

Step 1:

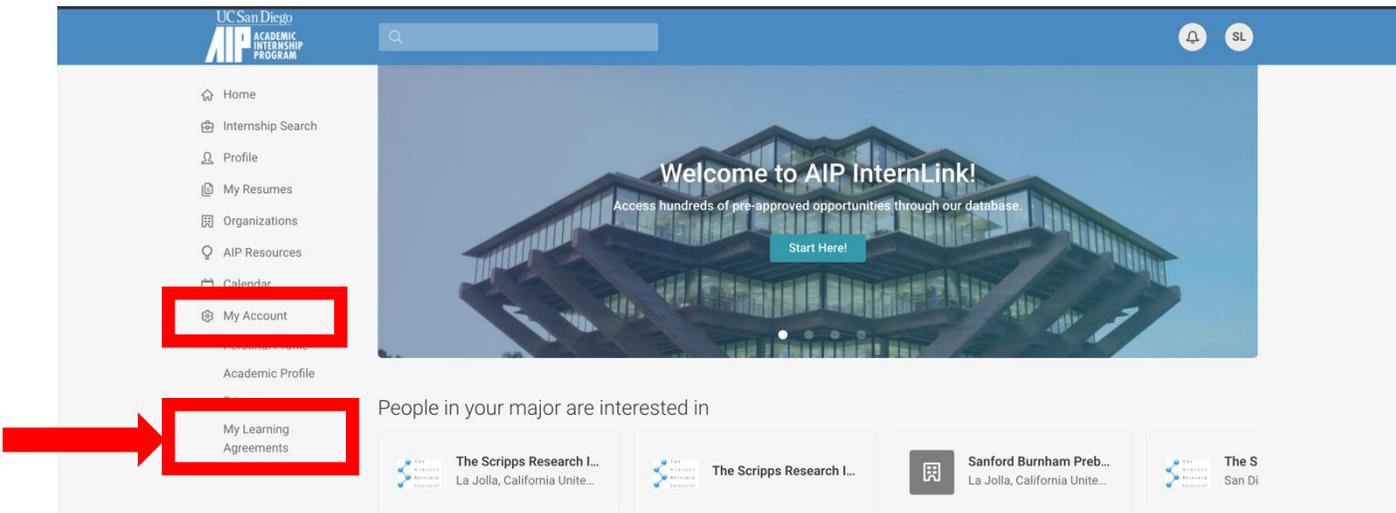
Login to AIP Internlink: <https://aipinternlink.ucsd.edu/>

Login with your student credentials.

NOTE: IF YOU DO NOT MEET THE ELIGIBILITY REQUIREMENT, PLEASE CONTACT AIP VIA EMAIL AT aipinfo@ucsd.edu

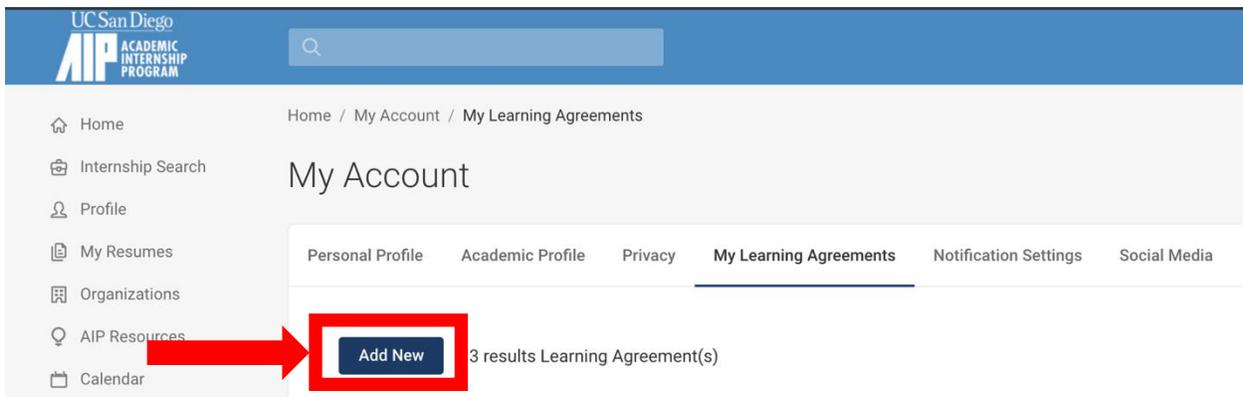
Step 2:

On the left side of the page, select “My Account” and then select “My Learning Agreements”



Step 3:

Select the “Add New” to begin a new Learning Agreement



Step 4:

Fill in fields 1-4 with the appropriate information.

