



ALEC Department Student Internship Checklist

- Go to <https://t.uga.edu/660>
- Complete [ALEC Online Internship Application](#)
- Download the one (1) year or three (3) year MOU PDF from the [ALEC website](#).
- Use the Suggested Wording to email your internship supervisor about the MOU.
 - Copy alec@uga.edu on this email.
 - Don't forget! Attach the MOU PDF.
- Once completed by your internship supervisor, email your MOU to alec@uga.edu.
 - Double check to ensure the dates on the final page of your MOU span a full year for a one-year MOU or three full years for a three-year MOU.

What Happens Now?

1. ALEC staff will route your MOU through Legal Affairs and the Dean's Office.
2. Once all signatures are acquired, ALEC Staff will inform your Internship Instructor.
3. With your Internship Instructor's approval, you will be granted Permission of Department to register for internship credit.
4. You will receive an email once permission is granted.
5. Register for the number of credit hours approved by your instructor.
6. Access any additional course requirements through eLC.
7. Have a great internship experience!

Questions

Contact ALEC Staff with questions about any of the above information by emailing alec@uga.edu or calling 706-542-8913.