

**SIP INTERN NAME:**

LAST \_\_\_\_\_ FIRST \_\_\_\_\_

## UCSC SCIENCE INTERNSHIP PROGRAM 2016 REGISTRATION DOCUMENTS CHECKLIST

**Project/Mentor Information:**

Project Code (e.g., ELE-01):	
Name(s) of Mentor(s):	

**Registration Documents Checklist:**

Please complete and return all forms (except those indicated) to [ucsc-sip@ucsc.edu](mailto:ucsc-sip@ucsc.edu) by the deadline, **Friday, May 27, 2016**.

- |  |   |
|--|---|
|  | 1. Registration Documents Checklist (this form)                               |
|  | 2. Intern and Parent Agreement Form   |
|  | 3. Elective/ Voluntary Activity Waiver Form                                   |
|  | 4. UCSC Intern Health Services Form   |
|  | 5. Health Facility Information Form   |
|  | 6. Copy of Medical Insurance Card (front and back)                            |
|  | 7. Internet Usage Agreement Form  |
|  | 8. Housing Agreement Form (*For interns in housing only.)                     |
|  | 9. UCSC Summer Handbook (Please read but <b>don't submit this document.</b> ) |

*All forms can be signed electronically and sent to SIP Staff as an email attachment. If you prefer, you are welcome to print and sign all forms by hand and then scan and email them to SIP Staff.*

**Intern & Parent Signatures:** *(Electronic signatures OK on this page.)*

I have read and, if applicable, completed, signed, and submitted all items on the Registration Documents Checklist.

SIP Intern — Signature \_\_\_\_\_ Date \_\_\_\_\_

Parent/Guardian — Printed Name \_\_\_\_\_

Parent/Guardian — Signature \_\_\_\_\_

"By entering my full name in lieu of a signature above, I agree to all of the terms and conditions stated on this form."

SIP INTERN NAME:

LAST \_\_\_\_\_ FIRST \_\_\_\_\_

## UCSC SCIENCE INTERNSHIP PROGRAM 2016

### #2: Intern and Parent Agreement Form

#### ATTENDANCE POLICY:

- Interns are expected to attend all classes, seminars, lectures, labs, and academic field trips.
- Special circumstances, such as illness, must be reported to your mentor.

#### WALKING ON CAMPUS:

- Interns must be accountable for their whereabouts while on campus.
- Interns are not allowed to leave the campus unless accompanied by SIP staff or faculty, and must have parental approval.
- **\*\*\*ALL SIP interns must be with another SIP intern or mentor using the buddy system when outside of the assigned department area. Interns are not allowed to wander the campus alone.\*\*\***

#### DRESS CODE:

- SIP interns are expected to be suitably dressed & well-groomed.
- Acceptable clothing includes: walking shorts, jeans, pants, t-shirt, blouse or knit shirt, comfortable shoes (tennis shoes, etc.), sandals, skirts.
- Unacceptable clothing includes: undergarments worn as clothing, clothing with profanity or advertisements for alcohol or tobacco products, low-cut, backless, strapless, or overly-revealing clothing.
- Sunglasses and hats must be removed in class or when requested.

#### IN THE DEPARTMENT:

- Interns are expected to bring their own laptop to the program.
- Use of cell phones during research time is strongly discouraged.
- No pets are allowed.
- SIP is not responsible for damage and/or loss of any personal property.

#### RELATIONSHIP WITH MENTORS:

Parents should avoid contacting SIP mentors directly. The mentors are very busy and it is important to respect their time. The mentors' sole responsibility during the workday is research. They have kindly agreed to volunteer a little additional time and effort into mentoring one or more SIP interns by including them in their research group. This is a great opportunity for each SIP intern to build a relationship with the mentor(s) and their larger research group. *This is arguably the most valuable aspect of collaborative research*, and it is critical that the intern be given the

space to build his/her own relationship with the mentor/research group, independent of his/her parents. Parents with questions or issues should contact SIP Staff at [ucsc-sip@ucsc.edu](mailto:ucsc-sip@ucsc.edu).

**PRESENTATION DAY:**

All interns will prepare and present a 10-15 minute oral and visual (PowerPoint) presentation based on their research project. Presentation Day will be held on Saturday, August 13, 2016 from 8:00am – 5:00pm. Interns, family, and teachers are welcome to attend. The dress for presenters will be professional attire.

**CODE OF CONDUCT / RULES AND POLICIES:**

The following will be cause for immediate dismissal from the program:

- Denigration of another person on the basis of race, sex, sexual orientation, national origin, or disability
- Repeated use of foul or inappropriate language and/or aggressive or offensive behavior
- Possession and/or consumption of alcoholic beverages or illegal drugs
- Possession of any type of weapon including knives, guns, pellet guns, b-b guns, sling shots, water pistols, or any other kind of device that could inflict injuries to yourself or others
- Violence, harassment, or abuse of any kind. This includes water fights, fist-fights, verbal abuse, or any form of conduct that may cause another individual harm or potential harm or needless feelings of discomfort or embarrassment.
- Smoking or use of any form of tobacco
- Tampering with any computer technology, web sites, or fire and safety equipment
- Theft or property damage. Interns who abuse or damage University property will be billed for costs or damage.
- Inappropriate conduct on the internet, including illegal downloads

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**Intern & Parent Signatures:**

Please sign this agreement. (*Electronic signatures OK on this page.*) You can then email as attachment to SIP Staff at [ucsc-sip@ucsc.edu](mailto:ucsc-sip@ucsc.edu).

