

HOW TO REGISTER AN INTERNSHIP FOR ACADEMIC CREDIT

COULD TAKE UP TO 2 WEEKS FOR APPROVAL PROCESS

**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
(PRIOR)**

**SPRING
INTERNSHIP**



**ENROLL FOR
SPRING
SEMESTER**

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

PLEASE READ: SUMMER INTERNSHIPS

SUMMER INTERNSHIPS MUST ENROLL INTO THE CANVAS PAGE OF THIER INTERNSHIP COURSE DURING THIER SUMMER INTERNSHIPS, TO COMPLETE ANY ASSIGNED COURSE ASSIGNMENTS BY FACULTY.

IF YOU (STUDENT INTERN) DO NOT COMPLETE COURSE ASSIGNEMNTS, YOU MUST DO SO PRIOR TO THE END OF FALL TERM OR YOU WILL NOT RECIEVE ACADEMIC CREDIT.

WHICH INTERNSHIP COURSE DO I TAKE FOR MY MAJOR?

**IF YOUR MAJOR FALLS
UNDER ONE OF THESE
DEPARTMENTS...**

**THEN YOU WILL TAKE
THE CORRELATING
INTERNSHIP COURSE:**

AGRICULTURAL BUSINESS



AGBS 194I

ANIMAL SCIENCE &
AGRICULTURAL EDUCATION



ASCI 194I

FOOD SCIENCE & NUTRITION



FSM 193I OR FSC 193I

INDUSTRIAL TECHNOLOGY



IT 194I

PLANT SCIENCE



PLANT 194I

VITICULTURE & ENOLOGY



VIT 194I OR ENOL 194I

**Double majors may speak to an Academic Advisor or
Internship Coordinator.*

CREDIT FOR 194I/193I CLASSES

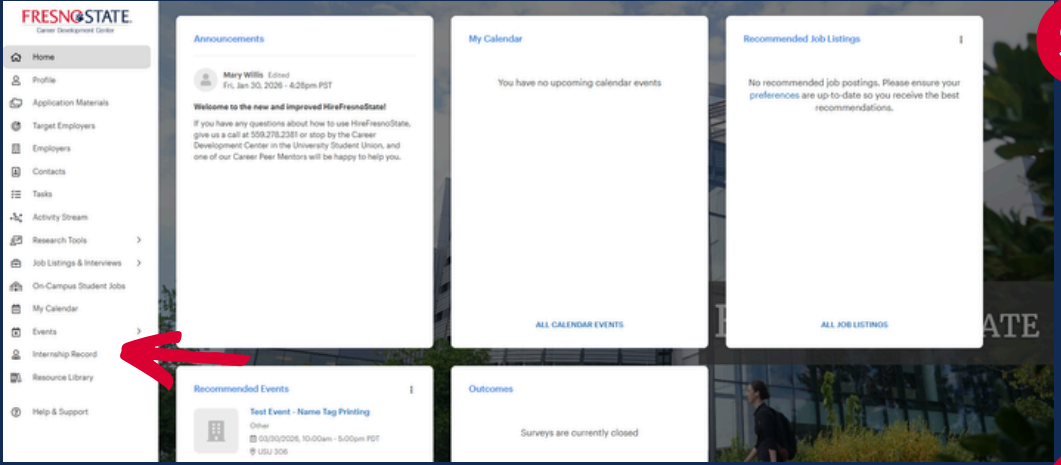
AGBS 194I	➔	3 UNITS AVAILABLE. MINIMUM OF 150 HOURS
ASCI 194I	➔	1-6 UNITS AVAILABLE, TYPICALLY 3 UNITS. 45 HOURS = 1 UNIT.
FSM 193I & FSC 193I	➔	1-4 UNITS AVAILABLE, TYPICALLY 3. 50 HOURS = 1 UNIT
IT 194I	➔	1-4 UNITS AVAILABLE. 10 HOURS/WEEK = 1 UNIT 20 HOURS/WEEK = 2 UNITS 30 HOURS/WEEK = 3 UNITS 40+ HOUR/WEEK = 4 UNITS
PLANT 194I	➔	1-2 UNITS AVAILABLE. 160 HOURS = 1 UNIT 320 HOURS = 2 UNITS
VIT 194I & ENOL 194I	➔	2 OR 4 UNITS AVAILABLE. 20 HOURS/WEEK = 2 UNITS 40 HOURS/WEEK = 4 UNITS

