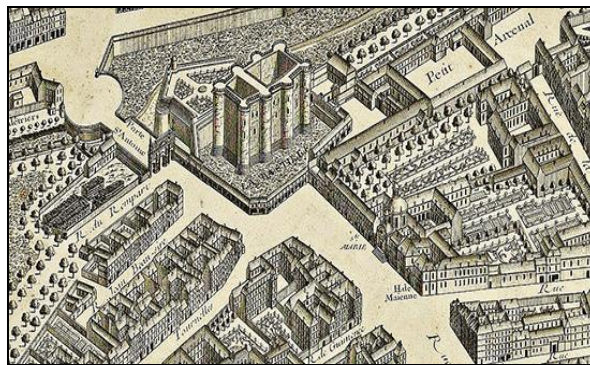


# UNIVERSITY OF CALIFORNIA LON-PAR / PAR-LON

## GLOBAL CITIES URBAN REALITIES SEMESTER INTERNSHIP PROGRAM



## ACADEMIC HANDBOOK SPRING 2015

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## PROGRAM OVERVIEW

The Global Cities Urban Realities Semester Internship Program is the creation of faculty and administrators at the University of California. It is designed to introduce students to the complex social, political and economic issues brought about by immigration, increasing diversity and urban conflict in London and Paris. The program is intended as a rewarding experience abroad for students interested in exploring the challenges faced by these exciting and dynamic European capitals.

### Spring Courses

Courses on this program are demanding. **Semester Internship students should expect to be in the classroom, on a required visit, or engaged in an internship responsibility Monday through Friday from three to eight hours per day.** All students should consult their program calendar and course syllabi before making any travel plans. **Internship students should not plan any travel that would take them out of their internship city from Monday through Friday at any time during their eleven-week stay in their second city,** as they will likely have responsibilities relating to either the workforce course or to their internship. See below for information on UC's attendance policy.

**Content Courses:** During the **first ten-weeks of students' sixteen-week term,** semester internship students take a total of **four upper-division 4.0 UC quarter (2.67 semester) unit content courses,** with two courses in London and two courses in Paris. Through their coursework, students will interrogate how the challenges of contemporary urban diversity play out in specific arenas in the global cities of Paris and London, giving them the opportunity to compare and contrast the particularities of how these cities both became and understand themselves as global capitals.

- All upper-division courses meet for a total of thirty-three hours over the course of five weeks in each city.
- Class Visits: All courses use the cities of London and Paris as extensions of the classroom in the form of site visits to important museums, historical monuments, and the like. Class visits are an integral part of students' coursework and are required course meetings.
- Content Course Registration: Registration for upper-division courses takes place pre-departure. Students submit their course preferences through an online submission form. During registration, students rank their selections. Since class space is limited, courses are assigned on a first-come, first-served basis. While every effort is made to grant students their first two selections in each city, some students may be assigned a third or fourth selection based on availability. Students receive their course assignments during on-site academic orientation upon arrival in their first city. Due to the unique nature of the program (faculty is hired and course materials are ordered based on enrollments), **adding or dropping courses is not an option.** There is no "shopping" period.

**Internship plus Workforce Course:** students participate in a 5.0 UC quarter (3.33 semester) unit Internship plus Workforce Course in their second city. The Workforce Course will begin upon arrival in students' second city and continue throughout the internship.

- The Workforce Course meets for a total of twenty-one hours over the course of eleven weeks in students' second city.
- Internships are full time and take place during the last six weeks in students' second city.

**LON→PAR Survival plus Business French Course:** Students who do not have significant university-level French language study prior to arrival are required to take a 3.0 UC quarter (2.0 semester) Survival plus Business French Course in Paris.

- The Survival plus Business French Course meets for a total of thirty-one and a half hours over the course of eleven weeks in students' second city. (Paris interns only)

**PAR→LON Survival French Course:** Students who do not have significant university-level French language study prior to arrival are required to take a 1.5 UC quarter (1.0 semester) unit Survival French Course in Paris.

- The Survival French Course meets for a total of ten hours over the course of students' five weeks in Paris. (Paris as first city students only)

## PROGRAM CALENDARS

Students should refer to their program specific calendar (PAR→LON or LON→PAR).

