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Students who complete an internship as an option for their degree in Agricultural Leadership and Development (ALED) or University Studies-Leadership Studies (USAL-LED) at Texas A&M University, enroll in ALED 494, ALED Internship. This internship is designed to give students, majoring in ALED or USAL-LED, the opportunity to participate in a career similar to one they envision pursuing upon completion of the degree program.

A typical internship involves approximately 10 weeks - 40 hours per week of actual work time. Time and schedule variations from the typical internship are possible if the internship fulfills the student’s learning needs. The internship should be one that provides the student with opportunities to utilize previously learned material. The ideal experience includes an overall view of the assets and liabilities of a career in the student’s chosen field. To receive university academic credit, interns submit to the department a portfolio which includes multiple evidences of the internship learning experiences. Details of the portfolio are found in the ALED 494 Internship Packet located at the Agricultural Leadership, Education and Communications department website http://aled.tamu.edu/494/index.html

Students who participate in the internship take the initiative to inquire about probable internships, interview for the position, and sign an agreement approved by the employer, the student, and the departmental internship coordinator.

To be eligible for an internship, a student must have completed ALED 301 or ALED 340.

Internship credit is not available to students who are self-employed, who are employed by a member of the intern’s family, or for a “part time job” where a student has been working. Internship credit is not available for an experience that has occurred in the past.

Students who are enrolled in a full-time internship and who enroll in 6CR of ALED 494 credit, may not enroll in any additional academic classes. In some rare situations, the interns may enroll in one class with permission of the employer and the Department of Agricultural Leadership, Education and Communications Internship Coordinator.

Some internship experiences are available in organizations where compensation is available. However, occasionally, a supervising organization may not wish to pay the same level of compensation to the intern as it might pay to a regular professional.

As the internship is not a requirement of the ALED or USAL-LED degree, the student assumes all liability for the activities which occur during the time of the internship.
Internship Requirements

The internship experience is determined by the student, the ALED or USAL-LED Advising Team, and the internship organization. The following guidelines should be followed when planning the internship.

1. The student must have a cumulative grade point average of 2.00 or above. Borderline students will not be able to begin internships until after final grades are posted.

2. Students seeking an internship must have completed at least 60 hours of college credit prior to the internship semester. In addition, students must have taken and pass ALED 301 or ALED 340 with a C or better prior to the internship semester.

3. Students enrolling in the internship course must be an ALED or USAL-LED major and must obtain approval of the internship site from the ALED or USAL-LED Advising Team.

4. Students should download the Internship Packet from the Department of Agricultural Leadership, Education and Communications website http://aled.tamu.edu/494/index.html

5. The Internship Packet includes all forms and assignments to be submitted to the department.

6. The student initiates inquiries about possible internships, interviews for the position, and secures the internship. The ALED/USAL-LED Advising Team recognizes the individual needs of students and, therefore, does not “place” students into a pre-selected internship site.

7. Students shall not seek internships that are for self-employment, administered by a member of the intern’s family, or a part-time job where the student is currently working.

8. While the supervising organizations may not wish to pay the same level of compensation to the intern as it might pay to a regular professional, some compensation level to meet living expenses incurred by the intern is encouraged.

9. The internship should be completed before the final semester in residence. Fulfilling requirements for the internship during the summer between the junior and senior year is preferred. Summer-long internships are highly encouraged.

10. The student assumes all liability for activities that occur during the internship.

11. Students can use a maximum of 6 CR ALED 494 toward graduation.

12. Semester Credit Hours registration, upon approval of the ALED Advising Team, is as follows:

<table>
<thead>
<tr>
<th>Total Internship Work Hours</th>
<th>Maximum ALED 494 Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>400 clock hours</strong></td>
<td><strong>6 CR</strong></td>
</tr>
<tr>
<td>(over 10 week period minimum)</td>
<td></td>
</tr>
<tr>
<td><strong>200 clock hours</strong></td>
<td><strong>3 CR</strong></td>
</tr>
<tr>
<td>(over 5 week period minimum)</td>
<td></td>
</tr>
</tbody>
</table>
Enrollment Procedures

