



Program Orientation

**UC Center Sacramento
Summer 2009**

**Joaquin Feliciano
Sheng Lin**

Morning Outline

- Administrative Stuff
- Expectations
- Orientation Week Schedule
- Internship Requirements
- *BREAK!*
- Interviewing Skills
- *BREAK!*
- Professional Skills
- Networking

Paperwork

- **Quizzes** – Pass ‘em forward
- **Address Labels** - Fill out 2 with the address where you want your final paper sent
- **Scrap Half Sheet** – Full Name, Campus, Student ID #, SSN
- **Program Fee Check/M.O.** – \$300/\$400; ‘UC Regents;’ Name, Campus, Student ID
- **Bardach Text** - \$20.55; ‘UC Regents;’ Name, Campus

Where can I go to get help?

- Emergencies or when in doubt
- Medical Help
- UC Davis Resources
- Housing /Roommate Issues
- Internship Problems
- UCCS Problems

Where can I go to get help?

- **Emergencies or when in doubt**
 - 911 or (9-9-1-1 in UCCS)
 - Follow up with UCCS staff!

Where can I go to get help?

- Emergencies or when in doubt
- **Medical Help – SHIP**
 - UCD Cowell Student Health Center*
 - Other medical facility, possibly*
 - Nearest Emergency Room

*Try to get home campus authorization first!

Where can I go to get help?

- Emergencies or when in doubt
- **Medical Help – Non-SHIP**
 - UCD Cowell Student Health Center at student rates
 - Check with your health care provider to find out where you may be seen in the Sacramento area

Where can I go to get help?

- Emergencies or when in doubt
- Medical Help
- **UC Davis Resources**
 - UCD Counseling and Psychological Services
 - UCD Campus Violence Prevention Program
 - UCCS Campus Advocate

Where can I go to get help?

- Emergencies or when in doubt
- Medical Help
- UC Davis Resources
- **Housing /Roommate Issues**
 - Housing - Guest Suites Staff or landlord
 - Roommates – Amongst yourselves
 - Sheng or Joaquin
 - Other UCCS Staff

Where can I go to get help?

- Emergencies or when in doubt
- Medical Help
- UC Davis Resources
- Housing /Roommate Issues
- **Internship Problems**
 - Sheng or Joaquin
 - Other UCCS Staff

Questions?



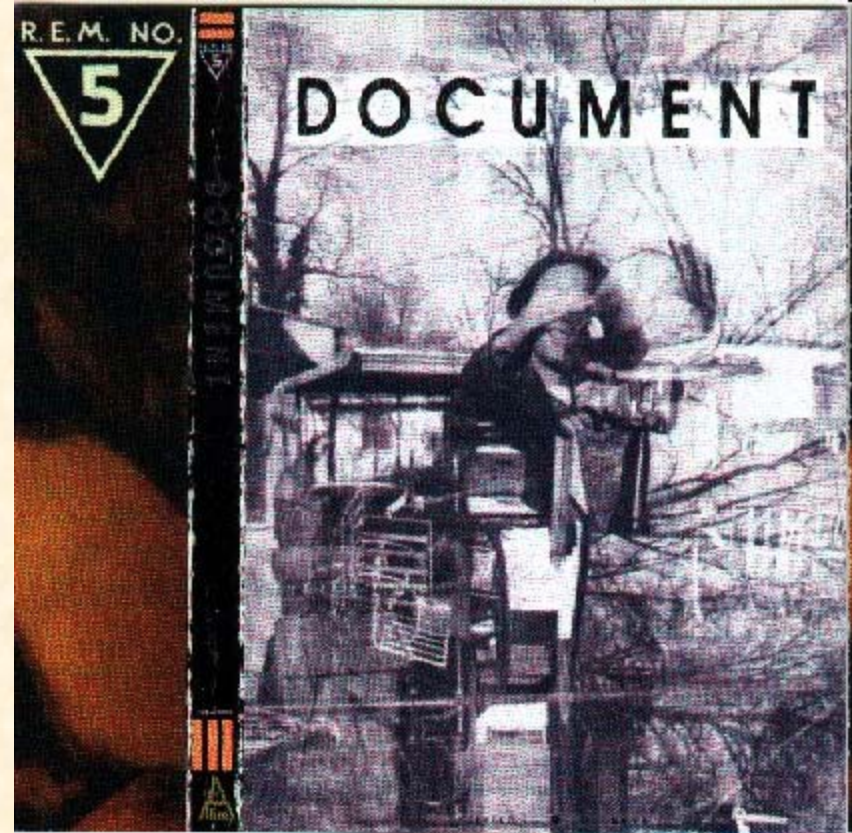
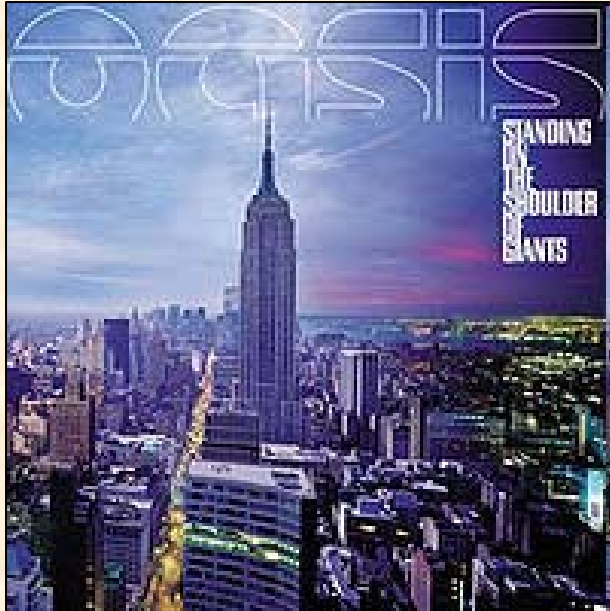
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Expectations