UC SPRING PROGRAM – GLOBAL CITIES URBAN REALITIES PARIS → LONDON	Date
<b>Official EAP Start Date</b>	<b>Wednesday, March 25</b>
<b>PARIS</b> Orientations and textbook distribution, Welcome Reception	Thursday, March 26
Paris Walking Tour, Ile Saint Louis and Seine boat trip	Friday, March 27
Classes begin	Monday, March 30
Week one	March 30 – April 3
<b>Easter Monday – No classes</b>	<b>Monday, April 6</b>
Week two	April 7 – April 10
Make up sessions (all courses) for April 6 holiday and April 30 travel day	Friday, April 10
Day trip to Versailles	Saturday, April 11
Week three	April 13 – April 17
Week four	April 20 – April 24
<b>Deadline</b> to choose P/NP grading option for Paris classes	Tuesday, April 21
Week five	April 27 – April 29
<b>City swap:</b> Students travel to London	Thursday, April 30 AM
<b>LONDON</b> Orientations and textbook distribution	Thursday, April 30 PM
Walking Tour and visit to Borough Market	Friday, May 1
<b>UK Bank Holiday –no classes</b>	<b>Monday, May 4</b>
Week six	May 5 – May 8
Make up session for Monday, May 4 <sup>th</sup> classes missed	Friday, May 8
Day trip – TBA	Saturday, May 9
Week seven	May 11 - May 15
Week eight	May 18 – May 22
<b>UK Bank Holiday – No classes</b>	<b>Monday, May 25</b>
<b>Deadline</b> to choose P/NP grading option for London classes	Tuesday, May 26
Week nine	May 26 – May 29
Make up session for Monday, May 25 classes missed	Friday, May 29
Week ten	June 1 – June 5
Quarter & Semester Students Farewell Event – evening	Thursday, June 4
<b>Semester Internship Program ends – vacate program housing</b>	<b>Saturday, July 18</b>

<b>UC SPRING PROGRAM – GLOBAL CITIES URBAN REALITIES</b>	<b>Date</b>
<b>LONDON → PARIS</b>	
<b>Official EAP Start Date</b>	<b>Wednesday, March 25</b>
<b>LONDON</b> Orientations & textbook distribution, Welcome Reception	Thursday, March 26
London Walking Tour and visit to Borough Market	Friday, March 27
Classes begin	Monday, March 30
Week one	March 30 – April 3
<b>Good Friday – No classes</b>	<b>Friday, April 3</b>
<b>Easter Monday – No classes</b>	<b>Monday, April 6</b>
Week two	April 7 – April 10
Week three	April 13 – April 17
Week four	April 20 - 24
<b>Deadline</b> to choose P/NP grading option for London classes	Tuesday, April 21
Make up session for Monday, April 6 <sup>th</sup> classes missed	Friday, April 24
Day trip – TBA	Saturday, April 25
Week five	April 27 – April 29
City Swap: Students travel to Paris	Thursday, April 30 AM
<b>PARIS</b> Orientations and textbook distribution	Thursday, April 30 PM
Seine boat trip and picnic	Friday, May 1
Week six	May 4 – May 8
Week seven	May 11 - May 15
Day trip to Versailles	Friday, May 15
Week eight	May 18 – May 22
Week nine	May 25 – May 29
<b>Deadline</b> to choose P/NP grading option for Paris classes	Tuesday, May 26
Week ten	June 1 – June 5
Quarter & Semester Students Farewell Event – afternoon	Thursday, June 4
<b>Semester Internship program ends – vacate program housing</b>	<b>Saturday, July 18</b>

# WEEKLY SCHEDULES

## London Segments

The weekly schedules for the **London** segments will be distributed upon arrival, during orientation.