**Double majors may speak to an Academic Advisor or Internship Coordinator.*



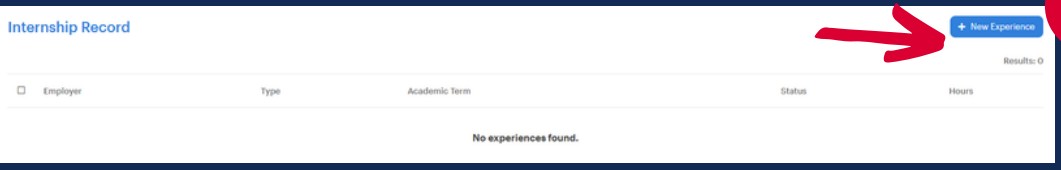
Step 1

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 on “Internship Record”



Step 3

Click on **+ New Experience** on the top right corner

Create New Experience [Cancel] [Save]

Important: After submitting this portion of the internship application, please visit the "Documents and Forms" section. Fill out and sign the [JCAST - Internship Participation Guidelines.pdf](#) form. Once completed, upload by selecting "Upload File" under the Documents and Forms tab.

Basics

Employer* [Specify employer name]

Internship Course and Faculty* [-- Internship Course and Faculty --]

Type of Organization* [-- Select a Value --]

Proposed Internship Job Title* [Proposed Internship Job Title]

How did you find this position?* [How did you find this position?]

This Internship position will be performed* [-- Select a Value --]

Paid Internship or Unpaid* [-- Select a Value --]

Rate of Pay* [Rate of Pay]

Per* [Per]

Detailed Proposed Position Description* [Detailed Proposed Position Description]

Learning objectives number 1* [Learning objectives number 1]

Activities and Projects 1* [Activities and Projects 1]

Learning objectives number 2* [Learning objectives number 2]

Step 4

Click and open the **JCAST- "Internship Participation Guidelines"** form.

Student Participation Guidelines

1. I (Student) will devote _____ hours per week towards completion of the learning objectives listed in my learning plan for a total of _____ **internship service hours**, effective from _____ to completion. I agree to complete any paperwork and orientations required by my professor or site supervisor as part of this learning activity.
2. I understand and acknowledge that there are potential risks associated with this internship experience, some of which may arise from **(a)** my assigned tasks and responsibilities, **(b)** the Internship Site location, **(c)** the physical characteristics of the Internship Site, **(d)** the amount and type of criminal activity or hazardous materials at or near the location of the Internship Site, **(e)** any travel associated with the internship, **(f)** the time of day when I may be present at the Internship Site, **(g)** the criminal, mental and social backgrounds of the individuals I will be working with or serving, and **(h)** the amount of supervision I will receive. I further understand and acknowledge that my safety and well-being are primarily dependent upon my acting responsibly to protect myself from personal injury, bodily injury or property damage.
3. I acknowledge all related risks, both known or unknown to me, of my participation in this activity, including any travel to, from and during the activity. **I understand that I may stop participating at any time if I believe the risks become too great.**
4. While participating in this internship, I will **(a)** exhibit professional, ethical and appropriate behavior; **(b)** abide by the Internship Site's rules and standards of conduct, including wearing any required personal protective equipment; **(c)** participate in all required training; **(d)** complete all assigned tasks and responsibilities in a timely and efficient manner; **(e)** request assistance if I am unsure how to respond to a difficult or uncomfortable situation; **(f)** be punctual and notify the Internship Site if I believe I will be late or absent; and **(g)** respect the privacy of the Internship Site's clients.
5. While participating in this internship, I will not **(a)** conduct my service activities under the influence of drugs or alcohol; **(b)** give or loan money or other personal belongings to a client; **(c)** make promises to a client I cannot keep; **(d)** give a client or representative a ride in my personal vehicle; **(e)** engage in behavior that might be perceived as harassment of a client or Internship Site representative; **(f)** engage in behavior that might be perceived as discriminating against an individual on the basis of their age, race, gender, sexual orientation, physical and/or developmental or intellectual capacity or ethnicity; **(g)** engage in any type of business with clients during the term of my placement; **(h)** disclose without permission the Internship Site's proprietary information, records or confidential information concerning its clients; or **(i)** enter into personal relationships with a client or Internship Site representative during the term of my placement. I understand that the Internship Site may dismiss me if I engage in any of these behaviors.
6. While participating in this internship, I will expect the following from the Learning Site. They will **(a)** exhibit professional, ethical, and appropriate behavior; **(b)** not engage in behavior toward me that might be perceived as harassment or discriminatory due to my age, race, gender, sexual orientation, mental capacity, or ethnicity; **(c)** not pursue, coerce, or otherwise suggest that a personal relationship is expected or desired.
7. I agree to contact the University's Administrator of Environmental Health & Safety, Risk Management at 559.278-6910 if I believe I have been discriminated against, harassed or injured while engaged in this internship. Please call Campus Police after hours at 559.278-8400.
8. I understand and acknowledge that neither the University nor the Internship Site assumes any financial responsibility in the event I am injured or become ill as a result of my participating in this learning activity. I understand that I am personally responsible for paying any costs I may incur for the treatment of any such injury or illness. I acknowledge that the University recommends that I carry health insurance.