1. As soon as the internship is secured, students complete and submit the “Internship Enrollment Request Form” to the ALED/USAL-LED Undergraduate Office (Room 122 Scoates). **ALL interns must submit the Enrollment Request Form two weeks prior to the beginning of the semester during which the internship will occur. Requests after this date will not be considered for academic credit.**

2. The department will register approved interns for ALED 494 during “open registration” dates. **Interns cannot register for ALED 494 through the registration system.**

4. Students pay tuition and fees for the internship course just as with other courses registered for at Texas A&M University. See “Internship Registration and Fees” for additional information. **Students may or may not receive billing statements according to university policy. Even without receiving a billing statement, students are required to pay tuition to the university.**

5. During the first week of the internship semester, the student must complete the “Internship Agreement Form,” acquire the internship organization supervisor's signature, and submit it to the department. The “Internship Agreement Form” may be hand delivered, mailed, or faxed to Room 122 Scoates Hall, the Agricultural Leadership, Education and Communications Department, Texas A&M University. The fax number is 979-845-6296. This form is due on the 1st Friday of the internship semester.
Internship Responsibilities - 1
The Student

The Student

1. Develop job-search/intern-search strategy. Contacts for internship opportunities include the Department Peer Advisors, TAMU Career Center, departmental advisors, the departmental listserv, professors, and personal contacts.

2. Arrange and schedule interviews.

3. Select and confirm with employer intent to complete an internship.

4. Submit the “Internship Enrollment Request Form” to obtain approval from ALED Advising Team. Deliver the “Internship Enrollment Request Form” to the Agricultural Leadership, Education and Communications Department, ALED Undergraduate Office, Room 122 Scoates Hall. The form must be submitted 2 WEEKS PRIOR TO THE BEGINNING OF THE INTERNSHIP SEMESTER. Requests after this date will not be considered for academic credit.

5. Upon internship approval by the ALED Advising Team, interns are registered for ALED 494, Internship course. Students cannot register for ALED 494 on their own.

6. PAY FEES PRIOR TO 1st DAY OF CLASSES FOR INTERN SEMESTER.

7. Submit “Intern Agreement Form” during the first week of the internship semester.

8. Work the agreed hours at the internship site.

9. Complete job responsibilities as outlined in the “Internship Agreement Form.”

10. Conform to the expectations of the internship organization.

11. Comply with employer confidentiality and work ethics.

12. Develop a special internship project in cooperation with the internship supervisor. See “Internship Assignments” for detailed information.

13. Develop and submit an Internship Portfolio at the completion of the internship. See “Internship Assignments” for detailed information.
Internship Responsibilities - 2
The Department and The Employer

The Department:
The Internship Coordinator and ALED/USAL-LED Advising Team

1. The Internship Coordinator and the ALED Advising Team encourage students to initiate their own internship search in the emphasis area they are pursuing.

2. The Coordinator and Advisors counsel students to select an internship that integrates the student’s university studies and career goals.

3. Students are advised as to internship search techniques and are encouraged to search these contacts: the Department Peer Advisors, TAMU Career Center, departmental advisors, the ALEC Department Listserve, and personal contacts.

The Employer:
The Internship Organization Supervisor

1. The Internship Organizational Supervisor selects interns based on organizational needs and the student’s experiences and goals.

2. The Internship Organization provides a variety of work and educational experiences for the intern.

3. An Internship Organization Representative is assigned to supervise the intern and provide informal evaluations and related feedback to the intern.

4. The Internship Organization may or may not provide compensation to the intern. Discussion of compensation is a part of the initial internship interview and is agreed upon prior to the start of the internship.

