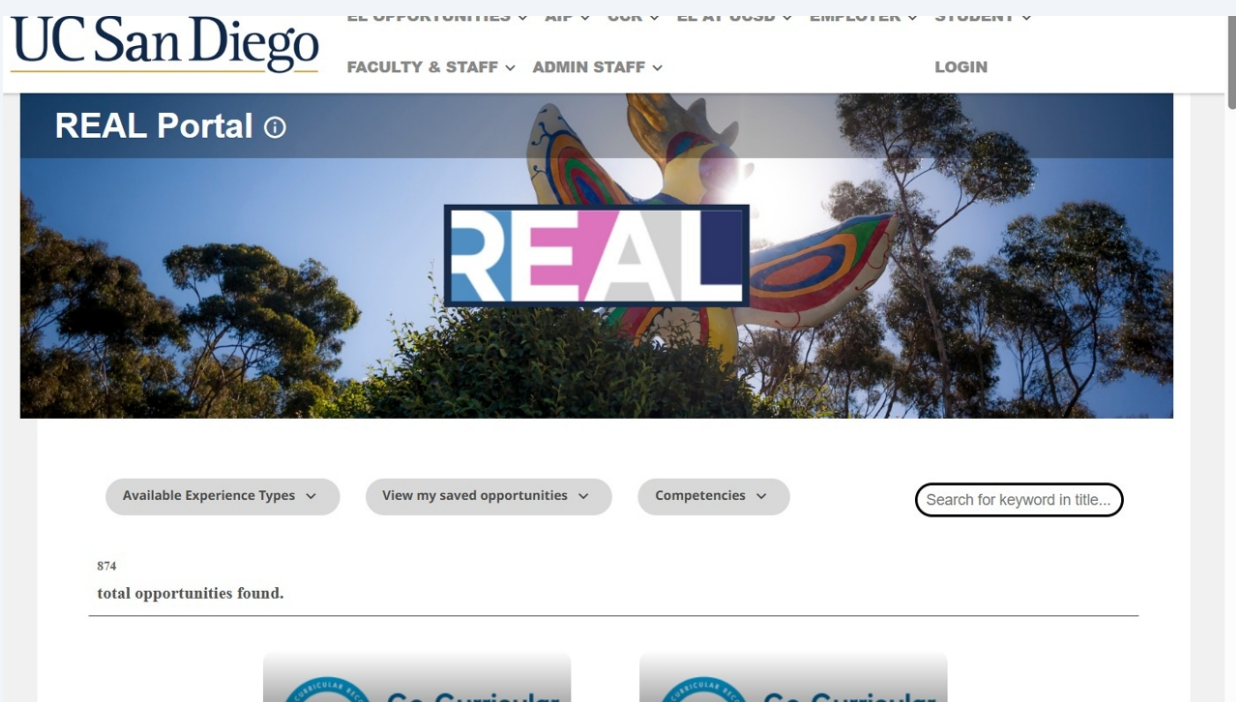


# Submit a Learning Agreement for Academic Internship Program (AIP) 197 Course (REAL Portal)

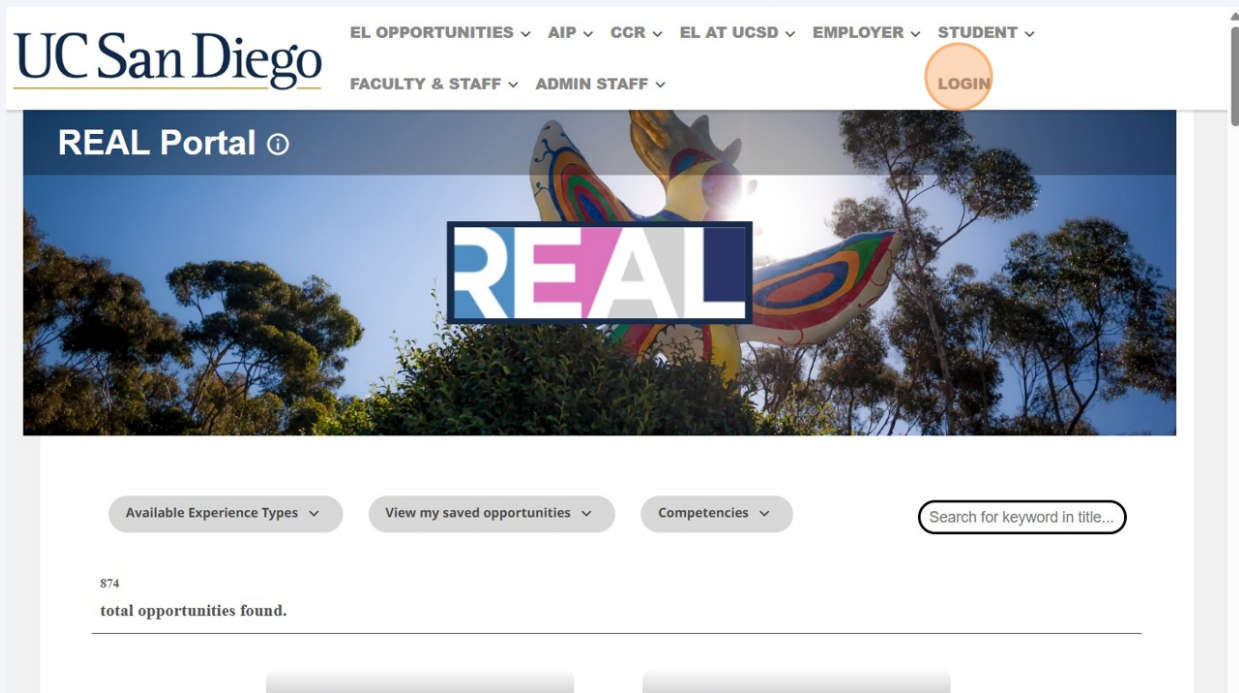
This is a step-by-step guide on how to submit a Learning Agreement in the new REAL Portal system.

- 1 Navigate to <https://realportal.ucsd.edu/home.htm>



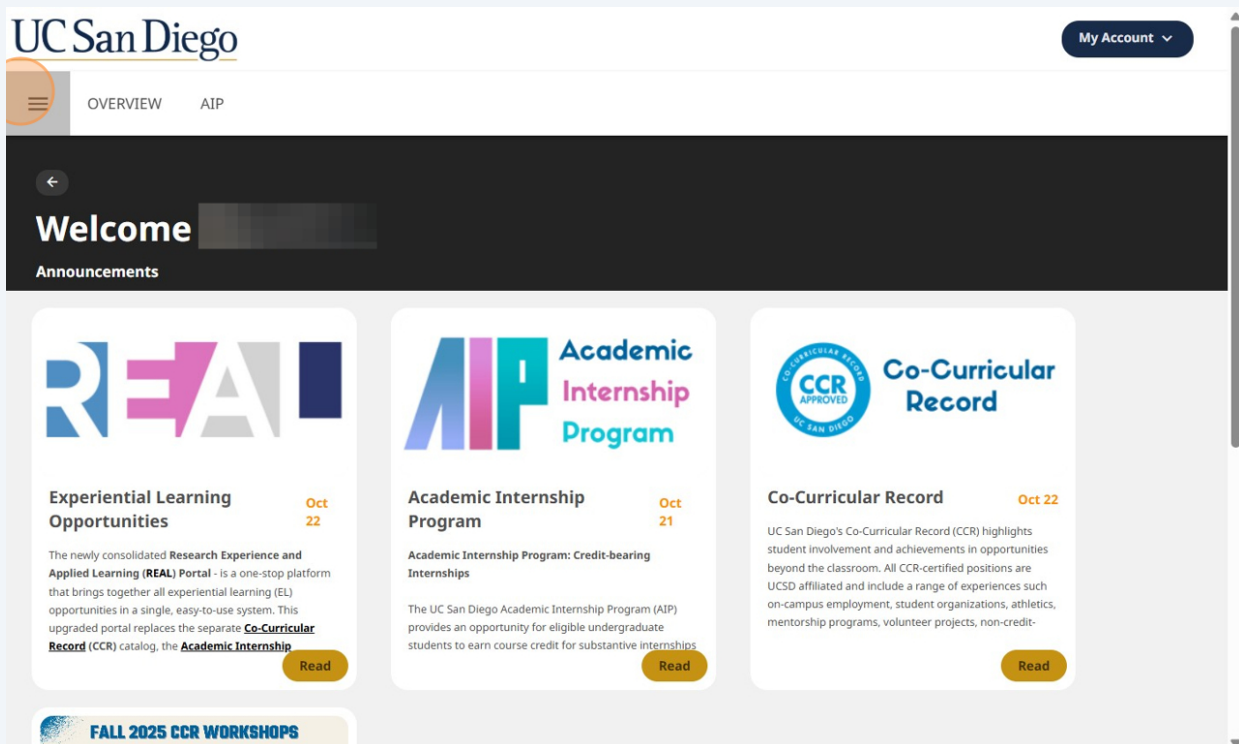
2

Under the Student drop down menu, click "Login". You will need to sign in using your Single Sign On (SSO).