I UNDERSTAND that if I fail to abide by this Intern and Parent Agreement cited above, appropriate consequences will be enforced. This could include (but is not limited to) a discussion with SIP staff or faculty, and removal from the program. I understand that my parent(s) or guardian and high school contact will be notified immediately regarding any violation.

SIP Intern — Signature \_\_\_\_\_

Parent/Guardian — Printed Name \_\_\_\_\_

Parent/Guardian — Signature \_\_\_\_\_

SIP INTERN NAME:

LAST \_\_\_\_\_ FIRST \_\_\_\_\_

## UCSC SCIENCE INTERNSHIP PROGRAM 2016

### #3: Waiver of Liability, Assumption of Risk, and Indemnity Agreement

**Waiver:** In consideration of being permitted to participate in any way in the Science Internship Program (June 6 — Aug 13, 2016) , 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.

\_\_\_\_\_  
Signature of Parent/Guardian of Minor      Date

\_\_\_\_\_  
Signature of Participant      Date

**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.**

\_\_\_\_\_  
Signature of Parent/Guardian of Minor      Date

\_\_\_\_\_  
Signature of Participant      Date

Please sign this agreement. (*Electronic signatures OK on this page.*)  
You can email as attachment to SIP Staff at [ucsc-sip@ucsc.edu](mailto:ucsc-sip@ucsc.edu).

# #4: UCSC Student Health Services Summer Program Authorization & Health History Form 2016

## PROGRAM AND PERSONAL INFORMATION

SIP INTERN'S INFORMATION: Name \_\_\_\_\_ Date of Birth \_\_\_\_\_ Age \_\_\_\_\_ Gender \_\_\_\_\_  
(Last, First, Middle)

Home Address: \_\_\_\_\_  
Street Number City, State Zip

Parent/Guardian Name: \_\_\_\_\_ Daytime Phone: (\_\_\_\_) \_\_\_\_\_ Night Phone:(\_\_\_\_) \_\_\_\_\_

Medical Insurance Carrier: \_\_\_\_\_ Policy Number \_\_\_\_\_ Subscriber Name \_\_\_\_\_

Other Medical Insurance Data: \_\_\_\_\_ Doctor Name/Contact \_\_\_\_\_  
(Group #, Member #, or other necessary information)

Emergency contact: \_\_\_\_\_ Telephone (\_\_\_\_) \_\_\_\_\_ Relationship \_\_\_\_\_  
(Other than parent /Guardian) (Relative/Friend)

Name of program: Science Internship Program [SIP] Dates of participation: June 6 through August 13, 2016

Are you staying on campus? \_\_\_\_YES \_\_\_\_NO

Program contact: Name/Title: SIP Staff email: ucsc-sip@ucsc.edu

Program contact: Name: Raja GuhaThakurta Title: Professor, Astronomy & Astrophysics Email: raja@ucolick.org

## MEDICAL HISTORY

IMMUNIZATION: Most recent Tetanus (Td) date: \_\_\_\_\_

MEDICATIONS: List all prescription and over the counter medications, herbs and vitamins taken, the frequency and condition treated.

\_\_\_\_\_  
Name / Frequency / Condition

\_\_\_\_\_  
Name / Frequency / Condition

\_\_\_\_\_  
Name / Frequency / Condition

ALLERGIES: List names of medicines or foods that have resulted in an unfavorable reaction. State reaction.

Allergies to Medications \_\_\_\_\_

Food or others (latex, insect bites, environmental) \_\_\_\_\_

MEDICAL CONDITIONS: Significant past injury / hospitalization: \_\_\_\_\_

Allergies Heart Disease

Asthma Immune Compromise

Cancer History: \_\_\_\_\_ Migraine Headaches

Diabetes Psychiatric/Psychological Disorders

Eating Disorder Seizure Disorder

Eczema Other: \_\_\_\_\_

Do you have any medical condition(s) that could be life threatening? YES NO

I certify that to the best of my knowledge this information is complete and accurate.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_

SIP Intern / Parent / Legal Guardian / Person Having Legal Custody (Check appropriate relationship.)

## AUTHORIZATION FOR MINOR SEEKING MEDICAL TREATMENT

### AUTHORIZATION FOR THIRD PARTY TO CONSENT TO TREATMENT OF MINOR LACKING CAPACITY TO CONSENT

Should the above named program attendee require medical attention and/or care while participating in the above named program, as parent/legal guardian I give my consent to medical examinations, tests, and the attending physician may deem necessary treatments including drugs and x-rays as advisable. This consent is effective as long as the above named attendee is a participant in the above named program. Should an emergency arise requiring surgical procedures the director/coordinator will attempt to reach me and be guided by my wishes. In the event that I cannot be contacted the attending physician has my consent to act as medical judgment dictates. I understand that I will promptly be informed regarding any matters requiring professional medical attention.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_

Parent / Legal Guardian / Person Having Legal Custody (Check appropriate relationship.)

