



PRE-DEPARTURE TIMELINE

Rome, Italy – fall 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

to be determined

Individual Placement Meeting

date/time varies – April 1-3

Each intern will meet individually with Stephanie Webb, program director, and discuss the placement process for their location-specific hosting office.

Professionalism in the Workplace

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

Living in Your City

to be determined

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
- Copies of resumé, cover letter, and policy paper via Word documents only
 - no PDFs, Google docs, etc.

Thur. April 16

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

Fri. May 22

- Final copies of resumé, cover letters, and policy paper
- Your handwritten signature on a white background.

Fri. July 31

- Individual headshot (business professional photo)
- Final think you letter to the Association of Former Students
- Final student bio
- Screenshot of fall '20 academic schedule showing enrollment in AGLS 492
- Documentation of CISI insurance registration
- Documentation of confirmed registration with the Education Abroad Office
- Hosting office information (start and end dates for your internship)
- Housing information for where you will be living during your internship (physical address, etc.)
- Travel dates and flight information
- Status of your visa application &/or background check

THINGS TO CONSIDER

Visa

- **You are responsible for your own visa application.** Verification documents may be provided by ANRP staff upon request; however, it is ultimately the student's responsibility to research and execute the visa application process.
- All international locations require that paperwork be submitted for a background check in order for a student to be cleared for an internship. This paperwork is ultimately your responsibility.
 - Be aware that this process could take 1-3 months to complete, so it is imperative that you begin this process ASAP.
- Do not delay in submitting your items needed for your visa or FAO clearance check. You don't want this process to hold up your internship experience.

ANRP Course Enrollment

- You are required to enroll in the AGLS 492 course for 1-2 credit hours. It is up to you and your academic advisor to determine how many hours in which you should enroll for this course.
- Erin must get you cleared with the Career Center before you are able to enroll in the 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 by the end of July.
- Enrollment in the AGLS 492 course will automatically have you flagged as full-time with the Registrar's Office.

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.
- 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.
- Your ANRP scholarship will be placed on your account by Erin.
 - You must enroll in the AGLS 492 course for at least one (1) credit hour to be eligible for the scholarship.
 - Financial aid regulations dictate that aid pays towards the student's account 10 days prior to the first class day, therefore you will not receive your scholarship funds prior to this time.

Internship Logistics

- 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.

Education Abroad Office

- You must register with the Education Abroad Office (formally Study Abroad Programs Office) No exceptions.
 - You must list Erin Fisk as the program contact.
- You must purchase the CISI insurance offered through A&M's Education Abroad Office. No exceptions will be allowed.