



## **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 [list of faculty sponsors](#) 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](mailto:esintern@ucsc.edu)**