A. ABOUT THE MINOR & ADMISSIONS

1. How much of a commitment is the ADP minor?
The minor is a pretty heavy commitment with one class each quarter and 8 hours (per week) of internship during the Academic year (note: for cohort B, 15 hours per week of internship during summer sessions A & C). The 134 coursework is also quite demanding. 134A in particular requires intensive weekly writing. If you have other commitments we ask that while you are in the minor that you devote your attention to ADP first.

2. How do I apply?
See the detailed instructions on our website, “Applying to the ADP Minor.”

Also note that as early as week 4 and as late as week 8, applicants may be invited for 1-2 interviews. It is vital that applicants provide, and regularly check, a current working e-mail account throughout the admissions process. Timely and professional e-mail communication is also essential for success throughout the minor.

3. What are my chances of being admitted to the minor? What percentage of applicants are accepted into the ADP minor? Approximately how many spots are available in each cohort?
Because the number of applicants (and their qualifications) varies for each admissions cycle, we cannot provide information on chances, percentages, etc. Typically, there are between 28 and 35 students in the academic year cohort, and between 18 and 24 in the spring-summer cohort. Note, however, that these numbers do not mean that selection for spring-summer is any more or less competitive for the academic year.

4. When will I find out if I’m accepted into ADP? How long after that do I have to decide if I accept?
Applicants for Spring-SummerA-SummerC 2018 will receive an admissions decision from the program by the end of Fall quarter week 8, November 24.

Applicants for Fall-Winter-Spring 2018-2019 will receive an admissions decision from the program by the end of Winter quarter week 8, March 2, 2018.

Some applicants may hear sooner than the dates above. Admitted students are asked to be discreet, and to accept or decline their offer of a position (or an alternate position—see #6, below) in the cohort within a few days of receiving their acceptance e-mail.
5. If I’m accepted to one cohort, can I defer to a later cohort?

Do not apply to a cohort if you do not intend to enter that cohort if accepted. Admission to a given cohort does not guarantee admission to another cohort.

6. If accepted to the program, will I have to attend the orientation? What if I have another commitment?

Yes, the orientation is mandatory for all ADP minor students. You will meet your academic instructor, your ADP cohort, and your internship site director and supervising teachers. There will also be a series of breakout group workshops. There will be several mandatory sessions of orientation. Students who have obligations with student organizations, classes or resident assistant positions must make accommodations in order to attend these mandatory sessions (and we can assist with letters of support).

For students entering Cohort B 2018, orientation will be held in four mandatory parts:

1. Students can choose from one of several 30-minute daytime pre-orientation, welcome/paperwork preview sessions before winter break.

2. Sessions 1, 2 and 3 will be held on early weekday evening in winter quarter, exact days/times TBD. We typically vary the day of the week across the three sessions to minimize impact for students with a regular commitment on any particular weeknight. Sessions 2 and 3 are usually on consecutive days (e.g., a Tuesday and Wednesday evening).

3. Internship hours will begin immediately in week 1 of Spring quarter 2018, i.e., as early as Monday morning, April 2. (See shift scheduling, section C question 3, p. 5).

7. What does it mean to be an alternate?

It means we think you would be a good match for our program but had a higher number of qualified applicants than available spots in the cohort at this time. Should anyone fail to attend orientation or drop out of the program, then you may be offered a spot in the minor! We cannot inform alternates of their position or “ranking” on the alternate list, but we can disclose that we offer only a small number (1-4) of alternate positions. Note that joining the cohort if invited is only possible if an alternate adheres to all of the following requirements—they must:

   a) accept the alternate position in a timely manner (typically within 3-4 days)
   b) take Psychology 130 prior to the start of 134/internship if they haven’t already
   c) attend all sessions of orientation (dates and times TBD in winter quarter; usually held on 2-3 weekday early evenings)
   d) when the time comes arrives, if they haven’t received an offer of admission to the cohort, enroll in other classes assuming they will not be admitted to the incoming cohort, but be ready to rearrange their plans if and when offered a position in the cohort.

A spot might open up immediately, sometime in the weeks following admissions decisions, right up through the third and final session of orientation, and even up to the day before the quarter begins (i.e., during spring break for Cohort B 2018, or week 0 of fall quarter 2018 for Cohort A 2018-19!).
We require that student alternates attend all parts of orientation, because attendance is a strict requirement for participation in the minor. On that day, if a student in the cohort doesn’t attend a session of orientation, we may be able to offer an alternate a position in the cohort. Of course, once the cohort’s first quarter classes and internship (134A / D) begin, the cohort will be final and alternates can no longer join. If an alternate is not offered a spot in the cohort, they are strongly encouraged to apply to a subsequent cohort.

