

Graduate Student Internships for Career Exploration

2020 Guidance for Internships



2020 GSICE Guidebook

- ★ *The goal of the GSICE program is to prepare PhD graduate students for successful experiential opportunities in their career(s) of interest.*
- ★ *The GSICE Course occurs during the Spring 2020 term. GSICE staff support students in navigating the internship component, which can take place at any time during or after the course.*
- ★ *UCSF trainees who [did not participate in the GSICE Course](#), but are seeking or have already secured an internship, are welcome to [book a career counseling appointment with us](#), and may use this guidebook as a resource.*

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1. Quick Sheet

I participated in the GSICE Program, and I have an internship!

- Depending on the specifics of your internship and UCSF status*, you will need to complete and electronically submit some or all the following forms **BEFORE THE INTERNSHIP STARTS!** The GSICE staff member will let you know which forms you will need to complete and submit.

FORM	SUBMIT ORIGINAL TO	SUBMIT COPY TO
Current Graduate or Graduated Student Agreement (<i>Appendix 1 or 2</i>)	Graduate Program Coordinator	GSICE Program Director
UCSF Waiver (<i>Appendix 3</i>)	Graduate Program Coordinator	GSICE Program Director
UC Patent Acknowledgement	GSICE Program Director	Graduate Program Coordinator
UCSF Leave of Absence Form (<i>Access via the UCSF Student Portal</i>)	Submitted via UCSF Student Portal	N/A
UCSF Readmission Form	UCSF Registrar	Graduate Program Coordinator
SHIP Voluntary Enrollment Form	UCSF Student Health	N/A
Curricular Practical Training Application (<i>F-1 students only</i>)	International Students and Scholars Office	N/A
Academic Training Application (<i>J-1 students only</i>)	International Students and Scholars Office	N/A

- We strongly encourage you to [schedule a career counseling appointment](#) with a GSICE staff member to discuss which forms you will need to complete for your specific situation. In addition, please send the following documents at least 2 business days ahead of your appointment so that we can review them in advance:
 - Your offer letter or document that confirms the internship;
 - Any forms or letters that the internship site asks for you to sign; and,
 - Any questions you might have.

I DID NOT participate in the GSICE Program, and I have an internship!

- Reach out to your graduate program coordinator to seek guidance on the which forms you should complete before your internship begins. **It is your responsibility to determine which forms need to be completed before you go on your internship*.**
- To prepare for your internship, you may wish to [schedule a career counseling appointment](#) with an OCPD career counselor. Bring to your appointment (*please note that we do not review documents ahead of time*):
 - Your offer letter or document that confirms the internship;
 - Any forms or letters that the internship site asks for you to sign; and,
 - Any questions you might have.

**International students should [consult with an advisor in the International Students and Scholars Office](#) before accepting an internship.*

The UCSF Office of Career and Professional Development (OCPD) provides the 2020 Graduate Student Internships for Career Exploration Program (GSICE) Student Guidebook as a guide for **GSICE participants** pursuing an internship opportunity during their training at UCSF. It covers the expectations, responsibilities, and forms that GSICE participants will use to seek, secure, and succeed in an experiential learning opportunity.

[Click here to view the 2020 GSICE Course Syllabus.](#)

If you DID NOT PARTICIPATE in the GSICE Program, but are seeking or have already secured an internship, we can provide some assistance for you. You are welcome to [book a career counseling appointment with us](#), and may use this guidebook as a resource.

2. OCPD Staff and Contact Information

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3. Student and Staff Expectations

The GSICE Program, offered to UCSF PhD students by OCPD, comes with specific expectations for both students and staff that must be met for the program to be effective and valuable.

We expect you to:

- Attend all eight days of coursework: In addition, you must complete all preparatory work and homework assignments. The course is cumulative, with each class building on the prior session, and features interactive workshops and lectures. If you find you must miss one of the sessions, it is critical that you 1) tell us beforehand and 2) make up the material by reading lecture notes, completing assignments, and talking with your classmates.
 - In accordance to [UCSF's PRIDE values](#), conduct yourself professionally and respectfully throughout your interactions with UCSF staff and other professionals. Behaving professionally and courteously with these individuals is key for two reasons: 1) the success of your internship hinges upon the generosity of these individuals, and 2) through these interactions you directly influence the relationships between the GSICE program and its partners.
 - Review the UCSF non-disclosure agreement for intellectual property rights ([UPay585](#)).
 - Remain in good standing with your graduate program (as determined by the student's thesis advisor, Graduate Program Director and Graduate Program Coordinator) and GSICE before going on your internship.
 - Help us evaluate the utility and efficacy of the program by completing the surveys and evaluations that we send to you. These surveys will ask about your experiences in the GSICE program and at UCSF, and will be kept confidential**.
-