5. The Internship Organization Supervisor is expected to offer the intern the opportunity to develop a special project which benefits the organization. This project is an activity or product that is beyond “regular” job responsibilities. See “Internship Assignments” for detailed information.
Intern Activity Check Sheet

<table>
<thead>
<tr>
<th>Completed Date</th>
<th>Activity/Project</th>
</tr>
</thead>
<tbody>
<tr>
<td>When Internship Secured</td>
<td>INTERNSHIP ENROLLMENT REQUEST FORM</td>
</tr>
<tr>
<td>When Internship Approved</td>
<td>COURSE REGISTRATION – (BY ALEC DEPT)</td>
</tr>
<tr>
<td>Prior to Semester</td>
<td>PAY tuition and fees</td>
</tr>
<tr>
<td>1ST Week Internship Semester</td>
<td>INTERNSHIP AGREEMENT FORM</td>
</tr>
<tr>
<td>During Internship Semester</td>
<td>Submit weekly reflections to Internship Coordinator through a blog</td>
</tr>
<tr>
<td>During Internship Semester</td>
<td>Select and complete Special Project</td>
</tr>
<tr>
<td>During Internship Semester</td>
<td>COMPLETE INTERNSHIP PORTFOLIO WORK AS ASSIGNED BY SUPERVISOR</td>
</tr>
<tr>
<td>End Internship Semester</td>
<td>Assemble Portfolio; Bind at Copy Store Attach addressed return envelope</td>
</tr>
<tr>
<td>Last Day Classes, Internship Semester (NOT FINALS WEEK)</td>
<td>DELIVER INTERNSHIP PORTFOLIO TO AGRICULTURAL LEADERSHIP, EDUCATION AND COMMUNICATIONS DEPT. INTERNSHIP GRADE SUBMITTED</td>
</tr>
<tr>
<td>** If portfolio does not reach the department by the last day of classes, then an Incomplete (I) grade is submitted for the intern</td>
<td></td>
</tr>
<tr>
<td>After Last Day Internship Semester</td>
<td>(I) INCOMPLETE INTERNSHIP GRADE? Then portfolio is DUE by 2nd Friday of NEXT semester. MISSED LATE DATE = F</td>
</tr>
</tbody>
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CORRESPONDANCE:

Internship Coordinator
Department of Agricultural Leadership, Education and Communications
TAMU 2116
College Station, TX 77843-2116
FAX: (979)845-6296
Agricultural Leadership & Development  
Internship Enrollment Request Form  
Submit form to 122 SCTS or fax to 979-845-6296  

TODAY’S DATE: _____________________  

INTERN’S NAME: ___________________________  ID#: ___________________  

TAMU LOCAL MAILING ADDRESS: ____________________________________________  
__________________________________________________________________________________  

TAMU LOCAL PHONE: ___________________  EMAIL YOU USE: _________________________  

CLASSIFICATION: ___________________  CURRENT GPR: ________________  

INTERNSHIP ORGANIZATION: _______________________________________________________  
ORGANIZATION ADDRESS: __________________________________________________________  

DURING INTERNSHIP, WILL YOU LIVE 50+ MILES FROM B/CS? (Y OR N): _________________  

INTERNSHIP SEMESTER/YEAR: ________  INTERNSHIP EMPLOYMENT DATES: ___________  

PROJECTED TOTAL INTERNSHIP WORK HOURS: ______  CREDIT HOURS: 3 or 6? (CIRCLE)  
(3CR for 200 clock hours of work; 6Cr for 400 clock hours of work)  

General work requirements or description of internship:______________________________________  
____________________________________________________________________________________  

LIABILITY STATEMENT:  
Because the internship is NOT a requirement to complete the ALED degree, students voluntarily elect to participate in this experience. Therefore, the student assumes all liability for the activities which occur during the internship.  

STEPS FOR ENROLLMENT & PAYMENT:  
1. Submit this form to the Agricultural Leadership, Education & Communications Department Undergraduate Office at least two weeks prior to the beginning of the internship semester: Room 122 Scoates Hall.  
2. Upon approval of this request, interns are registered for ALED 494, Internship (3-6 credit hours as approved by the department; see approval below).  
3. Pay your tuition and fees. **IF YOU DO NOT PAY TUITION AND FEES PRIOR TO THE SEMESTER, YOU WILL BE DROPPED BY THE UNIVERSITY AND WILL BE UNABLE TO RE-ENROLL IN ALED 494.**  

I have read and understand the above steps and I assume liability for activities during the internship: 

Signature: ___________________________  Date: ___________________  

For Department Use Only  
Approved by: ___________________________, ALED Advising Team Representative  

