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 (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. **Prompt 1:** Please provide a short description of the internship and the nature of the faculty supervision. 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.
11. **Prompt 2:** What do you hope to learn from this internship? 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.
12. **Prompt 3:** Please indicate the tangible evidence you will provide as proof of the work completed. Evidence of work may be in the form of a written report or other project. **You**

must 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.

13. Be sure that you meet all the criteria for your course contract, then click "Continue".

14. Download the 2-page form. Download the **letter of agreement** (see *Step #6 here*). Have your internship site supervisor sign both forms- a digital signature is fine. You are also required to sign the letter of agreement.

   a. Please **do NOT** ask the faculty mentor or chair to sign the contract. You are NOT responsible for obtaining these signatures.

15. Schedule a **virtual intake appointment via myUCLA** with your Graduate Student Instructor (GSI). Listed on this webpage. Instructions for scheduling appointments are under *Step #7 here*.

16. Your GSI will email you a **link to a Google form prior to your intake appointment**. Complete the Google form with information about your internship site and site supervisor and upload your contract and letter of agreement – signed by your site supervisor.

17. Your intake appointment will be a **30-minute Zoom meeting** (link provided on myUCLA). During this meeting, eligibility will be discussed as well as course requirements and expectations. Attending an intake appointment does NOT guarantee enrollment.

18. If you are eligible for enrollment, your GSI will submit your paperwork to the department Student Affairs Office for enrollment. **After a few days, check your Study List to confirm your course enrollment is complete**.

19. 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 two ways:

   a. Submitting a copy of your study list, showing your enrollment in the 195CE course; or

   b. Obtaining a **Special Verification Letter** from the UCLA Registrar's office. Scroll to the "195CE Internship Course" section and click on the link to complete an *Internship Letter Request*.