

UCLA Labor Studies

195B. Community Internships in Labor & Workplace Studies (During Academic Year)

ENROLLMENT IN CONTRACT COURSES

Contract forms are available for the following course numbers: Honors Contracts (89HC, 189HC), Student Research Program (99), USIE contracts (188SA, 188SB), and upper division tutorials (195-199).

Each form is customized for a specific course number. Before filling out the form, students need to prepare a short description of the proposed course of study, the nature of the faculty supervision (if it is a contract course internship, LBR&WS 195B), and the type of tangible evidence of work completed that will be presented at the conclusion of the course. The name of the faculty mentor who is to supervise the course is also needed at the time the form is filled out. After this information is entered, print the form.

Students use MyUCLA to initiate a petition to enroll in a contract course. To start the process and obtain contract forms:

1. Students logon to MyUCLA
2. Click on "Classes" from the mega-menu, then select "Contract Courses" in the "Classes and Exams" section. Click on "Contract Courses" button, then "Submit a New Contract".
3. Carefully read how the process works and "Continue"
4. Choose the correct term in which you want to do the contract.
5. Carefully read the directions and "Print steps" or "Continue"
6. Choose the course and instructor for your contract and "Continue". This will be ___ (189HC, 195,197, 199)
7. Select grading type as "Pass/No pass" or "Letter/grade" and select units [for it to count for your major course must be for letter grade]
8. Students will need to designate what type of paper/project with your faculty that will be evidence of completion of the course and fill in the boxes with the information requested. Student should speak with the professor and have this information agreed upon between both of first before filling out this part of the contract.
9. Have contract signed by the professor and submit it to the Labor Studies Minor SAO:

Gloria Chan
gchan@irle.ucla.edu
310-206-0812
Office Hours: M-Thrs 9:30-11:30am and 2-3pm (call or email to verify hours as sometimes they change due to meetings, outreach, etc.) in Bunche 9244
10. The SAO will get the signature from the Labor Minor chair, which will allow the SAO to approve the contract course online.
11. Once a contract is processed and approved online, students can print out their Study List as a record of enrollment.

Student should meet with faculty mentor, show and agree upon course contract, and get faculty signature. For internship contract courses, LBR&WS 195A (during summer) or LBR&WS 195B (during academic year), student will also meet with site coordinator, show and agree upon course contract and get site coordinator's signature.

The deadline to enroll in a contract course without a fee is Friday of the second week of classes; to enroll with a fee, currently \$5, the deadline is Friday of the third week of classes.

For LBR&WS 195B - Community Internship. (2-5 fixed units)

Grading: Pass/No Pass or Letter grade

Format: Tutorial. Limited to juniors/seniors

Internship in supervised setting in community agency, labor union, or other organization concerned with work and employment issues or topics relevant to low-wage working families and communities. Placements to be arranged by student programming coordinator. Students meet on regular basis with instructor and provide periodic written reports on their experience. May be repeated for credit. Individual contract with supervising faculty member required.

2 units = 40 hours per quarter

3 units = 60 hours per quarter

4 units = 80 hours per quarter

5 units = 100 hours per quarter

Total hours must include: mandatory check-in meeting hours with site coordinator and hours of intern work (i.e. For 2 unit internship, student interns at site 5 hours a week for 8 weeks = 1 hour check-in meeting with site coordinator and 4 hours of intern work per week).

COURSE CONTRACT MAJOR QUESTIONS TO ANSWER (TIPS):

Course Description:

Course Proposal: Please provide a short description of the internship site. Also, please provide a brief description of the kind of work and support you will be providing the internship site.

Purpose of Internship (for LBR&WS 195B):

Describe in a few sentences what you hope to get out of the internship. Great to share with faculty mentor and internship site supervisor.

Please indicate the tangible evidence you will provide as proof of the work completed.

Evidence of work may be in the form of a culminating paper or project:

Best to include meeting times/frequency, work to be completed during the quarter and work product to be submitted at end of quarter (length of pages, number of legal memos, etc.).

Questions?

Gloria Chan, Student Affairs Office, gchan@irle.ucla.edu, 310-206-0812

or

Elizabeth Espinoza, Student Programming Manager, eespinoz@ucla.edu, 323-482-2355