

## Happy Friday Bulldog,

### NEWS

JORDAN COLLEGE ADVISING & CAREER DEVELOPMENT CENTER WILL BE HOSTING WALK-INS ALL NEXT WEEK: JAN 22 – JAN 26. COME BY TO SEE YOUR ACADEMIC ADVISOR AND GET A FREE DONUT WITH A CHANCE TO WIN A GIBSON FARMER'S MARKET GIFTCARD.

#### Advisor Breakdown

#### **Imelda Dudley: [isdudley@mail.fresnostate.edu](mailto:isdudley@mail.fresnostate.edu)**

- Industrial Technology
- AG Communications & AG Education
- AG Business, Last Names: A - Go

#### **Nyxy Morgan: [nyxymorgan@mail.fresnostate.edu](mailto:nyxymorgan@mail.fresnostate.edu)**

- Plant Science
- Food & Nutrition
- Viticulture & Enology
- AG Business, Last Names: Gr - O

#### **Choua Vang: [cvng@mail.fresnostate.edu](mailto:cvng@mail.fresnostate.edu)**

- Animal Science & Pre-Vet
- AG Business, Last Names: P - Z

#### **Rachel Klassen: [klassenrachel@mail.fresnostate.edu](mailto:klassenrachel@mail.fresnostate.edu)**

- Animal Science & Pre-Vet
- AG Business, Last Names: P - Z

#### **Nancy Vue (Internship Coordinator): [nvue@mail.fresnostate.edu](mailto:nvue@mail.fresnostate.edu)**

- Internship courses, career advising on all Jordan College majors & Resume/CV assistance.
- **Out-Of-Office: Jan 24 & Jan 25 (Wednesday & Thursday).**

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Below you will find a list of job/internship opportunities.

If you wish to enroll in an internship course within Jordan College, you must submit an Internship Record via HireFresnoState and have it approved **PRIOR TO ANY SEMESTER ADD/DROP DEADLINES** to receive a permission number to enroll in the course. This must be done **AT LEAST 2 weeks** prior to any add/drop deadlines.

**Excess Unit Form:** If you are taking an internship course and it will put you over 18 units, please fill out an Excess Unit Form, [here](#).

**Window to register a Spring internship for Spring Credit:** October 1 – Feb 14.  
Please view the attached JCAST Internship Records Instructions.

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### Jobs/Internships

1. #27249957 - Creamery Process and SOP Intern (HireFresnoState)  
[Fresno State - JCAST - Agricultural Operations](#)
2. #27249496 - J.R. Simplot SmartFarm Internship (HireFresnoState)  
[J. R. Simplot Company](#)
3. [Summer Internship – Research & Development \(Hilmar Cheese\)](#)
4. USDA APHIS Career Experience (ACE) Program. Paid Internships - apply, [here](#).
5. **Boston Beer Company**
  - a. Production Sensory Technician:  
<https://hcrb.fa.us2.oraclecloud.com/hcmUI/CandidateExperience/en/sites/CX/requisitions/preview/13348/?keyword=sensory&mode=location>
  - b. Production Sensory Scientist I:  
<https://hcrb.fa.us2.oraclecloud.com/hcmUI/CandidateExperience/en/sites/CX/requisitions/preview/13384/?keyword=sensory&mode=location>
6. **The Los Angeles County Farm Service Agency (FSA)** office in Lancaster is hiring a full time Temporary Program Technician. Applications must be sent to [Evelin.Carias@usda.gov](mailto:Evelin.Carias@usda.gov)
  - a. If you know of someone who might be interested, please share this information with them. **Deadline to apply is January 23, 2024.**
  - b. Applications can be found here:  
[http://www.fsa.usda.gov/Internet/FSA\\_File/fsa0675.pdf](http://www.fsa.usda.gov/Internet/FSA_File/fsa0675.pdf)
  - c. Please include resume with your application.
  - d. Contact **Evelin Carias at 661-483-3132** if you have specific questions regarding the position.

The International Agricultural Education Fellowship Program (IAEFP) is founded in partnership with [AgriCorps](#), and hosted at the Norman Borlaug Institute for International Agriculture. IAEFP is funded by the U.S. Department of Agriculture (USDA) Foreign Agriculture Service (FAS).