Student Printed Name _____ Student Signature _____ Date _____

Step 4 cont.

Enter hours per week x amount of weeks employed = Total number of internship hours.

Sign and date, then download a copy to later re-upload into Internship Record under the **Documents and Forms** tab.

Basics

Employer*  Wonderful Citrus

Internship Course and Faculty* Wonderful Citrus

Type of Organization* + Add New Employer


Proposed Internship Job Title* Proposed Internship Job Title

Step 5

Begin to enter all the information regarding your internship. Enter the name of your employer.

Basics

Employer* Specify employer name

Internship Course and Faculty*  -- Internship Course and Faculty --

Type of Organization* -- Internship Course and Faculty --


Proposed Internship Job Title* AGBS 194I (Dr. Sринi Konduru)
ASCI 194I (Dr. Annette Levi)
VIT/ENOL 194I (Dr. Sonet Van Zyl)
IT 194I (Dr. Nambiar)
PLANT 194I (Dr. Jacob Wenger)

How did you find this position?* IT 194I (Dr. Sonet Van Zyl)
PLANT 194I (Dr. Sonet Van Zyl)
FSM/FSC 1931 (Dr. Herzig)

This internship position will be performed*

Step 6

Then, select the Internship Course and Faculty associated with your major.

Number of Units*  -- Select a Value --

-- Select a Value --

1

2

3

4


5

6

Step 7

In this section, select the number of units requested for your internship course. (Refer back to pg 4 of this document for calculating).

Supervisor

Contact*  -- Select a Contact --

+ New Contact


Step 8

In this section, select the contact information of your employer supervisor. If not found, select **+ New Contact** to create a new employer contact.

When

Start Date MM/DD/YYYY

End Date MM/DD/YYYY

Academic Term*  -- Academic Term --

-- Academic Term --

Spring 2026 - Jordan

Summer 2026 - Jordan

Fall 2026 - Jordan

Fall 2025 - Jordan

Step 9

Select the dates you will be interning and the semester in which your internship will be active.

For example, you are doing an internship in the Fall, therefore you will select "Fall - Year (Jordan)". Summer internships will select "Summer - Year (Jordan)".

Other

Emergency Contact #1: First Name*

Last Name*

Relationship*

Phone Number*

Email Address*

Street Address*

City, State, Country*

Emergency Contact #2: First Name*

Last Name*

Relationship*

Phone Number*

Email Address*

Street Address*

City, State, Country*

Step 10

Complete this section by entering two forms of Emergency Contacts.

Click "Save"

You're all done!

Summer 2026 - Jordan
Submitted for Initial Approval: 03/20/2026, 12:27pm PDT

PENDING INITIAL APPROVAL

[Details](#) [Hour Log](#) [Documents and Forms](#) [Approvals](#)

Step 11

The Details tab will display all the information you entered regarding your internship.

Make sure all entries are accurate under each category.