How you conduct yourself via emails, on the telephone, and during Orientation Week is how you'll conduct yourself at your internship.

Expectations



Expectations

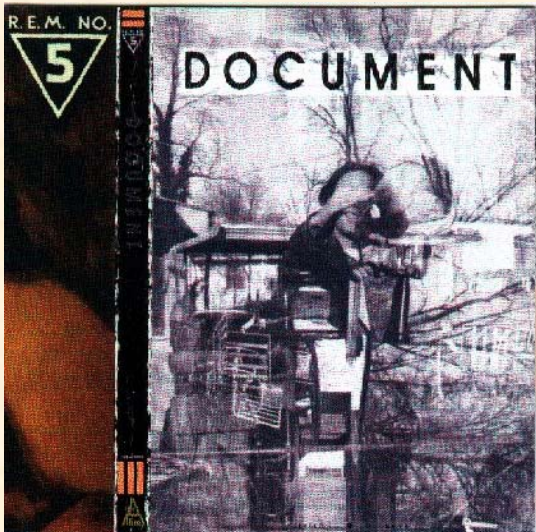


Nanos gigantum humeris insidentes

Expectations

You are Ambassadors of yourself, your home campus, and the UC Center Sacramento.

Your success is due partly to the success of earlier Scholar Interns.



Expectations

- Conduct
- Ambassadors
- **PPPPPP = ???**

Expectations

- Conduct
- Ambassadors
- PPPPPPP =



Proper Prior Planning
Prevents Poor
Programmatic
Performance!

Expectations

- Conduct
- Ambassadors
- Plan ahead to successfully meet all of your deadlines on time, every time
- Stay in communication with us
 - Internship
 - Personal Experiences
 - Feedback about the program

<24 hr turn around on all communications

Questions?



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Orientation Week

- Dress Code
- Schedule
- Advising Meetings
- Internship Interviews
- Public Policy Class

Orientation Week

- Dress Code

- Business casual every day except Friday unless unplaced
- Business professional for portrait and interview – may store clothes ***for the day*** at UCCS

- Schedule

Orientation Week

- Dress Code
- Schedule
- Advising Meetings – **Joaquin**
 - o Review quiz
 - o Verify registration (bring your print out!)
 - o Confirm local address
 - o Confirm emergency info
 - o Answer questions

Orientation Week

- Dress Code
- Schedule
- Advising Meetings – Sheng
 - o Review internship search status

Orientation Week

- Dress Code
- Schedule
- Advising Meetings
- **Internship Interviews**
 - Occurring throughout the week
 - Be ready to go at a moment's notice

Questions?



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- Professional Skills
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Internship Requirements

- Attendance
- If you are not placed by Monday 6/22...

Internship Requirements

- Attendance
- If you are not placed by Monday 6/22... **be at UCCS 9am-4pm until placed**

Internship Requirements

- Attendance
- If you are not placed by Monday 6/22 be at UCCS 9am-4pm until placed
- **Assignments:**
 - **Weekly Journal Entries** start 6/29
 - **Internship Proposal** due 7/2
 - **Informational Interview** due 8/7
 - Internship ends 8/21
 - **Supe. Eval., Executive Summary, and Final Report** due 8/21

Questions?