IAEFP trains and supports fellows to work with teachers and community members in developing countries to implement school-based agricultural education ([SBAE](#)) and establish youth leadership clubs. Based on a community needs assessments, fellows work to implement

relevant and sustainable agricultural projects at each school. The goal of this program is to give youth the opportunity to experiment with agriculture and try new methods in a low-risk environment. Students can then disseminate what they learn in schools to the adults in their communities.

**Ghana and Guatemala 2024 applications close February 1!**

Apply today for your opportunity to live and work in Ghana or Guatemala implementing school-based agricultural education! For ten months, you will work with local teachers and community members to implement a sustainable SBAE program. This fellowship is fully funded and provides training and support throughout the duration of the program.

Find the Guatemala  and Ghana  application on our website [by clicking here!](#) Email [iaefp.borlaug@ag.tamu.edu](mailto:iaefp.borlaug@ag.tamu.edu) for any inquiries or to schedule a one-on-one session.

**As always, review active jobs posted on HireFresnoState:**

<https://jcast.fresnostate.edu/student-success/login/index.html>

## Scholarships & Grants

To learn about more scholarships, click [here](#).

For career exploration or resume/cover letter support, please make an appointment with the Jordan College Internship Coordinator, Nancy Vue. For ACRS21/AET related items, please make an appointment with our Peer Career Coach, Emma Tripp by visiting AG 110 or calling the Jordan Advising and Career Center Office at 559.278.4019.

*Please note, we do not allow same-day appointments or making appointments via email. Thank you.*



Jordan College of Agricultural  
Sciences and Technology

# HOW TO REGISTER AN INTERNSHIP FOR ACADEMIC CREDIT

**SUMMER  
INTERNSHIP**



**ENROLLED AS  
FALL UNITS**

**COMPLETE  
INTERNSHIP  
RECORD PRIOR TO  
SUMMER TERM,  
BEFORE SUMMER  
INTERNSHIP**

**FALL  
INTERNSHIP**



**ENROLL FOR  
FALL  
SEMESTER**

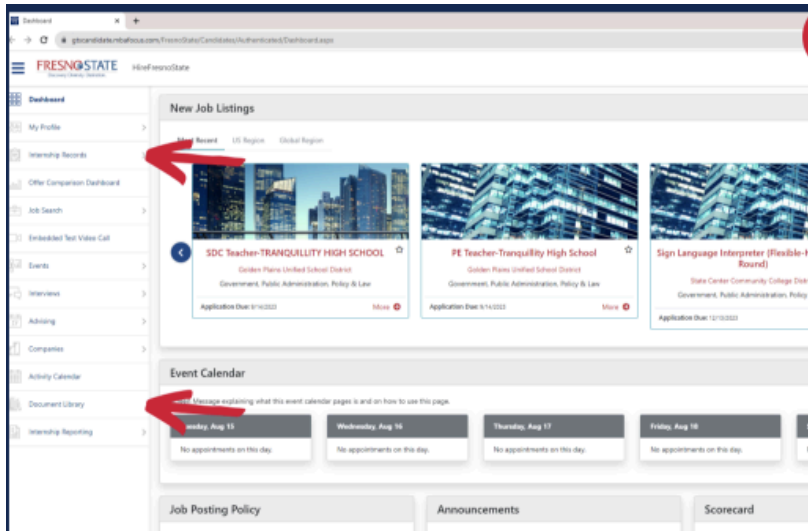
**COMPLETE  
INTERNSHIP  
RECORD PRIOR TO  
FALL, TYPICALLY IN  
SPRING SEMESTER**