8. I want to apply for cohort A for 2018-2019, but Fall 2018 is far from now. What happens before then? What if my plans change?

We assume that if you are applying for a given cohort, you are ready to make a firm and enduring commitment to follow through with the minor, particularly across all three quarters of the 134 A-B-C courses and internship. If this is not true for you, wait to apply. If you have applied and your plans have changed or are newly uncertain, let us know immediately.

Once students accept our offer of admission to ADP for a certain cohort and attend the first session of orientation, they sign a formal memorandum of understanding (M.O.U.) between themselves, their internship site (director and mentor teacher) and the ADP Minor to affirm their commitment to one another across the three quarters of the internship and core coursework.

9. What should I do if I might already have accumulated 150 units or if I am approaching that number? I have heard that in such cases students may not be approved to add the ADP minor.

If you are nearing 150 units and/or will cross the 150 unit mark the quarter in which you are accepted to the ADP minor, we recommend meeting with a College counselor to get approval to avoid delays in adding the minor to your record.

10. Are there any additional costs and paperwork associated with the minor?

- Tuition for the classes is the same as for others at UCLA.
- Before the end of the quarter before they begin (winter for cohort B; spring for cohort A), all admitted students will be required to obtain:
  - First Aid training and CPR training for both adults and infants/children. We now offer our incoming students training (in Franz hall, with at least one weeknight and one weekend time) for just $45 for both infant/adult CPR and First Aid. Sessions are offered during winter quarter for cohort B, and spring quarter for cohort A, days/times to be announced.
  - A health clearance by a professional doctor or nurse practitioner that indicates that you can work with children without health restrictions. If you had one for a previous employer (more than 6 months ago from the start date of your orientation) you will need to get this done again for this internship. You’ll need to have updated immunizations that meet the UCLA recommendations (http://www.studenthealth.ucla.edu/FormsDocuments/Immunization%20Compliance%20-%20Incoming%20students%20-%20Update%206-10-15.pdf). Students must document vaccinations or immunity to mumps, measles, rubella, tetanus, pertussis, meningococcal, varicella, and Hepatitis B, and a
screening for tuberculosis (TB) if you have not had this completed in the last 4 years. **We also expect our students to receive a flu shot that covers the time of their internship:** for Cohort B 2018, students must include documentation that they have received a flu vaccination for the ’17-18 flu season; for Cohort A 2018-19, we ask them to obtain a flu shot as early as possible in fall 2018. We recommend that you receive a physical and obtain your immunization records from your primary care physician. If that is not possible, you can go to the Arthur Ashe center on campus. TB testing there is approximately $5.00 for students and a health clearance is approximately $20.00. You may visit [http://www.studenthealth.ucla.edu/](http://www.studenthealth.ucla.edu/) for more information.

- A **LiveScan fingerprinting and background check*** in order to work with young children. LiveScans are approximately $88. Detailed information will be provided about the process for all admitted students.

**11. I have been fingerprinted before.** Can I just use that as a source of clearance for this internship?

There is a very specific form of Livescan required by the Department of Social Services and our childcare facilities. Some of you may have been fingerprinted at previous jobs, for example as an EMT, lifeguard, aid in a school district, staff at a police department, etc. Those services are not on the same system; therefore unless you have been fingerprinted for work in a childcare facility by the LiveScan service, you will need to make an appointment to do so.

If you were fingerprinted for childcare, you may have a fingerprint clearance on file. To check, call the State of California, Department of Social Services, Community Care Licensing Division at (310) 337-4333. Tell them that you are checking whether you have a fingerprint clearance on records; you will be asked to provide your Social Security number or your prior clearance number. If you do have a clearance number on file, you will not need to be fingerprinted again. Instead, you’ll be asked to provide us with information about your clearance as well as other identifying information (e.g., SS #, Driver’s license #) and information about your previous childcare employer.

**B. ABOUT CLASSES:**

1. **What are the core classes I take while I am in the minor? When can I enroll in them?**

   The ADP minor is three quarter commitment in which you will be taking courses as well as completing your fieldwork during the three consecutive quarters. The 4-unit courses 134A, 134B and 134C comprise the 3-quarter core course sequence. Each quarter you will be simultaneously enrolled in the 2-unit fieldwork courses, 134D (1st quarter) or 134E (2nd quarter). **Once you have been admitted (and accepted your position) to the minor, the Psychology Undergraduate Advising Office will automatically declare you as an ADP minor and place you into your ADP Minor classes (Psych 134A/134D, 134B/134E, and 134C) during the second pass enrollment period.** You must ensure that you have no academic holds or too many units (total, or too many pass/no pass units) to be enrolled in the courses. In addition, if you are not in the College of Letters and Sciences, you may need to complete a simple but critical administrative procedure in your college in order to be declared an ADP minor.
2. Can any of the courses be taken as a Pass/No Pass grade?
   All courses must be taken for a letter grade. The exception is for the fieldwork component of ADP (Psychology 134D, 134E, and 134C), which are automatically pass/no pass.

