enrollment and share this content via UCCS-sponsored social media (e.g. Facebook, Twitter, UCCS blog).
- Compose a 250-word essay at the end of my UCCS enrollment reflecting on my experience in UCCS as it relates to health justice.
- Complete an evaluation at the end of my UCCS enrollment that reflects on my experiences in my classes, my internship, and the UCCS program as a whole.

I understand that if I do not complete one or more of the above requirements during my enrollment at UCCS, I will no longer be eligible to receive the Health Justice Scholars Award, even if I have previously been named a recipient of the Award.

Print Student Name

Home Campus

Student Signature

Date

¹ Closing the gap in a generation: health equity through action on the social determinants of health. Geneva: World Health Organization; 2008. Available from: http://www.who.int/social_determinants/thecommission/finalreport/en/index.html [accessed November 4, 2015].



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UC President's Public Service Fellowship

Please complete this form to be considered for a \$1,000 President's Public Service Fellowship. Factors considered in the selection of fellows includes applicant financial need and demonstrated commitment to civic engagement.

Fellowship award decisions will be made based on the following criteria:

1. Applicants meet all criteria for and are accepted into the UCCS academic program;
2. Applicants must be in good academic and conduct standing;
3. Demonstrated past civic engagement leadership in and commitment to public service activities in government, nonprofit public interest, or nongovernmental organizations; including evidence of having facilitated activities or participated in program that made significant contributions to, and lasting impact on the projects, issues or organization/clients served;
4. Demonstrated financial need

Application Questions

Write short-answer responses (200 words or less) to each of the following questions and attach to your application.

1. Personal history of civic engagement

Civic engagement and community service mean promoting the quality of life in a community, through both political and non-political process. How have you demonstrated civic engagement in your life?

2. Future goals for civic engagement

Please describe how your experience in UCCS might help advance your goals for future personal and professional civic engagement.

3. Financial Need

Please describe how receiving this fellowship makes attending this academic program more financially viable.

4. Did you receive financial aid from your home campus in the 18-19 academic year?

Yes

No

5. As part of your financial aid, did you receive a Pell Grant and/or were you determined eligible for a Pell Grant?

Yes

No

Print Student Name

Home Campus

Email Address

Student Signature

Date