Basics

Employer
College
Internship Course and Faculty
Employer Address
City
Country
Type of Organization
Proposed Internship Job Title
How did you find this position?
This internship position will be performed
Paid or Unpaid
Rate of Pay
Detailed Proposed Position Description
Learning objectives number 1
Activities and Projects 1

Learning objectives number 2
Activities and Projects 2

Units

Basics - Employer and Internship Info
Supervisor - Employer contact
When - Duration of your internship
Other - Emergency Contacts

Step 12

You may Log the hours of your internship under the “Hour Log” tab.

Ensure the amount of hours is in accordance to how many units you will need. (Refer back to pg 4)

Summer 2026 - Jordan
Submitted for Initial Approval: 03/20/2026, 12:27pm PDT
PENDING INITIAL APPROVAL

Details **Hour Log** Documents and Forms Approvals

Total Hours: 0 + Add Hours Export Hour Log

Date	Hours	Description
There are no hours logged.		

Step 13

You may download and/or upload the **JCAST - Internship Participation Guidelines** onto the Documents and Forms section.

**Important: This is a required document.*

Summer 2026 - Jordan
Submitted for Initial Approval: 03/20/2026, 12:27pm PDT
PENDING INITIAL APPROVAL

Details Hour Log **Documents and Forms** Approvals

Important: Please click [JCAST - Internship Participation Guidelines](#) and complete the form. Upload the document to files. This form must be filled out and submitted for the internship approval process.

Document	Date Uploaded	
JCAST - Internship Participation Guidelines	--	Upload File

Form	Status
There are no forms.	

Step 14

You may track the progress of your internship record via the "Approvals" tab.

Summer 2026 - Jordan
Submitted for Initial Approval: 03/20/2026, 12:27pm PDT
PENDING INITIAL APPROVAL

Details Hour Log Documents and Forms **Approvals**

Initial Approval

Approver	Approval Group	Status	Additional Information
Dr. Srini Konduru	1st		
Supervisor	2nd		
Dr. Srini Konduru	3rd		
Erwin Garrido	4th		

Final Approval

Approver	Approval Group	Status	Additional Information
No approvers are configured for this experience. Please have your administrator assign approvers in the Experiential Learning settings.			

PENDING INITIAL APPROVAL

Details Hour Log Documents and Forms Approvals

Basics

- Employer
- College
- Internship Course and Faculty
- Employer Address
- City
- Country
- Type of Organization
- Proposed Internship Job Title
- How did you find this position?
- This internship position will be performed
- Paid or Unpaid
- Rate of Pay
- Detailed Proposed Position Description
- Learning objectives number 1
- Activities and Projects 1
- Learning objectives number 2
- Activities and Projects 2
- Units

Supervisor

Employer Supervisor

- Employer Supervisor Phone
- Employer Supervisor Email
- Supervisor First Name
- Supervisor Last Name

When

- Start Date
- End Date
- Class Year
- Academic Term

Other

- Emergency Contact
- Emergency Contact
- Relationship
- Phone Number
- Email Address
- Address
- City
- Emergency Contact #2
- Emergency Contact
- Relationship
- Phone Number
- Email Address
- Address
- City
- Permission Number

 **#12345**

Step 15

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

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.

Going above 18+ units?

Excess Units:

<https://studentaffairs.fresnostate.edu/registrar/documents/forms/records/excess-unit-form.pdf>

FRESNOSTATE

University Registrar

Excess Unit Form

5150 N. Maple Avenue, M/S JA57, Fresno, CA 93740-8026

(559) 278-4743

Undergraduate Students

If you do not have the necessary grade point average to qualify for enrollment in excess units (2.5 for 19 units, 3.0 for 20-22) you must follow the procedure listed below. CBE (credit by examination) units, or audit units, do not count toward your total units.

Go to the department chairperson of your major. Undeclared majors please go to the Office of Advising Services. Secure the chairperson's signature and email this form in to University Registrar at 5592786020@fax.csufresno.edu by the last day to add (census) each semester.

