Agricultural Internship Information Workshop
Summer 2024
Internship Approval Process

- Find an internship
- Submit completed paperwork
- Receive approval and get enrolled
- Complete coursework
Step 1: Find an internship

Check out opportunities on Handshake, Calagjobs.com or in the weekly email from the AG Senator. Faculty are also great resources, or friends who have already completed an internship.

Your internship can be paid or unpaid however there is additional paperwork that is required for unpaid internships. This paperwork requires more time to process and so the deadline is earlier for unpaid internships.
Receptionist
Yolo County Farm Bureau

The Yolo County Farm Bureau will have an opening for a full-time receptionist in September. If you are interested please send a resume with two letters of recommendation to: denise@yolofarmbureau.org.

TV Host/Executive Producer – CA Bountiful TV
California Farm Bureau

SUMMARY: California Bountiful is the weekly TV show produced by California Farm
Search Jobs and Internships

handshake

Login using your University portal login credentials to access the job and internship database.

Alumni: If you graduated December, 2017 or later, you are using your Wildcat email address. If you would like to change your Wildcat email address, please email your careercenter@csuchico.edu and we will be happy to make the changes for you.

If you graduated prior to December, 2017: visit Handshake and complete the requested information to set up your Handshake account. You will need your Wildcat email address and password to complete the account setup. Your account will be approved by your Career Center. You will receive an email notification once your account is approved.

Hot Jobs

Set up your Handshake profile
Internships must be approved for academic appropriateness and potential hazards or risks associated with placement. This process begins with the Internship Approval paperwork. For paid internships, once paperwork is submitted, it generally takes about a week for final approval. Unpaid internships require additional paperwork which involves additional offices on campus and can add several weeks to the process.

It is very important that you complete all paperwork fully and meet the specific deadlines.

Paperwork should be submitted to Lindsey Jeffery - lkjeffery@csuchico.edu
The biggest issue we have each semester is students submitting paperwork that is incomplete.

Make sure to complete every highlighted space, and check every box.

1 unit = 45 hours; 2 units = 90 hours; 3 units = 135 hours. You can earn up to 6 units of internship.

Example: 10 hours x 14 weeks = 140 hours or 3 units

Don't forget to check the box that says if this is a PAID or UNPAID internship.
Work with your supervisor to create learning objectives. You are required to have 3 learning objectives.
If you are over the age of 18 you will not fill out the second page.
Free Online Signature Program

Sejda

https://www.sejda.com/sign-pdf
Due to variances in funding for summer coursework, we encourage you to reach out to Financial Aid to see what support you can receive.

• You are eligible for financial aid if you enroll in at least 3 units.
• You are eligible for a summer Pell Grant if you are enrolled in at least 6 units.

https://www.csuchico.edu/fa/programs/summer.shtml

We will offer 1, 3 or 6 unit internships for the summer.
Step 3: Approval and Enrollment

Submit Paperwork to Lindsey: lkjeffery@csuchico.edu
Deadlines to receive internship approval paperwork vary depending on if it is paid or unpaid. See website for specific deadlines.

Receive email from faculty with confirmation of approval.

Once paperwork is approved, you can enroll in the course through Regional and Continuing Education. We recommend that you do not enroll until you receive approval.

- Agriculture – AGRI 389
- Agricultural Engineering Technology - AGET 389
- Agricultural Business – ABUS 389
- Animal Science – ANSC 389
- Plant and Soil Science - PSSC 389

Section 1 - 1 Unit/45 hours. Section 2 - 3 Units/135 hours or Section 3 - 6 Units/270 hours
Step 4: Complete coursework

Canvas Assignments
Weekly Hours Tracking Form
Thank You Letter
Site Evaluation
Digital Poster
Questions?