California State University
SAN MARCOS
CAREER CENTER

Academic Internship
Student Placement Instructions

BEFORE COMPLETING THE STUDENT PLACEMENT

- ✓ Contact your Department Chair or Faculty Supervisor to ensure your proposed internship is appropriate for the major and you have their approval; to inquire about enrollment procedures; and to plan, process, and develop an internship learning plan. Be prepared to provide your faculty with a description of your internship position and responsibilities.
- ✓ Log into the Academic Internships Database to view current approved sites. You do not have to be enrolled in an internship course to access the database, but you must be enrolled in one to complete the placement.
- ✓ Obtain an offer from the internship site.
- ✓ If your proposed internship site is not in the database, submit request a community partner before attempting to complete the student placement by **May 1** for a Summer internship, **August 1** for a Fall internship, and by **December 15** for a Spring internship.
- ✓ If your internship site is in the database, but there is no opportunity associated with it, ask your site (staff, supervisor, or volunteer coordinator) to submit this new opportunity form before attempting to complete the student placement.
- ✓ It will take approximately 25-30 minutes to complete; your information will be saved if you are unable to complete the student placement in one sitting.
- ✓ Remember, the student placement must be completed **prior** to starting your internship experience.

As a reminder, internships associated with tobacco, vaping, or cannabis, or internship activities that violate campus policy or federal law will not be approved.

INFORMATION YOU NEED TO COMPLETE PLACEMENT FORMS

- Your site supervisor's name and email address; an email will be sent to this person for verification.
- Your instructor's name and email address
- An emergency contact name and phone number.
- Your internship objectives, which include your responsibilities and duties while serving at the site. This is also called a **learning plan** or **learning agreement** which you have discussed with your faculty supervisor.

Locate the database and log in

Identify your course and select "place"