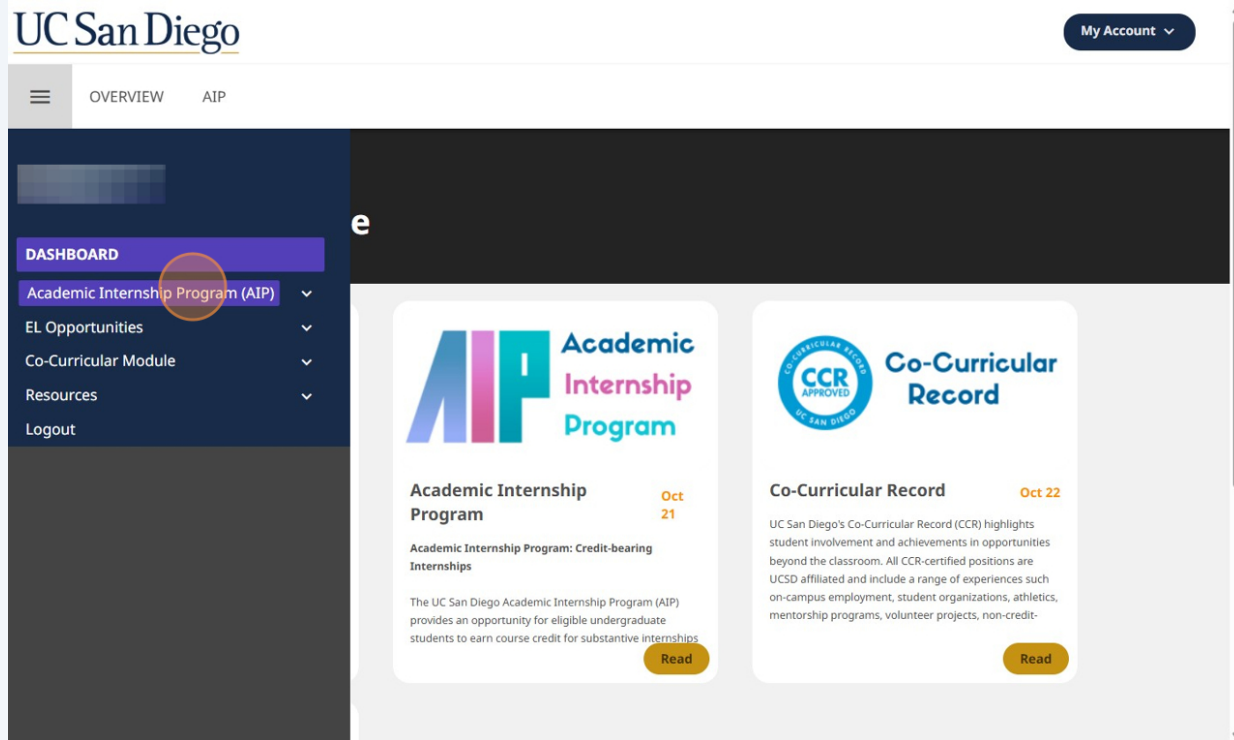


3

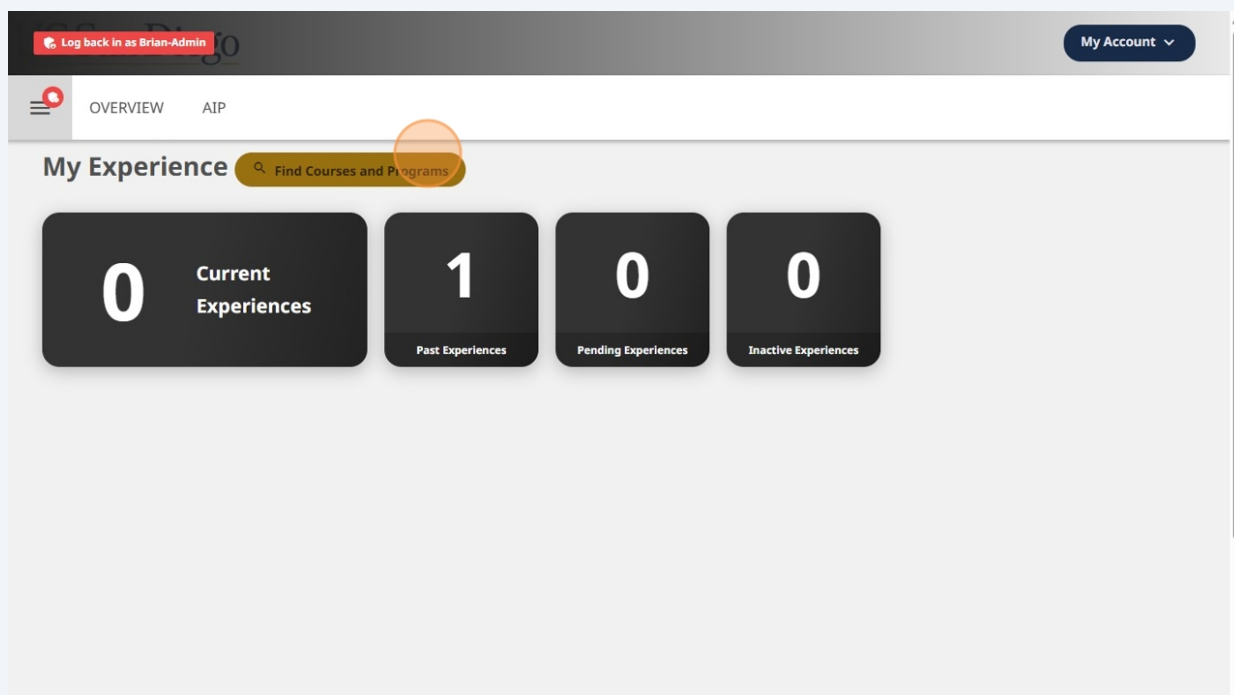
On the dashboard, select the three lines to view the sidebar (if needed).



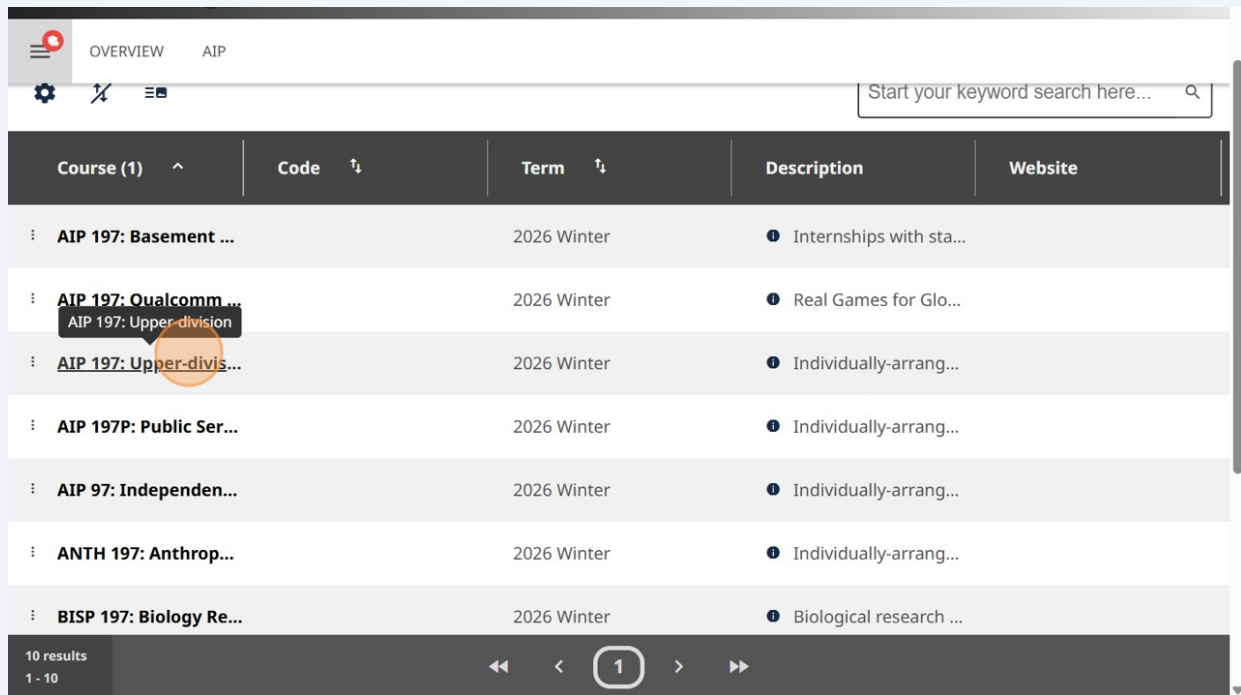
- 4 From the side bar, click "Academic Internship Program (AIP)"



- 5 Click "search Find Courses and Programs". This dashboard is the AIP Dashboard, providing a summary of the different AIP courses you have been or are currently enrolled in.



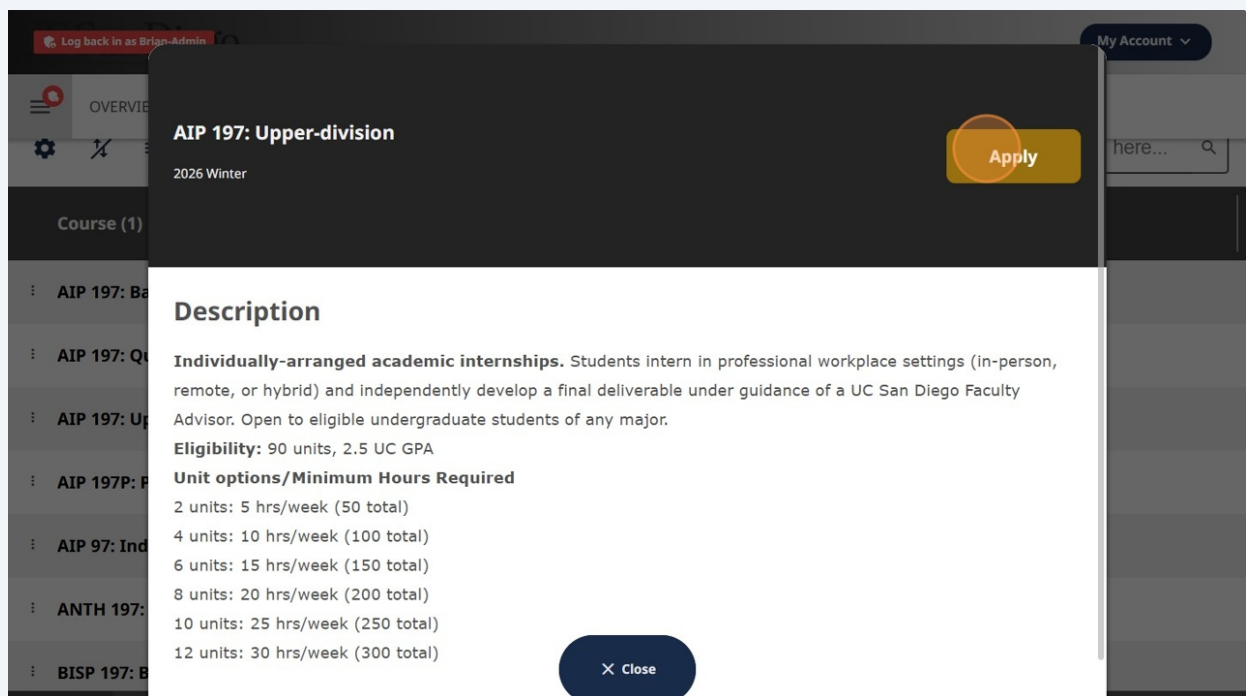
## 6 Click "AIP 197: Upper-division"



The screenshot shows a web application interface for a course catalog. At the top, there is a navigation bar with a hamburger menu icon, the text 'OVERVIEW AIP', and a search bar with the placeholder text 'Start your keyword search here...'. Below the navigation bar is a table with the following columns: 'Course (1)', 'Code', 'Term', 'Description', and 'Website'. The table contains several rows of course information. The row for 'AIP 197: Upper-division' is highlighted with an orange circle around the course name. The table also includes a pagination bar at the bottom showing '10 results' and '1 - 10'.