For field #5, select the term in which you will be participating in the internship (i.e. If you are applying to intern in Winter Quarter 2026, select Winter 2026)

For field #6, select the program you are applying for.

- If you are applying for AIP 97/197 select "None of the Above."
- If you are applying for BISP 197, select "Biology Research Internship Program."

LEARNING AGREEMENT - UC SAN DIEGO ACADEMIC INTERNSHIP PROGRAM

This document serves as an agreement between the student, internship supervisor, faculty advisor, and Academic Internship Program at UC San Diego.

Student Full Name *



Student PID *



Major *



UCSD Email *



Internship Term *



Program *

Indicate whether you are participating in any of the listed partner programs. If you are participating in a traditional AIP internship and none of the programs apply, select "None of the above."



Have you ever enrolled in an AIP course before?

Yes No

Step 5:

Fill in field #7 with the complete name of the organization you will be interning at.

(Note: If the organization does not appear in this field, skip to Step 6 and add the organization in the "Organization not Listed" section)

Select the correct bubble in field #9 if you will be remotely working during your internship.

Internship Host Details

Organization

Begin typing the name of your internship Organization in the box, then select it from the options that appear. *If you cannot find your organization here, skip to the "Organization Not Listed" field below.*



Organization Not Listed

Select "Add New Organization" if your internship organization could not be found using the "Organization" field above. *If you found your organization in the "Organization" field above, skip this field.*



Virtual/Remote Internship? *

Will you be working remotely during your internship?

Yes No



Step 6: (ONLY COMPLETE THIS STEP IF THE ORGANIZATION DID NOT APPEAR IN STEP 5, OTHERWISE PROCEED TO STEP #7)

If your organization does not appear in field #7, click on "Add New Organization" in field #8 of the "Organization Not Listed" section and fill in the appropriate information regarding your organization.

Organization Not Listed

Select "Add New Organization" if your internship organization could not be found using the "Organization" field above. *If you found your organization in the "Organization" field above, skip this field.*

New Organization *

Use this field only if you searched "Organization" field above and your internship site does not exist in the system

New Organization Overview *

Provide a brief description of the organization.

New Organization Industry *

New Organization Website *

New Organization Address *

Virtual/Remote Internship? *

Will you be working remotely during your internship?

Yes No

Step 7:

Fill in fields #10-14 with the appropriate information.

Supervisor Name *



10.)

Supervisor Title *



11.)

Supervisor Department



12.)

Supervisor Phone *



13.)

Supervisor Email *



14.)

Step 8:

Fill in fields #15-18 with the appropriate information.

Internship Details

Internship Title *



15.)

How did you find this opportunity? *



16.)

Start Date *

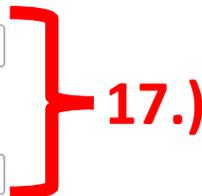
Select

Clear

End Date *

Select

Clear



17.)

(Note: For field #17, please refer to the [AIP Enrollment Timeline](#) in selecting the correct dates for the internship.)

Minimum Hours Per Week *



18.)

(Note: For field #18, please refer to the [Internship hours](#). The number of hours per week will be based on the number of units you are applying for.)

Step 9:

Fill in fields 19-22 with the appropriate information.

(Note: For Field #19, this will vary from student to student. If you are unsure of your schedule, provide a rough schedule you will follow (i.e. Monday 3 hours, Tuesday 3 hours, etc.)

Schedule *

Indicate the days and hours you expect to intern each week.

← 19.)

Compensation Type *

▼

← 20.)

