

## Procedures for obtaining Internship units in Managerial Economics

Managerial Economics students with over 84 total units may earn up to 2 units of upper division internship credit (ARE 192). To expedite the process please follow these guidelines:

- 1) Internship position must be relevant to the major (students responsible for finding position).
- 2) Some employers require you to be enrolled in units, but if they don't require it and you don't need the extra units, we recommend that you forego the units and apply for transcript notation only (see #8 below).
- 3) If you need the units, the next step is to find a faculty sponsor. If you need suggestions, please see the faculty and lecturers links: <http://are.ucdavis.edu/en/people/faculty/> and <http://are.ucdavis.edu/en/people/lecturers/>.
- 4) Download and print the Internship form: <http://are.ucdavis.edu/en/undergraduate/major/forms/>.
- 5) Fill out as much information as you can, then meet with your faculty sponsor so s/he can fill out the faculty portion and sign the form. **Note:** to earn 1 unit you must complete a 5-page paper; for 2 units you must complete a 10-page paper to be submitted to your faculty sponsor by their deadline (no later than the last day of instruction).
- 6) **Before the 10<sup>th</sup> day of the quarter** - bring the completed and signed form to Student Services (1176B SS&H). NO APPOINTMENT IS NECESSARY. Once your form is approved and signed by the Master Advisor, Elizabeth Clark-Anibaba will send you an email with the CRN. You must enroll by the deadline to add, which is the 12<sup>th</sup> day of the quarter.
- 7) **Requests submitted after the 12<sup>th</sup> day of the quarter will not be approved.**
- 8) We recommend obtaining transcript notation with or without the ARE 192 units. Contact the Internship and Career Center for transcript notation: <https://icc.ucdavis.edu/students/aggiejoblink/whatisTN.htm>
- 9) **Before the last day of instruction** – have your site supervisor complete and sign your evaluation form (Site Supervisor Evaluation form). Submit your final paper and evaluation to your faculty sponsor.

# Transcript Notation for UC Davis Students

**UC DAVIS**  
INTERNSHIP AND  
CAREER CENTER

## Get your internship documented on your transcript.

### How?

If you're a UC Davis student working 40 hours or more per quarter in an approved and supervised internship, you can have your internship recorded on your transcript—what's known as "transcript notation."

Transcript notation includes the internship title and organization plus the quarter(s) that you participated.

### Tell me more!

Transcript notation is free and:

- Helps you determine internship goals, duties, expectations.
- Documents your academically approved internship.
- Relates to employers and graduate schools your extracurricular experiences.
- Prepares you for interviews by helping you recall examples of how your internships influenced your professional growth.

Forget 10 easy steps; you can get started in 8.

1. Get an approved and supervised internship.
2. Go to [icc.ucdavis.edu](http://icc.ucdavis.edu) and login to Aggie Job Link (AJL).
3. On the AJL home page, click the "Transcript Notation" option from the "More" list. Click "Add New" to start a new transcript notation form.
4. Begin typing the name of the organization sponsoring your internship in the employer box.
5. Select your organization's name from the drop-down list. (If it isn't in the list, enter the name of your internship organization in the "New Organization" field.)
6. Complete all required information requested in the proposal, parts one and two. (Red asterisks denote required fields.) The proposal must be completed within the first two weeks of the internship.
7. When you have completed all the required fields, click the "Submit" button at the bottom of the page. Logout when you're finished.

8. After you have completed your transcript notation proposal, give your internship supervisor a heads up that, at the end of the quarter, they will need to fill out a supervisor's evaluation for you. Your supervisor will access your evaluation from their Aggie Job Link employer account and submit the evaluation online.

### Then what?

All internships require a timesheet you access through AJL under the "Time Commitment" section. Your internship supervisor will verify your hours at the conclusion of your internship.

### It's a wrap.

At the end of the quarter, you must submit a completed "Student Final Report":

1. Login to Aggie Job Link and click the "Transcript Notation" option.
2. Click "Student Final Report."
3. Submit short responses (3-8 sentences) for each of the six questions.
4. Click "Submit" when you are done.
5. Remind your internship supervisor to login to Aggie Job Link to complete the supervisor's evaluation.

Your transcript notation will appear in the comments section of your printed transcript. To check if your notation has posted, logon to SISWeb to view your unofficial transcript three to six months after the internship has ended.

If you have questions about transcript notation or Aggie Job Link, visit [icc.ucdavis.edu](http://icc.ucdavis.edu) or stop by the second floor of South Hall. You can also call 530-752-2855 to speak with an ICC staff member (Mon.-Fri., 10:00 a.m.-4:00 p.m.) or email [ajlhelp@ucdavis.edu](mailto:ajlhelp@ucdavis.edu).

Faculty Form

REQUEST FOR APPROVAL OF INTERNSHIP  
FOR ACADEMIC CREDIT  
(Course 92 or 192)

**OBJECTIVES OF THE INTERNSHIP PROGRAM:** Enable students to obtain applied learning experience which will complement and extend the traditional educational process. The experience should also aid the student in the exploration of potential career opportunities and assist the student in clarifying his/her personal and educational goals.

