The Minor in Applied Developmental Psychology
Frequently Asked Questions

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. 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. 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.

3. 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 the Fall-Winter-Spring 2015-2016 will be informed of admissions decisions by week 6 of spring quarter, although they may hear sooner. Admitted students are asked to accept or decline their position in the cohort within a few days.

4. If accepted to the program, will I have to attend the orientation?
Yes, the orientation is mandatory for all ADP minor students. You will meet your instructor, your fellow ADP cohort, and the site director. There will also be a series of breakout group workshops. There will be several mandatory sessions of orientation.

For the Fall-Winter-Spring cohort A (2015-16), orientation will begin during spring quarter 2015 (Thursday, May 28, 5 – 7:30 pm, plus a mandatory initial meeting regarding pre-requisite paperwork offered several times during weeks 6-7) and will continue week zero of fall quarter on Monday and Tuesday, September 21-22, 2015 on the UCLA campus. Plan to be available all day Monday 9/21 and Tuesday 9/22 until mid-afternoon. Note that students must also be ready to begin their internship hours starting the first day of instruction, Thursday, September 24, 2015, and some may begin as early as Wednesday 9/23.

5. I want to apply for cohort A for 2015-2016, but Fall 2015 is far from now. What happens before then? What if my plans change?
We assume that if you are applying for the Fall-Winter-Spring 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, 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.

6. Are there any additional costs and paperwork associated with the minor?
   - Tuition for the classes is the same as for others at UCLA.
   - There are a number of required forms, clearances and trainings to be completed during spring quarter. **ALL must be completed and submitted to ADP before the end of spring quarter.** A mandatory informational meeting will be offered at least two different times between weeks 6 and 7 to walk all students through each requirement. Some forms are basic; other forms and requirements involve more action and cost:
     - **First Aid training and CPR training for both adults and infants/children.** Classes at ASUCLA for CPR/First Aid are the least expensive ($10 each with your UCLA student ID). You may visit [http://www.studentgroups.ucla.edu/uclacpr/](http://www.studentgroups.ucla.edu/uclacpr/) for more information. We recommend signing up immediately, because classes do sell out. You need to have written proof in the form of a card or certificate that you are certified to be perform CPR on INFANTS and adults. First Aid training is usually offered as a separate course, and need not be pediatric-specific. You can get first aid training anywhere in the U.S. (including online, if you have no in-person options).
     - **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.
     - **A TB test** if you have not had this completed in the last 4 years. We recommend that you receive a physical and a TB test 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 children. LiveScans are approximately $97. Detailed information will be provided about the process for all admitted students.

7. 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.

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 yourselves. You do not need to complete them during the three quarters of your core 134 coursework and internship.

4. Are there classes I should take before I start?
Psych 10 needs to be completed in advance of 134A/D (i.e., prior to fall quarter 2015). It is highly recommended that you take Psych 130 and/or one or more courses in the Psych133 series (B to I) before you start the program. If that is impossible, please aim to take one or more concurrently with 134A and/or 134B.

ABOUT THE INTERNSHIP:

5. 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.

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, and can be reached by car, bicycle, or direct bus line from campus):
3233 S. Sepulveda Blvd., Los Angeles, CA 90034

You will be randomly assigned to complete your ADP internship at one of these locations. All site placements are final. Students already working at IDP or ECE will be placed in another center to broaden and enrich their experience.

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

7. 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 all students should expect to be scheduled for one opening (7:15-9:15 am), one closing (4-6 pm), and one Monday and/or Friday shift.

Specifically, during the 3 quarters of your internship, you must be available to be assigned to the following shifts:
1. Monday opening (7:15-9:15 am) and
2. 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 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 (plus 6 hours during each week of 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.