Please sign this form and send as an attachment to [ucsc-sip@ucsc.edu](mailto:ucsc-sip@ucsc.edu). Electronic signature OK.

## #5: Health Facility Information Form 2016

In the event a SIP intern needs medical attention, these are the available health care providers. We recommend you check into these providers if there are any concerns as to whether your medical insurance will cover expenses incurred during a visit. Please indicate your preference on where your child should go on the form below.

In addition to filling out this form, please provide a copy of both sides of your child's health insurance card. Please include all information necessary for your child to be seen by a health care provider (such as policy holder name, group number, etc).

In a non-emergency situation, your preference in health care provider will be taken into consideration. Please indicate your choices below:

	<b>On Campus Health Facility</b>
<input type="checkbox"/> My child can visit this clinic  <input type="checkbox"/> If possible please take my child to another provider	<p><b>UCSC Health Clinic</b>            Located on campus across the street from college 9/10, follow the signs to the basement entrance adjacent to the parking lot.            (831) 459-2211            M, T, Th, F: 8:30am - 4:30pm; W: 9:30am - 4:30pm; Sat: 8:30am - 11:30am  <a href="http://www2.ucsc.edu/healthcenter/">http://www2.ucsc.edu/healthcenter/</a>  <b>Fees: Fee for service—this clinic does not accept insurance. All fees accrued will need to be paid on or before SIP closing day.</b></p>
	<b>Urgent Care</b>
<input type="checkbox"/> My child can visit this clinic  <input type="checkbox"/> If possible please take my child to another provider	<p><b>Santa Cruz Medical Foundation</b>            1203 Mission Street            Santa Cruz, CA 95062            Phone: (831) 458-6300 Main Number; (831) 458-6310 Urgent Care            Hours: Monday - Friday 9am-9pm; Saturday, Sunday and holidays 9am-6pm.            Fees: Call  <a href="http://www.santacruzmedical.org/westside/">http://www.santacruzmedical.org/westside/</a></p>
<input type="checkbox"/> My child can visit this clinic  <input type="checkbox"/> If possible please take my child to another provider	<p><b>Doctor's on Duty</b>            615 Ocean Street            Santa Cruz, CA 95060            Phone: (831) 425-7991; Fax: (831) 425-7346            Hours: Monday-Friday; 9am to 5pm; Saturday-Sunday, Closed            Fees: Call  <a href="http://www.doctorsonduty.com/">http://www.doctorsonduty.com/</a></p>

<input type="checkbox"/> My child can visit this clinic <input type="checkbox"/> If possible take my child to another provider	<b>Dominican Hospital</b> 1555 Soquel Drive Santa Cruz, CA Phone: (831) 462-7700 Main Number; (831)462-7710 Urgent Care Fees: Call <a href="http://www.dominicanhospital.org/index.htm">http://www.dominicanhospital.org/index.htm</a>
<b>Full service community clinics</b>	
<input type="checkbox"/> My child can visit this clinic <input type="checkbox"/> If possible take my child to another provider	<b>Planned Parenthood, MarMonte</b> Westside Clinic/Santa Cruz 1119 Pacific Ave. Santa Cruz, CA 95060 Phone: (831) 426-5550 Hours: M-Th: 8:00am-6pm, F:8:30am-5pm, Sat: 8:30am-2pm. Fees: Sliding scale, Medi-Cal, Medicare, Healthy Families, Healthy Kids <a href="http://www.plannedparenthood.org/health-center/centerDetails.asp?f=2232">http://www.plannedparenthood.org/health-center/centerDetails.asp?f=2232</a>
<input type="checkbox"/> My child can visit this clinic <input type="checkbox"/> If possible take my child to another provider	<b>Santa Cruz Women's Health Center</b> 250 Locust Street, Santa Cruz, CA 95060 Phone: (831) 427-3500 – Fax: (831) 457-2486 Hours: M, F: 8:30am-5pm; T, TH: 8:30am-8pm; W: 12:30-5pm; Sat: 8:30am-12pm. Fees: Sliding scale, accept most private insurance plans, Medi-Cal, Medicare, Healthy Families, Healthy Kids

**YES** -- I have included a copy of my child's health Insurance Card

**YES**  **NO** -- I authorize my child to be given non-prescription medicines upon his/her request (example: Alka-Seltzer, Pepto-Bismol, Ibuprofen, etc)

**Permission for Emergency Treatment**

I understand that the SIP staff will try to contact the parent(s)/guardian(s) in case of illness or injury. In case of illness or injury, and when in the judgment of staff, emergency attention is warranted, I authorize the staff to seek medical attention for my child. If deemed necessary, I give permission for my child to be taken by paramedics or ambulance to a hospital and for a physician to take whatever action is necessary to meet the emergency. I understand that I am responsible for any charges incurred. If I am unable to pick up my child in the event of an emergency, my child may be released to the emergency contact I have provided to SIP.

Signature \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_

Parent/      Guardian/      Person Having Legal Custody (Check appropriate relationship.)

Please sign this form and send an attachment to [ucsc-sip@ucsc.edu](mailto:ucsc-sip@ucsc.edu). Electronic signature OK.