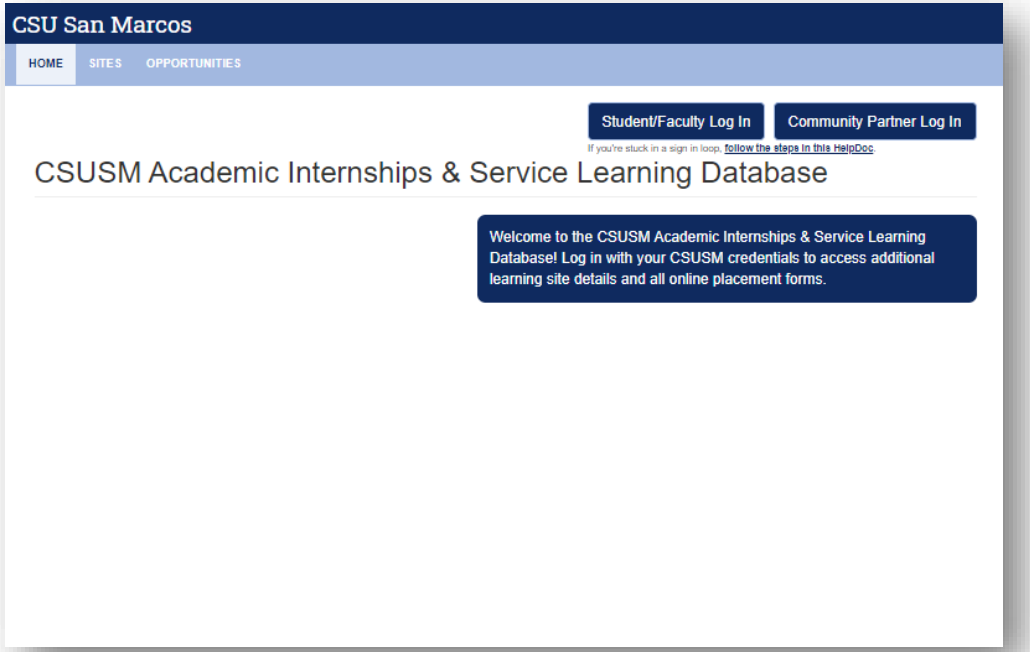
Search for opportunities

Apply and interview

Complete your placement

Log into the Academic Internships Database

https://app.calstates4.com/csusm





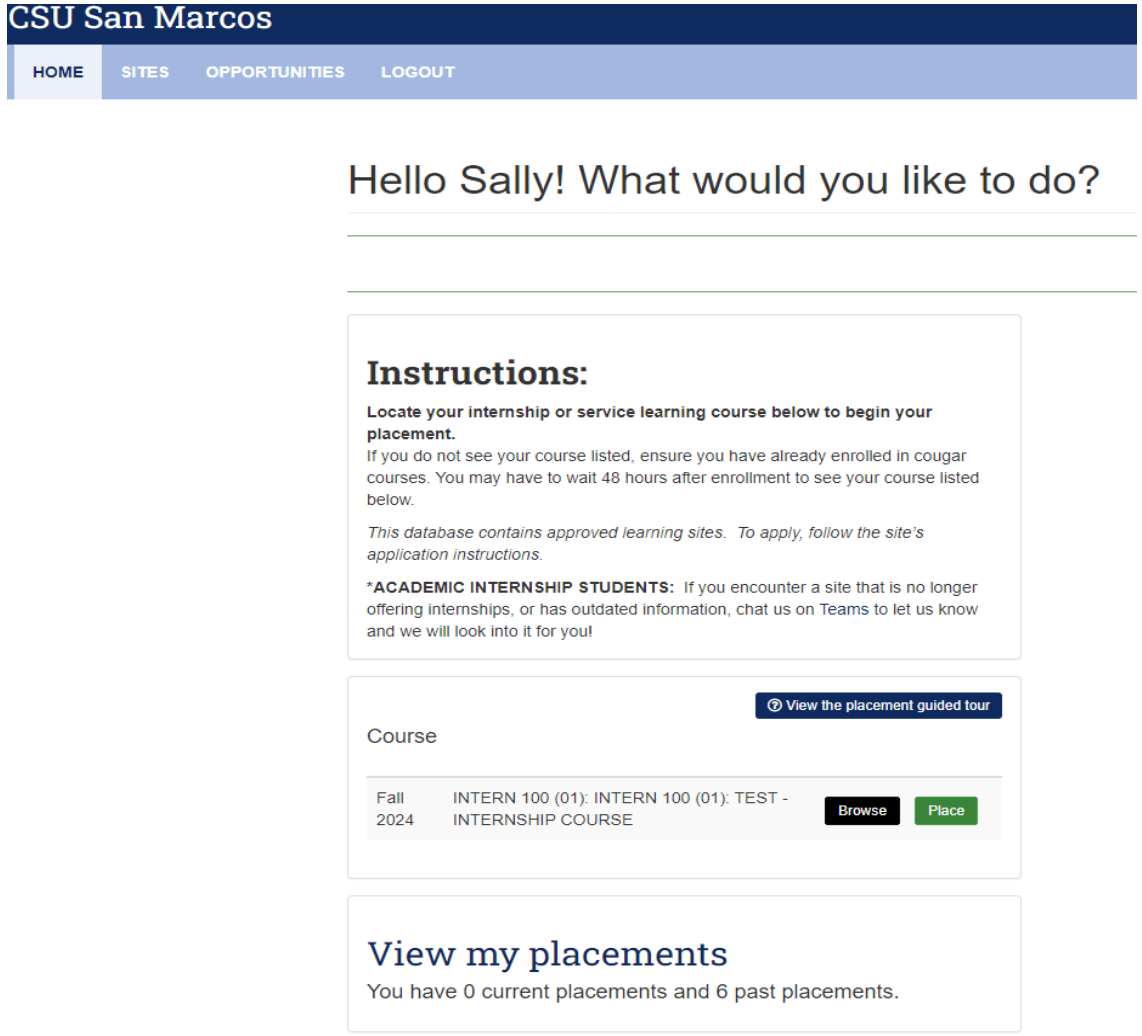
✓ Locate the database and log in

✓ Identify your course and select "place"

Search for opportunities

Apply and interview

Complete your placement



If you don't see your course, allow 48 hours after enrolling for it to appear.