You can expect the GSICE Program to:

- Connect you with at least one professional for a potential experiential opportunity, once you have completed the necessary preparation. We encourage you, of course, to conduct as many interviews with professionals in your own network.
 - Support you before, during, and after your experiential learning experience.
 - Maintain confidentiality**. Any information we share about you will be de-identified and aggregated.
 - Listen carefully to you. We will read your assignments, evaluations, and discussion contributions, and consider your input seriously. We welcome your ideas and will listen carefully for ways that we can improve the program, now and in future years.
 - Implement changes to the program in accordance with your input where we feel it is appropriate. We will do everything we can to make your personal experience as rewarding and valuable as possible.
 - Provide feedback. Sometimes you will receive individual feedback on your assignments, and other times we will respond collectively by highlighting important themes for the class as a whole.
 - Respond to emails addressed to mind@ucsf.edu within 48 hours during normal business hours.
-

**GSICE Confidentiality Policy

There are many possible interpretations of confidentiality. Here is what we mean. You will notice that we ask for your name/email in the evaluations. We need this information so we can follow you over time, both during the program and afterward, so we can learn from your experience. This information is for our program staff. Any data that we share outside the GSICE team will be de-identified and, where appropriate, aggregated. Your individual response will not be shared.

4. Planning Your Internship

6-12 Months Before Your Internship

- Attend the [#EveryMonth workshop series](#) to learn more about your career options **beyond academia**.
- Attend [Careers in Academia you MIGHT Not Know About](#) workshop to learn more about your career options **within academia**.
- Consider **trying the tasks associated with a job of interest in a low-risk way** by doing an [InterSECT Job Simulation](#).
- [Schedule a career counseling appointment](#) to get tailored feedback towards your professional goals.
- Start looking and applying for internship opportunities! Look at the [OCPD Job and Opportunities Board](#) to explore your options.
- *If you are an international student*, [consult with an ISSO advisor](#) about the specific regulations and procedures that may impact your participation in a specific internship.

3-6 Months Before Your Internship

- **Take the GSICE class** to help you find an internship, and to prepare you to be successful in it! [Click here for the 2020 GSICE Course Syllabus](#).
- [Schedule a career counseling appointment](#) to go over the documents you need to review, sign, and turn in before starting your internship.
- Make sure to have a GSICE Staff member look over any Non-Disclosure Agreement (NDA), Confidentiality Agreement (CDA), or Non-Compete Agreement (NCA) that you are asked to sign to protect your and UCSF's rights and responsibilities.

During Your Internship

- Conscientiously dedicate your time, effort and energy to your internship.
- **Maintain health insurance.** If the internship is performed during a quarter other than the summer quarter, purchase health insurance for the internship quarter when you are on a leave of absence.
- **Withhold all necessary funds for future tax payments to the state and federal governments as needed.** The GSICE program is not able to provide any tax advice. All tax questions must be directed to a certified tax preparation professional or the appropriate government agency. We strongly recommend seeking professional tax advice. Your internship income may incur a different tax burden than what you experience as a graduate student.
- Help us evaluate the utility and efficacy of the program by completing the surveys and evaluations that we send to you. These surveys will ask about your experiences in the GSICE program and at UCSF, and will be kept confidential**.
- If you are on an official leave of absence during the summer quarter of your internship (and completed the forms correctly), you should still have access to the UCSF Gym and Student Health services.
- Keep in touch with the GSICE Program, and reach out if any questions or issues arise.

After Your Internship

- Contact the GSICE Program Director to let them know what you learned from your experience.
- Share opportunities for future internships with your fellow graduate students.
- Keep in touch with the program by joining the [GSICE LinkedIn group](#).

5. Health Insurance During an Internship

- The GSICE Program does not offer health insurance.
 - **If you go on a full-time internship while a graduate student:**
 - You should be prepared to take leave of absence from UCSF for the duration of your internship; however, there may be specific situations for which a leave of absence from UCSF is not advisable. [Speak with the GSICE staff member](#) to discuss your options.
 - *If you are an international student*, [consult with an ISSO advisor](#) about the specific regulations and procedures that may impact your health insurance.
 - You should be prepared to purchase health insurance during your leave. [Learn more about your options in the UCSF Student Health 'Leave of Absence' policy.](#)
 - **If you go on an internship after you graduate:**
 - You can extend your student health insurance for one quarter after you graduate by purchasing a continuation plan. [Learn more about your options in the UCSF Student Health 'UC SHIP Continuation Plan'.](#)
 - Be prepared to pay for health insurance in one lump sum at the beginning of the quarter. Please check [UCSF student health for current prices.](#)
 - **In some cases**, students negotiated successfully for the internship employer to cover the cost of insurance. [Speak with the GSICE staff member](#) to discuss your options.
-

6. Guidance on Internship Procedures and Forms

Each GSICE student needs to complete and submit forms BEFORE their internship starts.

