



## PRE-DEPARTURE TIMELINE

Washington, D.C. – fall 2020

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### INTERN TRAININGS/MEETINGS VIA ZOOM

All intern training sessions are required. Students should ensure that they have activated their Zoom account (<https://tamu.zoom.us/>). Links for each Zoom meeting will be sent by program staff prior to each training session. Recordings of each training will be made available at <http://anrp.tamu.edu/intern-training> after each session.

**ANRP Intro Meeting – What to Expect if You're Selected into the Program**

Monday, March 30 from 5:30-7:30pm

**Professionalism in the Workplace**

Monday, April 6 from 5:30-7:30pm

**Living in D.C.**

Monday, April 13 from 5:30-7:30pm

**Intern Training Week**

date/time varies – week of May 4

We will post pre-recorded training sessions during the week of May 4. These trainings would normally be covered during our in-person Intern Training Day; however, we will make them available virtually.

### DEADLINES

All items are due by 5pm via email to [anrp@tamu.edu](mailto:anrp@tamu.edu) unless otherwise noted. Copies of required forms will be emailed to students and may be found at <http://anrp.tamu.edu/intern-training>.

**Thur. April 2**

- Risk management form packet

**Thur. April 16**

- Draft of thank you letter to the Association of Former Students
- Draft of student bio

**Fri. July 24**

- Roommate questionnaire
- Housing contract
- W-9 form

**Fri. July 31**

- Individual headshot (business professional photo)
- Final thank you letter to the Association of Former Students
- Final student bio
- Screenshot of fall '20 academic schedule showing enrollment in AGLS 492
- Copy of health insurance cards (front and back)
- Domestic travel form submission listing Erin Fisk as program contact
- Hosting office information
  - Start and end dates of your internship that you set with your hosting office supervisor
  - Name, email, title, and phone number of your hosting office supervisor

### **Fri. Aug. 7**

- \$350 housing deposit
  - This must be received before you will be cleared to move into the Buchanan.
  - Via check or money order (no cash/credit) made payable to "Texas A&M AgriLife Research"
  - Must ensure that the student's name and home address is printed on the check.
  - Checks should be mailed to the following address:

Erin Fisk – Policy Internship Programs  
Texas A&M University  
600 John Kimbrough Blvd., Suite 515  
2402 TAMU  
College Station, TX 77843

## **THINGS TO CONSIDER:**

### **Housing**

- You will be living at The Buchanan in Crystal City (Arlington, Virginia). Additional details will be provided at the *Living in D.C.* training session.
  - **Housing opens on August 20 at 9am.** Early move-ins will not be approved.
  - **Housing closes on December 5 by 6pm.** Late departures will not be approved.
- You must provide a \$350 housing deposit by August 7. This should be a check or money order that is made payable to "Texas A&M AgriLife Research".

### **Internship Logistics**

- Internship dates should be set with your site supervisor. Please keep the housing dates (August 20 through December 5) in mind when planning your internship dates. If you chose to begin your internship before intern housing opens on August 20, you will be responsible for securing and paying for your own housing.
- Your internship should run in line with Texas A&M's 15-week academic calendar for the fall semester. You should start your internship around August 24 and end it by December 4. Any dates outside a four-day window of these proposed dates should first be approved by ANRP staff.

### **Academic Course Enrollment**

- You are required to enroll in the AGLS 492 course for 0-2 credit hours. It is up to you and your academic advisor to decide how many hours in which you should enroll for this course.
- If you are graduating prior to your internship, Erin must first get you classified as a continuing student with the Registrar's office before you can register for the AGLS 492 course. She coordinates this process with the COALS dean's office.
- Erin must get you cleared with the Career Center before you are able to enroll in the AGLS 492 course. Once you have been cleared, Erin will provide enrollment details (proper section, procedures, etc.) to you. You will then be responsible for adding the AGLS course to your schedule prior to arriving in D.C.
- Enrollment in the AGLS 492 course will automatically have you flagged as full-time with the Registrar's Office even if you are taking the course for zero (0) hours.

### **Finances**

- You will be billed by Student Business Services for the number of credit hours in which you are enrolled. Go to <http://sbs.tamu.edu> for the Tuition Estimator.
  - The AGLS 492 course incurs the \$75 co-op fee charged by the university, even if only enrolled in zero (0) hours.
- Full-time status with the Registrar's Office does NOT mean the same thing as full-time for financial aid and/or scholarship purposes. It is your responsibility to meet with Scholarships & Financial Aid to discuss how participating in ANRP will affect your financial aid qualifications.