ALED 494  CR HRS Approved: ________  Section #: _______  Date: ________
INTERNSHIP AGREEMENT

INTERN'S NAME: __________________________________________

INTERN MAILING ADDRESS: __________________________________________

INTERN PHONE NUMBER: _____________________________

EMPLOYING COMPANY/FIRM: __________________________________________

COMPANY ADDRESS: __________________________________________

COMPANY PHONE NUMBER: __________________________________________

INTERN IMMEDIATE SUPERVISOR: __________________________________________

EMPLOYMENT PERIOD: ________________________ TO _______________

HOURS PER WEEK: __________________

RESPONSIBILITIES AND ROLES DURING INTERNSHIP (SEE INTERNSHIP ASSIGNMENTS):

1. _________________________________________________________________________
2. _________________________________________________________________________
3. _________________________________________________________________________
4. _________________________________________________________________________

SPECIAL PROJECT DESCRIPTION (SEE INTERNSHIP ASSIGNMENTS):

SIGNATURES: ________________________   ________________________   ________________________

INTERN ORGANIZATION SUPERVISOR ALED ADVISING TEAM REP.

DATE: _____________
Internship Portfolio Assignment Sheet: 6 Credit Hour Option

To receive academic credit for an internship experience, the student creates and submits an Internship Portfolio. This portfolio is a systematic and purposeful collection that is intended to clarify the relationship between the internship, course learning, and lifelong career development. The requirements for the portfolio are listed below. See the section titled “Internship Assignments – Descriptions and Clarification” for detailed descriptions for each section.

FORMAT:

1. YOUR PORTFOLIO MUST BE A BOUND DOCUMENT. IT MAY NOT BE PLACED IN A 3-RING NOTEBOOK OR OTHER “THICK” FORMAT. IT SHOULD BE THIN ENOUGH TO BE MAILED IN A LARGE ENVELOPE.
2. CLEARLY LABEL EACH GRADED SECTION FROM THE LIST BELOW.
3. INCLUDE AN ENVELOPE (APPROX. 13” x 10”) LARGE ENOUGH TO FIT YOUR PORTFOLIO. WRITE YOUR PREFERRED MAILING ADDRESS (TO RETURN PORTFOLIO) ON THE OUTSIDE OF THE ENVELOPE.

*Electronic portfolios will also be an option if done well.

GRADED SECTIONS:

_____ 1. A statement of your goals, responsibilities, and roles during internship 50 pts
_____ 2. Your personal vision/mission statement 25 pts
_____ 3. Reflections on internship experience 100 pts
       (one per week – submitted weekly via blog and included in final portfolio)
_____ 4. Representative work samples such as pictures, descriptions, drawings 50 pts
_____ 5. Evaluations of work (employer generated) 25 pts
_____ 6. Reflections on the eight Core Leadership Competencies 100 pts
_____ 7. Description of special internship project 50 pts
_____ 8. Analysis of internship as a learning experience 50 pts
_____ 9. Written job description for Intern position 15 pts
_____ 10. Statement of work style, philosophy, and personal goals 15 pts.
_____ 11. Organization of portfolio 20 pts

TOTAL EVALUATION POINTS RECEIVED 500 pts
To receive academic credit for an internship experience, the student creates and submits an Internship Portfolio. This portfolio is a systematic and purposeful collection that is intended to clarify the relationship between the internship, course learning, and lifelong career development. If the intern has elected to complete 3 hours of ALED 494, then he/she must complete one of the options listed below. The intern cannot repeat an option with the same organization. The requirements for the portfolio are listed below. See the section titled “Internship Assignments – Descriptions and Clarification” for detailed descriptions for each section. Please clearly label each section of your portfolio.

