



FINDING AN INTERNSHIP & ENROLLMENT

1. Begin your search for an Internship

- Browse available listings on our [website](#)
- Contact the agency you want to intern with and work out logistics such as:
 - Will you be a 2-unit or 5-unit intern?
 - Do they need a resume or cover letter from you?
 - Description of work/internship duties
 - Scheduling, etc...

2. Submit an Enrollment Contract

- Fill out and submit a [Learning Contract](#) (Google Form on our website)
- Check your UCSC email and follow instructions
- Refer to the [Directory \(ucsc.edu\)](#) and choose one whose area of expertise best matches your internship (List is available on our website)
- Email the correct google form link to your agency and faculty sponsors. Feel free to contact the Internship Office if you need help choosing a faculty sponsor
- Verify both agency & faculty sponsor have submitted the google form you emailed them prior to requesting an enrollment code. Come to the Internship office located in ISB 491 to obtain an enrollment code

Feel free to contact the Internship Office if you have questions or concerns about the process!

Phone: 831.459.2104 Email: esintern@ucsc.edu