## Paris Segments

UC Paris Center Spring 2015 Paris --> London					
Quarter & Semester Programs					
March 27 - April 30, 2015					
PARIS Weekly Class & Special Events Schedule					Special Events
	Monday	Tuesday	Wednesday	Thursday	Friday/Saturday
9:00 AM	Differing Diversities Prof. Dufoix & Bishop	(Un)Veiling the Republic Prof. Habibi	Differing Diversities Prof. Dufoix & Bishop	(Un)Veiling the Republic Prof. Habibi	Friday March 27th Fata Tour Re St Louis & the Seine
	Nation & Identity in Modern France Prof. Smith	Documenting the Periphery Prof. Viers-Andronico	Nation & Identity in Modern France Prof. Smith	Documenting the Periphery Prof. Viers-Andronico	Friday April 10th Make up Sessions for April 6th & April 20th
12:30 PM		Food in a Global City Prof. Yount-André		Food in a Global City Prof. Yount-André	Saturday April 11th Day trip to Versailles
	1:00 PM	Survival French			City Swap : Thursday April 30
	3:00 PM				
Notes:	*Differing Diversities and Nation & Identity in Modern France meet on Mondays and Wednesdays (9-12:30). Cross-enrollment in these courses is not possible.				
	*(Un)veiling the Republic, Documenting the Periphery, & Food in a Global City meet on Tuesdays and Thursdays (9-12:30). Cross-enrollment in these courses is not possible.				
	*All students (unless exempted) will be enrolled in the Survival French course, which meets on Tuesdays (1-3).				
	*Students should refer to their course-specific syllabi for any exceptional days/times for course meetings and visits.				

UC Paris Center Spring 2015 London --> Paris					
Semester Internship Program					
May 1 - July 18, 2015					
PARIS Weekly Class & Special Events Schedule					Survival/Business French, Workforce Course & Special Events
	Monday	Tuesday	Wednesday	Thursday	Friday
	May 4th - June 4th				May 4th - July 18th
9:00 AM	Differing Diversities Profs. Dufoix & Bishop	(Un)Veiling the Republic Prof. Habibi	Differing Diversities Profs. Dufoix & Bishop	(Un)Veiling the Republic Prof. Habibi	Survival/Business French 2:30-4:00 pm (course time subject to change)
	Nation & Identity in Modern France Prof. Smith	Documenting the Periphery Prof. Viers-Andronico	Nation & Identity in Modern France Prof. Smith	Documenting the Periphery Prof. Viers-Andronico	WORKFORCE COURSE MEETINGS WILL GENERALLY TAKE PLACE ON FRIDAY AFTERNOONS 4:30-6:00 pm Complete schedule will be available soon.
12:30 PM		Food in a Global City Prof. Yount-André		Food in a Global City Prof. Yount-André	SPECIAL EVENTS Friday, May 1st Seine boat trip and picnic ***** Friday May 15th Day trip to Versailles
	1:00 PM	Survival/Business French (course time subject to change)			
	3:00 PM				
Notes:	*Differing Diversities and Nation & Identity in Modern France meet on Mondays and Wednesdays (9-12:30). Cross-enrollment in these courses is not possible.				
	*(Un)veiling the Republic, Documenting the Periphery, & Food in a Global City meet on Tuesdays and Thursdays (9-12:30). Cross-enrollment in these courses is not possible.				
	*All students (unless exempted) will be enrolled in the Survival/Business French course. This course will meet for 3.5 hours per week from May 4th through June 4th. Course time(s) will change for the period of June 8th through July 18th, when the course will meet for 2.5 hours per week on Tuesday afternoons (3:00-5:30 pm)				
	*Students should refer to their course-specific syllabi for any exceptional days/times for course meetings and visits.				

Due to scheduling constraints of certain visits/activities, students will be informed by their instructors or administrators when there are any exceptional changes to the weekly schedules. **Students should also study their course-specific syllabi carefully.**

### Organized Activities and Excursions

Students on the spring semester program will participate in a number of organized activities and excursions throughout the program. A welcome reception in the first city will provide students the opportunity to meet and greet their peers. Students will learn about their host cities through a guided walking tour that will take place shortly after their arrival in each city. During each of the five-week program segments, they will go on a day trip to an exciting destination near their host cities. And at the end of the ten-week term of regular courses, students will participate in a farewell reception with faculty that will provide them a forum to reflect upon their achievements and the knowledge they have acquired over the course of the program. The farewell reception will also allow semester internship students the opportunity to bid farewell to their peers as they continue their studies in their host city.