Internship Description *

After discussing with your internship site supervisor, describe your internship duties/responsibilities, including any special projects.

← 21.)

Are you currently or have you ever worked/interned in any capacity for this organization? *

- Yes No

← 22.)

NOTE:

[\(BISP 197 Students: Click here to skip to Step 10A on Page 10\):](#)

AIP 97/AIP 197 Students will proceed to complete Steps 10-13

Step 10:

Complete fields 23-24:

23.) Select the academic course you will enroll in. After doing so, you will be provided additional fields to fill out.

24.) The number of units you are enrolling in will depend on how many hours you plan to intern. Please refer to [Internship hours](#) to determine how many units you will enroll in)

Course Details

Academic Course *



Units *



Step 11: AIP 97/AIP 197 Students ONLY

Please read carefully the enrollment procedures for AIP 97/197.

Fill in the appropriate information for fields 25-28:

(NOTE: Your faculty advisor is different from your supervisor at your internship)

- If you do not have a faculty advisor, please refer to the [AIP Finding a Faculty Advisor Guide](#)
- If you are unsure if your person of interest qualifies as a faculty advisor, please contact us at aipinfo@ucsd.edu

Course Details

Academic Course *

AIP 197 - Academic Internship Program

Enrolling In AIP 97/197

Enrollment procedures for AIP 97/197:

1. Submit this Learning Agreement for approval by AIP and your Internship Supervisor.
2. Meet with your Faculty Advisor to define your AIP paper or project.
3. Submit an Enrollment Authorization request via EASy.
4. Once approved, you will receive email notification to enroll via Webreg.

Units *

Faculty Advisor Full Name

If your faculty advisor is not listed, select "NOT LISTED," then enter his/her name in the box below.

 25.)

Faculty Department

 26.)

Faculty Teaching Title

 27.)

Faculty Email

 28.)

Step 12:

Carefully review the following information regarding the learning objectives:

Click on “Add Learning Objective” to add a new learning objective **(MUST BE A TOTAL OF 3 DIFFERENT LEARNING OBJECTIVES)**

Learning Objectives

Learning Objectives *
(Create THREE)

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.



Learning Objectives

Learning Objectives *
(Create THREE)

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.

(NOTE: If this is your second time applying for AIP, please ensure your learning objectives for the 2nd learning agreement are distinctly different from your learning objectives from your 1st learning agreement)

Learning Objective Information

Learning Objective *
What I want to learn or do

Tasks/Strategies *
How I am going to learn it and what resources I will use.



Step 13:

Carefully review the following information regarding the Student Waiver of Liability, Assumption of Risk and Hold Harmless Agreement

29.) Initial to agree to the Student Waiver

REMEMBER TO CLICK “SUBMIT” AFTER YOU ARE DONE!

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 bus and exposure to communities outside of UC San Diego.

Waiver of Liability: By voluntarily participating in this program, I freely assume any risk associated with or arising from my internship. In consideration of being permitted to participate in the Academic Internship Program I do hereby release, waive, discharge, and covenant not to sue The Regents of the University of California, its officers, employees, and agents from liability from any and all claims resulting in personal injury, accidents or illnesses (including death), and property loss arising from, but not limited to, participation in the internship program.

Indemnification Agreement: I also agree to INDEMNIFY and HOLD The Regents of the University of California HARMLESS from any and all claims, actions, suits, procedures, costs, expenses, damages and liabilities, including attorney's fees brought as a result of my involvement in the Academic Internship Program. Severability: The undersigned further expressly agrees that the foregoing waiver and assumption of risk agreement is intended to be as broad and inclusive as is permitted by the law of the State of California and that if any portion thereof is held invalid, it is agreed that the balance shall, notwithstanding, continue in full legal force and effect.

Acknowledgement of Understanding: I have read this waiver of liability, assumption of risk, and indemnity agreement, fully understand its terms, and understand that I am giving up substantial rights, including my right to sue. I acknowledge that I am signing the agreement freely and voluntarily, and intend by my signature to be a complete and unconditional release of all liability to the greatest extent allowed by law. I have read the foregoing and sign this as an act of my own free will, without coercion or duress.