FORMAT:

1. YOUR PORTFOLIO MUST BE A BOUND DOCUMENT. IT MAY NOT BE PLACED IN A 3-RING NOTEBOOK OR OTHER “THICK” FORMAT. IT SHOULD BE THIN ENOUGH TO BE MAILED IN A LARGE ENVELOPE.
2. CLEARLY LABEL EACH GRADED SECTION FROM THE LIST BELOW
3. ATTACH AN ENVELOPE (APPROX. 13” x 10”) LARGE ENOUGH TO FIT YOUR PORTFOLIO. WRITE YOUR PREFERRED MAILING ADDRESS (TO RETURN PORTFOLIO) ON THE OUTSIDE OF THE ENVELOPE.

Internship Portfolio Assignment Sheet: 3 Credit Hour Option - A

_____ 1. A statement of your goals, responsibilities, and roles during internship  25 pts  
_____ 2. Reflections on internship experience 100 pts  
            (one per week – submitted weekly to Internship Coordinator)  
_____ 3. Written copy of Intern’s job description  50 pts  
_____ 4. Evaluations of work (employer generated)  25 pts  
_____ 5. Representative work samples  25 pts  
_____ 6. Written job description for intern position  15 pts  
_____ 7. Organization of portfolio  10 pts  

TOTAL EVALUATION POINTS RECEIVED 250 pts

Internship Portfolio Assignment Sheet: 3 Credit Hour Option - B

_____ 1. Your personal vision/mission statement  40 pts  
_____ 2. Reflections on the eight Core Leadership Competencies  100 pts  
_____ 3. Description of special internship project  40 pts  
_____ 4. Analysis of internship as a learning experience  40 pts  
_____ 5. Evaluations of work (employer generated)  20 pts  
_____ 6. Organization of Portfolio  10 pts  

TOTAL EVALUATION POINTS RECEIVED 250 pts
Internship Assignments - Descriptions and Clarification

Personal Vision/Mission Statement

Include a brief statement of your personal goals for your future. This statement should detail not only what your goals are, but also how you plan on accomplishing them and what core values they illustrate. (1 page)

Statement of Goals, Responsibilities, and Roles

Before beginning your internship, create a list detailing what you anticipate learning from your internship experience. These should be as specific as possible. For example, “I will learn to utilize effect communication skills, such as active listening,” is preferable to “I will learn to work with others.” You may include task-oriented goals such as “I will learn to reply to constituents’ mail.” You should create a minimum of seven (7) learning goals. Goals and responsibilities are gathered from a description of the internship and from your supervisor during your internship experience. Describe as precisely as you can what you will be doing on a day-to-day basis during your internship.

Weekly Reflections on the Internship Experience

This assignment is a weekly experience during your internship. You should write a substantive evaluation/reflection about what you have accomplished, what you have learned, and how this relates to your prior coursework and career development goals. Submit your reflections via a blog. You can set up your blog through http://blogs.tamu.edu.

Representative Work Samples

This section can include a variety of items that demonstrate what you did during your internship. Appropriate items might include (but are not limited to) reports you write, descriptions of activities, and pictures or diagrams. Make sure it reflects the work YOU did (pictures of you, letter written from you, etc.)

Reflections on the Eight Core Leadership Competencies

You will write a self-assessment for each of the eight leadership competencies detailed in a following section. The self-assessment should demonstrate a critical, in-depth analysis of your progress, successes, and failures in each of the areas throughout the course of your internship. (3-6 pages)

Special Internship Project

In addition to “regular” work duties, you must complete an additional project to satisfy the requirements for your internship. This project should be negotiated with your supervisor. It should be of potential value to the firm and should reflect a high degree of professionalism. A copy or description of your project should be included in your portfolio. (3-4 pages)
Honors and Recognition Received

You may include any awards or special honors you received during your internship. Provide an explanation of the award if necessary.

Evaluations of Work

Interns are frequently evaluated by their supervisor during the internship experience. You may include a copy of a supervisor’s evaluation as part of your portfolio. If evaluations of interns are not regular practice at the firm, you may choose to request an evaluation be done.

Job Description

Prepare a written job description for the internship position in your organization. This job description should be 1 page long and be something that could be published as an advertisement for future interns.

Statement of Work Style, Philosophy, and Personal Goals

This statement should reflect what you have learned about your personal work style. For example, you may consider when you are the most effective, whether you prefer to work alone or with others, how much direction you enjoy in tasks, and other similar questions.

