



Department of Agricultural and Applied Economics

Late Internship MOU Application Petition Information and Guidelines

The University of Georgia Office of Legal Affairs requires that a Memorandum of Understanding (MOU) be signed by UGA and the organization where a student will be conducting an internship be signed and on record before a student can be given permission by department to register for an internship and also before the student can begin working in their internship position. In the Department of Agricultural and Applied Economics, this MOU requirement applies to all internship courses with the prefix AAEC, ENVM, or HFIM. From beginning to end, the process of securing a signed MOU through all the appropriate UGA channels and offices can take up to four weeks or more. Therefore, to help ensure needed MOUs are in place which then allow students to register for and begin working in an internship position, the Department of Agricultural and Applied Economics has set deadlines when internship applications need to be received by Leta Salazar in the main office of the department. For internship application instructions and deadlines at the department level, see <https://agecon.uga.edu/undergraduate/internships.html>.

Students who seek to apply for an internship after the deadlines published on the above webpage, need to write a petition in the form of a memo or letter addressed to Leta Salazar, Academic Services Professional, Department of Agricultural and Applied Economics. The petition should then be emailed as a pdf attachment to Leta Salazar (leta.salazar@uga.edu) who will review and approve or not approve the petition based on student answers to the questions below, and the feasibility of an application going through the UGA system and the MOU being signed and recorded in time for the student to be able to register for and legally begin an internship under the auspices of the University of Georgia. The written petition to Leta Salazar needs to address the question below in the order presented. Failure to answer all of the questions will mean the return of the petition.

1. What is the prefix and number of the internship course which is the subject of this petition? (for example, AAEC 3910, ENVM 3910, HFIM 3910, HFIM 3912, HFIM 3913 or HFIM 3914).
2. Have you spoken to the Department Academic Advisor about the petition? If so, what was the response of the Advisor?
3. When was the need for the petition first apparent?
4. What is the date on which you were offered the internship position?
5. What is the name of the organization offering the internship?
6. Why would waiting to take the internship at a later semester represent an undue burden or hardship?
7. What other extenuating circumstances require and justify the exception to the internship application process and deadlines published at the webpage above?

Petitions should be addressed to:

Ms. Leta Salazar, Academic Services Professional and Internship Application Coordinator
Department of Agricultural and Applied Economics
The University of Georgia

Make sure the petition includes the filing student's full name, UGA ID number, and major.