**SIP INTERN NAME:**

LAST \_\_\_\_\_ FIRST \_\_\_\_\_

**UCSC SCIENCE INTERNSHIP PROGRAM 2016**  
**#7: Internet Usage Agreement Form**

**Science Internship Program [SIP]** interns are authorized to use internet and online services provided by the University of California Santa Cruz or in accordance with the following obligations and responsibilities:

1. We want interns to be safe on the internet. Users are responsible for proper use of on-line accounts at all times. Users shall keep private personal account numbers, home addresses, and telephone numbers.
2. Materials obtained or copied on the Internet may be subject to copyright laws, which govern the making of reproductions of copyrighted works. A work protected by copyright may not be copied without permission of the copyright owner unless the proposed use falls within the definition of "fair use." Violation of copyright laws may subject user to an action for damages and/or injunction.
3. Users shall not use the system to encourage the use of drugs, alcohol, or tobacco, nor shall they promote unethical practices or any activity prohibited by law or University policy.
4. Users shall not transmit or access material that is threatening, obscene, disruptive, or sexually explicit nor material that could be construed as harassment or disparagement of others based on race, national origin, sex, sexual orientation, age, disability, religion or political belief.
5. Regarding e-mails, IM's and comments you might make to other SIP interns on their social networking site (like Facebook or Instagram), we ask you:
  - a. To keep them positive and respectful of staff and interns alike;
  - b. Not use obscenities, vulgar or sexual language;
  - c. Not to say mean or threatening things to or about other interns or staff;
  - d. Not to pose as another intern online, ever.
6. Most Internet communication is positive, and that's great! In the rare case where there might be negative messages to other interns or staff, or other misuse of the internet, our policy is to inform parents of the misuse or content of negative messages, and suspend internet privileges.
7. Users shall not read others' mail or files; they shall not attempt to interfere with other users' ability to send or review electronic mail, nor shall they attempt to delete, copy, modify or forge other users' mail.
8. The internet contains material that may be considered harmful. The university will not knowingly allow the use of Internet for access to harmful matter. Because the university is a public place shared by interns and staff of all ages, staff members reserve the right to end the Internet sessions when such material is displayed.



*I understand and will abide by the provisions and conditions of this contract. I understand that any violations of the above provisions may result in the loss of my technology access privileges, dismissal from the program, and / or appropriate legal action.*

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Print Name of SIP Intern	Signature of SIP Intern	Date
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**I plan to bring my personal computer to SIP:**     **YES**     **NO**

I have read this contract and I understand that it is impossible for the University of California, Santa Cruz to restrict access to all controversial materials, and I will not hold the University responsible for materials acquired on the network. I agree that my child's inappropriate use of internet technology may result in the loss of technology privileges or dismissal from the program. I hereby give my permission for my child to access information utilizing the Internet.

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Print Name of Parent/Guardian	Signature of Parent/Guardian	Date
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*Above signatures also indicate that signers will not hold UC Santa Cruz or SIP responsible for loss or damage to personal computers. Signers fully accept the inherent risk in bringing private property to campus.*

Please sign this agreement. (*Electronic signatures OK on this page.*)  
You can then email as attachment to SIP Staff at [ucsc-sip@ucsc.edu](mailto:ucsc-sip@ucsc.edu).

**SIP INTERN NAME:**

LAST \_\_\_\_\_ FIRST \_\_\_\_\_

## **UCSC SCIENCE INTERNSHIP PROGRAM 2016**

### **#8: Housing Agreement Form**

#### **Instructions for Housing Form:**

1. This is an agreement between UCSC and SIP interns and their families regarding housing. Interns must sign up for and pay for housing on the registration webpage. Interns should have received a link to the registration page in an email from the Director of SIP.
2. Please read and sign this Housing Agreement.
3. Scan and email to: [ucsc-sip@ucsc.edu](mailto:ucsc-sip@ucsc.edu).

#### **Housing Information:**

- Plans cover Room and Board (3 meals a day), parking, on-campus shuttles and Resident Assistants (RA) male and female.
- Rooming is for 5 nights a week – Sunday thru Thursday night (this includes Sunday dinner and Friday breakfast and lunch).
- Interns depart the dorms on Friday after class, and return on Sunday for dinner. They can keep their belongings in their locked rooms, but should take any valuable items home with them.
- Interns bring their own bedding and linens.
- The SIP program is assigned specific meal times and usually all of the interns will go to the dining hall together. This year, we have been assigned 8:00am breakfast / 1:00pm lunch / 5:45pm dinner.
- Vegetarian options are offered in the dining hall.
- Curfew: Interns must be in the dorm by 10:00pm, and in their dorm room by 11:30 pm. The campus dorm quiet hours are 10:00pm to 8:00am.
- The RA's will schedule daily planned activities for the interns during the evenings.
- Please read the "UCSC Summer Handbook" (attached) for additional information.

**Check in will be at the West Conference Office, open from 7am to 8pm daily.**

**RA's will be on hand at 5pm on Sunday evenings to facilitate check in for interns new to the dorms.** The RA's will take you on a walking tour and show you the dining hall and your lab building, as well as answer any questions you may have. Interns will also review the House Rules and Calendar.

## **HOUSING AGREEMENT POLICY**

**This policy must be read and acknowledged by both the intern and his/her parents.**

We believe that all of our SIP interns have the ability to apply “**Common Sense**” while living in the dorms. We also understand that SIP interns may have unrestricted privileges while living at home. If an intern feels that living under “house rules” while in summer internship is too restrictive and that they would have difficulty abiding by these rules, then we encourage them not to apply for housing.

