



## ACCELERATED CERTIFICATE PROGRAMS (ACP) DESCRIPTION AND GUIDELINES STATEMENT OF WORK

### I. SCOPE

#### Services:

##### **Overview**

The Accelerated Certificate Programs (ACPs) assist students in staying current, mastering new approaches, and gaining valuable insights about the rapidly changing world. ACPs are full-time programs approximately 3-months in length in areas such as business, management, finance, marketing, and innovation. Program and program requirements are subject to change. Student applications may not be processed, and any aforementioned tuition discounts may not be offered until this Agreement is fully executed.

##### **Academic Approval and Credit**

All UCI credit and non-credit courses, instructors, and programs undergo a rigorous approval process. The corresponding UCI academic department chair and/or program director have final review and approval authority. For-credit courses are offered in one unit value or fractional unit values. UCI is on the quarter unit system. One unit is approximately ten contact hours, 1.5 units is approximately 15 contact hours; 2 units is approximately 20 contact hours; 2.5 units is approximately 25 contact hours; 3 units is approximately 30 contact hours; and 4 units is approximately 40 contact hours.

The successful completion of an ACP grants students a minimum of 12 and a maximum of 19 academic credits depending on the total number of instructional hours. Students enrolled in one ACP per quarter are considered full-time students.

##### **Internship**

After successful completion of an ACP and if students are able to remain an additional quarter, students may participate in an optional unpaid internship. Internships are supervised, unpaid paraprofessional positions, which provide students the opportunity to work in a real-world setting, practice skills and concepts learned in their most recent ACP and develop professional contacts while earning six units of academic credit. Internships last 10 weeks, and many are in mid-sized organizations in the growing high-tech business environment of Orange County, as well as in the greater Los Angeles area. Internships enhance the student's education and develop career paths through exposure to the American business environment. An internship also increases English language capacity, helps to develop adaptability to different environments, and shapes future goals. Internships range from a minimum of 20 hours per week to up to 35 hours per week for a minimum of 200 hours in the quarter.

To prepare for an internship during the ACP, students enroll in a Resume Writing & Interviewing Skills course, in which they learn to write an American-style resume, cover letter and interviewing techniques through a mock interview process. Students are then guided by dedicated Internship Program staff to search for an internship that matches their career needs and interests. Students may choose from a comprehensive list of companies or seek an internship on their own. Internship placement is not guaranteed. UCI is not responsible for any costs students may incur during their internship. The Internship Program staff will determine if an outside company is suitable to meet the student's professional goals as well as meet the UCI's strict requirements for host sites. As a culmination to the internship, students are required to complete an 8-10-page reflection paper, which details their work experiences. The Internship course carries six (6) academic quarter credits, is considered full-time study, and can only be completed in the final quarter of study.

### **Optional Practical Training (OPT)**

OPT is temporary employment that is directly related to an F-1 student's last major area of study. An F-1 student may be authorized by the United States Citizenship and Immigration Services to receive up to one year of paid practical training. To be eligible for OPT, students must complete nine consecutive months of full-time study and successfully complete their Certificate programs. A typical pathway of study includes two ACPs and one internship. UCI provides information and immigration advising support for students interested in OPT. UCI, however, cannot guarantee OPT authorization and does not provide OPT placement services.

### **ACP English Language Requirements**

Students are required to show evidence of English language proficiency equivalent to:

- 71 iBT TOEFL
- 71 MyBest
- 530 PBT TOEFL or 17 on each section
- 710 TOEIC
- 6.0 IELTS
- B2 CEFR or ISE
- 3.5 iTEP
- 50 Pearson Academic
- Advanced Cambridge
- EIKEN Japanese Test in Practical English "Grade pre-1"
- GEPT "High-Intermediate"

### **ACP PROGRAMS**

A list of available programs can be found on UCI's International Programs website at <https://ce.uci.edu/international>.

### **ACP DATES**

Program Dates can be found on UCI's website at <https://ce.uci.edu/international>.

## **II. FEES AND PAYMENT SCHEDULE**

Fees (i.e., Rates/Cost): Program Fees can be found under **Tuition and Fees** on UCI International Programs website at <https://ce.uci.edu/international>. Students enrolling under this Agreement will be provided a 15% discount on program only. Should a higher tuition fee discount be published on UCI's website for the quarter(s) a student enrolls it will be applied. Discounts from all sources may not be combined or cannot exceed the largest single discount.

Payment Policies and Deadlines: can be found under **Tuition and Fees** on UCI International Programs website at <https://ce.uci.edu/international>.

Terms of Payment: Pursuant to Section 3.2 of this Agreement and Payment Policies and Deadlines.