



## **Late Internship Petition Information and Guidelines**

For internship application instructions and deadlines at the department level:

<https://agecon.uga.edu/undergraduate/internships.html>

Students who seek to apply for an internship **AFTER** the deadlines published on the department's webpage has passed need to write a formal petition addressed to Catie Young, Administrative Manager, Department of Agricultural and Applied Economics. The petition should then be emailed as a pdf attachment to Catie ([youngcat@uga.edu](mailto:youngcat@uga.edu)) who will review the petition based on student answers to the questions below and the feasibility of a MOU completing the routing process prior to the start of the internship and in accordance with UGA registration guidelines. The petition needs to address the questions below in the order presented. Failure to answer all of the questions will result in a returned petition.

1. Have you spoken to the Department's Academic Advisor about the petition? If so, what was the response of the advisor?
2. Have you taken the pre-requisite course(s)?
3. What is the date on which you were offered the internship position?
4. Why would waiting to take the internship at a later semester represent an undue burden or hardship?
5. What other extenuating circumstances require and justify the exception to the internship application process and deadline published on the department's website?
6. What internship course are you applying for to receive academic credit?
7. Upload a verification letter or email from the internship site that states you have been offered an internship, the dates of the internship, and the approximate number of hours (either per week or in total) you will be interning.
8. What organization will you be interning with? Please list the name and full address. List your supervisor's full name, title, phone number, and email address. What are the approximate dates of your internship and approximately how many hours per week will you be interning? Is this an in-person internship or is it virtual?
9. Provide a description of the work that you will be doing with the internship organization.



**Department of Agricultural  
and Applied Economics**  
*College of Agricultural & Environmental Sciences*  
**UNIVERSITY OF GEORGIA**

### **University of Georgia MOU Policy**

The University of Georgia Office of Legal Affairs requires that a Memorandum of Understanding (MOU) be completed between the university and the internship site/employer before students can be registered for a course for academic credit and before students begin their internship experience. The process of securing a signed MOU can take up to six weeks. Therefore, to ensure MOUs are in place the Department of Agriculture and Applied Economics has set deadlines when internship applications need to be received.

### **Exceptions to the MOU Policy**

1. If the internship is with a University of Georgia facility (such as the Georgia Center for Continuing Education, a county Extension office, Tifton or Griffin campus, etc.)
2. If a MOU is already in place with the College of Agricultural and Environmental Sciences. To see if there is an existing MOU visit:

[https://www.caes.uga.edu/students/experiential-learning/internships-jobs/Academic\\_EL\\_Credit.html](https://www.caes.uga.edu/students/experiential-learning/internships-jobs/Academic_EL_Credit.html)