We want every intern to enjoy their college dorm experience and meet new friends.

On most evenings, we will have a balance of activities that will allow for supervision by RA's both inside the dorm and at an outside activity. In rare cases, both Ra's will be leading outside activities, in which case all interns in housing will need to participate in those activities. It is not permitted for interns to remain in the dorms without RA supervision.

### **INTERN CODE OF CONDUCT House Rules**

Violation of any of these rules will result in immediate dismissal from the housing program AND dismissal from the internship.

#### **I will treat other people and their property with respect:**

For example, I will not:

- Instigate or be a part of any disruptive or destructive behavior.
- Abuse others in any manner which may cause or potentially cause another individual physical or psychological harm, and/or which may cause needless feelings of discomfort or embarrassment.
- Enter another student's room without their permission. Handle, or damage anyone else's personal property (including their food).
- Organize and/or participate in “pranks” of any kind, as they are considered a serious offense to group living

#### **I will be responsible in the dorms:**

For example, I will not:

- Climb on the dorm roof.
- Remove dorm furniture or window screens from any room in the dorm.
- Leave the exterior dorm door propped open or unlocked at any time.
- Leave my dorm room door unlocked or leave my window open when not in the room.

#### **I will behave in a safe manner:**

For example, I will not:

- Allow access to the dorms to ANYONE, including outside guests or friends.
- Allow anyone of the opposite gender into my dorm room at any time, other than the RA in cases of emergency.
- Wander the halls of any floors in any other dorm.

- Be under the influence of any drugs or alcohol, tobacco products, illegal substances, non-prescribed drugs.
- Use any prescribed medication, over the counter drugs, or others controlled substances in an abusive manner.

The Walking on Campus policy that you signed as part of the Intern Agreement Acceptance Package also applies to the housing interns during their off time from their daily lab.

**WALKING ON CAMPUS:**

- Interns must be accountable for their whereabouts while on campus
- Interns are not allowed to leave the campus unless accompanied by SIP staff or faculty, and must have parental approval
- **\*\*ALL SIP interns must be with another interns or mentor using the buddy system when outside of the assigned department area. Interns are not allowed to wander the campus alone.\*\***

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**Intern & Parent/Guardian Statement**

**I understand that if I, the intern, \_\_\_\_\_ fail to abide by the rules cited in this policy, appropriate action will be taken. I will be dismissed from the Housing Program (without refund) as well as being dismissed from my SIP internship. Any violation of the Housing Agreement Policy will result in immediate notification to my parents, mentors, and high school counselor or teacher.**

**"By entering my full name in lieu of a signature below, I agree to all of the terms and conditions stated on this form."**

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SIP Intern Signature \_\_\_\_\_ Date \_\_\_\_\_

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Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

Please sign this agreement. (*Electronic signatures OK on this page.*)  
You can email as attachment to SIP Staff at [ucsc-sip@ucsc.edu](mailto:ucsc-sip@ucsc.edu).

# Welcome!

Welcome to the University of California at Santa Cruz. This campus, established in 1965, is one of the most beautiful campuses in the United States. The towering redwoods and amazing views of Monterey Bay are but a few reasons why UCSC is *the best place to be*. We are pleased to have the opportunity to share our beautiful campus and its facilities with you.

In order to make your time with us as enjoyable as possible, this Handbook for Summer Programs has been developed. The purpose of the handbook is to familiarize you with some of the policies and procedures that govern groups at UCSC.

We hope that your stay at UCSC will be a pleasant one. Should you have any questions please contact your Conference Coordinator or Conference Office.



## UCSC POLICIES AND GUIDELINES

Behavior: Supervision & Conduct	2
Community Safety Officers	2
Damages	4
Decorations	4
Departures	4
Entry Kiosks	4
Environmental Considerations	5
Harassment	5
Maintenance	5
Noise	5
Pets/Animals	6
Phones	6
Penalties	4
Personal Property	6
Security	6
Smoking	7
Visitors	7

## GENERAL INFORMATION

ATMs	11
Bookstore	11
Conference Office	11
Copy & Fax Services	11
Custodial Services	12
Dining Services	12
Health Services	13
Laundry	13
Mail	13
Parking	14
Staying Comfortable	14
Transportation (Shuttles, City Buses)	14

## EMERGENCY PROCEDURES

Earthquake Safety	12
Emergency Preparedness	12
Fire Safety	13
Wildlife	13

# UCSC POLICIES AND GUIDELINES

## **BEHAVIOR GUIDELINES: SUPERVISION & CONDUCT**

**UCSC requires 1:10 staff to participant ratio in residential housing for all youth (18 and under) groups, with staff reflecting gender mix in residential halls.** The conference is required to perform background checks and fingerprinting for all staff in youth programs. This includes residential and program staff. **Youth participants must be accompanied by supervising staff at all times.**

All staff must be familiar with, and are responsible for, upholding UCSC policies. We recommend CPR and First Aid training for all staff. **All programs must be in compliance with California State law as well as local ordinances. Federal law prohibits sex discrimination in educational institutions and staff and managers are responsible for reporting sexual discrimination. Please see the Title IX web page for information on policy, procedures and reporting, <http://www2.ucsc.edu/title9-sh/index.htm>.**

UC Santa Cruz is a diverse community and will not tolerate the denigration of another human being on the basis of race, gender, sexual orientation, national origin, disability or other characteristic. Ignorance is not an acceptable excuse for such behavior. There are many other conferences, programs, and activities on the UCSC campus that will be occurring during the same time as your conference. Interactions between any member of your group, including staff, and other people at UCSC are expected to be respectful and civil at all times. Any actions, words, or behaviors that show disrespect or rudeness to other groups or persons on campus could be subject to the immediate suspension of the participant(s) involved and possibly termination of the conference and the forfeiture off all fees associated with the conference.