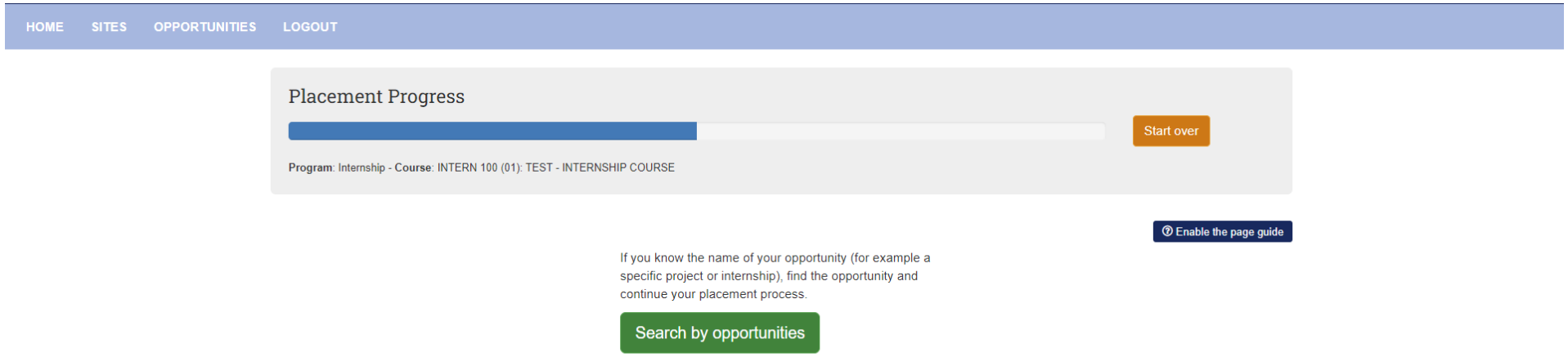
✓ Locate the database and log in

✓ Identify your course and select "place"