Course (1)	Code	Term	Description	Website
AIP 197: Basement ...		2026 Winter	Internships with sta...	
AIP 197: Qualcomm ... AIP 197: Upper-division		2026 Winter	Real Games for Glo...	
AIP 197: Upper-divis...		2026 Winter	Individually-arrang...	
AIP 197P: Public Ser...		2026 Winter	Individually-arrang...	
AIP 97: Independen...		2026 Winter	Individually-arrang...	
ANTH 197: Anthrop...		2026 Winter	Individually-arrang...	
BISP 197: Biology Re...		2026 Winter	Biological research ...	

## 7 Click "Apply"



The screenshot shows a modal window for the course 'AIP 197: Upper-division'. The modal has a dark header with the course name and term '2026 Winter'. A yellow 'Apply' button is located in the top right corner. The main content area is titled 'Description' and contains the following text: 'Individually-arranged academic internships. Students intern in professional workplace settings (in-person, remote, or hybrid) and independently develop a final deliverable under guidance of a UC San Diego Faculty Advisor. Open to eligible undergraduate students of any major.' Below this, the 'Eligibility' is listed as '90 units, 2.5 UC GPA'. The 'Unit options/Minimum Hours Required' section lists the following options: 2 units: 5 hrs/week (50 total), 4 units: 10 hrs/week (100 total), 6 units: 15 hrs/week (150 total), 8 units: 20 hrs/week (200 total), 10 units: 25 hrs/week (250 total), and 12 units: 30 hrs/week (300 total). A 'Close' button is located at the bottom right of the modal.

**AIP 197: Upper-division**  
2026 Winter

**Description**

**Individually-arranged academic internships.** Students intern in professional workplace settings (in-person, remote, or hybrid) and independently develop a final deliverable under guidance of a UC San Diego Faculty Advisor. Open to eligible undergraduate students of any major.

**Eligibility:** 90 units, 2.5 UC GPA

**Unit options/Minimum Hours Required**

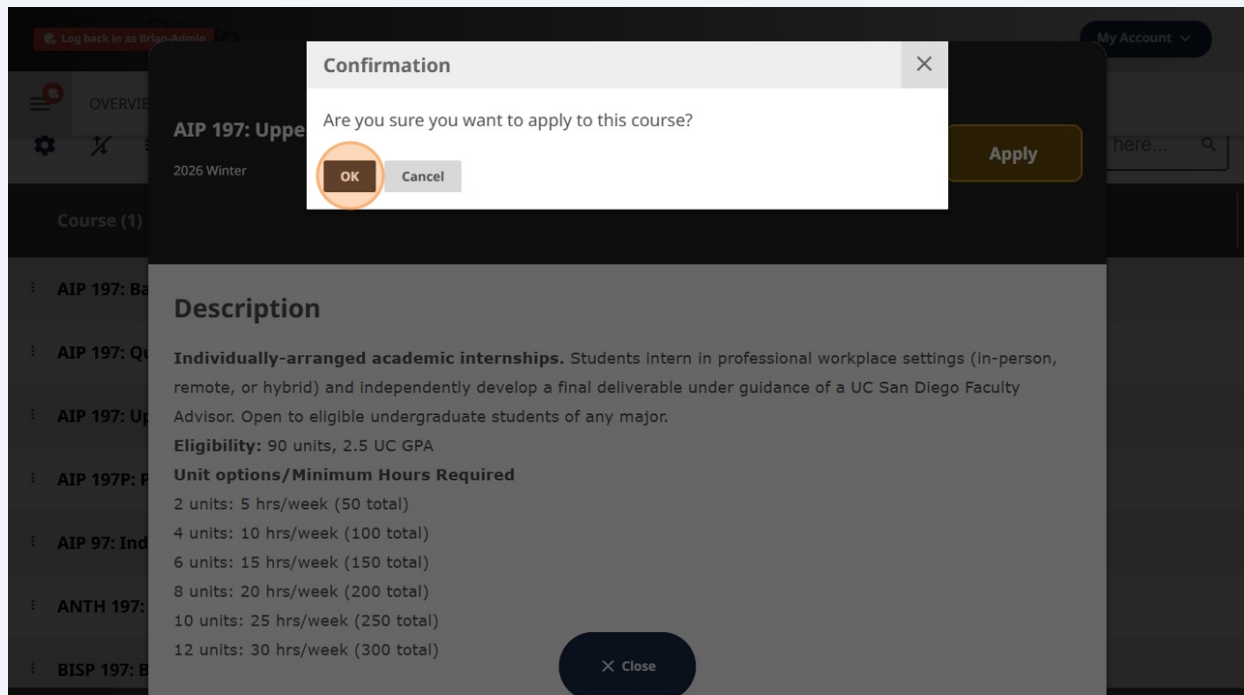
- 2 units: 5 hrs/week (50 total)
- 4 units: 10 hrs/week (100 total)
- 6 units: 15 hrs/week (150 total)
- 8 units: 20 hrs/week (200 total)
- 10 units: 25 hrs/week (250 total)
- 12 units: 30 hrs/week (300 total)

**Apply**

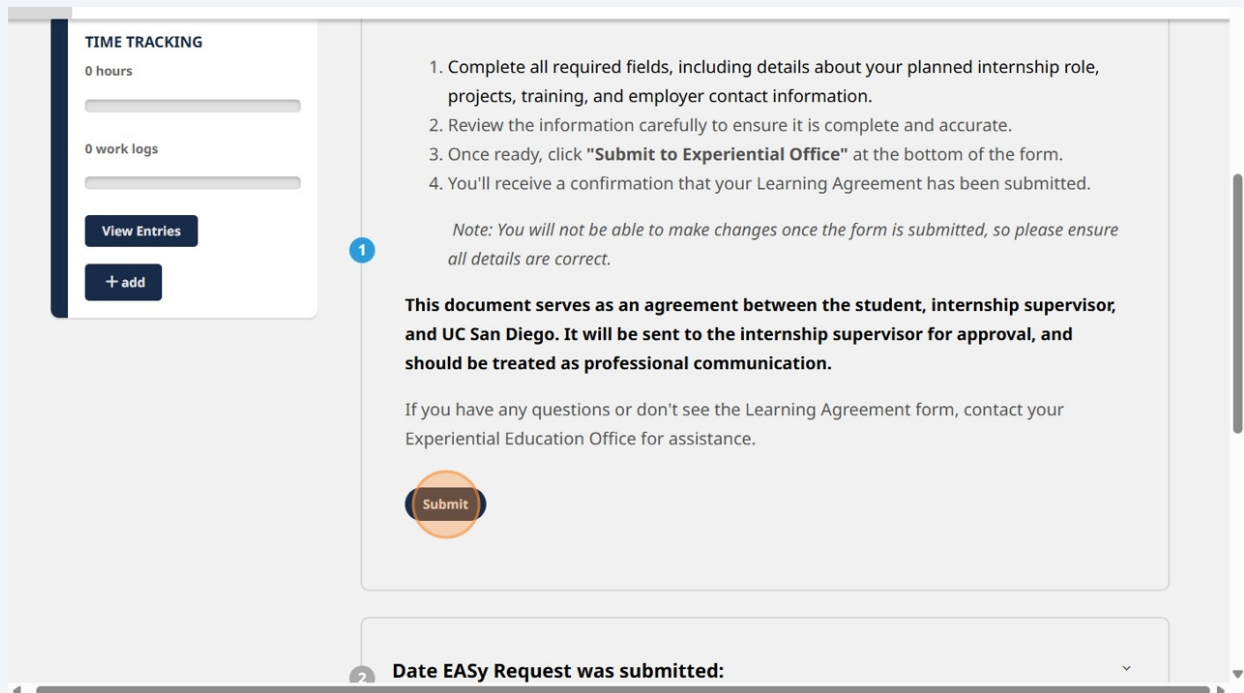
**Close**



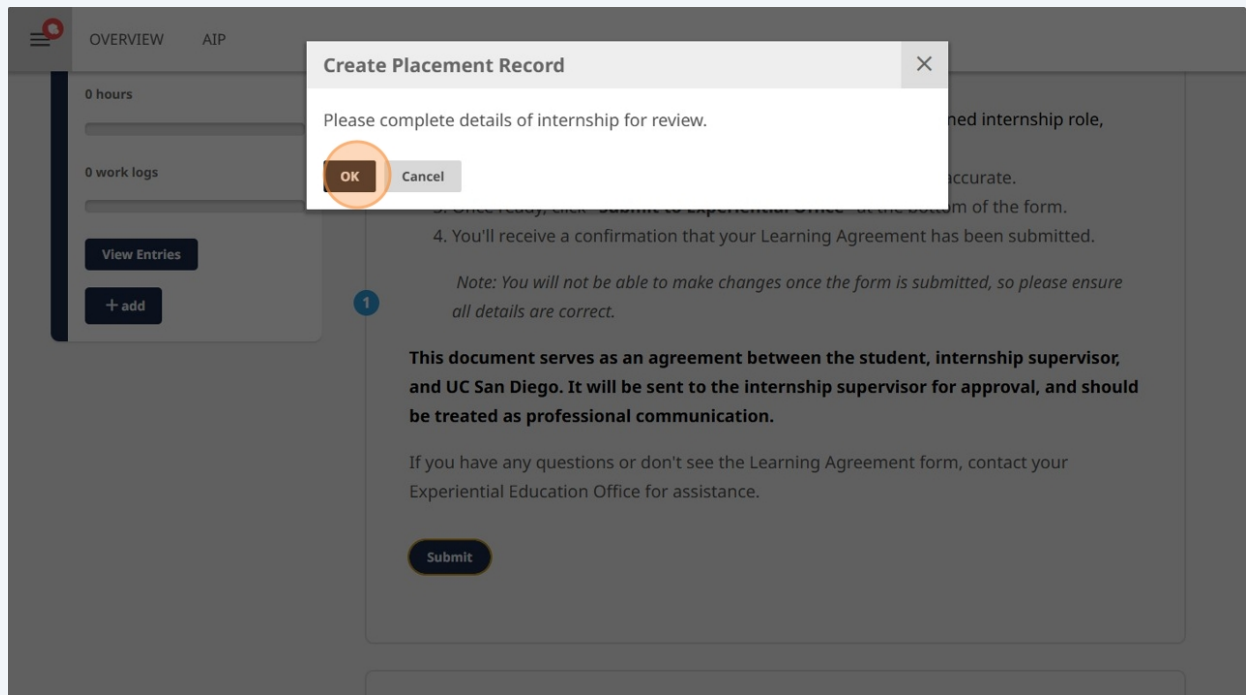
## 8 Click "OK"