**SPRING  
INTERNSHIP**



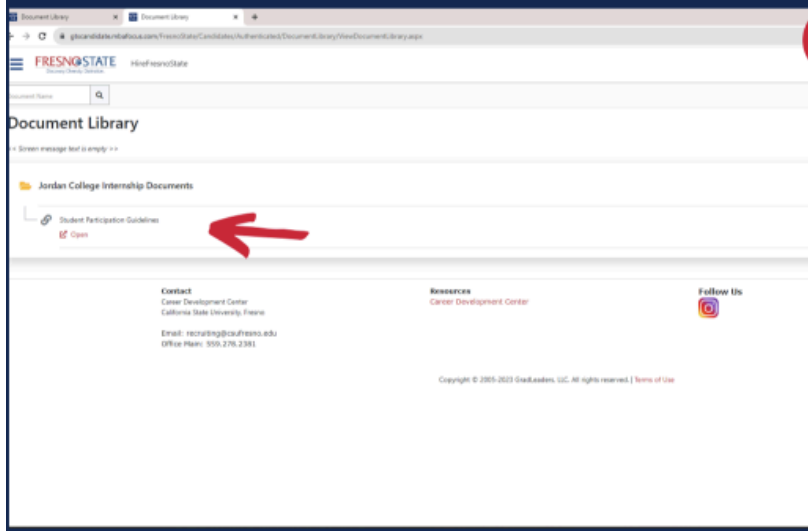
**ENROLL FOR  
SPRING  
SEMESTER**

**COMPLETE  
INTERNSHIP  
RECORD PRIOR TO  
SPRING, TYPICALLY  
IN FALL SEMESTER**



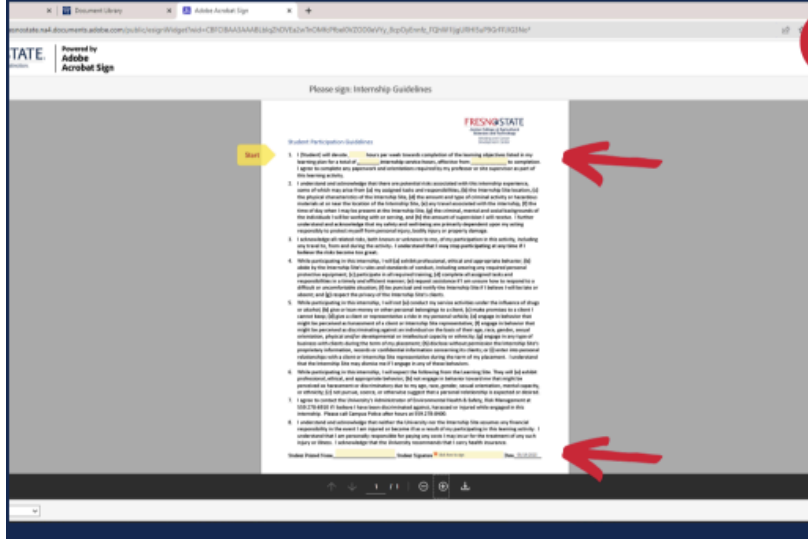
### Step 1

Log into HireFresnoState via MyFresnoState portal. Select HireFresnoState within the campus systems. It is important that you use the STUDENT log-in.



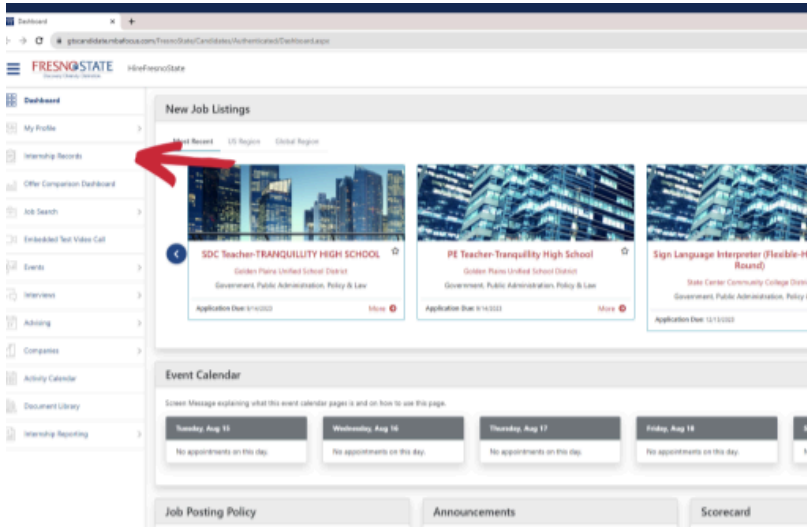
### Step 2

Click the "Document Library" on the bottom left. Then open the Jordan College "Student Participation Guidelines" form. If you do not see this form, use the search bar or email the Jordan College internship coordinator.