✓ Search for opportunities

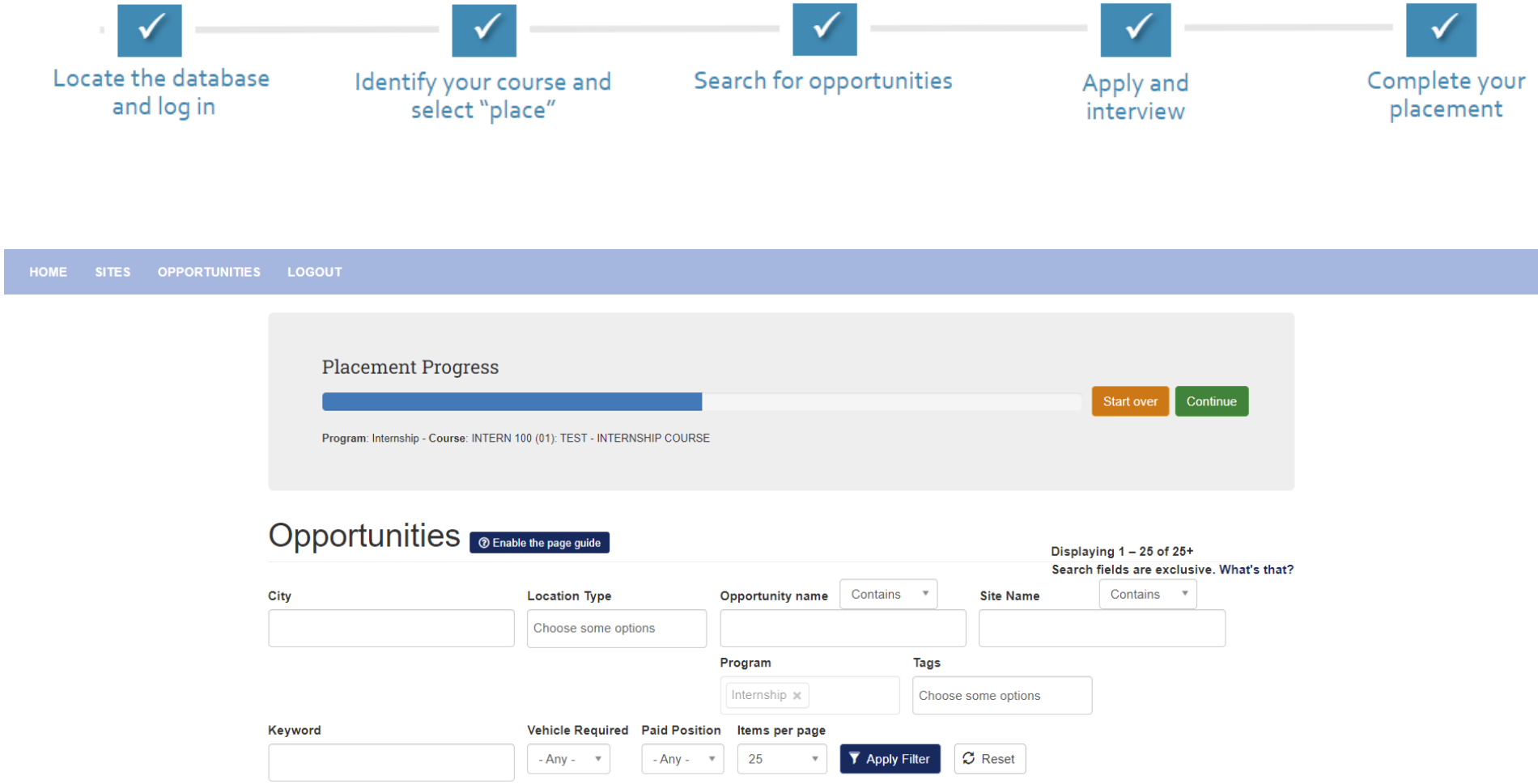
Apply and interview

Complete your placement



Although you may search the database using either the site or the opportunity field, you can **only** complete the required student placement by selecting **"search by opportunities."**

Both the internship site and the opportunity **must be** in the database before you can complete the student placement. If either is missing, return to the introductory slide for links to necessary forms.



Enter either the site name or the opportunity name.

