Step 1: Secure an Internship or Professional Experience that Qualifies for Credit
For resources to help you search for an internship/professional experience see http://www.careerhelp.umn.edu/jobsearch

Your experience will qualify if:
• You will spend more than 120 hours in the experience
• You are completing a project, undertaking activities, or developing skills that are related to your major field or intended profession
• You have begun your experience no more than 6 months prior to the first day of the course
• You will be supervised by someone within your intended field or profession, who is not a member of your immediate family.

If you have any doubt about the eligibility of your internship, consult with the internship course instructor (see contact information at the end of this document) before accepting your internship.

Step 2: Determine When to Enroll in the Course

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<tr>
<th>If at least 90 of your 120 experience hours will be completed during:</th>
<th>Register for:</th>
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| Summer 2017: June 1- August 31 | ESPM 4096- Fall Semester Deferred Enrollment  
Note: Students will complete online orientation, networking, evaluation and reflection activities during the summer, then attend weekly course meetings in the fall between 9/5/17-10/18/17  
  • Section 001, Meets Wednesdays from 3:00-3:50pm  
  • Section 002, Meets Tuesdays from 3:00-3:50pm  
-OR-  
CFAN 3096- Summer Session Concurrent Enrollment  
Enrollment in summer session is possible for students graduating in the summer or learning abroad in the fall. Note: Summer tuition will apply.  
  • Section 001, Meets 3:00-6:00pm on the following Mondays: 6/5/17, 7/10/17, and 8/14/17. |
| Fall 2017: September 1- December 31 | CFAN 3096- Fall Semester Concurrent Enrollment  
  • Section 004, Meets 2:00-5:00pm on the following Fridays: 9/29/17, 11/10/17, and 12/8/17.  
  Section 005, Meets 4:00-7:00pm on the following Mondays: 9/25/17, 11/6/17, and 12/4/17. |
| Spring 2018: January 1- May 31 | CFAN 3096- Spring Semester Concurrent Enrollment  
  • Section 001, Meets 3:00-6:00pm on the following Mondays: 2/5/18, 3/26/18, and 4/30/18.  
  • Section 002, Meets 2:00-5:00pm on the following Fridays: 2/9/18, 3/30/18, and 5/4/18.  
  • Section 003, Meets 2:00-5:00pm on the following Fridays: 2/9/18, 3/30/18, and 5/4/18. |
Step 3: Complete the Learning Agreement Form on GoldPASS

Once you have obtained an internship/professional experience that meets the requirements of the course, carefully follow the Internship Agreement Instructions below to obtain the permission number you will need to register for the course.

Note: Dual degree students who are enrolled in two different colleges (for example: CFANS and CLA) must email careerhelp@umn.edu after submitting this form to assure that the appropriate campus career center receives the request for approval.

1. Log in to (or create) your GoldPASS account at http://goldpass.umn.edu.
2. Select “Internship Agreement Form” on the left column.
3. Click on the “Other” tab.
4. Complete all required fields, including full position description (you may need to obtain one from your internship/professional experience site).
5. Under Internship Information, provide or select the following information:
   a. Internship Course Instructor: Cuthbert (ESPM 4096, W, 001), Jelinski (ESPM 4096, T, 002) or Career & Internship Services Staff (CFAN 3096)
   b. Number of credits: 1
   c. Term you will receive credit: Fall, Spring, or Summer
   d. Course number: ESPM4096 or CFAN3096
   e. Section number: Type in your preferred section number
   f. Internship documentation: Presentation, Small Assignments
   g. Learning goals: Type in: “To Be Determined.”
6. Submit form.
7. Be sure to tell your site supervisor (the person you entered in #4 above) to watch for an automatically generated email from GoldPASS requesting his/her electronic approval of the learning agreement. After we receive your site supervisor approval, the form will be routed to your Internship Course Instructor for approval. Allow time, ideally a week or more, for the approval process.
8. As soon as approvals are received, you will be sent a permission number by email that will allow you to register for the course.
9. Register for the course.

Step 4 (for summer ESPM 4096 students only): You are required to complete summer activities during your experience as pre-requisites to the fall course.

Activities include an online orientation, drafting and updating of learning goals, participation in mid-term evaluations and an informational interview. Details about how to complete these activities will be available in moodle as soon as you have registered; therefore it is important to register for the course as soon as possible. Failure to complete activities by deadlines will impact your final grade.

Questions?
About the registration process: Contact Career & Internship Services, careerhelp@umn.edu or 612-624-2710.
About your internship/professional experience itself, contact the Internship Course Instructor:
   ESPM 4096 sec 001: Francie Cuthbert, cuthb001@umn.edu
   ESPM 4096 sec 002: Nic Jelinski, jeli0026@umn.edu
   CFAN 3096: Mari Ruddy, mmrudy@umn.edu

View an electronic version of this form on your major’s website:
   ESPM, https://www.espm.umn.edu/career-information/internships
   FWCB, https://fwcb.cfans.umn.edu/students/undergrads/prof-experience