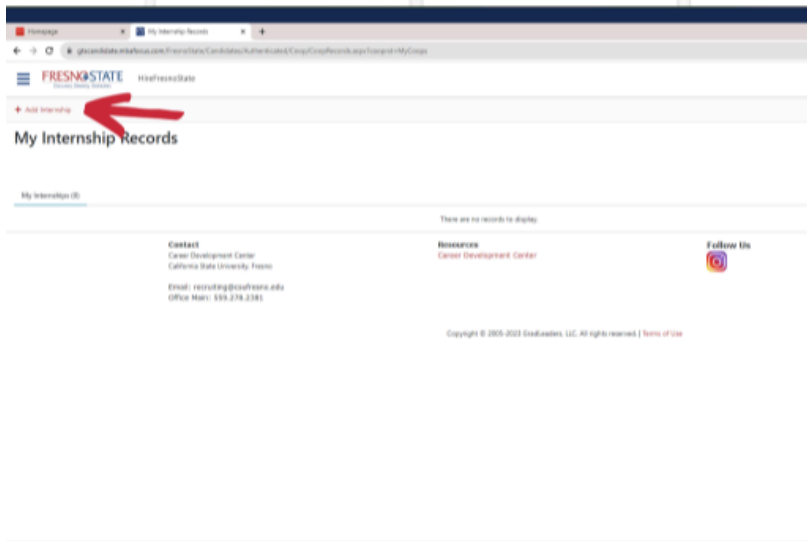
### Step 3

Complete the Student Participation Guidelines form. Hours per week x amount of weeks employed = Total number of internship hours. Sign & Submit, then download a copy to re-upload into Internship Record.



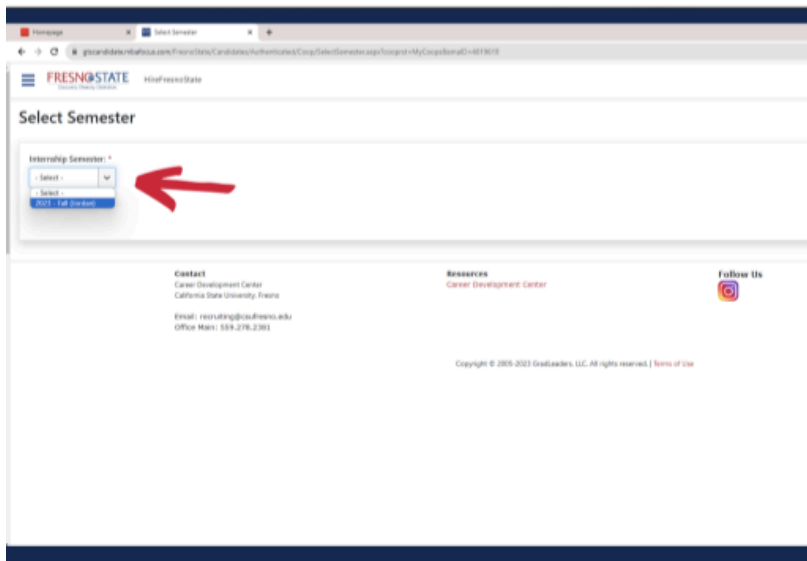
## Step 4

Revisit the dashboard and select "Internship Records", then select "My Internship Records".



## Step 5

Click "+ Add Internship" to begin your process.



## Step 6

Select the semester in which your internship will be active. For example, you are doing an internship in the Fall, therefore you will select "Year - Fall (Jordan)". Summer internships will select "Year - Summer (Jordan)".

**Add Internship**

Select Organization

Select Your Company:  
Enter your company name in the field below and click on [Find Company].

- If your company is already listed please click [Select / Continue].
- If your company name is not listed, click on [Add Company].

Agriculture X' Company

Contact: Career Development Center, California State University, Fresno. Email: recruiting@csufresno.edu

**Step 7**

Input the Company or Organization's official name.

**COMPANY INFORMATION**

Please Note The Following:  
Please note the following in most cases a student may not accept a current job for internship credit. A student may provide an acceptance of their present work place as long as it is a progressive work learning experience in the area of study. The internship must meet the number of hours required by the course and must be supervised by someone who is an expert in the student's major option. A student may not complete an internship under the supervision of a parent or other family member. We reserve the right to contact the intended supervisor to verify information submitted on this proposal.

Organization Name \*

Address Line 1 \*

State \*

Country \*

Supervisor First Name \*

Supervisor Title \*

Supervisor Email \*

Have you or are you currently working for this company? \*

**Step 8**

Complete the application by inputting **THE COMPANY** or **ORGANIZATION'S** information. Please ask your direct supervisor for the appropriate information if you are unsure.