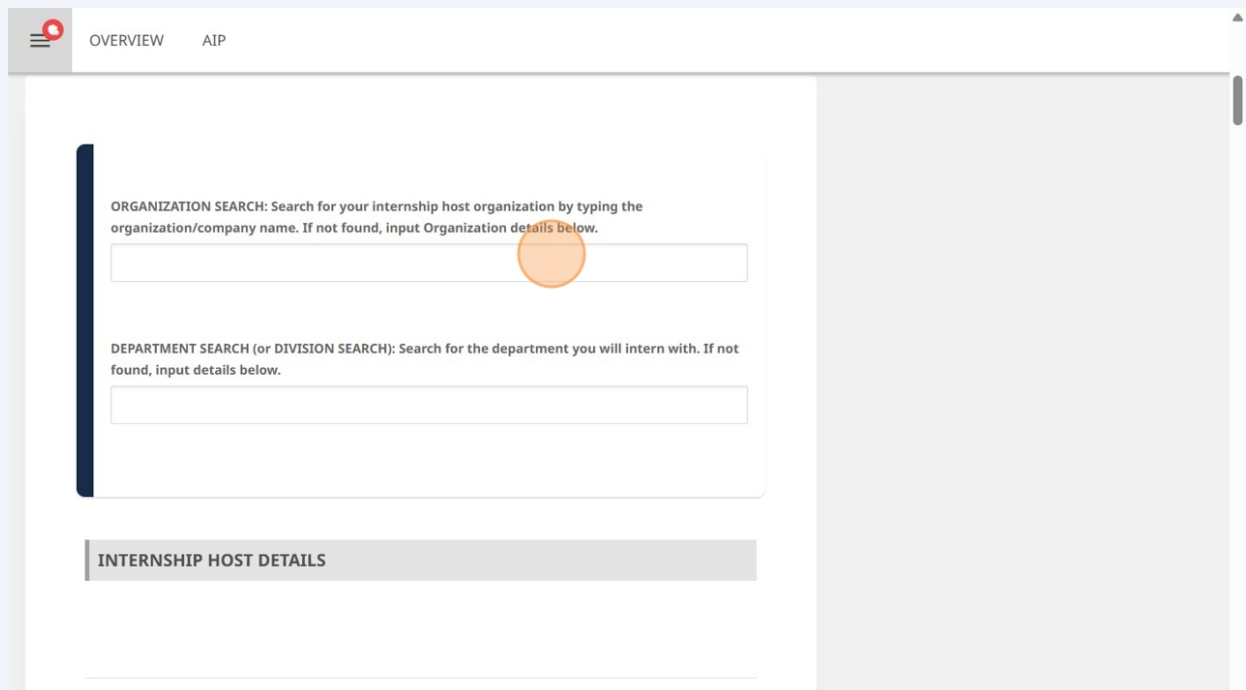
## 9 Click "Submit"



## 10 Click "OK"

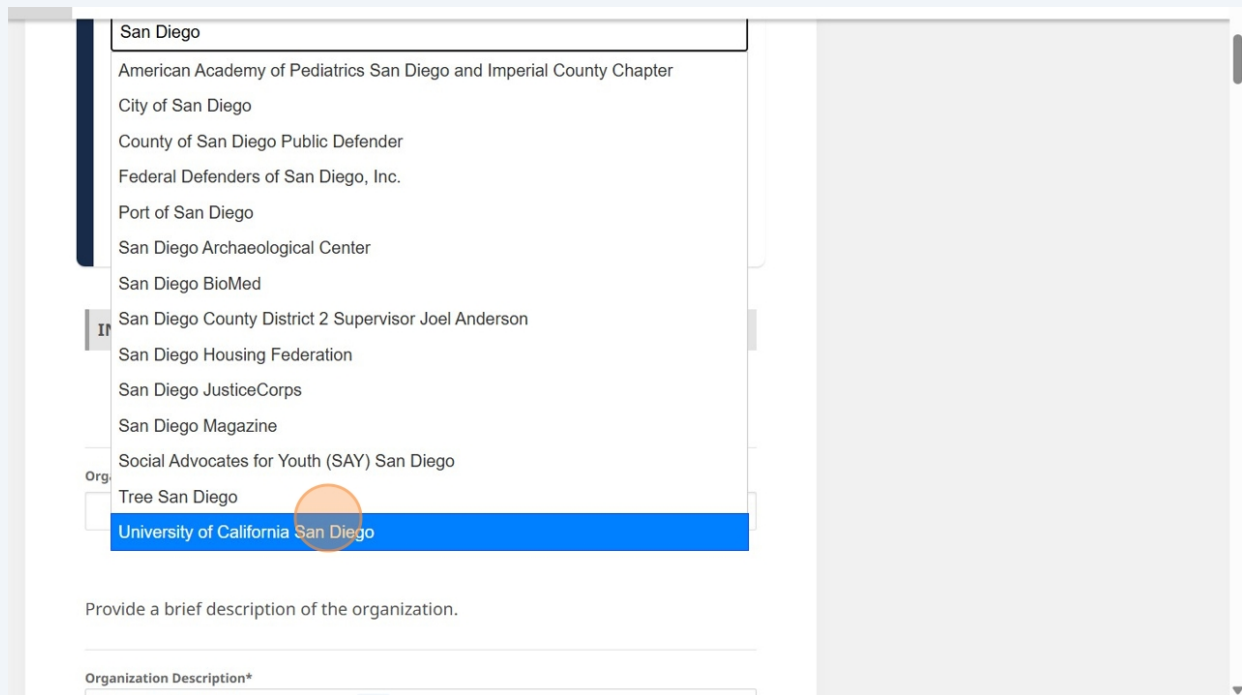


## 11 Click the "ORGANIZATION SEARCH: Search for your internship host organization by typing the organization/company name. If not found, input Organization details below." field.



12

If your Organization is in the drop down list, select it. Otherwise, you will manually add a new Organization.



A screenshot of a web application showing a dropdown menu for selecting an organization. The menu is open, displaying a list of organizations. The 'University of California San Diego' is highlighted in blue. An orange circle is drawn around the text 'University of California San Diego' in the list. Below the dropdown, there is a text input field labeled 'Provide a brief description of the organization.' and a label 'Organization Description\*'.

San Diego

American Academy of Pediatrics San Diego and Imperial County Chapter

City of San Diego

County of San Diego Public Defender

Federal Defenders of San Diego, Inc.

Port of San Diego

San Diego Archaeological Center

San Diego BioMed

San Diego County District 2 Supervisor Joel Anderson

San Diego Housing Federation

San Diego JusticeCorps

San Diego Magazine

Social Advocates for Youth (SAY) San Diego

Tree San Diego

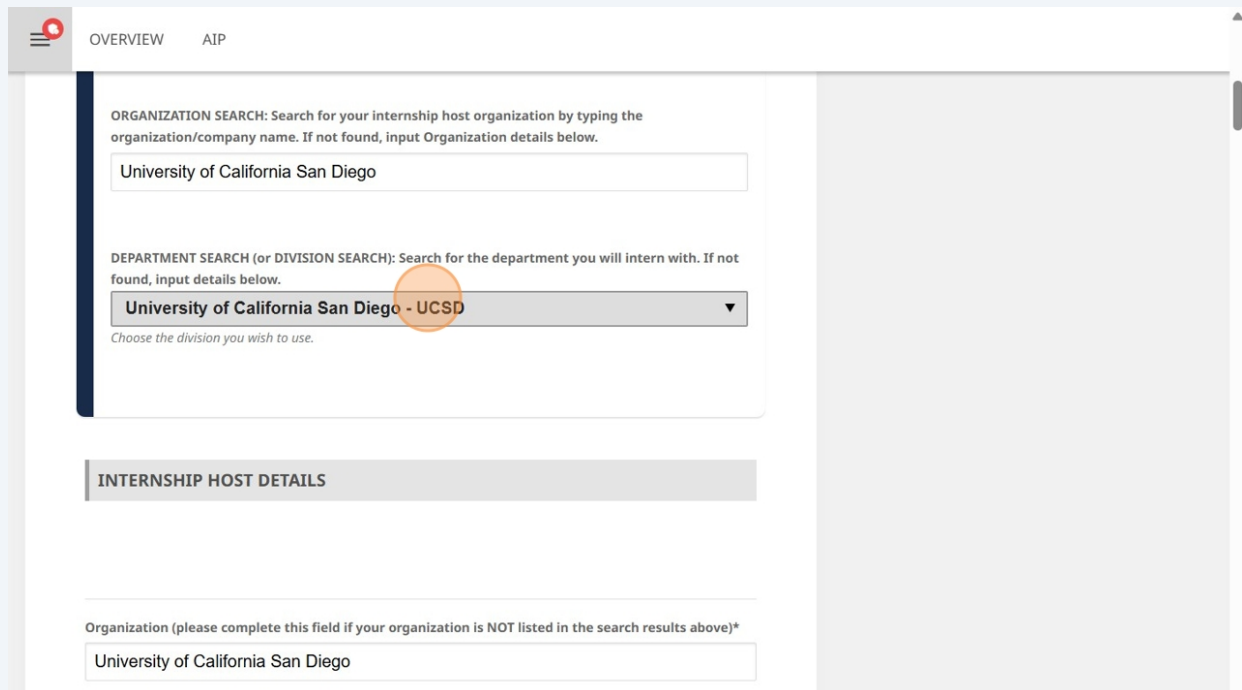
University of California San Diego

Provide a brief description of the organization.

Organization Description\*

13

Select the appropriate Department option. Your Department will be specific to your organization (such as Marketing, Research and Development, etc.)



