

# How to Create a 195CE Course Contract

To enroll in a 195CE course, students create a course contract through myUCLA. In this video, you'll learn how to create your course contract.

After logging into MyUCLA:

1. Click on "Classes," then "Contract Courses"
2. Click "Create a New Contract."
3. Review the steps of creating the course contract, and select "Create a new contract"
4. Select the Term, and "Corporate/Community Internship (195)"
5. Select "Next," and "Next" again
6. Select the department of your course, and "Next"
  - a. If prompted, select **195CE**. This step is CRUCIAL, as the Center for Community Engagement DOES NOT administer 195 courses without a CE.
7. Click "Next," and type in the **last name** of your faculty mentor.
  - a. Note that this is NOT your Graduate Student Instructor.
  - b. *The departmental faculty mentor's name is listed on this website link and [See Step #5](#)*
  - c. If you receive an error message that your mentor already has seven students signed up, ignore it and proceed, because this rule does not apply to CE courses.
8. Select your faculty mentor's full name.
9. Select grade type: either letter grade or pass/no pass
10. Type in the description of your internship. You MUST include:
  - a. The name and location of your internship site
  - b. Your internship description
  - c. A plan for mentorship or supervision from your internship supervisor, within the internship period.
  - d. Type what you hope to learn, how the internship connects to your major or other coursework, and how the experience relates to your career goals.  
**This field must be completed; DO NOT type n/a**
11. Now, **copy the following statement VERBATIM**, to indicate how your work completed will be tangibly shown:
  - a. 5 biweekly meetings with the CCE Graduate Student Instructor, weekly response papers, final research paper, and signed timesheet reflecting 80-100 hours worked at the internship site.
12. Be sure that you meet all the criteria for your course contract, then click "Continue".
13. Save or print the 2-page form, then have your **internship site supervisor** sign the form - a digital signature is fine.

- a. This is the only signature you're responsible for.
14. Submit the signed contract to the link provided by your Graduate Student Instructor.
15. After a few days, check your Study List to confirm your course enrollment is complete.
16. If your internship supervisor needs proof that you are receiving credit for your internship, you can provide this AFTER your enrollment is fully processed, in one of three ways:
  - a. Submitting a copy of your study list, showing your enrollment in the 195CE course; or
  - b. Obtaining a copy of the completed course contract from the academic department; or
  - c. Obtaining a **Special Verification Letter** from the UCLA Registrar's office.
  - d. Additional information about this process is available on the UCLA Registrar website.