**PROPOSED INTERNSHIP POSITION INFORMATION**

Type of Organization \*

This Internship Position Will Be Performed: \*

Proposed End Date \*

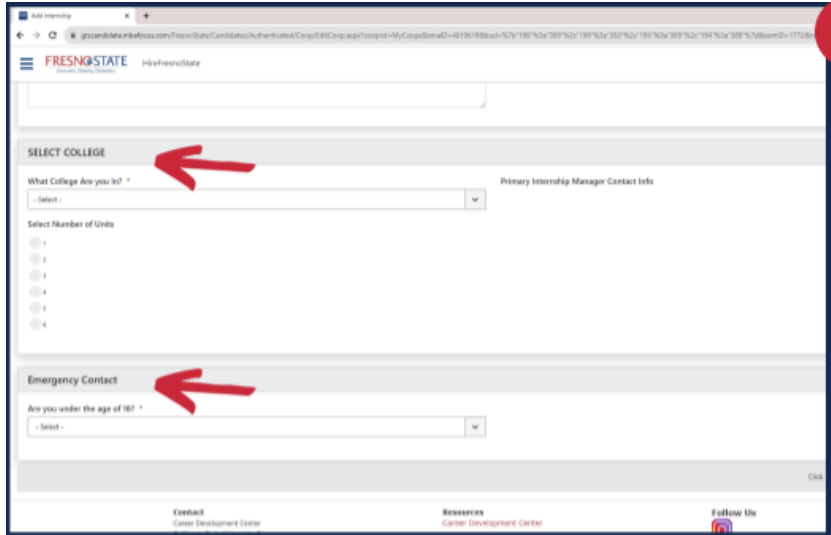
Detailed Proposed Position Description \*

For example: John\_Doe Guidelines

Select College

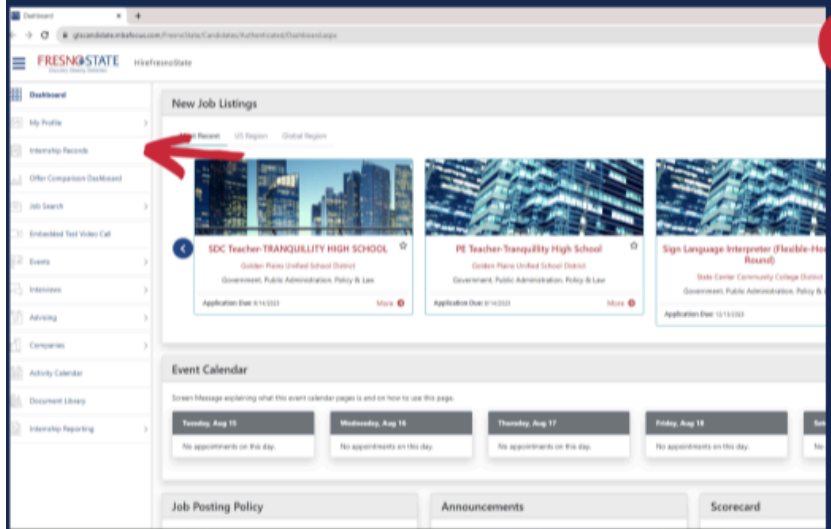
**Step 9**

Cont. the application by inputting information regarding your internship. In this section, you will re-upload the "Student Participation Guidelines" form and title it: First\_Last\_Guidelines.



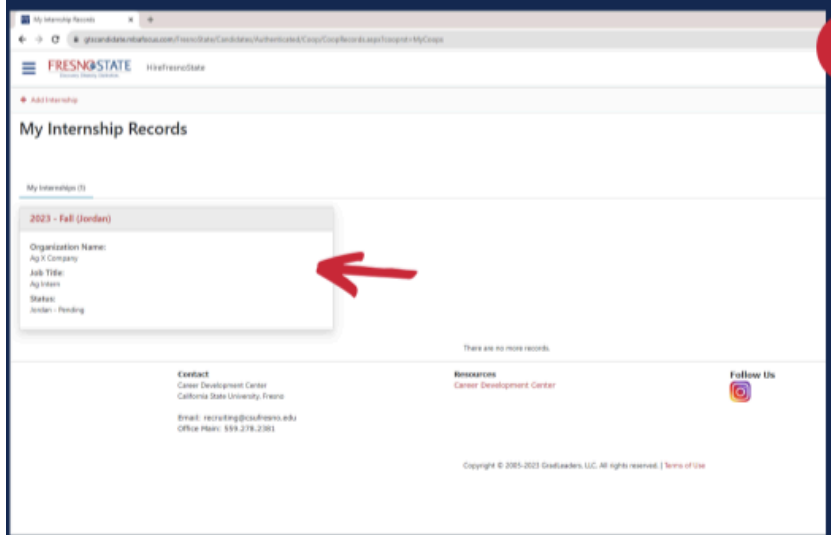
### Step 10

Cont. the application by selecting "Jordan College" and the internship course you will be enrolling in + number of units. Complete by providing two(2) emergency contacts and hit "save" to submit application.