Initial to agree to Student Waiver *

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



Submit 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.

YOU HAVE NOW SUBMITTED YOUR LEARNING AGREEMENT

Questions? Contact aipinfo@ucsd.edu

Step 10A: BISP 197 STUDENTS ONLY

23.) Select “BISP 197 – Biology Research Internship Program” under “Academic Course”

24.) For the course units, please refer to [Student Participation Requirements](#) to determine the number of units you will be enrolling in

Course Details

Academic Course *



Units *



Step 10B: BISP 197 STUDENTS ONLY

To complete the following four sections below (Proposed Research Project, Proposed Experimental Design, Analysis and Communication, and Means of Evaluation), **we encourage you to discuss these topics with your supervisor!**

Proposed Research Project *

Describe the research project to be undertaken in your internship. Address:

- What research question(s) will you attempt to address in your specific project?
- What background knowledge is necessary (course work, literature reviews, etc.) before you begin your project?
- How might your project contribute to the larger research goal(s) of the laboratory?



Proposed Experimental Design *

Address the following:

- In broad terms, describe your research approach. Describe methodologies, procedures, and tools/techniques you plan to use.
- Describe any substantial collaboration with other individuals (e.g., graduate students, other undergraduates, lab staff, faculty).



Analysis and Communication *

Address the following:

- How will the experimental data be analyzed? What methods will be used?
- How will the results of your project be communicated to lab members and to external audiences (if applicable)?



Means of Evaluation

Based on discussion with your internship supervisor, indicate and describe the nature of the final paper, report, presentation or project you will produce for evaluation at the end of the quarter.



Step 10C: BISP 197 STUDENTS ONLY

Fill in fields 25-28 with the appropriate information.

25.) If you are using the designated faculty advisor for BISP 197, please select **“Wilhelm, James E”** as your faculty advisor. If you are using another faculty advisor than the designated one, please select your faculty advisor from the list below.

26.) Select **“BIOL”** under faculty department.

27.) Select **“Associate Professor”** under **“Faculty Teaching Title”** if you are using **“Wilhelm, James E.”** as your faculty advisor.

- If not, please select the appropriate title for your faculty advisor

28.) Fill in the appropriate email of your faculty advisor.

-If using James E. Wilhelm, fill in with jwilhelm@ucsd.edu

Faculty Advisor Full Name

If your faculty advisor is not listed, select "NOT LISTED," then enter his/her name in the box below.

 **25.)**

Faculty Department

 **26.)**

Faculty Teaching Title

 **27.)**

Faculty Email

 **28.)**

Step 10D: BISP 197 STUDENTS ONLY

Carefully review the following information regarding the learning objectives:

Click on “Add Learning Objective” to add a new learning objective (**MUST BE A TOTAL OF 3 DIFFERENT LEARNING OBJECTIVES**)

Learning Objectives

Learning Objectives *

(Create THREE)

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.

Add Learning Objective

Learning Objectives

Learning Objectives *

(Create THREE)

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.

(NOTE: If this is your second time applying for AIP, please ensure your learning objectives for the 2nd learning agreement are distinctly different from your learning objectives from your 1st learning agreement)

Learning Objective Information

Learning Objective *

What I want to learn or do

Tasks/Strategies *

How I am going to learn it and what resources I will use.

Add Learning Objective

Step 10E: BISP 197 STUDENTS ONLY

Carefully review the following information regarding the Student Waiver of Liability, Assumption of Risk and Hold Harmless Agreement

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Indemnification Agreement: I also agree to INDEMNIFY and HOLD The Regents of the University of California HARMLESS from any and all claims, actions, suits, procedures, costs, expenses, damages and liabilities, including attorney's fees brought as a result of my involvement in the Academic Internship Program. Severability: The undersigned further expressly agrees that the foregoing waiver and assumption of risk agreement is intended to be as broad and inclusive as is permitted by the law of the State of California and that if any portion thereof is held invalid, it is agreed that the balance shall, notwithstanding, continue in full legal force and effect.

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