A screenshot of a web application showing a form for selecting a department. The form has two main sections: 'ORGANIZATION SEARCH' and 'DEPARTMENT SEARCH (or DIVISION SEARCH)'. The 'ORGANIZATION SEARCH' section has a text input field with 'University of California San Diego' entered. The 'DEPARTMENT SEARCH' section has a dropdown menu with 'University of California San Diego - UCSD' selected. An orange circle is drawn around the text 'University of California San Diego - UCSD' in the dropdown. Below the dropdown, there is a text input field labeled 'Organization (please complete this field if your organization is NOT listed in the search results above)\*' with 'University of California San Diego' entered. The form also has a navigation bar with 'OVERVIEW' and 'AIP' tabs, and a section titled 'INTERNSHIP HOST DETAILS'.

OVERVIEW AIP

ORGANIZATION SEARCH: Search for your internship host organization by typing the organization/company name. If not found, input Organization details below.

University of California San Diego

DEPARTMENT SEARCH (or DIVISION SEARCH): Search for the department you will intern with. If not found, input details below.

University of California San Diego - UCSD

Choose the division you wish to use.

INTERNSHIP HOST DETAILS

Organization (please complete this field if your organization is NOT listed in the search results above)\*

University of California San Diego

14

Add an Organization Description. If the organization already exists in the system, a description may auto-populate this field.

The screenshot shows a web interface with a top navigation bar containing a menu icon, 'OVERVIEW', and 'AIP'. The main content area has a heading 'Provide a brief description of the organization.' followed by a text area labeled 'Organization Description\*'. The text area has a rich text editor toolbar with icons for undo, redo, bold, italic, link, unlink, bulleted list, numbered list, and indent. A large orange circle is centered in the text area. Below the text area is a note: 'An Employer address is required for AIP to process the organization in our system, even if you will work remotely.' Below the note are three input fields: 'Organization Street Address\*', 'City\*', and 'State\*'. The 'State\*' field is a dropdown menu showing 'California'.

15

Include the Street Address for the Organization

The screenshot shows the same web interface as the previous step, but with the 'Organization Description' text area now empty. The 'Organization Street Address\*' input field is now the focus, with a large orange circle centered in it. The 'City\*' and 'State\*' fields are still present, with 'State\*' showing 'California'. The 'Zip Code\*' field is also visible at the bottom.

## 16 Include the City of the Organization

OVERVIEW AIP

even if you will work remotely.

Organization Street Address\*

City\*

State\*

California

Zip Code\*

Country\*

United States

The screenshot shows a form with several fields. The 'City\*' field is highlighted with an orange circle. The 'State\*' dropdown menu is set to 'California'. The 'Country\*' dropdown menu is set to 'United States'.

## 17 Include the Zip Code for the Organization

OVERVIEW AIP

City\*

State\*

California

Zip Code\*

Country\*

United States

Other

Supervisor Department\*

UCSD

The screenshot shows the same form as in the previous step, but now the 'Zip Code\*' field is highlighted with an orange circle. The 'City\*' field is now empty. The 'State\*' dropdown menu is still set to 'California'. The 'Country\*' dropdown menu is still set to 'United States'. There is an 'Other' checkbox and a 'Supervisor Department\*' field with the value 'UCSD'.



18

Update the information for your Supervisor for your internship. Double check to ensure that you have correctly entered your Supervisor's information, as their approval is necessary for the Learning Agreement to be fully approved. Submitting incorrect information may cause delays in getting your Learning Agreement approved.

Other ✕

Supervisor Department\*

UCSD

Supervisor Phone

Supervisor First Name\*

Supervisor Last Name\*

Supervisor Title\*

Supervisor Phone

Supervisor First Name\*

Supervisor Last Name\*

Supervisor Title\*

Supervisor Email (this email will receive final evaluations)\*



Supervisor First Name\*

Supervisor Last Name\*

Supervisor Title\*

Supervisor Email (this email will receive final evaluations)\*

#### REQUIREMENTS

Major:\*



Supervisor Title\*

Supervisor Email (this email will receive final evaluations)\*

#### REQUIREMENTS

Major:\*

Special Studies Eligibility\*

Have you previously enrolled in any of the following courses?\*

## 19 Enter your major

OVERVIEW AIP

REQUIREMENTS

Major:\*

Special Studies Eligibility\*

--Select--

Have you previously enrolled in any of the following courses?\*

AIP 197 ☐

AIP 97 ☐

AIP 197P ☐

## 20 Select the course option for which you are applying for.

OVERVIEW AIP

Special Studies Eligibility\*

Upper-division (All 197 courses)

Have you previously enrolled in any of the following courses?\*

AIP 197 ☐

AIP 97 ☐

AIP 197P ☐

AIP 197T ☐

ANTH 197 ☐

21

If you have participated in AIP previously, select the different AIP courses you have previously enrolled in.

The screenshot shows a web application interface with a top navigation bar containing a menu icon and the text "OVERVIEW" and "AIP". Below the navigation bar, there are two columns. The left column contains a list of courses with checkboxes. The right column is a large, empty gray area. The courses listed are:

- Yes No
- 2.5 + UC GPA?
- Yes No
- Have you previously enrolled in any of the following courses?\*
- AIP 197
- AIP 197
- AIP 197P
- AIP 197T
- ANTH 197
- BISP 197

An orange circle highlights the "AIP 197" course, which has an "X" in its checkbox.

22

Type your Position Title for your internship.

The screenshot shows a web application interface with a top navigation bar containing a menu icon and the text "OVERVIEW" and "AIP". Below the navigation bar, there are two columns. The left column contains a form with the following fields:

- None
- INTERNSHIP DETAILS
- Position Title\*
- Start and end dates must align with the academic quarter for which you are enrolling. Dates which overlap multiple quarters will not be approved.
- Start/End Date
- From\*
- To\*
- Units Requested\*

An orange circle highlights the "Position Title\*" field.

23

Enter the Start and End Dates for your Internship. Note that Start and End Dates must align with the academic quarter for you which you are applying. Dates which overlap multiple quarters will not be approved.

Position Title\*

Start and end dates must align with the academic quarter for which you are enrolling. Dates which overlap multiple quarters will not be approved.

Start/End Date

From\*

To\*

Units Requested\*

Hours per week\*

Weekly hours must meet the minimum for the requested unit option

Position Title\*

Start and end dates must align with the academic quarter for which you are enrolling. Dates which overlap multiple quarters will not be approved.

Start/End Date

From\*

To\*

Unit

Hours

Weekly hours must meet the minimum for the requested unit option

October - 2025						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
28	29	30	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	1



Position Title\*

Start and end dates must align with the academic quarter for which you are enrolling. Dates which overlap multiple quarters will not be approved.

Start/End Date

From\*

To\*

December - 2025 -

Sun	Mon	Tue	Wed	Thu	Fri	Sat
30	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31	1	2	3

Unit

Hours

Weekly hours must meet the minimum for the requested unit option

Position Title\*

Start and end dates must align with the academic quarter for which you are enrolling. Dates which overlap multiple quarters will not be approved.

Start/End Date

From\*

To\*

December - 2025 -

Sun	Mon	Tue	Wed	Thu	Fri	Sat
30	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31	1	2	3

Unit

Hours

Weekly hours must meet the minimum for the requested unit option

Position Title\*

Start and end dates must align with the academic quarter for which you are enrolling. Dates which overlap multiple quarters will not be approved.

Start/End Date

From\*



To\*



January - 2026 -

Sun	Mon	Tue	Wed	Thu	Fri	Sat
28	29	30	31	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Units Requested\*

Hours per week\*

Weekly hours must meet the minimum for the requested unit option

Position Title\*

Start and end dates must align with the academic quarter for which you are enrolling. Dates which overlap multiple quarters will not be approved.

Start/End Date

From\*



To\*



Units Requested\*

Hours per week\*

Weekly hours must meet the minimum for the requested unit option

Position Title\*

Start and end dates must align with the academic quarter for which you are enrolling. Dates which overlap multiple quarters will not be approved.

Start/End Date

From\*

01/05/2026

To\*

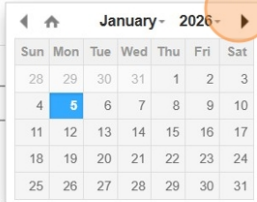
Units Requested\*

--Select--

Hours per week\*

5

Weekly hours must meet the minimum for the requested unit option



A calendar for January 2026. The days of the week are listed at the top: Sun, Mon, Tue, Wed, Thu, Fri, Sat. The dates are arranged in a grid. The date 5 is highlighted in blue. An orange circle highlights the right arrow navigation button.

Sun	Mon	Tue	Wed	Thu	Fri	Sat
28	29	30	31	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Position Title\*

Start and end dates must align with the academic quarter for which you are enrolling. Dates which overlap multiple quarters will not be approved.

Start/End Date

From\*

01/05/2026

To\*

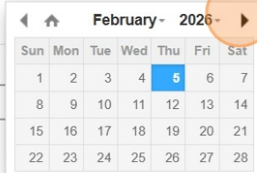
Units Requested\*

--Select--

Hours per week\*

5

Weekly hours must meet the minimum for the requested unit option



A calendar for February 2026. The days of the week are listed at the top: Sun, Mon, Tue, Wed, Thu, Fri, Sat. The dates are arranged in a grid. The date 5 is highlighted in blue. An orange circle highlights the right arrow navigation button.

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

Position Title\*

Start and end dates must align with the academic quarter for which you are enrolling. Dates which overlap multiple quarters will not be approved.

Start/End Date

From\*

01/05/2026



To\*



Units Requested\*

--Select--

Hours per week\*

5

Weekly hours must meet the minimum for the requested unit option

March - 2026 -						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31	1	2	3	4

## 24 Select your desired unit option.

Position Title\*

Start and end dates must align with the academic quarter for which you are enrolling. Dates which overlap multiple quarters will not be approved.

Start/End Date

From\*

01/05/2026



To\*

03/13/2026



Units Requested\*

4

Hours per week\*

5

Weekly hours must meet the minimum for the requested unit option

25

Select the number of hours per week you will work within your internship. The hours per week must meet the minimum requested for the requested Units.

**Warning: Dates which overlap multiple quarters will not be approved.**

Start/End Date

From\* 01/05/2026 To\* 03/13/2026

Units Requested\* 4

Hours per week\* 10

Weekly hours must meet the minimum for the requested unit option

Pay\* --Select--

Internship Setting\* --Select--

26

Select the type of compensation you are receiving from your Internship.