### Step 11

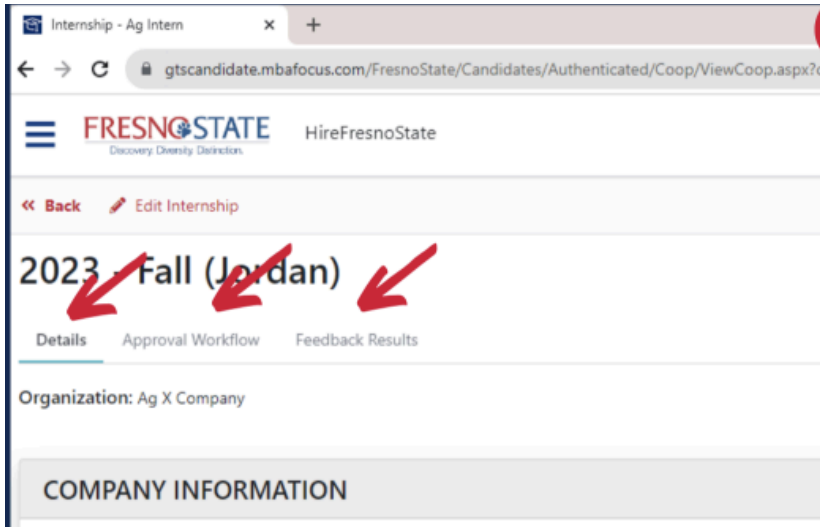
Once submitted, you may edit/revisit the application to make changes or check the status of the application under "My Internship Records".



### Step 12

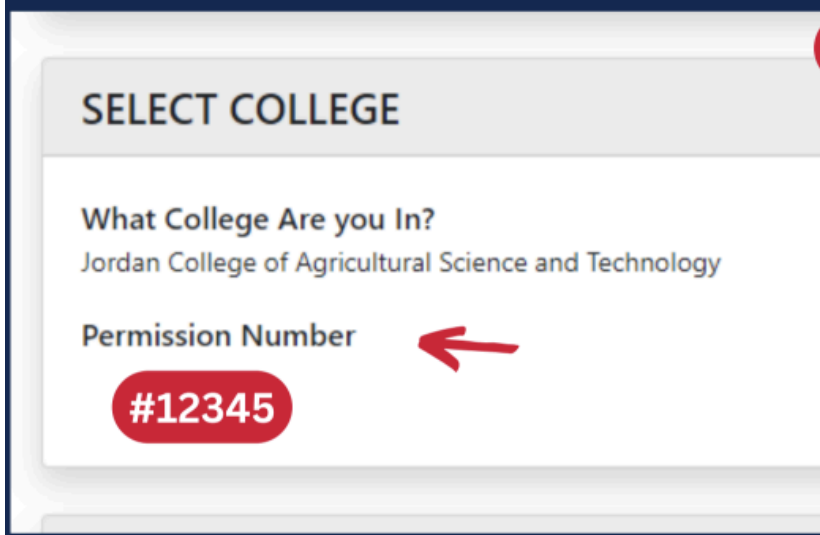
Submitted Internship Records will show up in your "My Internship Records".