Most organized activities and excursions take place on a **Friday** or a **Saturday**, and some take place in the evening. Students should, therefore, consult their program calendar before making any travel plans.

## **ATTENDANCE POLICY**

There is a strict attendance policy in place at the UC Study Centers by which students must abide. Students are expected to attend classes and participate actively in their education through their coursework at UC London and UC Paris. **It is, therefore, the student's responsibility to attend all classes, arrive punctually, and participate actively and respectfully in class activities and discussions.**

In general, any absence from class is interpreted as a sign that a student is not living up to his/her UC obligations. Absences will lower course grades, and repeated absences may lead to academic probation or dismissal from the program. Instructors maintain attendance records, and names of absent students are forwarded to the program administrators.

In the spring term, students are required to attend all course meetings. Course meetings include site visits and excursions.

If a student misses a course meeting (including required visits and excursions related to the course), then 1/3 of a letter grade (approximately 3%) will be deducted from the student's final grade for that course for each absence. **Please note: three tardies (10 to 20 minutes late to class) equal one absence. Students arriving more than 20 minutes late to a course meeting will be counted as absent.** For example, a student attends all but one course meeting of the same course. The student's final grade in that course before the reduction for the absence is an A-. After the reduction for the absence, the student's final grade becomes a B+.

If a student is unable to attend class due to illness, the student must provide appropriate documentation from a medical professional, **dated the day of the absence**, for an absence to be excused.

### Travel and Attendance

Students planning to travel during their stay can avoid absences by planning the timing of their departures (no skipping out early) and returns carefully (students should avoid reserving the last return flight or train as these are often cancelled at the last minute, especially on low-cost airlines).

## **PARTICIPATION**

Additionally, **any and all absences and tardies will affect students' participation grades** in their classes. Participation comprises a significant percentage of the total grade in all courses, and to participate,

students must be present from the start to the end of class. Students should refer to their course syllabi for their instructors' policies on what constitutes participation beyond attendance and punctuality.

**No MAKE-UPS for missed work:** if a student is absent on a day when there is some form of assessment (quiz, oral presentation, exam, etc.), there will be no make-ups.

**No LATE ASSIGNMENTS:** due to the intensive nature of the program, no late assignments will be accepted and no extensions will be given.

## ACADEMIC INFORMATION

### COURSES AND UNITS

- **LON-PAR Semester Internship Students**

❖ 4 Upper-division Content Courses, 4.0 UC quarter (2.67 semester) units each	16.0 UC quarter (10.67 semester) units
❖ 1 Internship plus Workforce Course	5.0 UC quarter (3.33 semester) units
❖ 1 Survival plus Business French Course (Paris only). Note: Students with significant university-level French experience will be exempted from the Survival plus Business French course.	3.0 UC quarter (2.0 semester) units
	LON-PAR Students will complete a total of <b>24.0 UC quarter (16.0 semester) units</b> for the semester program. Students who are <u>exempted</u> from the Survival plus Business French Course will complete <b>21 UC quarter (14 semester) units</b> .

- **PAR-LON Semester Internship Students**

❖ 4 Upper-division Content Courses, 4.0 UC quarter (2.67 semester) units each	16.0 UC quarter (10.67 semester) units
❖ 1 Internship plus Workforce Course	5.0 UC quarter (3.33 semester) units
❖ 1 Survival French Course (Paris only). Note: Students with previous university-level French experience will be exempted from the Survival French Course.	1.5 UC quarter (1.0 semester) units
	LON-PAR Students will complete a total of <b>22.5 UC quarter (15.0 semester) units</b> for the semester program. Students who are <u>exempted</u> from the Survival French Course will complete <b>21 UC quarter (14 semester) units</b> .

### ADD/DROP

Adding or dropping courses is not an option for the UC Global Cities Urban Realities Program.

### STUDY LISTS

During the first few weeks of the spring quarter, students will be asked to complete and submit their study lists through MyEAP. This is the list of courses that will be used to transfer units and grades to students' home campuses.

Students are responsible for completing their study lists in a timely fashion, by the deadline indicated on their Program Calendar. Center Administrators will remind students of the study list deadline and can assist them with the process. All units earned in the program will transfer to UC. Students' home campuses and their major/minor departments will determine how courses fulfill specific requirements.

