

UNIVERSITY OF CALIFORNIA EDUCATION ABROAD PROGRAM

GLOBAL CITIES URBAN REALITIES



UCEAP PARIS ACADEMIC HANDBOOK SPRING 2017

Paris as 2nd City – Semester with Internship Program

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PROGRAM OVERVIEW

The Global Cities Urban Realities 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 Paris and London. The program is intended as a rewarding experience abroad for students interested in exploring the challenges faced by these exciting and dynamic European capitals.

PARIS COURSES & INTERNSHIP PROGRAM

UCEAP Paris Spring Courses

Courses on this program are demanding. During the **first five weeks of their Paris program, semester internship students should expect to be in the classroom or on a required visit Tuesday through Thursday for at least three hours per day and up to six hours per day. Special circumstances may result in an exceptional or make-up course meeting on a Friday, and certain organized activities may take place on a Saturday.** All students should, therefore, consult their program calendar and course syllabi for any exceptional course meetings, excursions, or activities before making any travel plans. See below for information on UCEAP's attendance policy.

During the **last six weeks of their Paris program, semester internship students should expect to be in the classroom, on a required visit, or engaged in an internship activity Monday through Thursday for at least seven hours per day and up to eight hours per day.**

Content Course

During their **first five weeks in Paris**, students are required to take **one upper-division 4.5 UC quarter (3.0 semester) unit content course**. Through their coursework, students will interrogate how the challenges of contemporary urban diversity play out in specific arenas in the global city of Paris.

- Upper-division courses meet for a total of thirty-eight hours over the course of five weeks.

During the first five weeks of the program, three upper-division content courses are being offered on the Spring 2017 Paris as 2nd City Semester Program.

- Documenting the Periphery: Identity and Citizenship in the "Other" Part of Paris
- Food in a Global City: Understanding France through its Food Traditions
- (Un)Veiling the Republic: France in the Muslim World and the Muslim World in France

Complete course descriptions are available on the www.ucparis.fr website.

- Content Course Registration:
Registration for upper-division courses in Paris 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 choice, some students may be assigned a second or a third selection based on availability. 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.

City and Language Course

During their **eleven weeks in Paris**, students are required to take **one lower-division 6.0 UC quarter (4.0 semester) unit city and language course**. Through their coursework, students will learn about French history, culture, and language. The course will be team-taught; students will participate in both city (Pursuing Paris) and language (Unlocking French) sections of the course.

- Lower-division city and language courses meet for a total of sixty hours over the course of eleven weeks.
- Students will be directly enrolled in the city and language course.

Internship and Workforce Course

During their **eleven weeks in Paris**, students are required to participate in course meetings and activities relating to their internship/workforce course. Workforce course meetings will be held at intervals during the first five weeks of the program and will run throughout the program's eleven weeks. The internship will begin in week six of the program and will continue through the remaining six weeks of the program.

- Students will be directly enrolled in the Internship and Workforce Course.

Paris Courses and Units

| | |
|---|---|
| ❖ 1 Five-week Content Course, upper-division, 4.5 UC quarter (3.0 semester) units | Total Units: Students will complete a total of 15 UC quarter (10.0 semester) units for the Paris portion of their program. |
| ❖ 1 Six-week Internship and eleven-week Workforce Course, upper-division, 4.5 UC quarter (3.0 semester) units | |
| ❖ 1 Eleven-week City and Language Course, lower-division, 6.0 UC quarter (4.0 semester) units | |

PARIS AS 2ND CITY SEMESTER PROGRAM CALENDAR

| UC SPRING PROGRAM - GLOBAL CITIES URBAN REALITIES | Date |
|--|--------------------------|
| Arrive in Paris – orientations, book distribution, move-in | Thursday, May 4 |
| Classes begin | Friday, May 5 |
| Boat ride along the Seine | Saturday, May 6 |
| Week one | May 8 - 12 |
| Week two | May 15 - 19 |
| Day trip to Chantilly | Saturday, May 20 |
| Week three | May 22 - 26 |
| Week four | May 29 – June 2 |
| Week five and final exams | June 5 - 9 |
| Farewell lunch with quarter students | Thursday, June 8 |
| Week six | June 12 - 16 |
| Week seven | June 19 - 23 |
| Week eight | June 26 - 30 |
| Week nine | July 3 - 7 |
| Week ten | July 10 - 14 |
| Bastille Day – national holiday | July 14 |
| Week eleven and final exams | July 17 – 21 |
| Semester with Internship program ends (move out of housing) | Saturday, July 22 |