Illegal drugs, fireworks, explosives and all weapons are prohibited on campus. Alcoholic beverages are not permitted in any areas occupied by individuals under 21 years of age.

It is illegal to tamper with alarms, fire-fighting equipment, and elevators in any way. *Candles and other open flames are not allowed.* Screens are not to be tampered with. Litter is to be placed in the trash and recycling containers provided in each area. Any damages to university property will be charged to the organization hosting the program.

Please observe quiet hours between 10:00 pm and 8:00 am. Participants are expected to behave appropriately at all times; excessive noise or rowdiness will not be tolerated, especially around college and administrative offices and dining halls. Loud sound systems may not be used in residential areas or dining halls.

## **COMMUNITY SAFETY OFFICERS and Late Checkins**

Community Safety Officers (CSOs) perform nightly rounds, ensuring the safety of the colleges and its participants. CSOs enforce policy, can assist with lockouts when the Conference Office is closed, act as a contact during emergencies and ensure the security of all buildings. Please be aware of the CSOs in your area and get to know them. CSOs wear black or tan vests with the UCSC insignia and carry UCSC identification. They work staggered hours between the hours of 7:15 pm -2:45 am. To contact a CSO, call (831) 459-2100.

Late arriving participants (after the campus Conference Office is closed) should call the Community Safety Officer for their housing area. The CSO will then arrange to meet the guests at their college and let them into their room or apartment. The participants should check-in the next morning at the assigned Conference Office to receive room keys, meal cards/wristbands, and parking permits.

## DAMAGES/PENALTIES

Damages to University property will be billed to the conference. Failure to comply with University policy may incur financial penalties and/or termination of housing and removal from campus.

## DECORATIONS

We understand the value that decorations and “spirit” add to programs. Decorations must be contained to the residential areas; the hanging of materials is not allowed on rooftops, buildings, fences, trees, bushes, or any other surface. Chalk, paint, glue, and glitter are not allowed. All signs/posters must be hung with a *low-tac adhesive tape (painter’s tape or adhesive putty)* to prevent stains and paint removal. Do not cover room numbers. All decorations must be taken to the dumpster or recycling bins and rooms returned to original condition before the program’s departure.

## DEPARTURES

Should a participant or staff person need to leave early, please notify your Conference Coordinator and Conference Office. For safety issues, it is crucial Conference Services is kept informed of all persons residing on campus. The room key/card and meal card must be returned to the Conference Office and the participant or authorized staff must sign the check-out roster with the departure date. Room and board charges are not pro-rated for early departure.

**Program staff is expected to ensure that rooms are emptied of trash and recycling materials, all windows and entry doors are locked prior to the group departure.**

## ENTRY KIOSK

The Kiosks at campus entrances are no longer staffed during evening hours. Conference attendees arriving after the Conference Office is closed should contact the Community Safety Officer to allow entrance to their housing location (see Community Safety Officers, page 3).

## ENVIRONMENTAL CONSIDERATIONS

As a community that treasures its natural environment, we ask all visitors to help maintain a litter free campus. Trash bins & recycling containers are located near all residential buildings and placed throughout the campus. Turn off unnecessary lights & please report water leaks to the Conference Office. **Working towards a Zero Waste campus, please distribute personal water bottles & bulk beverages in place of individual cups & bottles.**

Santa Cruz County has received much less rainfall than normal for multiple years so the Santa Cruz City Council has extended Stage 1 water restrictions. What you can do to use less water:

- Take a 5-minute shower instead of a 10-minute shower (saves 12.5 gallons)
- Turn the faucet off while brushing teeth/shaving (saves 10 gallons/day)

## HARASSMENT

Physical and verbal harassment will not be tolerated and is prohibited on the campus. If any form of harassment occurs, please notify your Coordinator or Conference Office immediately. UCSC’s Title IX Officer, can be reached at (831) 459-2462. <http://www2.ucsc.edu/title9-sh> is a resource for harassment policies, procedures and reporting.

## MAINTENANCE

In the event that there are problems in the residence areas such as broken furniture, lights, door locks, etc., please contact your Conference Coordinator or Conference Office as soon as possible. Conference Services will take the appropriate actions to remedy the problems.

## NOISE POLICY

It is important that individual/group noise not disturb other programs or university staff working or living on campus. All cheering, yelling, loud radios, etc. must be limited to the playing fields or other appropriate facilities. Your cooperation in maintaining these policies is greatly appreciated. **Quiet hours are in effect 10:00 pm – 8:00 am.**

## **PERSONAL PROPERTY**

The University assumes no responsibility for participants' and/or staff personal property. Expensive items such as computers, stereos, and cameras should be left at home. Participants should be advised to bring only a small amount of personal property and money. The University does not have facilities to secure money.