Analysis of the Internship as a Learning Experience

Discuss the positive and negative aspects of the internship experience. Appropriate questions for discussion include: Did you learn what you anticipated expected to learn? How did the internship differ from your expectations? How did the internship fulfill your expectations? What could have improved the internship experience? Would you recommend this internship to another student?

*Note on the internship portfolio: An internship goes beyond a job in that it is a formal, structured learning experience. The portfolio is a tool to assist you in this learning experience as well as a representation of the type and quality of work you have done. Be thorough in your efforts, for this experience is more than a grade; it can prove to be a valuable asset in your future career search.

Be sure to LABEL each of your categories so your evaluator can easily differentiate among each portfolio component.
Leadership Competencies

During your internship, how did you learn or experience these leadership competencies? For your portfolio, you will write a self-assessment for each of the eight leadership competencies detailed in a following section. The self-assessment should demonstrate a critical, in-depth analysis of your progress, successes, and failures in each of the areas throughout the course of your internship.

COMMUNICATION

Active listening…Understanding that actually hearing what someone says is the best way to open lines of communication
Oral communication…Understanding the importance of effective speaking and listening skills
Presentation skills…Ability to effectively communicate goals and ideas verbally to a variety of audiences
Technology…Possessing a familiarity with new types of communication technology (internet, etc.) and where resources/assistance can be found.
Writing skills…Ability to express oneself effectively through letters, memos, reports, position papers, etc.

DIVERSITY

Cultural Appreciation…Ability to value other cultures’ customs and beliefs
Cultural Competence…Ability to effectively interact with other cultures in diverse settings

ENVISIONING

Creativity…Ability to “think outside of the box”
Develop teams…Ability to align individuals into working groups so as to achieve goals
Strategic Planning…Ability to gain and create commitments to long term goals which provide a framework for the organization
Risk-taking…Having the courage to try new ventures

MENTORING

Career Development Skills…Understanding the organization’s needs, and the processes required to achieve the individual’s goals in the organization
Coaching skills…Understanding an individual’s motivation while providing assistance towards goal achievement
Self-awareness…Identifying and clarifying one’s own values, strengths and weaknesses
Staff Development…Understanding adult learning styles to optimize effectiveness of personal and professional development programs
PROFESSIONALISM & ETHICS

Personal and Professional Ethics...Possessing an appropriate code of values and beliefs which govern the behavior of an individual in the home, workplace, and community
Personal Responsibility...Cultivate an atmosphere of accountability and taking pride in performance

PROBLEM SOLVING

Critical thinking...Ability to clearly analyze the problem/situation and make logical, well-informed choices
Creativity...Ability to find innovative solutions to problems
Consensus building...Familiarity with techniques to enhance cooperation in the group
Personal judgment...Understanding the role of values and emotions in making decisions

TEAMWORK

Collaboration...Facilitate the efforts of numerous groups or individuals in working together for a common goal
Committee Leadership...Understanding group dynamics and power structures
Conflict management and resolution...Ability to work within a group to achieve desired (or satisfactory) results
Delegation...Ability to share power amongst members of a group
Evaluation...Ability to provide feedback in a positive manner (constructive criticism)

WORKING WITH CHANGE

Commitment...Possessing a level of dedication to the organization, wanting to see it achieve its goals and mission in times of transition
Creativity...Finding creative ways to address change in an organization
Motivation...Ability to encourage groups and individuals to work through difficult situations in an organization
Stress Management...Ability to handle stress, individually and as part of a group
IMPORTANT COMMUNICATION LINKS

INTERN COORDINATOR  
(contact ALEC Undergraduate Office)

ALEC Undergraduate Office  862-3001
Charlene Boggus, LEAD Office Associate  862-3001
e-mail:  C-Boggus@tamu.edu

College of Agriculture and Life Sciences  845-3712
Degree Audit and Diplomas  845-1089
http://www.tamu.edu/admissions/records/directory

Registrar  845-1031
Ring Office  845-7514
845-1050

Student Fees  845-8130
Transcript Office  845-1007

Graduation Information website  
http://www.graduation.tamu.edu/