Click **"apply filter."**

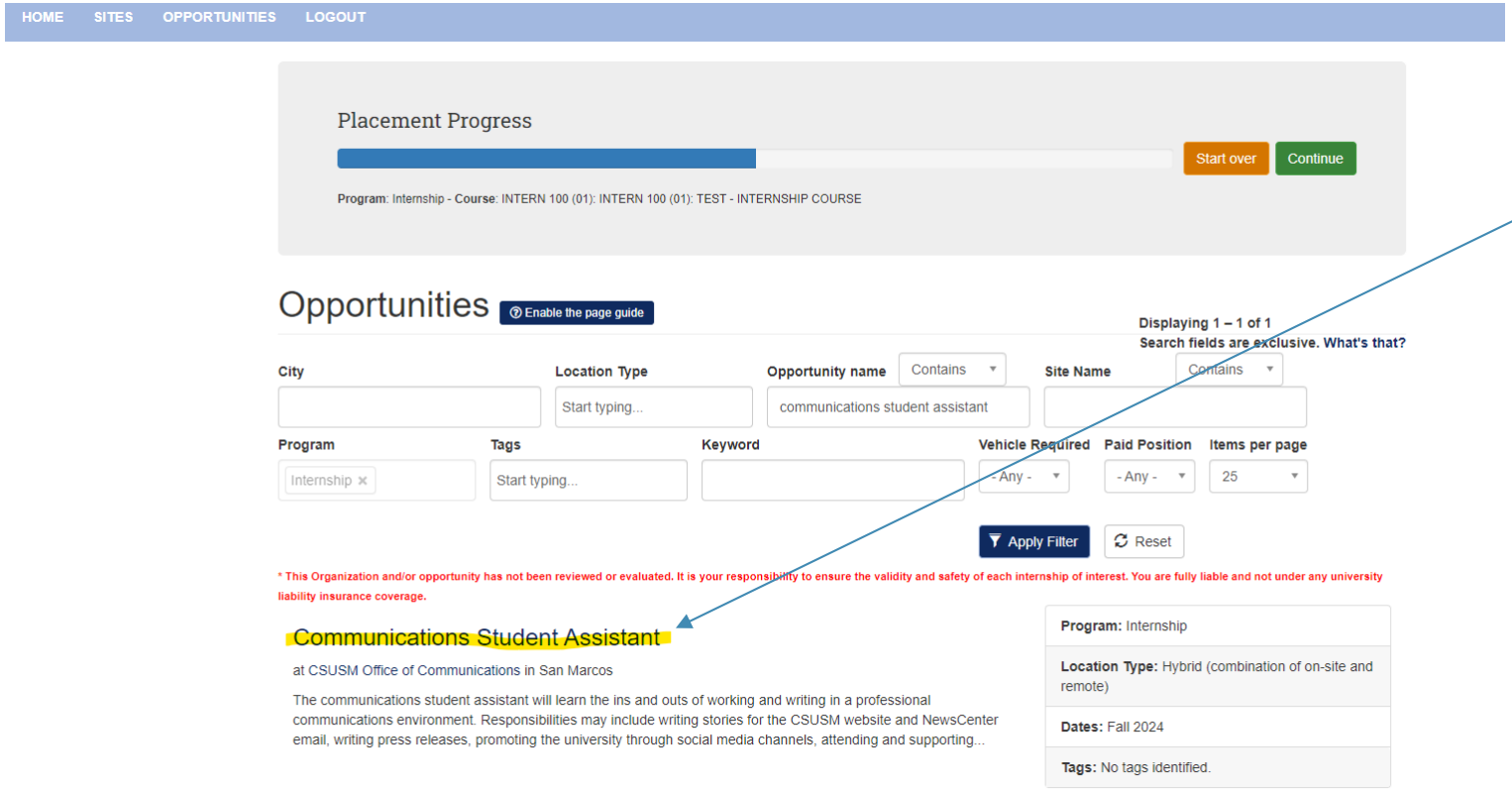
Locate the database and log in

Identify your course and select "place"

Search for opportunities

Apply and interview

Complete your placement



Click on the opportunity name not the organization/site name.