## **PETS/ ANIMALS**

Pets are not permitted on campus at any time, with the exception of service animals assisting people with disabilities.

## **PHONES**

Courtesy phones, for campus calls only, are located throughout the residence halls and college areas. **Phone lines in res halls and apartment bedrooms are no longer active.**

Messages for your group will be taken by Conference Services staff in the Conference Offices. Please arrange to check for messages each day. The Conference Office will make every effort to deliver emergency messages. Questions regarding additional phone services should be directed to your Coordinator.

## **SECURITY**

Staff and participants are responsible for the security of their rooms and buildings. Keep all doors and windows locked. **Do not prop open outside doors.** Report anything that you feel jeopardizes your personal safety or the safety of the community to the University Police at (831) 459-2231 or dial 911. Report lost key or entry cards to your Conference Office immediately.

## **SMOKING**

**UCSC is now smoke-free and prohibits smoking on all university property, including residential buildings.**

Smoking and the use of all tobacco products including cigarettes, e-cigarettes, cigars, snuff, water pipes, pipes, hookahs, chew and any other non-combustible tobacco product is prohibited. This smoke-free policy applies to all indoor and outdoor areas.

<http://tobaccofree.ucsc.edu>

## **VISITORS**

We request that all visitors register at the Conference Office. Visitors and guests are not allowed to stay overnight on campus.



## GENERAL INFORMATION

### ATMs

ATM machines, accepting most credit cards, are located just across from the Baytree Bookstore in the center of campus.

### BOOKSTORE

The Baytree Bookstore is located in the center of campus, on Hagar Drive. Available at the bookstore are campus souvenirs, apparel, food and snack items, computer and office supplies. For hours of operation, refer to the Bookstore website at: <http://slugstore.ucsc.edu>, or call (831) 459-4815.

### CONFERENCE OFFICE

These offices are located at various locations throughout campus and are staffed by Conference Services employees – all to assist you in making your stay at UC Santa Cruz a pleasant one. Your Conference Office assignment is based on your housing location. Prior to arrival you will be notified of your Conference Office location, phone number and hours of operation. **Please be aware that Conference Offices are not open 24 hours.** Please visit the Conference Office for directions, campus maps, email access, tourism guides, mail pickup, bus and shuttle information. Staff are also available to help with room & key issues and lost meal cards & wristbands.

### COPY & FAX SERVICES

The UCSC Copy Center, located in the Baskin Engineering Building, Room B25, offers full service copying, including digital color copies, bindery, fax, and laminating. For store hours and pricing, visit them at <http://copycenter.ucsc.edu>, (831) 459-3888. Conference Services no longer manages copy center accounts.

### CUSTODIAL SERVICES

Campus custodians clean the residence hall bathrooms and lounges. **However, it is the responsibility of the group participants to clean their own rooms.** Dumpsters and recycling bins are located at every college near the residence halls. Excessive trash left in the halls or in rooms will result in charges made to the conference.

### DINING SERVICES

Three meals a day are included in most nightly rates. Meals generally begin with dinner on day of arrival & end with lunch on departure day. Your group will be assigned a dining time & dining hall. Be sure to allow time in your schedule to get to/from your dining location. For the first meal, it is recommended programs allow extra time for participants to orient themselves to the dining hall. **Participants are expected to arrive at assigned times and dine within a 45-minute meal period.**

Each participant must show a wristband or meal card to gain access to the dining hall. Wristbands may be looped around a neck lanyard or worn on the wrist. They must be visible and presented to the cashier for each meal. The fee for a lost wristband/meal card is \$35.00, obtainable at the Conference Office. Group directors should make arrangements with their coordinator for day-only (commuter) participants.

Appropriate behavior in dining halls is expected. Each person is expected to clear his/her own dishes. Food is not to be removed with the exception of one dessert item. Please do not bring cooking appliances or tamper with stoves.

## HEALTH SERVICES

The Cowell Student Health Center is open on a limited schedule during the summer. Use of the Health Center must be coordinated through Conference Services prior to arrival.

24 Hour Emergency Care  
Dominican Hospital  
1555 Soquel Drive  
Santa Cruz, CA  
(831) 462-7700

## LAUNDRY

Laundry machines are located in either the basement or first floor of residential hall clusters. There is one laundry room per apartment cluster as well. Machines are card-operated and can be loaded with cash or credit card. Please see the Conference Office for more details.

## MAIL

Mail, including small packages, may be sent directly to the campus Conference Office no earlier than five days prior to your conference addressed as follows:

Participant Name  
Conference Name  
Campus Conference Office (West, East, Central or JHU Conference Office)  
UCSC  
Santa Cruz, CA 95064

## PARKING

Parking is strictly enforced on campus 24/7. Parking is by permit only, with the exception of some metered and/or pay station spots in each lot. White "Conference Parking" signs are posted at the entrance to those lots designated for Conference participants (not all lots are conference lots). Permits are available through your Coordinator or Conference Office. **Do not park in any reserved, pay station or metered space.** Tickets are municipal violations and the responsibility of the participant.

