Instructions: ESYS Learning Agreement in InternLink

Accessing the Form

1. Log into InternLink (http://aipinternlink.ucsd.edu)
2. Choose "My AIP Learning Agreement" (Link on the right, or under "My Account")
3. Click the "Add New" button to open the Learning Agreement form.

Completing the Form

1. *Choosing the Correct Program*
   - Under Program, select:
     "Environmental Systems Senior Internship"

2. *Internship Placement Information*
   - In the Section "Internship Information", search for the organization you are interning with.
     - *If the organization is not in the system, then enter it under "New Organization"*
   - Leave the "Position" field blank.
   - Enter the rest of the details of the internship. Be sure to properly describe the scope and work you will complete during the internship.

3. *Learning Objectives*
   - Select "Add Learning Objective" and add 3 learning objectives.
   - Learning objectives are clear statements of what you plan to learn during your internship that help choose activities at your work site that will enhance your overall experience and learning.
   - Check out the Learning Objectives Worksheet for help developing your objectives.

4. *Course Information*
   - Academic Course: Select "ESYS 190A"
   - Enter the information of your Faculty Advisor
   - Enter the Topic/Title of your ESYS Senior Project

Student Full Name *

    Test1

Student PID *

    A12345678

Major *

    Environmental Systems

UCSD Email *

    test1@ucsd.edu

Internship Term *

    Fall 2018

Program *
Indicate whether you are participating in any of the listed partner programs. If you are participating in a tr and none of the programs apply, select "None of the above."

    Environmental Systems Senior Internship

Special Studies Course Enrollment Information - for approval by UCSD Faculty Advisor

Academic Course *

    ESYS 190A - Environmental Systems

Faculty Advisor Full Name *
If your faculty advisor is not listed, please select "NOT LISTED," then enter his/her name in the box below.

    NOT LISTED

Faculty Advisor's Name
If your faculty advisor was not listed in "Faculty Full Name" above, enter his/her name here. AIP will add your faculty advi he/she is eligible to serve in this role.

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Faculty Department *

    ESYS

Faculty Teaching Title

    Lecturer (LSOE or LPSOE)

Submitting the Form

- Print out the learning agreement form (PC: Ctrl + P) (Mac: ⌘ + P)
  - Note, you must be in "edit view" to select the print button
- Select the "Submit" button to indicate that the electronic version of the Learning Agreement is completed and you are gathering signatures.
- Sign the *printed* Learning Agreement and collect signatures *in-person* from your internship supervisor and your faculty mentor.
- Submit the printed/signed form to the ESYS Advising Office in Galbraith Hall, Third Floor, Rms. 365-368