Name: _____	ID Number: _____
Mailing Address: _____	Phone Number: _____
Semester: _____ Year: _____ GPA: _____	Total Number of Units requested this Semester: _____ <small>(including excess units)</small>
Declared Major(s): _____	
Briefly explain your justification for the overload: <u>Taking internship course _____ 194I.</u>	
Example:	
“Using summer internship for Fall credit and taking Internship course Plant 194I for 2 units”	
Student Signature: <u>X</u> _____ Date: _____	

Signature indicates approval and verification of justification by the department chair. ← Department Chair Signature Needed			
Approved: <u>X</u> _____	Department _____	Chairperson's Name _____	Chairperson's Signature _____
			Date _____

Credential / Post-Baccalaureate Students

A credential student or a post-baccalaureate student seeking a second baccalaureate degree wishing to enroll in excess units requires the signature of their program/major advisor.

Approved: _____	Department _____	Advisor's Name _____	Advisor's Signature _____
			Date _____

***Send completed form to Internship Coordinator**

2/12/2024

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."



Fall 2019 | Postbaccalaureate
MATH 11 - Elem Statistics Textbook Information

Class Preferences

MATH 11-02 Lecture Closed

Session Regular Academic Session

Career Undergraduate

Enrollment Information

- Mathematics Prerequisites for MATH 11: Math placement category I or II.
- Foundation - Quantitative Reasoning
- Supplemental Instruction (SI)

Permission Nbr

Grading Letter

Units 3.00

Requirement Designation QR - Core Quantitative Reasoning Pre-1999-00 GE

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:

Erwin D. Garrido
egarrido@mail.fresnostate.edu

To schedule an appointment, please visit our office in AG 110 or call 559.278.2079

HOW SHOULD I DRAFT MY LEARNING OBJECTIVES?

The learning objectives are personal to you and the internship you will be entering. You will want to create obtainable and measurable goals while you are currently in your internship. Draw from your internship/job description on what you can potentially gain from the internship.

Example of a **poorly** written learning objective:

Learning Objective

Understand farming methods.

Activity & Goal

I will pick plants and vegetable on the farm.

Example of a **well** written learning objective:

Learning Objective

By the end of the semester, I will be able to evaluate soil health, identify nutrient deficiencies, and recommending appropriate soil management practices to improve crop yield and sustainability.

Activity & Goal

I will collect soil samples from different plots in a designated agricultural area and perform soil tests on their samples to measure pH, nutrient levels and organic matter content.

FAQS

HOW LONG DOES IT TAKE TO GET MY INTERNSHIP APPROVED?

A. The process of completing the Internship Record and submitting it for approval may take up to **2 weeks**. The wait time can be pushed further if you (the student) fill out the form incorrectly or need to make updated changes.

I'VE ALREADY SUBMITTED MY INTERNSHIP RECORD AND HAVE NOT BEEN APPROVED, WHAT SHOULD I DO NEXT?

A. Click into your Internship Record and view the “Approval Workflow” to see if the process has been initiated and to view which personnel will need to approve/reject your Internship Learning Plan Agreement (ILPA). Then, you may reach out to that individual.

I'M DOING A SUMMER INTERNSHIP FOR FALL CREDIT, BUT AM MAXED OUT ON UNITS FOR FALL ENROLLMENT. HOW CAN I GO OVER THE 18 UNIT CAP TO ENROLL AND COMPLETE MY COURSE REQUIREMENTS IN THE SUMMER?

A. Complete the “**Excess Unit Form**” and email the form to the Internship Coordinator. The Internship Coordinator will deliver the form to the Registrar’s office (after routing for department signatures) allowing you to go beyond the 18 cap to enroll in the internship course.

CAN I TAKE THE INTERNSHIP COURSE MORE THAN ONCE?

A. This is dependent on your major’s requirements and if the course is repeatable. If you would like to know more, schedule an appointment to meet with the Internship Coordinator by visiting the Dean’s Office 102 or calling 559.278.2079.

HOW DO I INFORM MY EMPLOYER THAT I WILL BE USING MY INTERNSHIP FOR ACADEMIC CREDIT?

A. Let your employer know you will be using the internship/learning experience for academic credit and in order to enroll into the internship course, you will need a direct supervisor to approve/reject your Internship Learning Plan Agreement (ILPA). Once you submit the Internship Record, an email will be sent to your provided supervisor's email (within the next few days/week) for them to approve/reject the ILPA.

WHAT IF MY INTERNSHIP IS UNPAID?