Why do I have to submit these forms?

- To protect **you** in case someone (your thesis advisor, your Graduate Program, etc.) changes their mind; signed agreements allow for you and for us to advocate on your behalf.
 - To protect **UCSF** from potential liabilities, and so that OCPD can continue offering these important professional development opportunities to future students.
-

Guidance for ALL STUDENTS and ALL INTERNSHIP TYPES

- The student must be and remain in good standing with their graduate program.
 - The student may not defer graduation solely for the purpose of undertaking or accommodating an internship.
 - The student must perform all required preparatory work and attend all required training before going on their internship.
 - The student must conscientiously dedicate time, effort and energy to their internship.
 - Internship sites often ask students to sign a Non-Disclosure Agreement (NDA), Confidentiality Agreement (CDA), or Non-Compete Agreement (NCA). The GSICE staff is available to give GSICE students feedback on these documents before they sign them. Often adjustments need to be made to these documents to protect the student's and UCSF's rights and responsibilities. Please [book an appointment](#) to review these documents **before accepting the internship**. *If the student has not participated in the GSICE program, we may be able to offer limited guidance. Please [schedule an appointment](#) to discuss the situation.*
 - **It is the student's responsibility to withhold all necessary funds for future tax payments to the state and federal governments as needed.** The GSICE Program is not able to provide any tax advice. All tax questions must be directed to a certified tax preparation professional or the appropriate government agency. We strongly recommend seeking professional tax advice. The student's internship income may incur a different tax burden than what they experience as a graduate student.
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Guidance for CURRENT STUDENTS pursuing a FULL-TIME Internship

- The student in this category is **currently enrolled in a UCSF degree-granting program, and will not graduate by the start of a full-time internship.**
- **The student will not be on filing fee during their internship.**
- The student must discuss the internship with their **Graduate Thesis Advisor, Graduate Program Director, and Graduate Program Coordinator**, and have them **sign the Current Graduate Student Agreement** to document their approval.
- The student will not take any vacation during the internship other than that as designated by the internship site. In addition, the internship site will decide if interns are expected to work on standard national holidays.
- Typically, the student paid from extramural fellowships will temporarily stop their fellowship tenure and stipend for the duration of a full-time internship, and resume it once they return from their leave of absence. *However, each situation is different, and should be investigated individually.* [Book an appointment](#) with the GSICE staff member to discuss the specific funding situation as it relates to the proposed internship.
- The international student should [consult with an advisor in the International Students and Scholars Office](#) to determine their specific situation with regards to pursuing a full-time internship.

- Internships should not occur during the Spring quarter, due to its shortened length (less than 3 months), and the fact that summer health insurance is automatically lost without Spring quarter registration.
- **The student should be prepared to take a leave of absence during one UCSF academic quarter[°].** However, *there may be unique cases for which a leave of absence from UCSF is not advisable.* [Book an appointment](#) with the GSICE staff member to discuss the student’s status as it relates to the proposed internship.
- Full-time internships usually adhere to the following *general schedule* (which considers both the duration of each quarter and the fact that students are paid on a first-of-the-month schedule). **We recommend that internship periods do not cross over quarter boundaries.**
 - Fall quarter: September 1-December 31
 - Winter quarter: January 1-March 31
 - Spring quarter: N/A
 - Summer quarter: June 1-August 31
- If the internship is performed during a quarter other than the summer quarter, **the student must buy health insurance for the internship quarter that they are on leave.**
- The student should complete and return the following signed documents **electronically before the internship starts:**

FORM [§]	SUBMIT ORIGINAL TO	SUBMIT COPY TO
Current Graduate Student Agreement <i>(Appendix 1)</i>	Graduate Program Coordinator	GSICE Program Director
UCSF Waiver <i>(Appendix 3)</i>	Graduate Program Coordinator	GSICE Program Director
UC Patent Acknowledgement	GSICE Program Director	Graduate Program Coordinator
UCSF Leave of Absence Form[°] <i>(Access via the UCSF Student Portal)</i>	Submitted via UCSF Student Portal	N/A
UCSF Readmission Form	UCSF Registrar	Graduate Program Coordinator
SHIP Voluntary Enrollment Form	UCSF Student Health	N/A
Curricular Practical Training Application <i>(F-1 students only)</i>	International Students and Scholars Office	N/A
Academic Training Application <i>(J-1 students only)</i>	International Students and Scholars Office	N/A