3. How do the electives work?
   You may enroll in the three electives yourself. You do not need to complete them during the three quarters of your core 134 coursework and internship. Recall that no more than 2 courses can be counted for both a minor and a major. Please see the undergraduate advising office and/or a college counselor for assistance with planning your program of study.

4. Are there classes I should take before I start?
   Psych 10 (or its equivalent, as recognized by the Psychology department) must be completed in advance of 134A/D (i.e., prior to the first quarter of your internship and core coursework).

   It is strongly recommended that you take Psych 130 before you start the program. If you have yet to take 130 and are not in a Psychology major, you will have access to enroll in spring quarter’s 130 course as soon as you accept an offer of admission to the ADP minor—we encourage you to enroll in 130 right away thereafter. (You could also choose to take the class in summer before you begin the internship and 134 sequence).

C. ABOUT THE INTERNSHIP:

1. Where will I complete my internship?
   You will either be placed at IDP (Franz or Fernald location) or at ECE (Krieger Center, Fernald Center, or University Village). All sites except University Village are on the UCLA campus. Note: Cohort B (Spring-SummerA-SummerC) 2018 interns will be placed only at IDP Fernald and IDP Franz sites.

   **IDP Franz:**
   1615 Franz Hall, Mail Box 951563, Los Angeles, CA 90095

   **IDP Fernald:**
   320 Charles E. Young Drive North, Los Angeles, CA 90095

   **ECE Krieger Center:**
   101 Bellagio Drive, Los Angeles, CA 90095

   **ECE Fernald Center:**
   320 Charles E. Young Drive North Room 128, Los Angeles, CA 90095

   **ECE University Village (This location is off campus):**
   3233 S. Sepulveda Blvd., Los Angeles, CA 90034
Students will be randomly assigned to complete your ADP internship at one of these locations (unless they are already working at IDP or ECE, in which case they will be placed in another center to broaden and enrich their experience). All site placements are final.

2. **What are the hours of the IDP/ECE centers?**
   The centers are open Monday to Friday from 7:30 am-5:30 or 6 pm to families. At IDP, opening shifts begin at 7:15 am and closing shifts end at 6:00 pm.

3. **How does the internship scheduling work? How many hours do I commit to? Do I have to work on Fridays?**
   Because interns become a vital member of the center staff, we take your work schedule very seriously. **You will be expected to be on time and present for every shift; if you must miss a shift due to illness or another unavoidable reason, you are responsible for finding another intern to cover your shift. All hours missed during the quarter must be made up during finals week and/or break week between quarters** per supervising teachers’ discretion.

   Note that some restrictions apply and are subject to change; as of August 2017, all students must make themselves available to be scheduled throughout each quarter for one opening (7:15-9:15 am), one closing (4-6 pm), and one Monday and/or Friday shift, including Monday opening (7:15-9:15 am) and Friday closing (4-6 pm).

   Prior to the beginning of each quarter, you will be informed whether you are assigned to one of these shifts for the quarter (along with all your other shift times). Shift schedules remain the same throughout the quarter, and scheduling for the next quarter begins during week 7/8. The scheduling process for academic-year quarters involves the internship site mentor teachers selecting each student’s 8 weekly hours from 16 hours each student indicates they’re available each week for the upcoming quarter. (These 16 hours must include the requirements listed above, e.g., at least one opening, at least one closing, Monday and Friday availability). You will have the same weekly schedule throughout the quarter, but it will change for subsequent quarters as your (and other interns’) class schedules change. **Note: schedules for fall (cohort A) will be created with students and supervising teachers during August and early September.**

   **Cohort A (Fall-Winter-Spring): You must commit to working 8 hours per week each quarter (including during zero week and finals) in 3-4 separate, regularly scheduled shifts (2-4 hours each), totaling at least 86 hours each quarter.** For example, Marisa may be scheduled Mondays 7:15 – 9:15 am, Tuesdays 2 – 4 pm, Thursdays 12 – 2, and Fridays 4 – 6 pm, and Kenn works Tuesdays 7:15 – 10:15, Wednesdays 9 am – noon, and Fridays 4 – 6 pm.

   **Cohort B (Spring-SummerA-SummerB):** See cohort A, above, for spring quarter; summer sessions require students to complete 15 hours per week for each of the 6 weeks of each session (12 weeks total). Summer scheduling requires that interns provide 20 available hours, of which 15 will be scheduled in 2-5-hour shifts, 4-5 days per week. Students keep the same weekly schedule throughout the 6 weeks of session A, then follow a different schedule for session C.