## STAYING COMFORTABLE

Summer weather in Santa Cruz can reach into the 70-90s but can be much cooler at night & early mornings. Dressing in layers is recommended. It is advised that guests bring a sweater, jacket or sweatshirt. Our campus is built on an uneven, sometimes steep, terrain and many areas can only be reached by walking – please bring comfortable shoes. Sunscreen is a must for all skin types and should be applied regularly.

## TRANSPORTATION

### Shuttle Services

Free on-campus shuttles operate M-F, 7:30 am – 6:00 pm, every 15 minutes. Weeknight service will run along perimeter routes every 30 minutes until 10:00 pm. There is no weekend shuttle service. For special transportation arrangements, see your Coordinator. For attendees with disabilities, contact your Coordinator in advance.

### City Bus Service

Santa Cruz Metropolitan Transit District buses travel through campus M-F, 6:25 am – 11:50 pm and 7:45 am – 11:30 pm weekends. The fare is \$2.00/ride or \$6.00/day pass, exact change required.

<http://www.scmtd.com> (831) 425-8600

## **EMERGENCY PREPAREDNESS**

It is the responsibility of your staff to inform visitors and program participants of applicable emergency procedures. In case of emergency, your staff will assume responsibility for the evacuation of all participants, visitors, and program staff. Most buildings have evacuation maps posted at the entrance. If your building lacks a map, contact your Conference Coordinator or Conference Office. In the event of a disaster, unless it is unsafe to do so, go the assigned evacuation area or the closest safe location and wait for further instructions from emergency personnel. It is crucial that all room assignments be kept current and your Conference Office informed of any room changes or vacancies made during your occupancy.

**Emergency: On campus phones: dial 911**

**Dispatch nights/weekends: (831) 459-2345 or 459-2100**

Non-Emergency	University Police	(831) 459-2231
	Santa Cruz Fire Dept.	(831) 459-3473 (on campus)
	Conference Offices	see back page

## **EARTHQUAKE SAFETY**

California has many active fault zones. Earthquakes are not uncommon; however, most are not severe. In the case of an earthquake:

- Remain calm, reassure and assist others
- If you are indoors, stay there. Move away from windows. Get under a desk or table or stand in a doorway.
- If you are on a stairway, grab the handrail for support.
- Shield yourself from falling furniture, debris and glass.
- If you are outdoors, move to an open area away from hazards
- Avoid buildings, electrical wires, power poles, trees, and other potential hazards.
- Do not re-enter buildings until they have been declared safe.
- After the shaking stops, exit using stairs (do not use elevators)
- Be prepared for aftershocks

## **FIRE SAFETY**

In the event of a fire, activate a fire alarm and call 911 if it is safe to do so. Do not try to extinguish the flames yourself. Building occupants are required by law to evacuate the building when a fire alarm sounds or when directed to do so by a public safety official.

Stay calm. Do not rush or panic

Use the nearest stairs and proceed to the nearest exit

Do not use an elevator

Proceed to the designated evacuation meeting point

Wait for instructions from emergency responders

Do not re-enter the building until you have been instructed to do so by emergency responders.

Tampering with smoke detectors, fire alarm stations, fire extinguishing devices, or door closure apparatus/alarms is illegal; such actions will result in disciplinary action and/or fines.

## **WILDLIFE**

The design of the UCSC campus allows for visitors to experience our breathtaking natural environment. For safety reasons, please do not feed the animals. If you plan to hike, do not go alone; take a map and notify your group of your intended route and expected time of return.

Because of our unique environment, there have been occasional sightings of mountain lions. Report all sightings to the campus police, (831) 459-2231

All youth must remain with adults at all times. Keep children close to you and/or pick them up so they do not panic and run.

- Do not approach a mountain lion
- Do not run from a mountain lion
- Do not crouch or bend over.
- Do all you can to appear larger – raise your arms, make noise and slowly back away.
- If a mountain lion behaves aggressively, throw stones, branches or anything you can find.

**COORDINATOR CONTACT INFORMATION**

**Jennifer Bloom**

Cell: (831) 212-6735 (June-August)

Office: (831) 459-4429

Email: jmbloom@ucsc.edu

Assistant: (831) 212-4788 (June-August)

**Michael Luttrell**

Cell: (831) 212-4179 (June-August)

Office: (831) 459-4828

Email: mjluttre@ucsc.edu

Assistant: (831) 212-4796 (June-August)

**Heather Robinson**

Cell: (831) 212-6733 (June-August)

Office: (831) 459-5092

Email: hemrobin@ucsc.edu

Assistant: (831) 212-4342 (June-August)

**CAMPUS CONFERENCE OFFICES**

**West Conference Office**

College 8, Apt. Bldg. 2, Apt. #2107

831-502-7000

Open Daily 7:00 am – 8:00 pm

**Central Conference Office**

College 10, Amnesty Residential Hall (#5) #2230

831-502-7004

Open Daily – call for specific hours

**East Conference Office**

Stevenson College, Apt. Bldg. #9 (Novena), Apt. #201

831-502-7002

Open Daily– call for specific hours

**Emergency**

911 from any phone

**UCSC Police Department**

831-459-4856 (office needed, non-emergency)

**Santa Cruz Fire Department (on campus)**

831-459-3473