A. All unpaid internships will need to be registered for Academic Credit. If the internship is paid, but does not meet minimum wage, the internship will be classified as Unpaid. You will complete the Internship Record, and an Experiential Learning Agreement (ELA) will be sent directly to your employer (using the email you provided). If your employer does not complete the ELA, you will not be eligible to be under the University's liability Insurance, SAFECLIP.

MY INTERNSHIP IS PAID, HOWEVER MY EMPLOYER WANTS TO MAKE SURE I HAVE LIABILITY COVERAGE?

A. In order to be under the University's liability Insurance, SAFECLIP, the student must register their internship through the Internship Record application and inform the Internship Coordinator to administer an Experiential Learning Agreement (ELA) to ensure your enrollment in to the University's liability program. All other questions regarding risks can be answered by the Internship Coordinator or through the Environmental Health, Safety, and Risk Management office.

WHO DOES THE VERIFICATION/APPROVAL PROCESS GO THROUGH?

A. Any submitted Internship Record will initially be sent to the Internship Coordinator for review. When you (the student) correctly and completely fill out your internship record application, the Internship Coordinator will administer the approval workflow process. Here are the channels your ILPA will be sent to (via email from our system, GradLeaders) for approval workflow process:

1. **Department Faculty**, for approval to use the internship to enter the internship course.
 - a. **Subject line:** Internship Faculty: Course Approval Required
2. **Organization supervisor**, (please ensure the correct name and email is on file).
 - a. **Subject line:** Fresno State: Student Internship Learning Plan Agreement Approval Needed
3. **Department Administrative Coordinator**, (or sometimes the Department Faculty, depends on the internship course) in order to issue a permission code to enroll into the internship course.
 - a. **Subject line:** Fresno State: Student Internship Learning Plan Agreement
4. **Internship Coordinator**
 - a. This fourth step is mainly to ensure all other channels have been approved. As long as you received your permission number (provided in step 3), you may enroll into the class.

I ENROLLED INTO MY INTERNSHIP COURSE, NOW WHAT DO I DO?

A. It is important to make sure you are added into the CANVAS page for the internship course and review the course syllabus to ensure you will complete all/any assigned coursework or modules by the faculty.

I COMPLETED MY INTERNSHIP, WHAT SHOULD I DO NOW?

A. There are two(2) surveys that will also need to be completed in order for you to obtain academic credit. These will be sent out towards the end of your internship term (Example: If you are doing an internship in the summer, they will be sent out by July (or earlier if directly requested)).

1. Student Self Evaluation Survey (completed by you, the student)
2. Employer Evaluation Survey (completed by your **direct** supervisor)

Both forms will be sent automatically through our system (GradLeaders via SurveyMonkey) to your email and your supervisor's provided email. If you do not receive a link, please contact the Internship Coordinator.

MY DIRECT SUPERVISOR CHANGED HALF-WAY THROUGH MY INTERNSHIP, WHAT DO I DO?

A. Notify the internship Coordinator immediately when you have the updated information of your new supervisor.

Information needed:

- Full name of supervisor
- Company Work Title
- Company email address of new supervisor

You should also inform your new supervisor of your enrollment in the internship class and to inform them they will need to complete the Employer evaluation survey at the completion of your internship semester.

WHAT IS NEEDED IN ORDER TO ENROLL INTO THE INTERNSHIP COURSE?

A. You will need a current or active internship or learning experience in order to complete the Internship Record. If you do not have one, searching on HireFresnoState is recommended or meeting with the Internship Coordinator by visiting Dean's Office 102 or calling 559.278.2079.

HOW MANY HOURS DO I NEED TO COMPLETE IN ORDER TO RECEIVE ACADEMIC CREDIT?

A. This is dependent on your major and the internship course you will be enrolling into. However usually, the average amount of hours completed is 150hrs. If you want more information, please schedule an appointment with the Internship Coordinator by visiting Dean's Office 102 or calling 559.278.2079.

I HAVE QUESTION(S) THAT HAVE NOT BEEN ANSWERED IN THE FAQS SECTION, WHAT SHOULD I DO?

A. If you want more information, please schedule an appointment with the Internship Coordinator by visiting Dean's Office or calling 559.278.2079.