Locate the database and log in

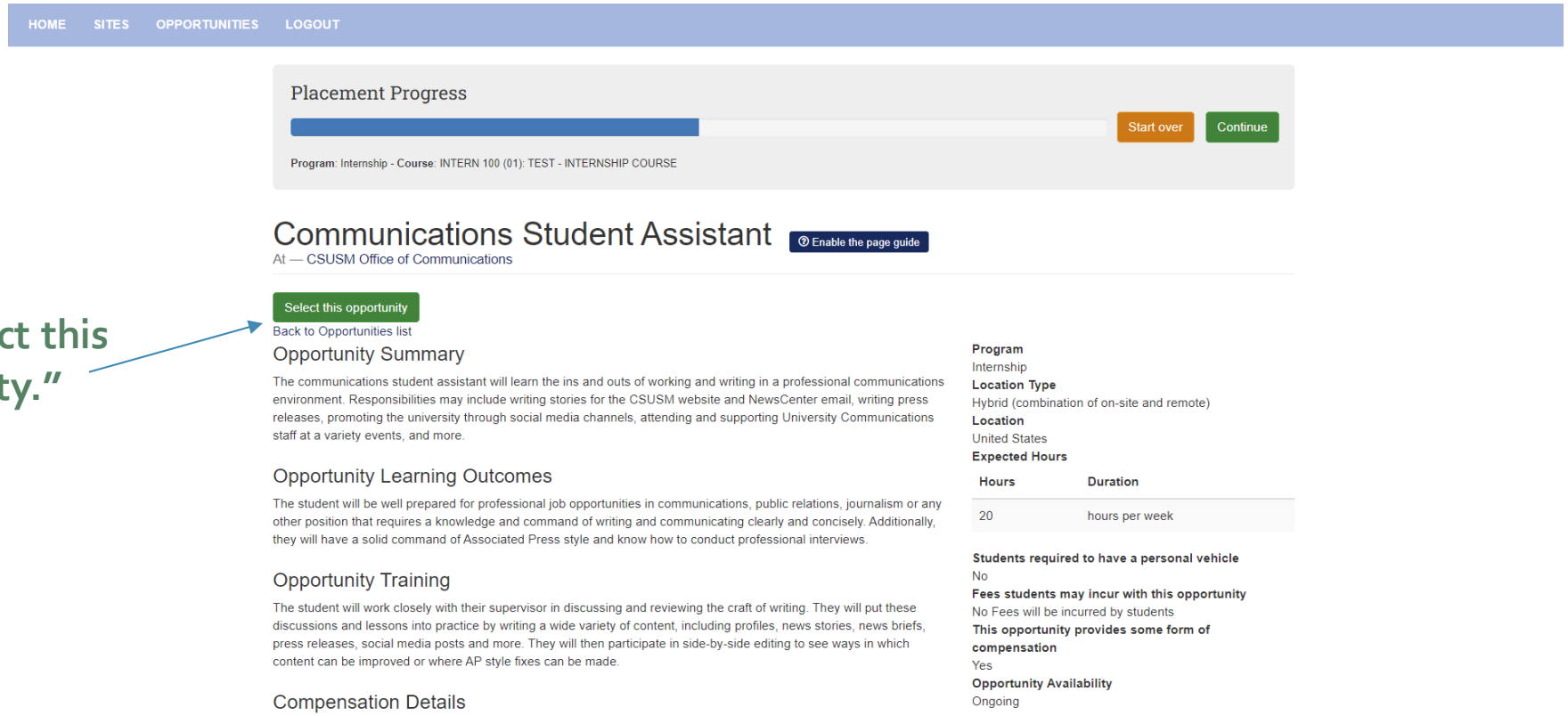
Identify your course and select "place"

