

Get your internship documented on your transcript.

How?

If you're a UC Davis student working 40 hours or more per quarter in an approved and supervised internship, you can have your internship recorded on your transcript—what's known as "transcript notation."

Transcript notation includes the internship title and organization plus the quarter(s) that you participated.

Tell me more!

Transcript notation is free and:

- Helps you determine internship goals, duties, expectations.
- Documents your academically approved internship.
- Relates to employers and graduate schools your extracurricular experiences.
- Prepares you for interviews by helping you recall examples of how your internships influenced your professional growth.

Forget 10 easy steps; you can get started in 8.

1. Get an approved and supervised internship.
2. Go to icc.ucdavis.edu and login to Aggie Job Link (AJL).
3. On the AJL home page, click the "Transcript Notation" option from the "More" list. Click "Add New" to start a new transcript notation form.
4. Begin typing the name of the organization sponsoring your internship in the employer box.
5. Select your organization's name from the drop-down list. (If it isn't in the list, enter the name of your internship organization in the "New Organization" field.)
6. Complete all required information requested in the proposal, parts one and two. (Red asterisks denote required fields.) The proposal must be completed within the first two weeks of the internship.
7. When you have completed all the required fields, click the "Submit" button at the bottom of the page. Logout when you're finished.

8. After you have completed your transcript notation proposal, give your internship supervisor a heads up that, at the end of the quarter, they will need to fill out a supervisor's evaluation for you. Your supervisor will access your evaluation from their Aggie Job Link employer account and submit the evaluation online.

Then what?

All internships require a timesheet you access through AJL under the "Time Commitment" section. Your internship supervisor will verify your hours at the conclusion of your internship.

It's a wrap.

At the end of the quarter, you must submit a completed "Student Final Report":

1. Login to Aggie Job Link and click the "Transcript Notation" option.
2. Click "Student Final Report."
3. Submit short responses (3-8 sentences) for each of the six questions.
4. Click "Submit" when you are done.
5. Remind your internship supervisor to login to Aggie Job Link to complete the supervisor's evaluation.

Your transcript notation will appear in the comments section of your printed transcript. To check if your notation has posted, logon to SISWeb to view your unofficial transcript three to six months after the internship has ended.

If you have questions about transcript notation or Aggie Job Link, visit icc.ucdavis.edu or stop by the second floor of South Hall. You can also call 530-752-2855 to speak with an ICC staff member (Mon.–Fri., 10:00 a.m.–4:00 p.m.) or email ajlhelp@ucdavis.edu.