

# what is... TRANSCRIPT NOTATION?

*for students*

Many students who participate in internships at UC Davis (UCD) are not aware they can 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. With just a bit of paperwork and 40 hours spent working at your internship, you can have your internship title, location and quarter noted on your official UC Davis transcript.

## The Many Benefits of TN for Students:

- Gives you an opportunity to set up goals/duties/expectations.
- Entry on your transcript noting an academically approved internship at no cost.
- Demonstrates to employers and graduate schools your extra curricular work.
- Applications for graduate or professional school ask for a student's academic transcript not their resume.
- Review your transcript to prepare for interviews. Prepared students give detailed examples of how internships affected their professional growth.

Within the Aggie Job Link system (AJL), you can now complete the TN application process start to finish online. Below is a timeline for the TN application process and on the reverse side of this handout are step-by-step directions for the online submission process.

### 1. Get an approved & supervised internship.

- a. All interns must work at least 40 hours per quarter.

### 2. Go online at [icc.ucdavis.edu](http://icc.ucdavis.edu) to log in to Aggie Job Link.

### 3. Complete the online Transcript Notation proposal in Aggie Job Link.

(see reverse for directions)

- a. The proposal is due within the first two weeks of the quarter.

### 4. Finish the internship, log on to Aggie Job Link to complete your time sheet and personal essay.

- a. Remind your employer to log on to Aggie Job Link to complete the supervisor's evaluation.

### 5. Check out your Transcript Notation on AJL at the end of the quarter.

- a. Your TN will appear in the notes section of your printed transcript. Please allow 3-6 months for your TN to process and post on your transcript.

Have questions about TN or AJL? We can help! Visit [icc.ucdavis.edu](http://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](http://icc.ucdavis.edu) to log in to Aggie Job Link:

YES

If you have an AJL account enter your username and password into the login box, located at the top of the column on the left.

NO

To create a new AJL account, click the *Help & New Accounts* link underneath the login fields, located at the top of the column on the left.

## 2. The Transcript Notation Forms

- a. On the front page of AJL, click the Transcript Notation option from the quick links list.
- b. Click *Add New* to start a new Transcript Notation form.

## 3. Select Organization

- a. Enter the name of the organization where you are interning, then press the *GO* button.
- b. Select your organization's name from the drop down list.
  - If your internship site can not be found on the list, enter the name of your internship site in the New Internship Organization field.

## 4. Complete the Proposal Form

- a. In the Internship section of the form, select your internship title from the drop down options, or enter a new Internship title in the field below.
- b. Complete all required information requested in proposal part 1 and 2.
  - Required fields are denoted by **red** asterisks.
- c. When you have completed all the required fields click the *Submit* button at the bottom of the page. Log out when you are done.

Time Sheet: All internships require a timesheet you can access under the Time Commitment section. Your hours will be verified by your employer at the conclusion of your internship.

## 5. Notify Internship Supervisor

- a. After you have completed your TN proposal notify your Internship Supervisor that they will need to fill out a "Supervisor's Evaluation" for you at the end of the quarter.
  - Your supervisor will be able to access your evaluation from their employer account and will submit the evaluation online.

## 6. Complete Your Internship & Submit Student Final Report

- a. At the end of the quarter, you *must* submit a completed Student Final Report.
- b. Log in to AJL, click TN option from the quick links list located on the first page after login.
- c. Click the *Edit* button next to your internship.
- d. Click the Student Final Report tab and review the guidelines.
  - Type your report in a word document and then use the browse field to upload your report. Be sure to click the *Save* button when you are done!

## 7. Check the Status of Your Transcript Notation

- a. The Transcript Notation Checklist will help you keep track of your TN forms.
  - The **green** check means that you have completed the required form.
  - The **red** X indicates a form that has not been completed yet.
- b. At the end of the quarter, you should have green checks next to each of the sections.
- c. To check if your notation has posted, log onto SISWEB to view your unofficial transcript, three to six months after completion of your internship.