**PASS/NOPASS**

Per UC Policy, students may elect to take a limited number of their total program units on a P/NP basis. Therefore, students have the choice to take **one** of their four upper-division content courses on a P/NP basis. Students are advised to consult with their campus advisors, as P/NP grading cannot be used for major, minor, or GE requirements on most UC campuses.

Semester Internship students may not elect to take their Internship plus Workforce course on a P/NP grading basis. The course and internship combined receive a comprehensive letter grade.

Both the Survival French Course and the Survival plus Business French Course in Paris will be graded on a P/NP grading basis.

**GRADES**

Students should allow up to ninety days after the end of the program for their grades to appear on their transcripts. For more information on grade reporting, please visit

[http://www.eap.ucop.edu/Documents/guidebooks/1415/UGSA\\_academic.pdf](http://www.eap.ucop.edu/Documents/guidebooks/1415/UGSA_academic.pdf).

**Grading Scale in London**

Instructors in London use the **UK grading scale**. These grades are converted to UC Letter grades as follows:

A+	80-100	C+	40-44
A	67-79	C	38-39
A-	60-66	C-	36-37
B+	55-59	D	34-35
B	50-54	F	0-33
B-	45-49		

**Grading scale in Paris**

Instructors in Paris use a grading scale similar to scales on students' home campuses. They will use the following scale:

A+	97-100	C	74-76
A	94-96	C-	70-73
A-	90-93	D+	67-69
B+	87-89	D	64-66
B	84-86	D-	60-63
B-	80-83	F	59 and below
C+	77-79		

Students should refer to course syllabi for grading criteria on individual assignments and should consult with their instructors for clarification on how specific coursework will be evaluated.

**TEXTBOOKS AND READERS**

Students' fees include payment for the course materials they use in connection with their classes, so there is no need to purchase any books or readers in advance. Books and readers are distributed during orientation.

**BEHAVIOR IN CLASS AND AT THE STUDY CENTERS/ACCENT**

No food or drinks are allowed in class except for bottled water. Students are expected to behave in a respectful manner when interacting with instructors, administrators, and staff members, as well with their peers in class discussions.



## POLICY ON ELECTRONIC DEVICES IN THE CLASSROOM

As a courtesy to your instructors and fellow students, you may not use cell phones, laptops, tablets, e-readers, or other electronic devices during class, even to check the time. You will be expected to turn off your cell phone and any other devices during class time. No recording (audio or visual) of class sessions will be permitted.

## UCEAP ACADEMIC CONDUCT POLICY

UCEAP Students are expected to follow University of California rules and regulations on academic misconduct. As enrolled UC students abroad, EAP Participants should understand and subscribe to the principles of academic integrity and must be willing to bear individual responsibility for their work while studying abroad. The UCEAP Academic Conduct Policy may be reviewed online at [http://eap.ucop.edu/Documents/forms/academic\\_conduct\\_policy.pdf](http://eap.ucop.edu/Documents/forms/academic_conduct_policy.pdf).

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## **CONTACTS**

### LONDON ACADEMIC OVERSIGHT AND COORDINATION

For information on courses, grades and academic matters, contact the ACCENT London Director:  
Lizzie Terry  
[elizabeth.terry@accentintl.com](mailto:elizabeth.terry@accentintl.com)

### PARIS ACADEMIC OVERSIGHT AND COORDINATION

For information on courses, grades, and academic matters, contact the Academic Coordinator:  
Carole Viers-Andronico, Ph.D.  
UC Paris Study Center  
[carole.viers@accentintl.com](mailto:carole.viers@accentintl.com)

### LONDON CENTER ADMINISTRATION

For information on all UC-related paperwork, petitions, health insurance, and physical and mental health matters, contact:  
ACCENT London Study Centre  
[ukcontact@accentintl.com](mailto:ukcontact@accentintl.com)

### PARIS CENTER ADMINISTRATION

For information on all UC-related paperwork, petitions, health insurance, and physical and mental health matters, contact the Center Administrator:  
Shelby Ocaña  
UC Paris Study Center  
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