



PRE-DEPARTURE TIMELINE

Washington, D.C. – summer 2020

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 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

Mon. April 27

- Roommate questionnaire
- Housing contract
- W-9 form

Wed. April 29

- Individual headshot (business professional photo)
- Final thank you letter to the Association of Former Students
- Final student bio
- Screenshot of summer '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

Wed. May 20

- \$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 May 21 at 9am.** Early move-ins will not be approved.
 - **Housing closes on August 8 by 6pm.** Late departures will not be approved.
- You must provide a \$350 housing deposit by May 20. This should be a check or money order that is made payable to "Texas A&M AgriLife Research". Please see the previous section for details.

Internship Logistics

- Internship dates should be set with your site supervisor. Please keep the housing dates (May 21 through August 8) in mind when planning your internship dates. If you chose to begin your internship before intern housing opens on May 21, you will be responsible for securing and paying for your own housing.
- Your internship should run in line with Texas A&M's 10-week academic calendar for the summer semester. You should start your internship around May 26 and end it by August 7. 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.