Internships for Academic Credit
Step By Step Guide

At UCR, students can apply for academic credit or do the internship simply for professional development. To receive academic credit for an internship or employment that aligns with your academic goals, you must complete the following steps at any point before the quarter for which you are seeking credit and no later than two weeks after the quarter has started.

Deadline: Complete the process before the quarter begins, or no later than 2 weeks after the quarter starts.

*Before you begin: Review the internship form video.

Steps to Obtain Academic Credit

1. **Secure an Internship or Employment**

2. **Find the right course**

Check whether your department offers 198-I, 298-I, or 398-I.
If not, ask your advisor about a related sponsoring department.

3. **Complete the Internship Request Form**

Add your information and required contacts, Double-check all email addresses, Include total internship hours

4. **Complete the DocuSign Form**

Complete all required fields, Upload your job description, Sign and submit for signatures

5. **Registration & Enrollment**

After all signatures are complete, the Career Center submits the form to the Registrar or Summer Sessions. You will be notified when registered.

Important Notes:

BCOE Students: Speak with your Academic Advisor or GSAO before starting.

International Students: Consult your International Student Advisor/ISS about work authorization.

AGSM Students: Visit business.ucr.edu/gss/internships or contact agsmcareercenter@ucr.edu.

This information is accurate and reliable as of the date of publication, but may change without notice. Please contact the Career Center for the most up-to-date information. (10/30)
Academic credit is granted by academic departments, not the Career Center.

198i, 298i, 398i FAQs

Internships for Academic Credit

How do I receive academic credit?

- Step 1: Secure an internship or employment opportunity.
- Step 2: Confirm the correct 198-I, 298-I, or 398-I course with your academic department or advisor.
- Step 3: Submit the Internship Request Form with your accurate contact emails, and required signers.
- Step 4: Complete the DocuSign form, upload your job description, and sign it.
- Step 5: After all signatures are collected, the Career Center will submit the form for enrollment and notify you when registered.

I didn't receive a DocuSign

- Ensure your email address was typed perfectly on the initial Internship Request Form. Minor typos will prevent the form from arriving.
- If you don't receive a DocuSign link within 30 minutes of completion, contact careerinternships@ucr.edu.
- Include your full name and SID number when emailing the Career Center to expedite troubleshooting.

Where is my form in the process?

- Contact careerinternships@ucr.edu for specific tracking updates.
- Once you receive a response indicating who the form is currently sitting with, send a quick, polite follow-up reminder to that individual to ensure a fast completion process.

What do I attach in DocuSign?

- In the attachment section of DocuSign upload a copy of your official offer letter or signed employment agreement under the "Internship Site Information" section of the DocuSign.
- Upload alternate confirmation (Ex: university agreement, official letter from supervisor) if an offer letter is unavailable.

International Students

- Please consult with your International Student Advisor at the International Students & Scholars regarding your work authorization. Our office does not provide CPT consultation/advising.
- If you have specific questions, please contact internationalstudents@ucr.edu

Which course and unit count do I enroll in?

- Ensure you select the correct course level matching your status—198-I is for undergraduate students, while 298-I and 398-I are designated for graduate and professional students.
- Reach out to your advisor to confirm the exact course code and to ensure the units are in coordination with the amount of hours you are working.

My company can't sign external documents

- Contact careerinternships@ucr.edu to discuss alternate methods of validation if your employer's HR or legal policy prevents them from signing external DocuSign agreements.
- Once you notify the Career Center, our team will work with you and your site supervisor to provide an approved alternative validation process.

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