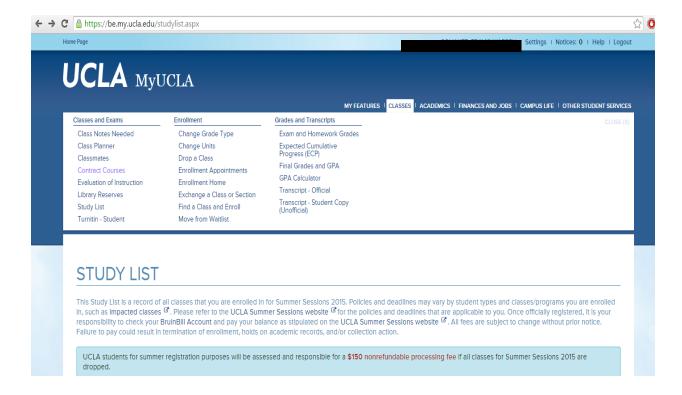
### FTV 195 CORPORATE INTERNSHIP ENROLLMENT TUTORIAL

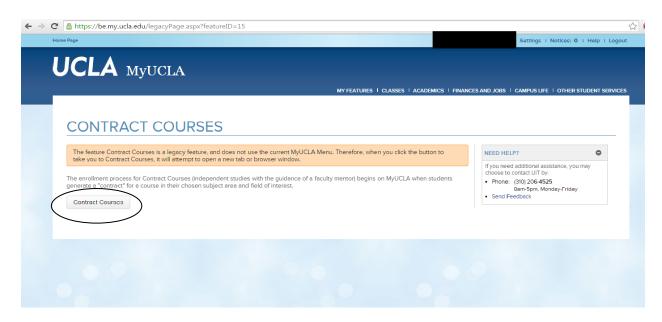


Login - MyUCLA

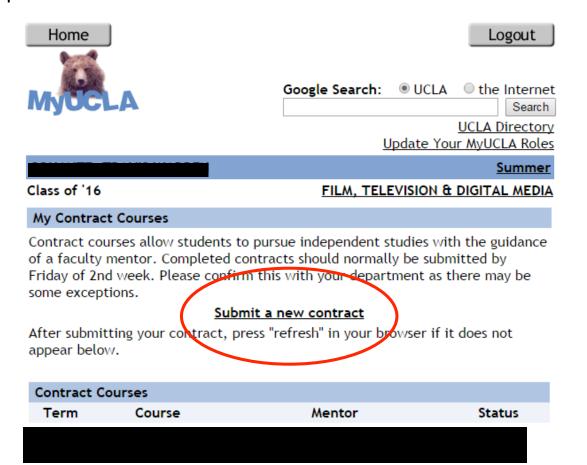
Click "Classes"

Click "Contract Courses" under the Classes and Exams Section, and follow prompt

# Step 1 -----



# Step 2 -----



### How the process works

#### Step 1: Build and print your customized contract

- Choose the type of contract you wish to create
- Review the preliminary steps that you need to complete before creating your contract
- Answer a series of brief questions that will include a request for a short course proposal
- Print your completed contract (you will need Adobe Acrobat Reader installed on your computer to complete this step--click <u>here</u> to download the Adobe Reader)

# Step 2: Follow the instructions printed on your customized contract

- Obtain the specified signatures
- Submit your printed contract to the designated office

### Tips

- If you quit the process before you have finished creating the contract, your work will not be saved.
- It is your responsibility to check the status of your contract by returning to your MyUCLA Contract Courses page or by verifying your enrollment on your study list.

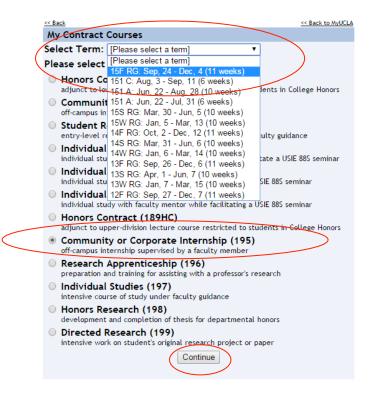
#### Contact Us

**Problems with this process?** Call our help desk at (310) 206-4525

Feedback? Email MyUCLA@college.ucla.edu



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# Step 5 -----

# My Contract Courses Community or Corporate Internship (195) 15F

Tutorial. Limited to juniors/seniors. Contract required with supervising faculty member. Internship in a supervised setting in a community agency or business. Student meets on a regular basis with instructor and provides periodic reports of their experience.

You must complete the following steps before you can create a contract for this course:

- Consult either an advisor in the <u>department</u> offering the 195 tutorial or the <u>Center for Community Learning</u> to determine where your internship will be administered.
- 2) Find a faculty mentor to supervise your work.
- 3) Before you continue with this process, prepare a short description of your internship, the nature of the faculty supervision you will receive and the type of tangible evidence you will provide as proof of the work completed.

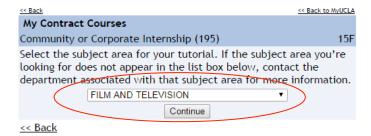
Use a word-processing program such as Microsoft Word to prepare and save your work so that you may copy and paste it into your contract when prompted.

If you've completed these steps and are ready to begin creating your contract, click "continue."  $\,$ 

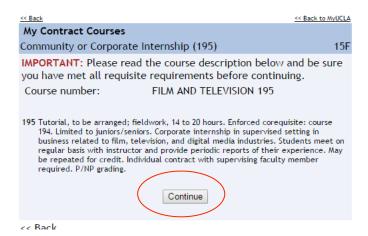
If you haven't yet completed these steps, you may print a copy of the preparation instructions for this contract by clicking "print steps." You may return to MyUCLA via the "back to MyUCLA" link at the top of this page.

Print Steps Continue

### Step 6 -----



## Step 7 -----



### Step 8 -----

	so back to myo	
	My Contract Courses	
	Community or Corporate Internship (195)	5F
_	Type your faculty mentor's last name into the box provided below and click "search." If you're unsure of the spelling, just type a few letters of the name and click "search."  Mann  Search	
_	MANN,DENISE R (FILM, TELEVISION & DIGITAL MEDIA) ▼ Continu	е

This search returns the first 100 matches. If you cannot locate your faculty mentor's name using this search tool, contact your faculty mentor's department for instructions.

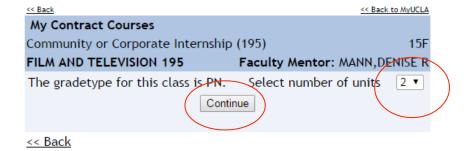
<< Back

Type "Mann" into Search box and press Search button.

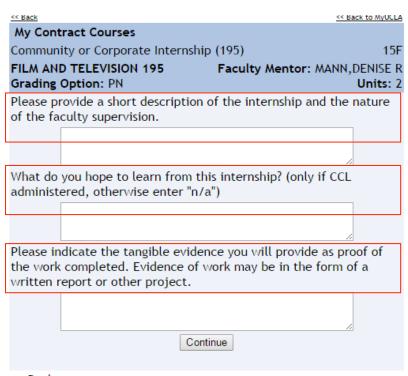
Select "MANN, DENISE R" from dropdown menu and the press Continue button

You may also select "Martin-Liebing, Hans"

Step 9 -----



Step 10 -----



cc Rack