

what is... TRANSCRIPT NOTATION?

for employers

Students who participate in internships at UC Davis (UCD) are eligible to receive Transcript Notation (TN) which means that students will get a 'notation' on their official UCD transcript documenting the internship experience. Only The Internship & Career Center offers Transcript Notation to any student who works a minimum of 40 hours per quarter at an approved and supervised internship. Together with your student intern/employee you can complete the TN application process completely online.

With recent updates to Aggie Job Link (AJL), employers can now complete the TN application process start to finish online. You can also save time by archiving job descriptions for use quarter after quarter as well as having e-records of previous interns and employees at your fingertips to review at a moment's notice. Below is a timeline for the TN application process and on the reverse side of this handout are step-by-step directions for the TN application process.

1. Find a UC Davis student to work with your organization.

- a. To be eligible for Transcript Notation, your student intern/employee must complete at least 40 hours in the quarter at a supervised internship.

2. Ask your UC Davis student about Transcript Notation.

- a. If your student isn't aware of TN, encourage your student intern/employee to visit The Internship & Career Center to learn more TN and our additional services.

3. Log in to Aggie Job Link at icc.ucdavis.edu. (see reverse for complete directions)

- a. To start the TN application process, you will need to create an employer account if you do not currently use the Aggie Job Link system.

4. Create a job posting for the current position held by your student intern/employee.

- a. Once you have completed the TN posting, encourage your student intern/employee to start the TN application process.

5. At the end of the quarter, fill out and submit the supervisor's evaluation and review the proposal and time sheet with your student.

6. Congratulations! You've completed the TN application process with your student intern/employee.

Have questions about TN or AJL? We can help! Visit icc.ucdavis.edu or stop by the 2nd or 3rd Floor of South Hall. You can also call 530.752.2855 to speak to an ICC staff member.

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1. Do You Have An Aggie Job Link Account?

To get started, you will need an active AJL account. Visit icc.ucdavis.edu and click the Employers tab to log in to Aggie Job Link (AJL). However if you are new to AJL follow the directions below to setup an account.

To create a new AJL account, click the **Set Up an Account** link on the UC Davis Employer front page. On the next page, click **Register Here**, located beneath the login fields. Complete the form and press the **Submit** button at the bottom of the page. You will then see a message that says “Thank you for registering. You will receive your username and password within one business day.” Check your email for your username and password. If you do not receive a password, verify that your email address was entered correctly. If you are still experiencing trouble, contact ajlhelp@ucdavis.edu.

To update your contact or company information, log in to AJL (see step 2), and click **Select the Account** option from the menu at the top of your AJL homepage. Select **Personal Profile** to review or update your contact information. Click the **Submit** button to save your changes. To update your company information, select Profile from the menu at the top and make changes then click the **Save Changes** button.

2. Log in to Aggie Job Link

- a. At icc.ucdavis.edu, enter your username (email address) and password on the left and click the *Employer* button to log in.

3. Listing Internship Postings/Post an Internship for Transcript Notation

- a. Select the Career Jobs/Internships tab from the menu at the top.
- b. Click on the *Add New* button.
- c. Complete the Job Postings form.
 - If you opt to copy from a previously listed position, all fields in the New Job screen will be automatically populated.
- d. Check the Internship Guidelines to be sure your posting meets these qualifications.
- e. Mark the “Is this an Internship?” radio button as yes.
- f. Click the *Submit* button when you are done.

4. Transcript Notation: Starting Intern Paperwork

- a. During the first few weeks of the internship, you need to log in to Aggie Job Link (see step 2).
- b. Select the Transcript Notation tab from the top menu, located on the far right.
- c. Once your intern initiates a TN request, the student name will appear on your list.
- d. Review the proposal with your intern.

5. Transcript Notation: Evaluating Your Intern

- a. When the internship is complete, log in to Aggie Job Link (see step 2).
- b. Select the Transcript Notation tab from the top menu, located on the far right.
- c. Click on the *Evaluate Student* button to the left of your student’s name.
- d. Complete the evaluation and click the *Save* button when you are done.