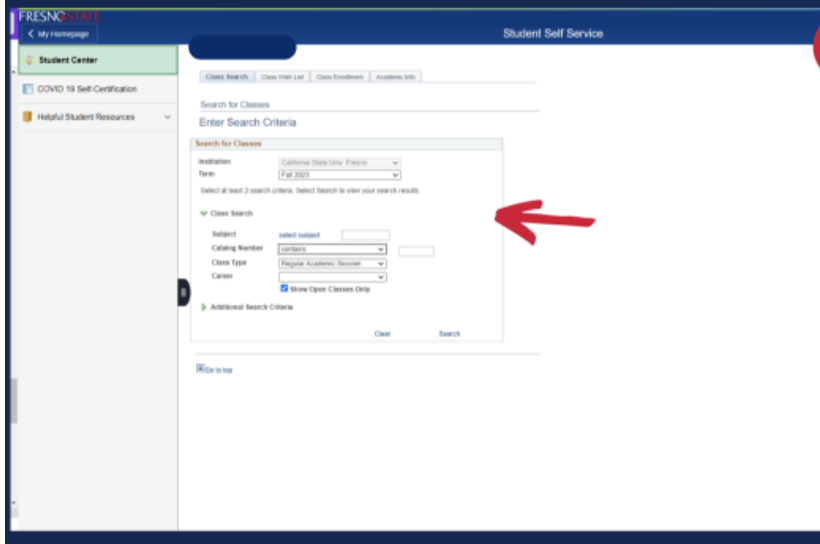
### Step 13

You may track the progress of your internship record via the "Approval Workflow" or "Feedback Results".



### Step 14

Once the application has been approved by both faculty and employer, a permission number will be inputted DIRECTLY into your internship record, under the "SELECT COLLEGE" section.



### Step 15

It is your (the student) responsibility to take the permission number granted to you and enroll yourself into the internship course, prior to any ADD/DROP deadlines of the semester.

## ADDING A COURSE USING A PERMISSION NUMBER

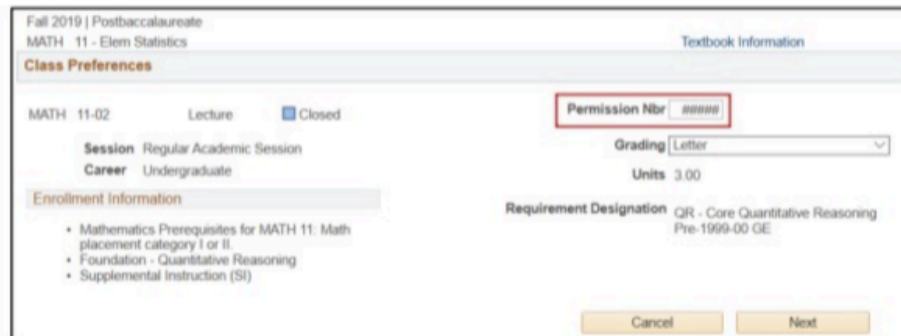
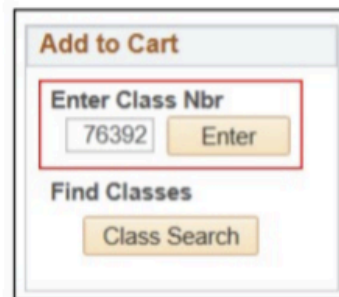
### Step 1:

On MyFresnoState, go to your Student Center (*Student Self Service* → *Student Center*) and select **"Class Wish List"** under My Academic Records and Registration



### Step 2:

After selecting "Class Wish List," find the "Add to Cart" box on the left side of the screen, and enter the **course number** into the "Enter Class Nbr" box. Select "Enter."

A screenshot of the 'Class Preferences' form for MATH 11-02. The form is titled 'Fall 2019 | Postbaccalaureate' and 'MATH 11 - Elem Statistics'. It has a 'Textbook Information' link. The 'Class Preferences' section shows 'MATH 11-02' with 'Lecture' and 'Closed' options. Below that, it shows 'Session' as 'Regular Academic Session' and 'Career' as 'Undergraduate'. The 'Enrollment Information' section lists prerequisites: 'Mathematics Prerequisites for MATH 11: Math placement category I or II', 'Foundation - Quantitative Reasoning', and 'Supplemental Instruction (SI)'. On the right, there is a 'Requirement Designation' section with 'QR - Core Quantitative Reasoning Pre-1999-00 GE'. The 'Permission Nbr' field is highlighted with a red box and contains '#####'. Below the form are 'Cancel' and 'Next' buttons.

### Step 3:

Enter the **permission number** into the "Permission Nbr" box. Select "next" to add the course to your wish list. You are now able to enroll for the course as normal.

*(Select the course in the wishlist → "Enroll" → "Finish Enrolling")*

FOR QUESTIONS, PLEASE CONTACT THE JORDAN COLLEGE INTERNSHIP COORDINATOR:

NANCY VUE  
nvue@mail.fresnostate.edu

To schedule an appointment, please visit our office in AG 110 or call 559.278.4019