[§]If you have not participated in the GSICE Program, you may be required to submit some or all of these forms. Please check with your graduate program coordinator for details. GSICE staff members are able to provide limited assistance to non-GSICE participants with these forms. Please [book a career counseling session with us](#) for help on your specific situation.

[°]There may be unique cases for which a leave of absence from UCSF is not advisable. [Book an appointment](#) with a GSICE staff member to discuss your academic status as it relates to the proposed internship. International students should [consult with an advisor in the International Students and Scholars Office](#).

Guidance for CURRENT STUDENTS pursuing a PART-TIME Internship

- The student in this category is **currently enrolled in a UCSF degree-granting program, and will not graduate by the start of a part-time internship.**
- The student enrolled full-time at UCSF can continue to collect their full stipend AND collect payments from the internship site for up to 25% of their full-time status (*usually no more than 10 hours/week*). Furthermore, the student may negotiate the start date and duration of the internship with the employer, as long as their total hours do not exceed 25% of their primary appointment as a full-time student (*usually no more than 10 hours/week*).
 - *For the student appointed as a graduate student researcher (i.e., is a UC employee):* their employment time within the UC system may not exceed 50%. Questions regarding this specific situation should be directed to the student’s graduate program coordinator.
- The student should discuss the internship with their **Graduate Thesis Advisor, Graduate Program Director, and Graduate Program Coordinator**, and have them **sign the Current Student Agreement** to indicate their approval.
- The student should complete and return the following signed documents **electronically before the internship starts:**

FORM [§]	SUBMIT ORIGINAL TO	SUBMIT COPY TO
Current Graduate Student Agreement <i>(Appendix 1)</i>	Graduate Program Coordinator	GSICE Program Director
UCSF Waiver <i>(Appendix 3)</i>	Graduate Program Coordinator	GSICE Program Director
UC Patent Acknowledgement	GSICE Program Director	Graduate Program Coordinator
Curricular Practical Training Application <i>(F-1 students only)</i>	International Students and Scholars Office	N/A
Academic Training Application <i>(J-1 students only)</i>	International Students and Scholars Office	N/A

[§]If you have not participated in the GSICE Program, you may be required to submit some or all of these forms. Please check with your graduate program coordinator for details. GSICE staff members are able to provide limited assistance to non-GSICE participants with these forms. Please [book a career counseling session with us](#) for help on your specific situation.

Guidance for GRADUATED STUDENTS pursuing a PART-TIME or FULL-TIME Internship

- The student in this category **will have graduated from a UCSF degree-granting program by the start of** either a full- or part-time internship.
- The student may negotiate the start date and duration of the internship with the employer.
- The student is required to **sign the Graduated Student Agreement**. The student is encouraged, *but not required*, to discuss the internship with their Thesis Advisor, Graduate Program Director, and Graduate Program Coordinator.
- International students will need to apply for Optional Practical Training 90 days before the date the degree is conferred. Consult with an advisor in the International Students and Scholars Office *four months before graduation in order to meet important deadlines.*
- The student should complete and return the following documents **electronically before the internship starts**:

FORM [§]	SUBMIT ORIGINAL TO	SUBMIT COPY TO
Graduated Student Agreement <i>(Appendix 2)</i>	GSICE Program Director	N/A
UCSF Waiver <i>(Appendix 3)</i>	Graduate Program Coordinator	GSICE Program Director
SHIP Voluntary Enrollment Form	UCSF Student Health	N/A
Optional Practical Training Application <i>(international students only)</i>	International Students and Scholars Office	N/A

[§]*If you have not participated in the GSICE Program, you may be required to submit some or all of these forms. Please check with your graduate program coordinator for details. GSICE staff members are able to provide limited assistance to non-GSICE participants with these forms. Please [book a career counseling session with us](#) for help on your specific situation.*

Appendix 1. Current Graduate Student Agreement Form

To all signatories of this form: There is no requirement that you sign this form. Each party must determine the appropriateness and merit of the proposed internship.

