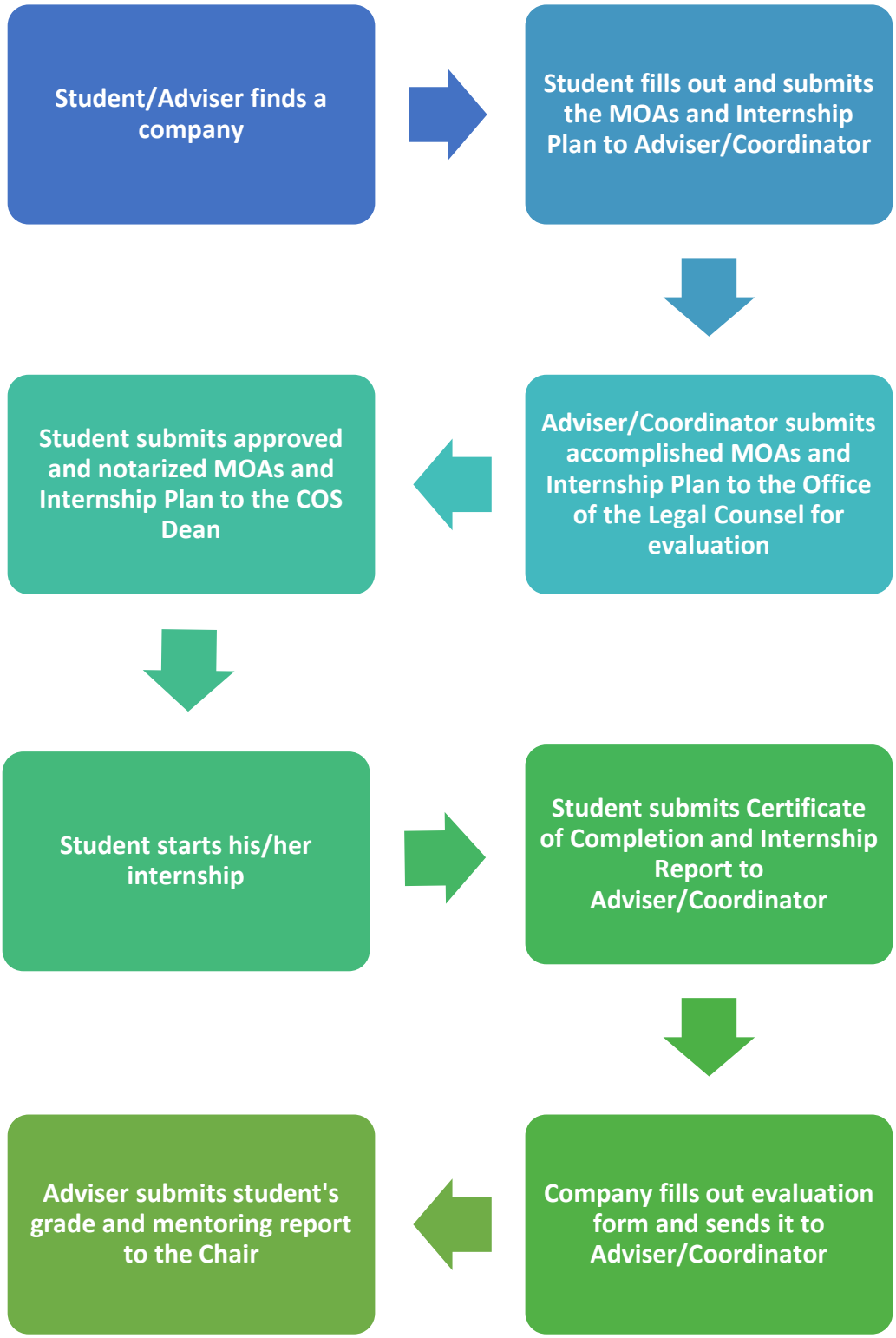INTERNSHIP PROCEDURE