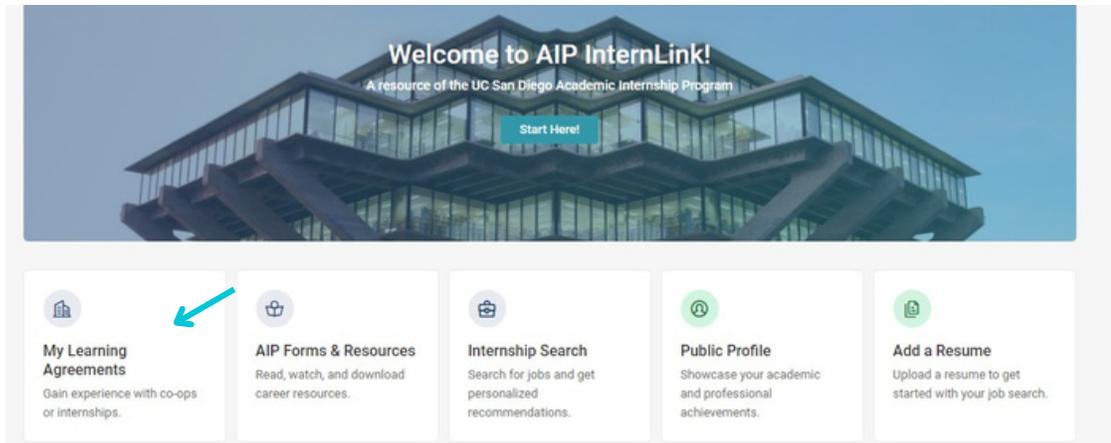


How to Log Hours on InternLink

<http://aipinternlink.ucsd.edu/>

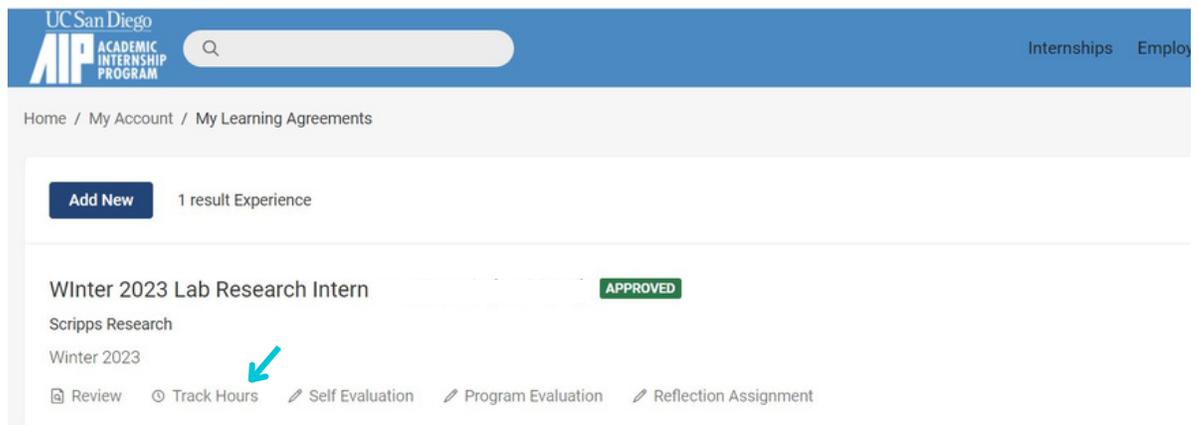
STEP 01

Log on to your **InternLink** account with your Student SSO and select "My Learning Agreements" (left-hand side).



STEP 02

Click on the "Track Hours" icon under your current learning agreement. Select "Add Hours."



STEP 03

Enter the total hours completed by **week**. Make sure to select "Submit" to complete your entry.

* indicates a required field

Week Start Date *

Week End Date *

Hours *

How to Log Hours on InternLink

<http://aipinternlink.ucsd.edu/>

STEP 04

Your internship hours should look like this, with the total hours logged listed on the right-hand side. Your total hours will be forwarded to your supervisor for verification at the end of Week 10. Unconfirmed or incomplete hours may result in a “No Pass” grade.

The screenshot displays the 'Track Hours' page in the AIP system. At the top, there is a navigation bar with 'UC San Diego AIP ACADEMIC INTERNSHIP PROGRAM' and links for 'Internships', 'Employers', and 'Resources'. Below the navigation bar, the breadcrumb trail reads 'Home / My Account / My Learning Agreements / Track Hours /'. The main content area has two tabs: 'Placement' and 'Track Hours', with 'Track Hours' selected. A search bar is present with a 'Show' dropdown, a 'Search' button, and a 'Clear' button. Below the search bar, there is a summary of logged hours: '120.00 Total Hours', with a blue arrow pointing to this text. A button labeled 'Add Hours' is next to '11 results'. Below this, a list of logged hours is shown, each with a date range, the number of hours, and 'Edit' and 'Delete' options.

Date Range	Hours
Nov 28, 2022 - Nov 4, 2022	12.50 hours
Nov 21, 2022 - Nov 23, 2022	12.00 hours
Nov 14, 2022 - Nov 18, 2022	12.00 hours
Nov 7, 2022 - Nov 11, 2022	12.00 hours
Oct 31, 2022 - Nov 4, 2022	12.00 hours
Oct 24, 2022 - Oct 28, 2022	12.00 hours

If you are unable to submit your hours online, please contact AIP through the [VAC](#) or contact your assigned AIP Counselor directly.