**Enrolling in MPA 287 – Internship Course:**

**Step 1:**Visit[**https://bit.ly/MPA287RequiredForms**](https://bit.ly/MPA287RequiredForms) and complete all of the requested information about your proposed internship course and submit the form.

**Step 2:** You will receive the forms required to receive credit in MPA 287 via AdobeSign within two days of submitting the form from Step 1.  Please check your email regularly.  When you receive the forms, there will be specific fields to complete and sign.  Other fields will be completed by you at a later time in the process.

**Step 3:**  The forms will be emailed to the University Internship Coordinator, who will enter the status of the Internship Site's Experiential Learning Agreement on the Learning Plan Agreement.

**Step 4:**  The required forms will be automatically emailed to your Internship Site Supervisor.  The Internship Site Supervisor will review and sign the Internship Learning Plan Agreement and complete the Learning Site Risk Assessment if one is not already on file.

**Step 5:** The Fresno State EHS/Risk Manager will be sent the forms and reviews the Learning Site Risk Assessment and approves or declines the site as an approved site for Internship Courses.

**Step 6:**  **IMPORTANT - DON'T MISS THIS STEP!** You will receive the forms via email again. You will initial your acknowledgement of the Internship Site's Experiential Learning Agreement status, review the Learning Site Risk Assessment and sign the Learning Plan Agreement.

**Step 7:** The internship course faculty will receive the forms and will sign the Internship Learning Plan Agreement if approved.

**Step 8:**  All parties will receive a completed copy of all documents.

If you don't receive your finalized copy within 5 business days, please have the student contact Claudia Ceja, University Internship Coordinator, at cceja@csufresno.edu.