Chancellor’s Graduate Internship (CGI) Program

The Vice Provosts
24 October 2012

Background

Chancellor Blumenthal is committed to expanding campus-focused internships to graduate students, providing doctoral students in particular the opportunity to study and advance the transformative student experience at UC Santa Cruz. The goal is to expand upon the success of the Chancellor’s Undergraduate Internship Program (CUIP) with a new program for graduate students, the Chancellor’s Graduate Internship (CGI).

The goal of the program is to facilitate projects by doctoral students in any program that will have a significant positive impact on the campus, either immediately or over the longer term.

Second-year doctoral students who may integrate their proposed project with their prospective dissertation work are especially encouraged to apply.

Project topics may include things such as:

- Analysis and evaluation of specific programs and strategies, or comparative analysis of a set of strategies, to address problems or issues important for the campus.
- Engagement with and mentorship of undergraduates in a project to improve the campus.
- Quantitative or qualitative analysis of the experiences of different groups of students to develop proposals for improvement.
- Rigorous study of pedagogy with respect to a specific course or discipline
- Research on an issue relevant to the student experience (graduate or undergraduate) that reviews current practice and scholarship and how it may apply to UC Santa Cruz
- Other projects that have the potential to help positively affect the student experience at UCSC and be the foundation for a graduate research project, such as: outreach programs, retention activities, professional skill-set analysis and programming, etc.
- Projects that will have a significant impact on other campus goals, such as sustainability, community relations, or campus reputation.
- Other ideas not listed
Each project must have a faculty mentor who may or may not be the student’s PhD advisor. The faculty mentors will be responsible for coordinating group seminars among the CGI students to further develop cross-campus collaboration.

Each student will take part in 2 to 3 CGI group meetings per quarter.

Each student will develop a basic web site about his or her project according to specifications of the CGI program.

Each student will produce a final report on his or her project.

Each student will present their project to the CUIP Interns for comment and feedback, and, toward the end of the program, to Chancellor Blumenthal.

CGI students may, if space is available, take part in the Graduate Leadership Certificate Program beginning in Winter 2013. The student’s advisor must send a message to the Graduate Dean <vpdgs@ucsc.edu> endorsing their student's participation in the GLCP.

**Funding**

The CGS program provides two quarters of GSR appointment in Winter and Spring, with the option to apply for up to three additional summer months; students will receive resident fee remission, GSHIP, and salary at their normal departmental appointment scale. Half of the Winter and Spring GSR positions will be covered by the Chancellor’s office; with one or more sponsoring units funding the remaining half of the expense. The faculty mentor will need to assist the student in identifying sources for project sponsorship. The Division of Graduate Studies will fund summer GSR appointments, up to 3 months at 50%.

The amount of funding for a project depends on the project needs and length; it is expected that most projects in the 2012-13 program will include 50% time research (GSR) during Winter, Spring, and Summer 2013. Proposals for shorter or longer duration are acceptable as well, though will have a reduced budget (shorter) or higher degree of matching (longer).

The typical budget includes two quarters of 50% GSR at the student’s program’s appropriate level (approximately $12000/quarter for tuition and fees), along with any summer GSR appointment requested. Chancellor Blumenthal will fund half of the Fall and Winter GSR costs, with the project sponsor or sponsors funding the other half.

In the 2012-13 program, Chancellor Blumenthal is planning to fund 5 CGI positions.

**Project Proposal Due December 3**

Project proposals are due December 3, 2012, in PDF format, to vpdgs@ucsc.edu.
Proposals will be at most 5 pages plus a one or two page resume, an optional letter of support, and a signature page.

The proposal is free-form, as appropriate to the proposed project, but may be organized as follows:

1. Title and abstract
2. Project goals within campus context
3. Background experience, work, data, or references
4. Project plan narrative
5. Discussion of project impact with respect to evaluation criteria
6. Budget, cost sharing, and project timeline
7. Resume (at most two pages)
8. At most one email or letter of support (optional)
9. Signature page in support of the proposal (only this page may be scanned)
   a. The student
   b. The project mentor(s)
   c. The thesis advisor(s)
   d. The program graduate assistant or graduate director indicating good standing and progress in the degree program
   e. The project sponsor(s) and source (FOAPAL) for funds

**Project Proposal Evaluation**

1. Projects will be quickly evaluated and selected for funding by the Vice Provosts of Academic Affairs, Graduate Studies, and Undergraduate Education based on the following criteria: Potential Impact of Project
   For example:
   a. Undergraduate recruitment, persistence, and graduation
   b. Graduate recruitment, persistence, and graduation
   c. Diversity and campus climate
   d. **Five for 2015**, EVC Galloway's goals for timely graduation, retention and graduation rates, non-resident enrollment, Hispanic Serving Institution (HSI) recognition, and multi-year budget and curriculum planning.
   e. Analysis of a specific program or process for improvement.
   f. Program design for a campus need
   g. Other goals of campus importance
   h. Potential for extramural funding

2. Importance to students’ academic and professional development
   For example:
   a. Opportunity for dissertation-related data
   b. Potential for publication
   c. Relation to dissertation project
   d. Career development and skill set enrichment.
   e. Potential for extramural funding
3. Impact for the Sponsor
   For example:
   a. Opening up potential for future projects and research
   b. Continuation of the project or program in the future.
   c. Potential for extramural funding

4. Other Impacts
   For example:
   a. Inclusion of other students as part of the project
   b. Impact on community and outreach
   c. Increasing interaction between undergraduate and graduate students outside classroom

5. Feasibility and Likelihood of Success

6. Overall Quality of Proposal