

**Steps for Your Internship**  
**EHRD 484**

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**Step 1 – Find an Internship**

1. Research
  - a. Register on the Career Center Website for Premium Services
  - b. Check out the Internship Page:  
<http://careercenter.tamu.edu/guides/internship/>
  - c. Follow the guidelines that are outlined on this page:
    - i. How to begin
    - ii. What kind of internship would interest me
    - iii. Applying for an internship
    - iv. Utilize the Career Center
    - v. Utilize additional resources
  - d. Career Planning and Campus Recruiting, Texas A&M University Career Center
  - e. Making the Most out of your Internship, handout from the Career Center

2. Utilize Career Center Personnel:  
Marti Marberry, Assoc. Executive Director  
1233 TAMU  
Suite 209 John J. Koldus Building  
College Station, TX 77843.1233  
Main: 979.845.5139  
Fax: 979.845.2979  
[mmarberry@tamu.edu](mailto:mmarberry@tamu.edu)

*Ms. Marberry is assigned to work with our program to help students locate an internship. Make an appointment with her.*

3. When visiting/interviewing with prospective internship supervisors/recruiters take the 3 documents that are on the web page:  
[http://eahr.tamu.edu/articles/internship\\_information](http://eahr.tamu.edu/articles/internship_information)
  - a. EHRD 484 Syllabus
  - b. Internship Requirements
  - c. Internship Individual Agreement

*You can use these documents to answer any questions that your recruiter might have about the program. Leave a copy with them if necessary.*

## Step 2 – Initiate Your Paperwork

*The Internship Contract is a 2-Step Process.*

*The Individual Agreement is a contract between the student and the employer.*

*The Master Agreement is a contract between TAMU and the employer.*

4. Fill out the Individual Agreement Online and print off.
  - a. Handwritten contracts create many problems because handwriting does not fax well or scan well and do not look professional.  
Dr. Gundy will not accept handwritten contracts.
  - b. Be sure that you have accurate contact information. Ask for a business card that has all the correct information that you will need.
  - c. You may need to meet with your recruiter more than once to negotiate your tasks and to obtain signatures. Faxed signature pages are acceptable.
  - d. Your company may have forms of their own on which they require signatures. We will include them in the total contract package along with the documents that Texas A&M University requires.
  - e. Occasionally a company requests changes in the Individual Agreement and/or Master Agreement. We have a little flexibility, but any changes do require a review by our Texas A&M University Contracts office prior to signatures.
  - f. Bring your Individual Agreement to Dr. Gundy as soon as you obtain your signatures.
5. Dr. Gundy will prepare the Master Agreement and send it to your company for signatures. This process can take several weeks to complete. You will want to get this done soon so we can have all paper work completed prior to the beginning of your internship.
6. All contracts should be initiated prior to the first day of classes of the semester.
7. If you are requesting a Waiver to the 12-Hour Rule to take one additional course with your internship, submit your request with your Individual Agreement.

## Step 3 – Attend your Mandatory Orientation Meeting

1. On Reading Days of the semester prior to your internship, there will be a mandatory orientation meeting. You will receive:
  - a. EHRD 484 Syllabus
  - b. EHRD 484 Calendar for the semester that you intern
  - c. Instructions to use the daily journal webpage
  - d. Requirements for:
    - i. Research Project
    - ii. Monthly Reports
    - iii. Final Reports
    - iv. Completion Letter