

**Internship Checklist for DEB students
Feb 2008**

- 1. Before you submit a CV and cover letter to any company, please have Dr. Kjelstrom review it.**
- 2. Remember to list the DEB as the reason you are seeking an internship (in Objective section) and also list the DEB as part of your PhD education. Example: PhD in Chemistry with a Designated Emphasis in Biotechnology.**
- 3. If you are offered an internship, please notify Dr. Kjelstrom. There are details to go over. If you are going to the company for the interview....what to wear? What is business etiquette? Reminder to send a thank you note after the interview (email is fine).**
- 4. If you accept an internship, please notify Dr. Abhaya Dandekar (instructor of record for MCB 282 (internship) as well as Dr. Kjelstrom. Information needed: name and address of company, start date and expected end date, full time or part time, and name and contact information of industry mentor.**
- 5. You will need to sign up for MCB 282 before you start your internship. If that is not possible, inform Dr. Dandekar and Dr. Kjelstrom. If you receive an incomplete, you have one year to complete. If you plan to do a 3 month internship (full time) this would be 12 units.**
- 6. It is also possible to enroll after the completion of the internship (unless you are on filing fee status). Make sure to communicate with Dr. Dandekar and Dr. Kjelstrom.**
- 7. Upon completion of the internship, you must file a report with Dr. Dandekar and Dr. Kjelstrom. The report should be 3-4 pages in length. Include the name and address of company, start date and end date, full time or part time, name and contact information of industry mentor, description of the project(s) [it will probably be reviewed by the legal team at the company to protect IP] and comments on the value of this experience to your overall education.**
- 8. If you are an international student, you will need to contact the SISS office and apply for CPT (curricular practical training). Dr. Kjelstrom will need to submit a verification letter in order to receive a work permit.**
- 9. Remember you are the Face of the DEB program and UC Davis when you are at the company. Your success is our success. Be a wonderful ambassador, so the company will take more DEB students in the future.**