- **Graduate Student:** By signing this form, you agree to adhere to the requirements of the GSICE program and your internship, and, if necessary, to purchase health insurance for the quarter you are on your internship.
- **Graduate Thesis Advisor:** By signing this form, you agree that you have discussed the internship with the student, and give your approval for the student to pursue the internship.
- **Graduate Program Director:** By signing this form, you agree that you have discussed the internship with the student, and give your approval for the student to pursue the internship.
- **Graduate Program Coordinator:** By signing this form, you agree that you have: 1) discussed the internship with the student; 2) confirmed that the student is in good-standing with the graduate program; and, 3) agreed to allow the student to pursue the internship. If pertinent, you and the student discussed any logistical details regarding any of the following (*not an inclusive list*): funding, leave of absence, on-going program responsibilities, etc.

Please check **one** of the following boxes:

This is a PART-TIME internship.
The total hours of this position do not exceed 25% of the student's full-time, primary appointment at UCSF.

This is a FULL-TIME Internship.
The total hours for this position exceed 25% of the student's full-time, primary appointment at UCSF..

If graduate funding will be deferred during the internship, indicate the dates during which funding will be paused:

Name of Internship Organization

Dates of Internship

Name of Internship Supervisor

Supervisor Contact Email or Phone

Name of Graduate Program

I consent to this experiential learning opportunity.

Graduate Student Signature Graduate Student Printed Name Date

Graduate Thesis Advisor Signature Graduate Thesis Advisor Printed Name Date

Graduate Program Director Signature Graduate Program Director Printed Name Date

Graduate Program Coordinator Signature Graduate Program Coordinator Printed Name Date

For Office Use Only:

Date Received

Initials of Recipient

Check one:

This is the original.

This is a copy.

Version 4-19-19

Appendix 2: Graduated Student Agreement Form

Graduate Student: By signing this form, you agree to adhere to the requirements of the GSICE program and your internship, and, if necessary, to purchase health insurance for time you are on your internship.

I consent to this experiential learning opportunity.

Graduate Student Signature

Graduate Student Printed Name

Date

Name of Graduate Program

Graduate Thesis Advisor Name

UCSF Start and, *if applicable*, End Date

UCSF Graduation Date

Final Awarded Degree

If you took any leave of absence during your training at UCSF, please indicate the dates below:

For Office Use Only:

Date Received

Initials of Recipient

Check one:

This is the original.

This is a copy.

Version 4-19-19

Appendix 3: UCSF Waiver

UNIVERSITY OF CALIFORNIA, SAN FRANCISCO UCSF GSICE Internship

Waiver of Liability, Assumption of Risk, and Indemnity Agreement

Waiver: In consideration of being permitted to participate in any way in

Description of internship, including name of organization, and dates of internship

hereinafter called "The Activity", I, for myself, my heirs, personal representatives or assigns, do hereby release, waive, discharge, and covenant not to sue The Regents of the University of California, its officers, employees, and agents from liability from any and all claims including the negligence of The Regents of the University of California, its officers, employees and agents, resulting in personal injury, accidents or illnesses (including death), and property loss arising from, but not limited to, participation in The Activity.

Assumption of Risks: Participation in The Activity carries with it certain inherent risks that cannot be eliminated regardless of the care taken to avoid injuries. The specific risks vary from one activity to another, but the risks range from 1) minor injuries such as scratches, bruises, and sprains 2) major injuries such as eye injury or loss of sight, joint or back injuries, heart attacks, and concussions to 3) catastrophic injuries including paralysis and death. I have read the previous paragraphs and I know, understand, and appreciate these and other risks that are inherent in The Activity. I hereby assert that my participation is voluntary and that I knowingly assume all such risks.

Indemnification and Hold Harmless: I also agree to INDEMNIFY AND HOLD the Regents of the University of California HARMLESS from any and all claims, actions, suits, procedures, costs, expenses, damages and liabilities, including attorney's fees brought as a result of my involvement in The Activity and to reimburse them for any such expenses incurred.

Severability: The undersigned further expressly agrees that the foregoing waiver and assumption of risks agreement is intended to be as broad and inclusive as is permitted by the law of the State of California and that if any portion thereof is held invalid, it is agreed that the balance shall, notwithstanding, continue in full legal force and effect.

Acknowledgment of Understanding: I have read this waiver of liability, assumption of risk, and indemnity agreement, fully understand its terms, and understand that I am giving up substantial rights, including my right to sue. I acknowledge that I am signing the agreement freely and voluntarily, and intend by my signature to be a complete and unconditional release of all liability to the greatest extent allowed by law.

Graduate Student Signature

Graduate Student Printed Name

Date