Units Requested\* 4

Hours per week\* 10

Weekly hours must meet the minimum for the requested unit option

Pay\* Paid

Internship Setting\* --Select--

How did you find this opportunity?\* --Select--



## 27 Select the modality of your internship.

OVERVIEW AIP

Hours per week\*

10

Weekly hours must meet the minimum for the requested unit option

Pay\*

Paid

Internship Setting\*

In-person

How did you find this opportunity?\*

--Select--

Are you continuing your internship from a previous quarter and/or have you worked with this organization in the past?

Yes No

After discussing with your internship site supervisor, describe your planned internship projects, responsibilities, and activities. You may include details from an

## 28 Select how you found the opportunity.

OVERVIEW AIP

Hours per week\*

10

Weekly hours must meet the minimum for the requested unit option

Pay\*

Paid

Internship Setting\*

In-person

How did you find this opportunity?\*

REAL Portal

Are you continuing your internship from a previous quarter and/or have you worked with this organization in the past?

Yes No

After discussing with your internship site supervisor, describe your planned internship projects, responsibilities, and activities. You may include details from an

29

Describe your planned internship projects, responsibilities, and activities. You may include details from an internship posting or job description if they accurately describe your planned role.

Yes No

After discussing with your internship site supervisor, describe your planned internship projects, responsibilities, and activities. You may include details from an internship posting or job description if they accurately describe your planned role.