Search for opportunities

Apply and interview

Complete your placement

Click **"select this opportunity."**



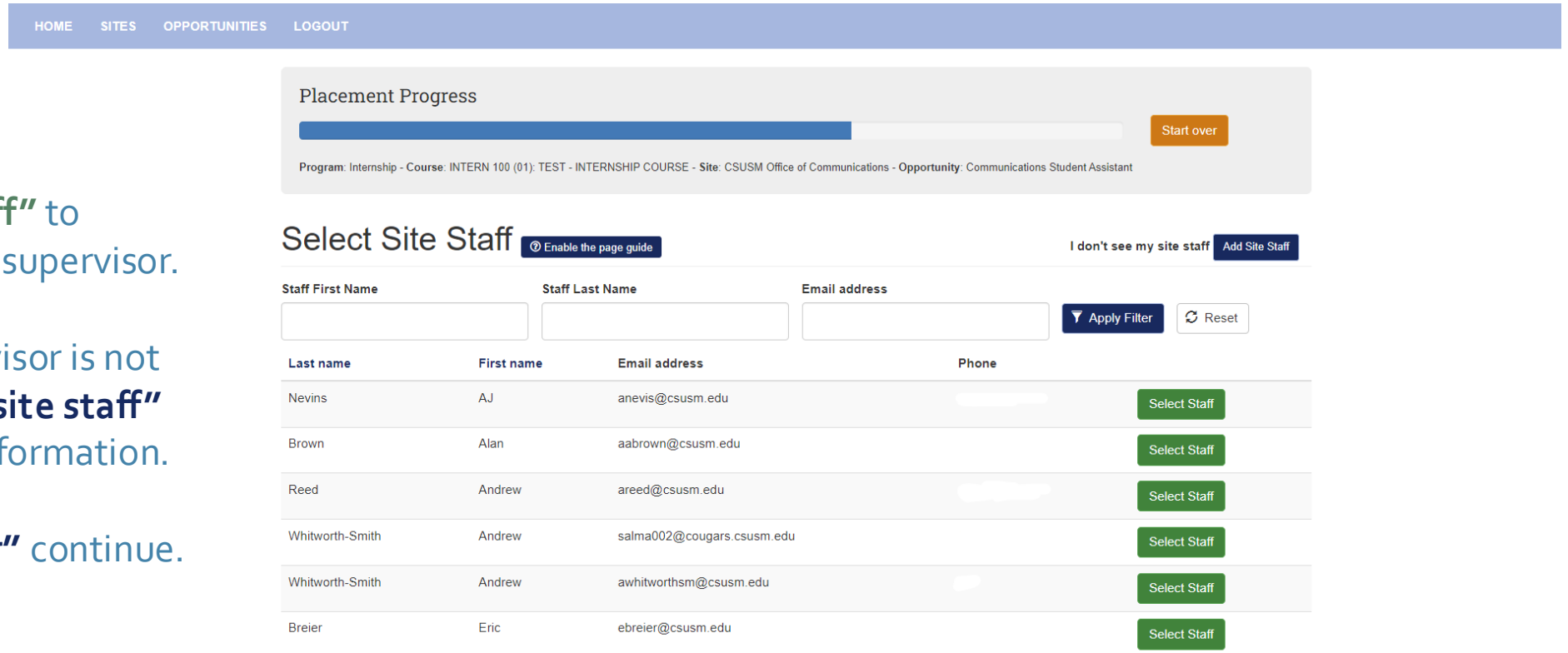
Locate the database and log in

Identify your course and select "place"

Search for opportunities

Apply and interview

Complete your placement

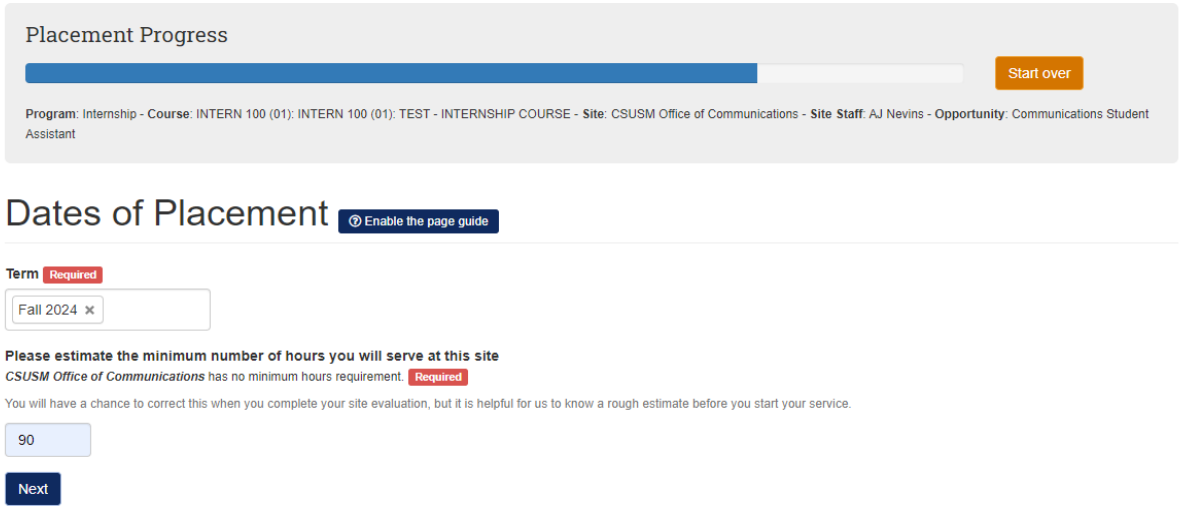


Enter **"select staff"** to indicate your site supervisor.

