

Student Timeline for Academic Internship Courses

To pursue an internship for academic credit in the Jordan College of Agricultural Sciences and Technology, it is very important that you complete the following steps by the dates indicated for each semester. It is important that once you complete the Internship Record and are approved to begin your internship, you **ensure you are issued a permission number to enroll in the selected Internship Course, prior to any ADD/DROP deadlines**. You **MUST** have an active internship for the semester you are registering for to submit the Internship Record. If you have any questions about the process, schedule an appointment with the Jordan College Internship Coordinator by calling 559.278.4019.

Steps to be Completed	Summer Internship for Fall Units	Fall Semester Internship	Spring Semester Internship
Step 1: Meet with Internship Coordinator to explore Internship Opportunities .	Any Time	Any Time	Any Time
Step 2: Meet with Internship Coordinator in Ag Science 110 to go over Internship Record approval process .	All Summer internships must be registered and completed by May 30 th . Any summer internship registrations past this deadline MUST receive written faculty consent.	Complete application and enroll into internship course by LAST FALL ADD/DROP DATE with permission.	Complete application and enroll into internship course by LAST SPRING ADD/DROP DATE with permission.
Step 3: Complete the Internship Record via HireFresnoState .	Complete by May 30th or before starting hours/ semester enrollment deadline	Ideally, complete semester prior (spring), latest August 31 st . or before starting hours/ semester enrollment deadline	Ideally, complete by semester prior (Fall), latest January 31 st . or before starting hours/ semester enrollment deadline
Step 4: Complete Excess Unit form (if necessary) via DocuSign. This form is necessary only if internship units will put student over 16 units before open enrollment, or students GPA is under a 2.5 for 19 units, and under 3.0 for 20+ units.	Before Open Enrollment typically 1st week of August or when registering summer internship.	Before Open Enrollment typically 1st week of August	Before Open Enrollment, typically 2nd week of December
Step 5: Enroll in internship course and complete course assignments and evaluations as required by your internship course professor.	Please see syllabus for completion dates.	Please see syllabus for completion dates.	Please see syllabus for completion dates.

Jordan College Advising & Career Development Center | Ag Science 110 | 559.278.4019

Jordan College Internship Courses

Agricultural Business: AGBS 194I

Animal Science: ASCI 194I

Food Science: FSC/FSM 193I

Industrial Technology: IT 194I

Plant Science: PLANT 194I

Viticulture & Enology: VIT/ENOL 194I