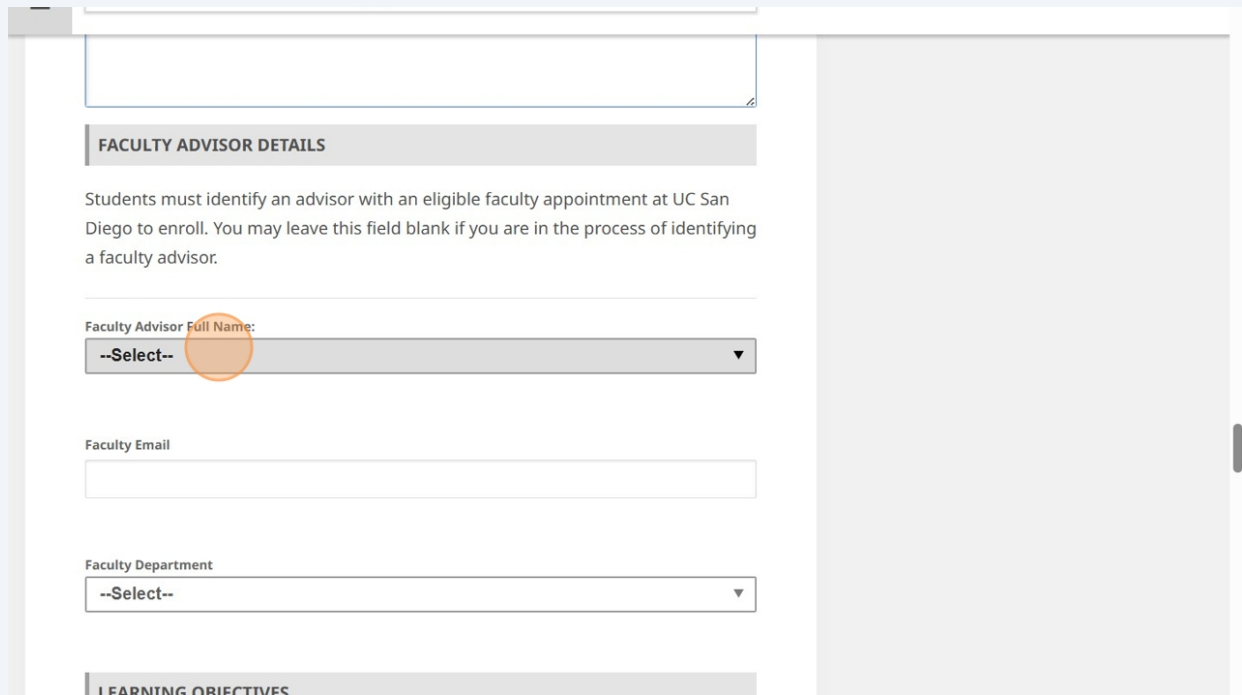
Internship Role and Projects\*

↩ ↪ B I 1= 2= 3= 4= 5= 6= 7= 8= 9= 10= 11= 12= 13= 14= 15= 16= 17= 18= 19= 20= 21= 22= 23= 24= 25= 26= 27= 28= 29= 30= 31= 32= 33= 34= 35= 36= 37= 38= 39= 40= 41= 42= 43= 44= 45= 46= 47= 48= 49= 50= 51= 52= 53= 54= 55= 56= 57= 58= 59= 60= 61= 62= 63= 64= 65= 66= 67= 68= 69= 70= 71= 72= 73= 74= 75= 76= 77= 78= 79= 80= 81= 82= 83= 84= 85= 86= 87= 88= 89= 90= 91= 92= 93= 94= 95= 96= 97= 98= 99= 100= 101= 102= 103= 104= 105= 106= 107= 108= 109= 110= 111= 112= 113= 114= 115= 116= 117= 118= 119= 120= 121= 122= 123= 124= 125= 126= 127= 128= 129= 130= 131= 132= 133= 134= 135= 136= 137= 138= 139= 140= 141= 142= 143= 144= 145= 146= 147= 148= 149= 150= 151= 152= 153= 154= 155= 156= 157= 158= 159= 160= 161= 162= 163= 164= 165= 166= 167= 168= 169= 170= 171= 172= 173= 174= 175= 176= 177= 178= 179= 180= 181= 182= 183= 184= 185= 186= 187= 188= 189= 190= 191= 192= 193= 194= 195= 196= 197= 198= 199= 200= 201= 202= 203= 204= 205= 206= 207= 208= 209= 210= 211= 212= 213= 214= 215= 216= 217= 218= 219= 220= 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421= 422= 423= 424= 425= 426= 427= 428= 429= 430= 431= 432= 433= 434= 435= 436= 437= 438= 439= 440= 441= 442= 443= 444= 445= 446= 447= 448= 449= 450= 451= 452= 453= 454= 455= 456= 457= 458= 459= 460= 461= 462= 463= 464= 465= 466= 467= 468= 469= 470= 471= 472= 473= 474= 475= 476= 477= 478= 479= 480= 481= 482= 483= 484= 485= 486= 487= 488= 489= 490= 491= 492= 493= 494= 495= 496= 497= 498= 499= 500= 501= 502= 503= 504= 505= 506= 507= 508= 509= 510= 511= 512= 513= 514= 515= 516= 517= 518= 519= 520= 521= 522= 523= 524= 525= 526= 527= 528= 529= 530= 531= 532= 533= 534= 535= 536= 537= 538= 539= 540= 541= 542= 543= 544= 545= 546= 547= 548= 549= 550= 551= 552= 553= 554= 555= 556= 557= 558= 559= 560= 561= 562= 563= 564= 565= 566= 567= 568= 569= 570= 571= 572= 573= 574= 575= 576= 577= 578= 579= 580= 581= 582= 583= 584= 585= 586= 587= 588= 589= 590= 591= 592= 593= 594= 595= 596= 597= 598= 599= 600= 601= 602= 603= 604= 605= 606= 607= 608= 609= 610= 611= 612= 613= 614= 615= 616= 617= 618= 619= 620= 621= 622= 623= 624= 625= 626= 627= 628= 629= 630= 631= 632= 633= 634= 635= 636= 637= 638= 639= 640= 641= 642= 643= 644= 645= 646= 647= 648= 649= 650= 651= 652= 653= 654= 655= 656= 657= 658= 659= 660= 661= 662= 663= 664= 665= 666= 667= 668= 669= 670= 671= 672= 673= 674= 675= 676= 677= 678= 679= 680= 681= 682= 683= 684= 685= 686= 687= 688= 689= 690= 691= 692= 693= 694= 695= 696= 697= 698= 699= 700= 701= 702= 703= 704= 705= 706= 707= 708= 709= 710= 711= 712= 713= 714= 715= 716= 717= 718= 719= 720= 721= 722= 723= 724= 725= 726= 727= 728= 729= 730= 731= 732= 733= 734= 735= 736= 737= 738= 739= 740= 741= 742= 743= 744= 745= 746= 747= 748= 749= 750= 751= 752= 753= 754= 755= 756= 757= 758= 759= 760= 761= 762= 763= 764= 765= 766= 767= 768= 769= 770= 771= 772= 773= 774= 775= 776= 777= 778= 779= 780= 781= 782= 783= 784= 785= 786= 787= 788= 789= 790= 791= 792= 793= 794= 795= 796= 797= 798= 799= 800= 801= 802= 803= 804= 805= 806= 807= 808= 809= 810= 811= 812= 813= 814= 815= 816= 817= 818= 819= 820= 821= 822= 823= 824= 825= 826= 827= 828= 829= 830= 831= 832= 833= 834= 835= 836= 837= 838= 839= 840= 841= 842= 843= 844= 845= 846= 847= 848= 849= 850= 851= 852= 853= 854= 855= 856= 857= 858= 859= 860= 861= 862= 863= 864= 865= 866= 867= 868= 869= 870= 871= 872= 873= 874= 875= 876= 877= 878= 879= 880= 881= 882= 883= 884= 885= 886= 887= 888= 889= 890= 891= 892= 893= 894= 895= 896= 897= 898= 899= 900= 901= 902= 903= 904= 905= 906= 907= 908= 909= 910= 911= 912= 913= 914= 915= 916= 917= 918= 919= 920= 921= 922= 923= 924= 925= 926= 927= 928= 929= 930= 931= 932= 933= 934= 935= 936= 937= 938= 939= 940= 941= 942= 943= 944= 945= 946= 947= 948= 949= 950= 951= 952= 953= 954= 955= 956= 957= 958= 959= 960= 961= 962= 963= 964= 965= 966= 967= 968= 969= 970= 971= 972= 973= 974= 975= 976= 977= 978= 979= 980= 981= 982= 983= 984= 985= 986= 987= 988= 989= 990= 991= 992= 993= 994= 995= 996= 997= 998= 999= 1000= 1001= 1002= 1003= 1004= 1005= 1006= 1007= 1008= 1009= 1010= 1011= 1012= 1013= 1014= 1015= 1016= 1017= 1018= 1019= 1020= 1021= 1022= 1023= 1024= 1025= 1026= 1027= 1028= 1029= 1030= 1031= 1032= 1033= 1034= 1035= 1036= 1037= 1038= 1039= 1040= 1041= 1042= 1043= 1044= 1045= 1046= 1047= 1048= 1049= 1050= 1051= 1052= 1053= 1054= 1055= 1056= 1057= 1058= 1059= 1060= 1061= 1062= 1063= 1064= 1065= 1066= 1067= 1068= 1069= 1070= 1071= 1072= 1073= 1074= 1075= 1076= 1077= 1078= 1079= 1080= 1081= 1082= 1083= 1084= 1085= 1086= 1087= 1088= 1089= 1090= 1091= 1092= 1093= 1094= 1095= 1096= 1097= 1098= 1099= 1100= 1101= 1102= 1103= 1104= 1105= 1106= 1107= 1108= 1109= 1110= 1111= 1112= 1113= 1114= 1115= 1116= 1117= 1118= 1119= 1120= 1121= 1122= 1123= 1124= 1125= 1126= 1127= 1128= 1129= 1130= 1131= 1132= 1133= 1134= 1135= 1136= 1137= 1138= 1139= 1140= 1141= 1142= 1143= 1144= 1145= 1146= 1147= 1148= 1149= 1150= 1151= 1152= 1153= 1154= 1155= 1156= 1157= 1158= 1159= 1160= 1161= 1162= 1163= 1164= 1165= 1166= 1167= 1168= 1169= 1170= 1171= 1172= 1173= 1174= 1175= 1176= 1177= 1178= 1179= 1180= 1181= 1182= 1183= 1184= 1185= 1186= 1187= 1188= 1189= 1190= 1191= 1192= 1193= 1194= 1195= 1196= 1197= 1198= 1199= 1200= 1201= 1202= 1203= 1204= 1205= 1206= 1207= 1208= 1209= 1210= 1211= 1212= 1213= 1214= 1215= 1216= 1217= 1218= 1219= 1220= 1221= 1222= 1223= 1224= 1225= 1226= 1227= 1228= 1229= 1230= 1231= 1232= 1233= 1234= 1235= 1236= 1237= 1238= 1239= 1240= 1241= 1242= 1243= 1244= 1245= 1246= 1247= 1248= 1249= 1250= 1251= 1252= 1253= 1254= 1255= 1256= 1257= 1258= 1259= 1260= 1261= 1262= 1263= 1264= 1265= 1266= 1267= 1268= 1269= 1270= 1271= 1272= 1273= 1274= 1275= 1276= 1277= 1278= 1279= 1280= 1281= 1282= 1283= 1284= 1285= 1286= 1287= 1288= 1289= 1290= 1291= 1292= 1293= 1294= 1295= 1296= 1297= 1298= 1299= 1300= 1301= 1302= 1303= 1304= 1305= 1306= 1307= 1308= 1309= 1310= 1311= 1312= 1313= 1314= 1315= 1316= 1317= 1318= 1319= 1320= 1321= 1322= 1323= 1324= 1325= 1326= 1327= 1328= 1329= 1330= 1331= 1332= 1333= 1334= 1335= 1336= 1337= 1338= 1339= 1340= 1341= 1342= 1343= 1344= 1345= 1346= 1347= 1348= 1349= 1350= 1351= 1352= 1353= 1354= 1355= 1356= 1357= 1358= 1359= 1360= 1361= 1362= 1363= 1364= 1365= 1366= 1367= 1368= 1369= 1370= 1371= 1372= 1373= 1374= 1375= 1376= 1377= 1378= 1379= 1380= 1381= 1382= 1383= 1384= 1385= 1386= 1387= 1388= 1389= 1390= 1391= 1392= 1393= 1394= 1395= 1396= 1397= 1398= 1399= 1400= 1401= 1402= 1403= 1404= 1405= 1406= 1407= 1408= 1409= 1410= 1411= 1412= 1413= 1414= 1415= 1416= 1417= 1418= 1419= 1420= 1421= 1422= 1423= 1424= 1425= 1426= 1427= 1428= 1429= 1430= 1431= 1432= 1433= 1434= 1435= 1436= 1437= 1438= 1439= 1440= 1441= 1442= 1443= 1444= 1445= 1446= 1447= 1448= 1449= 1450= 1451= 1452= 1453= 1454= 1455= 1456= 1457= 1458= 1459= 1460= 1461= 1462= 1463= 1464= 1465= 1466= 1467= 1468= 1469= 1470= 1471= 1472= 1473= 1474= 1475= 1476= 1477= 1478= 1479= 1480= 1481= 1482= 1483= 1484= 1485= 1486= 1487= 1488= 1489= 1490= 1491= 1492= 1493= 1494= 1495= 1496= 1497= 1498= 1499= 1500= 1501= 1502= 1503= 1504= 1505= 1506= 1507= 1508= 1509= 1510= 1511= 1512= 1513= 1514= 1515= 1516= 1517= 1518= 1519= 1520= 1521= 1522= 1523= 1524= 1525= 1526= 1527= 1528= 1529= 1530= 1531= 1532= 1533= 1534= 1535= 1536= 1537= 1538= 1539= 1540= 1541= 1542= 1543= 1544= 1545= 1546= 1547= 1548= 1549= 1550= 1551= 1552= 1553= 1554= 1555= 1556= 1557= 1558= 1559= 1560= 1561= 1562= 1563= 1564= 1565= 1566= 1567= 1568= 1569= 1570= 1571= 1572= 1573= 1574= 1575= 1576= 1577= 1578= 1579= 1580= 1581= 1582= 1583= 1584= 1585= 1586= 1587= 1588= 1589= 1590= 1591= 1592= 1593= 1594= 1595= 1596= 1597= 1598= 1599= 1600= 1601= 1602= 1603= 1604= 1605= 1606= 1607= 1608= 1609= 1610= 1611= 1612= 1613= 1614= 1615= 1616= 1617= 1618= 1619= 1620= 1621= 1622= 1623= 1624= 1625= 1626= 1627= 1628= 1629= 1630= 1631= 1632= 1633= 1634= 1635= 1636= 1637= 1638= 1639= 1640= 1641= 1642= 1643= 1644= 1645= 1646= 1647= 1648= 1649= 1650= 1651= 1652= 1653= 1654= 1655= 1656= 1657= 1658= 1659= 1660= 1661= 1662= 1663= 1664= 1665= 1666= 1667= 1668= 1669= 1670= 1671= 1672= 1673= 1674= 1675= 1676= 1677= 1678= 1679= 1680= 1681= 1682= 1683= 1684= 1685= 1686= 1687= 1688= 1689= 1690= 1691= 1692= 1693= 1694= 1695= 1696= 1697= 1698= 1699= 1700= 1701= 1702= 1703= 1704= 1705= 1706= 1707= 1708= 1709= 1710= 1711= 1712= 1713= 1714= 1715= 1716= 1717= 1718= 1719= 1720= 1721= 1722= 1723= 1724= 1725= 1726= 1727= 1728= 1729= 1730= 1731= 1732= 1733= 1734= 1735= 1736= 1737= 1738= 1739= 1740= 1741= 1742= 1743= 1744= 1745= 1746= 1747= 1748= 1749= 1750= 1751= 1752= 1753= 1754= 1755= 1756= 1757= 1758= 1759= 1760= 1761= 1762= 1763= 1764= 1765= 1766= 1767= 1768= 1769= 1770= 1771= 1772= 1773= 1774= 1775= 1776= 1777= 1778= 1779= 1780= 1781= 1782= 1783= 1784= 1785= 1786= 1787= 1788= 1789= 1790= 1791= 1792= 1793= 1794= 1795= 1796= 1797= 1798= 1799= 1800= 1801= 1802= 1803= 1804= 1805= 1806= 1807= 1808= 1809= 1810= 1811= 1812= 1813= 1814= 1815= 1816= 1817= 1818= 1819= 1820= 1821= 1822= 1823= 1824= 1825= 1826= 1827= 1828= 1829= 1830= 1831= 1832= 1833= 1834= 1835= 1836= 1837= 1838= 1839= 1840= 1841= 1842= 1843= 1844= 1845= 1846= 1847= 1848= 1849= 1850= 1851= 1852= 1853= 1854= 1855= 1856= 1857= 1858= 1859= 1860= 1861= 1862= 1863= 1864= 1865= 1866= 1867= 1868= 1869= 1870= 1871= 1872= 1873= 1874= 1875= 1876= 1877= 1878= 1879= 1880= 1881= 1882= 1883= 1884= 1885= 1886= 1887= 1888= 1889= 1890= 1891= 1892= 1893= 1894= 1895= 1896= 1897= 1898= 1899= 1900= 1901= 1902= 1903= 1904= 1905= 1906= 1907= 1908= 1909= 1910= 1911= 1912= 1913= 1914= 1915= 1916= 1917= 1918= 1919= 1920= 1921= 1922= 1923= 1924= 1925= 1926= 1927= 1928= 1929= 1930= 1931= 1932= 1933= 1934= 1935= 1936= 1937= 1938= 1939= 1940= 1941= 1942= 1943= 1944= 1945= 1946= 1947= 1948= 1949= 1950= 1951= 1952= 1953= 1954= 1955= 1956= 1957= 1958= 1959= 1960= 1961= 1962= 1963= 1964= 1965= 1966= 1967= 1968= 1969= 1970= 1971= 1972= 1973= 1974= 1975= 1976= 1977= 1978= 1979= 1980= 1981= 1982= 1983= 1984= 1985= 1986= 1987= 1988= 1989= 1990= 1991= 1992= 1993= 1994= 1995= 1996= 1997= 1998= 1999= 2000= 2001= 2002= 2003= 2004= 2005= 2006= 2007= 2008= 2009= 2010= 2011= 2012= 2013= 2014= 2015= 2016= 2017= 2018= 2019= 2020= 2021= 2022= 2023= 2024= 2025= 2026= 2027= 2028= 2029= 2030= 2031= 2032= 2033= 2034= 2035= 2036= 2037= 2038= 2039= 2040= 2041= 2042= 2043= 2044= 2045= 2046= 2047= 2048= 2049= 2050= 2051= 2052= 2053= 2054= 2055= 2056= 2057= 2058= 2059= 2060= 2061= 2062= 2063= 2064= 2065= 2066= 2067= 2068= 2069= 2070= 2071= 2072= 2073= 2074= 2075= 2076= 2077= 2078= 2079= 2080= 2081= 2082= 2083= 2084= 2085= 2086= 2087= 2088= 2089= 2090= 2091= 2092= 2093= 2094= 2095= 2096= 2097= 2098= 2099= 2100= 2101= 2102= 2103= 2104= 2105= 2106= 2107= 2108= 2109= 2110= 2111= 2112= 2113= 2114= 2115= 2116= 2117= 2118= 2119= 2120= 2121= 2122= 2123= 2124= 2125= 2126= 2127= 2128= 2129= 2130= 2131= 2132= 2133= 2134= 2135= 2136= 2137= 2138= 2139= 2140= 2141= 2142= 2143= 2144= 2145= 2146= 2147= 2148= 2149= 2150= 2151= 2152= 2153= 2154= 2155= 2156= 2157= 2158= 2159= 2160= 2161= 2162= 2163= 2164= 2165= 2166= 2167= 2168= 2169= 2170= 2171= 2172= 2173= 2174= 2175= 2176= 2177= 2178= 2179= 2180= 2181= 2182= 2183= 2184= 2185= 2186= 2187= 2188= 2189= 2190= 2191= 2192= 2193= 2194= 2195= 2196= 2197= 2198= 2199= 2200= 2201= 2202= 2203= 2204= 2205= 2206= 2207= 2208= 2209= 2210= 2211= 2212= 2213= 2214= 2215= 2216= 2

31

Find and select the faculty member that has agreed to serve as your Faculty Advisor.