**Obligations of the Faculty Sponsor:**

1. Possess expertise in the area of the proposed internship.
2. Review student's adequacy of preparation for undertaking the proposed internship.
3. Evaluate the intern primarily on the basis of written work demonstrating the intellectual value of the experience.
4. Require student to provide copy of the 92/192 forms to the Internship & Career Center.

\*\*\*\*\* TO BE COMPLETED BY THE FACULTY SPONSOR \*\*\*\*\*

Student Name \_\_\_\_\_ Student ID \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Student E-mail Address \_\_\_\_\_

Course Identification:

_____	92	192	_____	_____	_____	_____	_____
Department	Circle one	Section	Units	Quarters Offered	Year	CRN number	

Requirements: In addition to experience check all that apply:

\_\_\_\_\_ Library Research    \_\_\_\_\_ Lab Notebook    \_\_\_\_\_ Diary, journal, or log    \_\_\_\_\_ Final Paper

A brief descriptive statement of the credit assignment:

Remind students that 90 units are required for upper division credit, and that he/she should complete a transcript notation form available from the Internship & Career Center, South Hall.

**Transcript Notation:** Completion of transcript notation requirements assists the Internship & Career Center in assuring the quality of its offerings and provides the students with a descriptive listing of his/her internship on their transcript.

\_\_\_\_\_  
Signature of Faculty Sponsor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print name of Faculty Sponsor

\_\_\_\_\_  
Signature of Master Adviser / Date

Student Form

REQUEST FOR APPROVAL OF INTERNSHIP  
FOR ACADEMIC CREDIT  
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**OBJECTIVES OF THE INTERNSHIP PROGRAM:** Enable students to obtain applied learning experience which will complement and extend the traditional educational process. The experience should also aid the student in the exploration of potential career opportunities and assist the student in clarifying his/her personal and educational goals.

**Obligations of the Student :**

1. Submit a detailed outline of the proposed program including a statement of goals.
2. Demonstrate to the faculty sponsor that the student has adequate background to permit successful completion of the project.
3. Actively participate in the field experience to a degree commensurate with the unit credit requested.
4. Fulfill all contractual obligations agreed upon with the faculty sponsor.
4. Provide a copy of all 92/192 forms to the Internship & Career Center.

\*\*\*\*\* TO BE COMPLETED BY THE STUDENT \*\*\*\*\*

Academic Quarter: SSI SSII F W S Year: \_\_\_\_\_ CRN#: \_\_\_\_\_

Faculty Sponsor: \_\_\_\_\_ ICC Coordinator: \_\_\_\_\_

Internship Site: \_\_\_\_\_ Site Supervisor: \_\_\_\_\_ Phone # \_\_\_\_\_

Student Name \_\_\_\_\_ Student ID \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Local Phone #: \_\_\_\_\_ Permanent Phone #: \_\_\_\_\_

E-mail: \_\_\_\_\_ Major: \_\_\_\_\_ Year in School: \_\_\_\_\_

You must have completed 90 units to enroll in the upper division 192, otherwise enroll in 92.

I am enrolling in: 92 \_\_\_\_\_ 192 \_\_\_\_\_ Units Requested: \_\_\_\_\_

**Title & Description of project** (in conjunction with on site supervisor describe work to be undertaken, responsibilities/duties, and other requirements):

**Goals** (elaborate on reasons for taking this course and/or projected outcomes of this experience):

**Qualifications:** (list specific courses and/or experiences that enable you to complete this special project):

Site Supervisor Form

INTERN EVALUATION FORM

\*\*\*\*\* TO BE COMPLETED BY THE JOB SITE SUPERVISOR \*\*\*\*\*

Name of Student Intern: \_\_\_\_\_ Date \_\_\_\_\_

Length of Assignment (dates): \_\_\_\_\_

Faculty Sponsor: \_\_\_\_\_ Faculty E-mail Address: \_\_\_\_\_

RELATIONS WITH OTHERS:

- Exceptionally well accepted
- Works well with others
- Gets along satisfactorily
- Has some difficulty working with others
- Works poorly with others

JUDGEMENT:

- Exceptionally mature
- Above average in decision making
- Usually makes the right decision
- Often uses poor judgment
- Consistently uses poor judgment

ABILITY TO LEARN:

- Learns very quickly
- Learns readily
- Average in learning
- Rather slow to learn
- Very slow to learn

ATTENDANCE:

- Regular
- Irregular

ATTITUDE:

- Outstanding enthusiasm
- Very interested and industrious
- Average in diligence and interest
- Somewhat indifferent
- Definitely not interested

DEPENDABILITY:

- Completely dependable
- Above average dependability
- Usually dependable
- Sometimes neglectful or careless
- Unreliable

QUALITY OF WORK:

- Excellent
- Very good
- Average
- Below average
- Very poor

PUNCTUALITY:

- Regular
- Irregular

OVERALL RATING:

- Excellent     Very Good     Average     Below Average     Poor

BRIEF DESCRIPTION OF THE INTERNSHIP ASSIGNMENT:

COMMENTS: (use other side if necessary)

\_\_\_\_\_  
Site Supervisor's printed name and title

\_\_\_\_\_  
Signature

Phone: \_\_\_\_\_ Site Name: \_\_\_\_\_

Address: \_\_\_\_\_