

# **Internship Guide:**

**Step 1: Secure Internship (Must be related to your discipline and preferably in your career path)**

**Step 1:** MOU with Company-(Spring Semester)

**Step 2:** Complete Internship Forms - (Spring Semester)

- Internship Agreement
- Department Internship Form
- Course Enrollment Form (Special Registration)
  - Register for Summer Internship (AGST4940) at University Extended Education (UEE)
  - Pay Registration Fee
  - Register for 1 Unit: Online submission/registration is not yet available.

**Step 3:** Proceed to Internship - (May)

**Step 4:** Internship - Summer

- Schedule Internship site visit for mid-end of July with coordinator
- Typically 30-45 minutes, depending on length of tour etc.
- Involves the intern & a supervisor
- Tour of Facility
- Pictures of Activities
- Details of activities & projects worked on
- Collect Supervisors Evaluation Form or have it sent directly to Internship Coordinator
- Student are awarded I-Grade (Incomplete – Grade)
- Complete 180 Hours Min.

**Step 5:** End of August

- Register for AGST 4940 Fall-3 units
- Use Special Registration Form (Different from Summer form) at Enrollment Services (MSR): Online submission/registration is not yet available.
- Schedule Presentation

**Step 6:** Oral Presentation - (September-November)

See list of deliverables and requirements

**Step 7:** Final Grades Awarded - (December)

- Summer Grade Changed from I
- Fall Grade Awarded

**Note:**

- Student's regular job cannot be used as internship.
- Keep a record of internship hours (Minimum of 180 hours)
- Include supervisor's evaluation form in your portfolio or have it sent directly to the Internship coordinator.

- Online registration is not yet available: All hard copies of registration forms must be physically turned in to the appropriate offices.
- Collect letter of recommendation from supervisor.
  - Leave a good impression.