WEEKLY SCHEDULE

SPRING SEMESTER 2017

PARIS AS 2ND CITY SEMESTER WITH INTERNSHIP - WEEKLY SCHEDULE

| | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday | Sunday |
|---------------------------------|--|--|---|--|--|---|-----------|
| WEEK 0 May 1-7 | 1 HOLIDAY SPRING BREAK | 2 SPRING BREAK | 3 SPRING BREAK | 4 CITY SWAP ARRIVAL IN PARIS ORIENTATIONS | 5 CLASSES BEGIN 10-11:30 City Lecture 12-2 French | 6 10-11:30 City Visit 11:30 Boat Trip | 7 |
| WEEK 1 May 8-14 | 8 HOLIDAY | 9 10-1 Content Course 2-3:30 Workforce Course | 10 10-12 French 1-3 City Visit | 11 10-1 Content Course 2-4 French | 12 | 13 | 14 |
| WEEK 2 May 15-21 | 15 | 16 10-1 Content Course 2-3:30 City Lecture | 17 10-12 French 1-3 City Visit | 18 10-1 Content Course 2-4 French Culture Project 4:30-6:30 French | 19 10-4 Content Course Excursion(s) | 20 DAY TRIP CHANTILLY includes 1 1/2 hour visit (by group) | 21 |
| WEEK 3 May 22-28 | 22 | 23 10-1 Content Course 2-3:30 City Lecture 4-5:00 Workforce Course | 24 10-12 French 1-3 City Visit | 25 10-1 Content Course 2-4 French | 26 | 27 | 28 |
| WEEK 4 May 29-June 4 | 29 | 30 10-1 Content Course 1:30-3 City Lecture | 31 10-12 French 1-3 City Visit | 1 10-1 Content Course 2-4 French | 2 | 3 | 4 |
| WEEK 5 June 5-11 | 5 | 6 10-1 Content Course 2-4 French 4:30-6 Workforce Course | 7 10-12 French 1-2 City Midterm Exam | 8 10-1 Content Course Final Exam 1:30-3:30 Farewell (with quarter students) | 9 | 10 | 11 |
| WEEK 6 June 12-18 | 12 INTERNSHIP | 13 INTERNSHIP AM 1-2 Workforce Course 2:30-3:30 City Lecture | 14 INTERNSHIP | 15 INTERNSHIP | 16 | 17 | 18 |
| WEEK 7 June 19-25 | 19 INTERNSHIP | 20 INTERNSHIP AM 1-2:30 Workforce Course 3-4 French 4:30-6:30 City Visit | 21 INTERNSHIP | 22 INTERNSHIP | 23 | 24 | 25 |
| WEEK 8 June 26-July 2 | 26 INTERNSHIP | 27 INTERNSHIP AM 1-2 Workforce Course 2:30-4 French 4:30-6:30 City Visit | 28 INTERNSHIP | 29 INTERNSHIP | 30 | 1 | 2 |
| WEEK 9 July 3-9 | 3 INTERNSHIP | 4 INTERNSHIP AM 1-2:30 Workforce Course 3-4 French 4:30-6:30 City Visit | 5 INTERNSHIP | 6 INTERNSHIP | 7 | 8 | 9 |
| WEEK 10 July 10-16 | 10 INTERNSHIP | 11 INTERNSHIP AM 1-2 Workforce Course 2:30-4 French 4:30-6:30 City Visit | 12 INTERNSHIP | 13 INTERNSHIP | 14 BASTILLE DAY HOLIDAY | 15 | 16 |
| WEEK 11 July 17-22 | 17 INTERNSHIP | 18 INTERNSHIP AM 1-2:30 Workforce Course 3-4 French Final Project 4:30-5:30 City Final Exam | 19 INTERNSHIP | 20 INTERNSHIP | 21 | 22 SEMESTER PROGRAM ENDS | 23 |

Program calendars and weekly schedules are also available on the UC Paris website: ucparis.fr.

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 schedule. **Students are also expected to study their course-specific syllabi carefully.**

Organized Activities and Excursions

Students on the spring semester with internship program will participate in a number of organized activities and excursions throughout the first five weeks of the program. 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 and weekly schedules before making any travel plans.

- **Boat Trip along the Seine River:** Students will participate in a guided boat tour of the city of light shortly after their arrival.
- **Day trip to Chantilly:** Students will have a unique opportunity to visit the fairytale château at Chantilly where they will learn about its history and have time to explore the gardens.
- **Course excursions and visits:** students should consult their course-specific syllabi for information on course-related excursions and activities.
- **Farewell lunch:** Students will participate in a farewell lunch at the end of the first five weeks in Paris, to bid farewell to their quarter student peers.

ATTENDANCE POLICY

There is a strict attendance policy in place at the UCEAP Paris Study Center by which students must abide. Students are expected to attend classes and participate actively in their education through their coursework at UCEAP 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 UCEAP obligations. Absences will lower course grades, and repeated absences may lead to more serious sanctions. Instructors maintain attendance records, and names of absent students are forwarded to program administrators.

Class Excursions/Visits:

All courses use the city of Paris as an extension 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.

Grading Sanctions:

In the spring term, students are required to attend all course meetings, visits, excursions, and internship responsibilities.

- **Course Meetings, 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+.
- **Internship and Workforce Course:** Please consult your IFE Workforce Course syllabus for grading sanctions on absences and participation.

Excused absences:

If a student is unable to attend class due to illness, the student must provide **appropriate documentation** in the form of a doctor's note 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

ADD/DROP

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

STUDY LISTS

During the first few weeks of the spring program, 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. Center Administrators will inform students of the study list deadline and can assist them with the process.

TRANSFERING UNITS FOR CREDIT

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. **Students are advised to keep their graded work, as it may be requested to accompany a petition for fulfilling a requirement on the home campus.**

GRADING BASIS

Per UCEAP Policy, content and city and language courses on this program must be taken on a letter-grade grading basis. P/NP grading is not available for these courses on this program. The Internship and Workforce Course is graded on a P/NP grading basis. Students whose home campuses require a letter grade for the internship must contact UCEAP to request a grading basis change.

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/1617/UGSA_academic.pdf.

Grading scale

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, AT THE UCEAP STUDY CENTER/ACCENT AND INTERNSHIP

No food or drinks are allowed in class except for water. Students are expected to behave in a respectful manner when interacting with instructors, their peers in class discussions, administrators, staff members, internship hosts/mentors and coworkers.

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.

CONTACTS

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

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

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