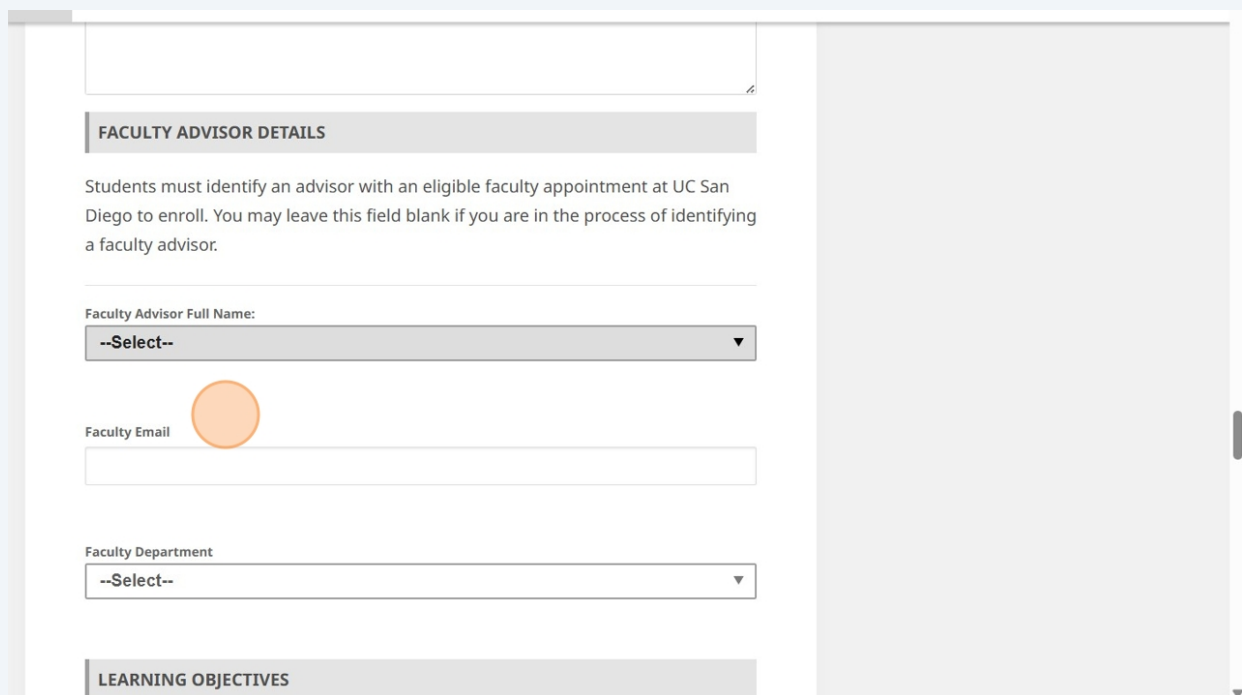
If you are still in the process of identifying a Faculty Advisor, you may leave this field blank.



The screenshot shows a web form titled "FACULTY ADVISOR DETAILS". Below the title, a paragraph states: "Students must identify an advisor with an eligible faculty appointment at UC San Diego to enroll. You may leave this field blank if you are in the process of identifying a faculty advisor." The form contains three input fields: "Faculty Advisor Full Name:" (a dropdown menu with "--Select--" selected), "Faculty Email" (a text input field), and "Faculty Department" (a dropdown menu with "--Select--" selected). An orange circle highlights the "Full Name:" dropdown menu. Below the form, a section titled "LEARNING OBJECTIVES" is partially visible.

32

Enter the email for your Faculty Advisor



The screenshot shows the same web form as in the previous image. In this view, an orange circle highlights the "Faculty Email" text input field. The "Full Name:" dropdown menu and the "Faculty Department" dropdown menu remain unchanged, both showing "--Select--". The "LEARNING OBJECTIVES" section is also visible at the bottom.

33

Select the department in which your Faculty Advisor works.

The screenshot shows a web interface with a sidebar on the left containing a menu icon and a red notification bubble. The main content area has a header with 'OVERVIEW' and 'AIP' tabs. Below the header, there are three form fields: 'Faculty Advisor Full Name' (a dropdown menu with '--Select--' selected), 'Faculty Email' (a text input field), and 'Faculty Department' (a dropdown menu with '--Select--' selected, highlighted by an orange circle). Below these fields is a section titled 'LEARNING OBJECTIVES' with a grey background. The text in this section reads: 'Indicate THREE professional and/or academic learning objectives. Your learning objectives need to be well thought out and meaningful to you. They should be clear and specific enough that others will understand them and will be able to help you achieve them. When establishing your learning objectives, think about what you would like to get out of the internship, identify the opportunities and resources available at your site, and define a plan with strategies for reaching your goals.' Below the text is a horizontal line for input.

OVERVIEW AIP

Faculty Advisor Full Name:  
--Select--

Faculty Email

Faculty Department  
--Select--

**LEARNING OBJECTIVES**

Indicate THREE professional and/or academic learning objectives. Your learning objectives need to be well thought out and meaningful to you. They should be clear and specific enough that others will understand them and will be able to help you achieve them. When establishing your learning objectives, think about what you would like to get out of the internship, identify the opportunities and resources available at your site, and define a plan with strategies for reaching your goals.

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34

Describe three learning objectives you hope to get out of your internship. These should be specific enough that others will understand them and will be able to help you to achieve them.

When establishing your learning objectives, identify opportunities and resources that are available at your site and define a plan with strategies to reach your goals.

and specific enough that others will understand them and will be able to help you achieve them. When establishing your learning objectives, think about what you would like to get out of the internship, identify the opportunities and resources available at your site, and define a plan with strategies for reaching your goals.

Learning Objective 1:\*

Learning Objective 2:\*

35

Read the "Student Waiver of Liability, Assumption of Risk and Hold Harmless Agreement"

WAIVERS AND APPROVAL

**Student Waiver of Liability, Assumption of Risk and Hold Harmless Agreement**

Assumption of Risk: In granting credit for this internship, the Academic Internship Program affirms that, to the best of our judgment, the experience is an appropriate curricular option for UC San Diego students. The Academic Internship Program does not knowingly approve internship opportunities that pose undue risks to UC San Diego students. However, voluntary participation in an internship carries with it certain inherent risks that cannot be eliminated regardless of the care taken to avoid injuries. The specific risks vary but can include illness or bodily injury, theft, loss or damage of personal property, and hazards associated with travel by car or...



## 36 Read the statements prior to submitting your Learning Agreement

OVERVIEW AIP

law. I have read the foregoing and sign this as an act of my own free will, without coercion or duress.

By initialing here, I agree to the above Waiver of Liability, Assumption of Risk and Hold Harmless Agreement.

**Read before submitting Learning Agreement**

**By clicking Submit, I agree that:**

1. AIP may forward this Learning Agreement to my Internship Supervisor for electronic approval.
2. AIP staff are authorized to contact my Internship Supervisor and Faculty Advisor as deemed necessary for educational purposes, including vetting of the internship opportunity and/or confirming my participation and enrollment status in an academic internship.

Initial to agree to Student Waiver\*

## 37 Enter your initials to agree to the Student Waiver.

OVERVIEW AIP

1. AIP may forward this Learning Agreement to my Internship Supervisor for electronic approval.
2. AIP staff are authorized to contact my Internship Supervisor and Faculty Advisor as deemed necessary for educational purposes, including vetting of the internship opportunity and/or confirming my participation and enrollment status in an academic internship.

Initial to agree to Student Waiver\*

**APPROVAL NOTES**

Assigned AIP Specialist (TBC when/if approved):

Submit

Save as Draft

### 38 Once you have completed all steps, submit your Learning Agreement.

AIP staff will review your Learning Agreement and will provisionally approve your application. If revisions are needed, you will need to submit edits and resubmit for AIP approval.

After AIP provisionally approves your application, your Internship Supervisor will receive an email requesting their electronic approval of the Learning Agreement.

The screenshot shows a web interface for submitting a Learning Agreement. At the top, there is a navigation bar with a hamburger menu icon, the text 'OVERVIEW', and 'AIP'. The main content area contains two numbered steps: 1. 'AIP may forward this Learning Agreement to my Internship Supervisor for electronic approval.' and 2. 'AIP staff are authorized to contact my Internship Supervisor and Faculty Advisor as deemed necessary for educational purposes, including vetting of the internship opportunity and/or confirming my participation and enrollment status in an academic internship.' Below these steps is a text input field labeled 'Initial to agree to Student Waiver\*'. Further down is a section titled 'APPROVAL NOTES' with a sub-label 'Assigned AIP Specialist (TBC when/if approved):'. At the bottom of the form, there are two buttons: 'Submit' (highlighted with an orange circle) and 'Save as Draft'.

OVERVIEW AIP

1. AIP may forward this Learning Agreement to my Internship Supervisor for electronic approval.
2. AIP staff are authorized to contact my Internship Supervisor and Faculty Advisor as deemed necessary for educational purposes, including vetting of the internship opportunity and/or confirming my participation and enrollment status in an academic internship.

Initial to agree to Student Waiver\*

**APPROVAL NOTES**

Assigned AIP Specialist (TBC when/if approved):

**Submit** Save as Draft

39

From the AIP Dashboard, you will be able to view your pending application in the "Pending Experiences" tab. Once your Learning Agreement has been approved, you will be able to access the tool to report your hours in the "Current Experiences" tab.

