A. ABOUT THE MINOR

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. All core courses engage students in challenging reading that students must complete on time, because they are expected to use and discuss them in class. 134A and 134B in particular require intensive weekly writing and a major project due in finals week. 134C also requires weekly writing, and involves the continuation of a long-term group project from the previous quarter. If you have other commitments we ask that while you are in the minor that you devote your attention to ADP first.

2. Who is eligible to apply?
Students in all years and majors at UCLA, including transfer students, are invited to apply! In considering your whether you could meet the fundamental requirements, keep in mind the following:

   a. College approval requirement for students at or near 150+ units
   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 (even before applying) to add the ADP minor should you be admitted.

   b. State childcare licensing requirements
   Prospective applicants should be aware that among other state childcare licensing requirements (for the ADP internship), everyone must undergo a criminal background check. If you have a criminal record, even from a number of years ago, you may be ineligible or experience prohibitive delays in clearance. To qualify for the internship (and thereby the minor), all students must also pass a health clearance and provide proof of immunizations. (See below for details on all required clearances and certifications and associated costs.) These steps are introduced after admissions, but if you anticipate a problem with any of them, we recommend contacting us (email: adpminor@psych.ucla.edu) as early as possible in the admissions process.

   c. Considerations for students with disabilities, health conditions, and/or learning differences
The ADP minor is both academically and physically demanding, due to its rigorous coursework and hands-on childcare training. Prospective applicants should carefully consider whether they can meet the following fundamental requirements of the 3-quarter core sequence:

1. **Sustain a demanding weekly academic routine** (minimum = close reading of articles before class and 2 demanding writing assignments each week)
2. **Consistently attend and actively participate in class** (missing all or part of class more than once a quarter and/or lack of participation in class discussion impacts learning more than in traditional courses)
3. **Complete long-term projects both independently (1st quarter) and collaboratively (2nd and 3rd quarters)**
4. **Work closely and communicate effectively with peers and supervisors**
5. **Meet the professional and physical demands of the childcare internship**
   - **Consistent, on-time attendance** (weeks 0 through finals; makeup hours for tardiness or absences may be required during break weeks)
   - **Bending, squatting, sitting on the floor, picking up and holding up to 30 pounds**
   - **Shifts of up to 4 hours** (occasionally longer in summer)

We advise students with disabilities to register with the Center for Accessible Education (CAE) and discuss whether and how their disability might impact their ability to meet the requirements of the ADP minor and determine any reasonable accommodations that may be possible. If and when registered with the CAE, please request your Letter of Accommodation on the CAE Student Portal*. Please note that the CAE does not send accommodations letters directly to instructors—after you request your accommodation letter, instructors will get notified that a letter is ready to be viewed. It is recommended that students also inform Dr. Gross, the director of the ADP minor, (email: adpminor@psych.ucla.edu) that a letter has been requested and is available for viewing in the online Faculty Portal.

*Students with disabilities requiring academic accommodations should submit their request for accommodations as soon as possible, as it may take up to two weeks to review the request. For more information, please visit the CAE website (www.cae.ucla.edu), visit the CAE at A255 Murphy Hall, or contact CAE by phone at (310) 825-1501.

### 3. 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 assist students in finding training opportunities and gladly accept certification from the on-campus student-run CPR and First Aid training organization, provided the CPR includes infant CPR, and that there is written documentation of completion of both infant/adult CPR and First Aid (the First Aid training need not be specifically for infants). This training ([https://swc.ucla.edu/cpr-and-first-aid/](https://swc.ucla.edu/cpr-and-first-aid/)) is likely to be far more convenient and affordable ($10 each for CPR and first aid) than other courses.
• 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://immunizationrequirement.ucla.edu/).

• 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 2020, students must include documentation that they have received a flu vaccination for the ’19-20 flu season; for Cohort A 2020-21, we ask them to obtain a flu shot as early as possible in fall 2020. 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/ for more information.

• A LiveScan fingerprinting and background check* in order to work with young children. LiveScans may cost between $70 and $95. Detailed information will be provided about the process for all admitted students.
  o If you have been fingerprinted before: There is a very specific form of Livescan required by the Department of Social Services and our childcare facilities. Some applicants 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 ADMISSIONS

4. 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 10, 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.

5. **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.

6. **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 2020 (“B cohort”) will receive an admissions decision from the program by the end of Fall quarter week 8.

Applicants for Fall-Winter-Spring 2020-2021 (“A cohort”) will receive an admissions decision from the program by the end of Winter quarter.

Some applicants may hear sooner than the dates above, but receiving notification on or near the announcement deadline is most typical. Patience is appreciated. We ask that applicants offered admission (or a position as an alternate—see #8, below) accept or decline receiving their offer via e-mail, and be discreet about all admissions-related communications while other applicants may be waiting.

7. **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.

8. **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 (see above)
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 (week 1 of spring quarter for Cohort B, week 0 of fall quarter for Cohort A).

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.

9. I want to apply for cohort A for 2020-2021, but Fall 2020 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.

10. If accepted to the program (or offered a position as an alternate), will I have to attend orientation? What if I have another commitment?

    Yes, orientation is mandatory for all ADP minor students and alternates. You will meet your academic instructor, your ADP cohort, and your internship site director and supervising teachers and learn key policies and practices for your internship. There will be 4 mandatory sessions of orientation. Students are required to arrive on time and stay through the end of all sessions. 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).

Orientation will be held in four mandatory parts (exact dates and times are announced during each admissions cycle):

| Orientation Parts 1 – 4 | Approximate Dates for Cohort B (Spring-Summer A-Summer C) | Approximate Dates for Cohort A (Fall-Winter-Spring) |
1. **Welcome/paperwork preview session**  
   (1 hr, several weekday times to choose from)  
   - Fall quarter weeks 9 through Finals  
   - Winter quarter weeks 9 through Finals

2. **Session 1**  
   (2.75 hr, one weekday evening, e.g., 5 – 7:45 pm; all must attend the same session)  
   - Early winter quarter (e.g., week 2, 3 or 4)  
   - Early spring quarter (e.g., week 2, 3 or 4)

3. **Session 2**  
   (all must attend the same session)  
   - Later winter quarter (e.g., week 7 or 8), one weekday evening, e.g., 5 – 7:45 pm  
   - Monday of fall zero week, 9 am – 1 pm

4. **Session 3** (internship site orientation)  
   - Late winter quarter (e.g., week 9), one weekday evening  
   - Tuesday of fall zero week, 2 hr, usually midday / early afternoon

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**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. What do interns do? What is a typical day at the internship sites?
   Please see the ADP website for details. In general, we recommend that you review the website to acquaint yourself with the minor as much as possible. Our graduates have even created a “Day in the Life of an ADP intern” page for you: https://www.psych.ucla.edu/undergraduate/undergraduate-student-services/majors-minors/applied-developmental-psychology-minor/a-day-in-the-life-of-an-adp-intern

2. Where will I complete my internship?
   You will either be placed at IDP 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) 2020 interns will be placed only at IDP.
   
   **IDP:**
   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 may not select their internship site. They 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.

3. 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.

4. 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. **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.**

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.**

**Cohort A (Fall-Winter-Spring):** You must commit to working 8 hours per week each quarter (including during zero week and finals week) 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. Note that shifts begin Wednesday of zero week of fall quarter.

**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.

11. How soon would I begin my internship?

Internship hours begin as early as:

- Monday of week 1, spring quarter for Cohort B
- Wednesday morning of zero week, fall quarter for Cohort A