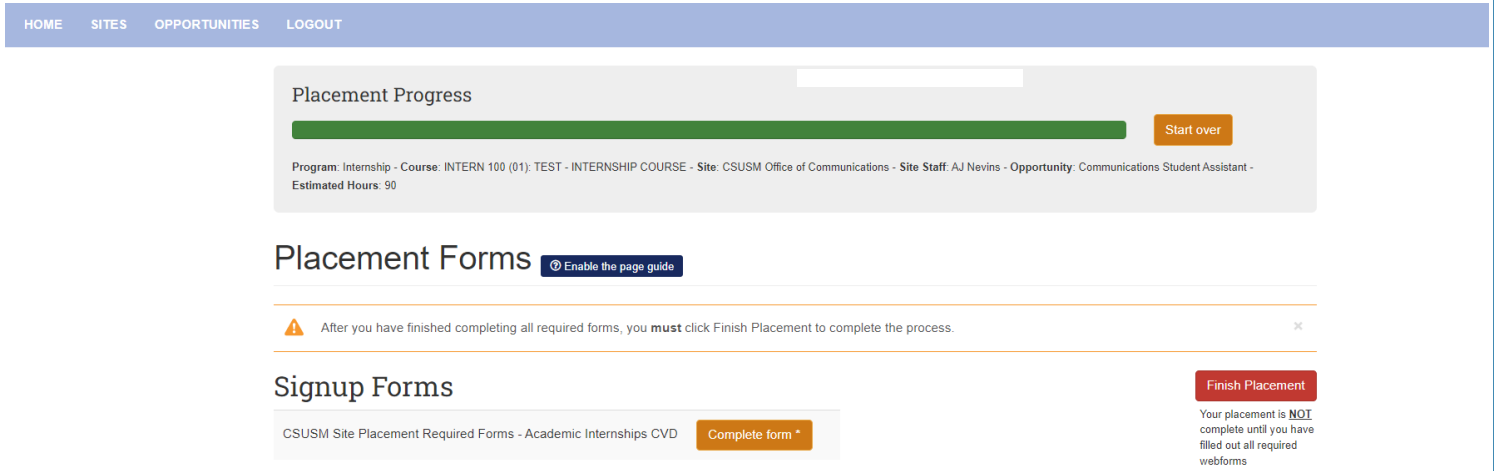
If your site supervisor is not listed, click **"add site staff"** and enter their information.

Click **"apply filter"** continue.

Placement Forms

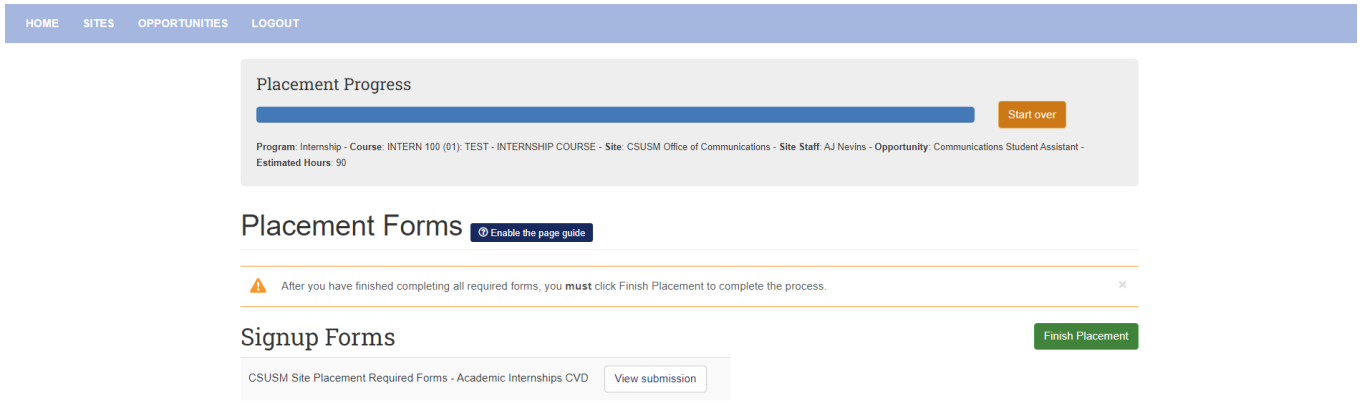


First enter the dates of the placement and enter the estimated total hours you expect to intern over the course of the semester; click **"next."**



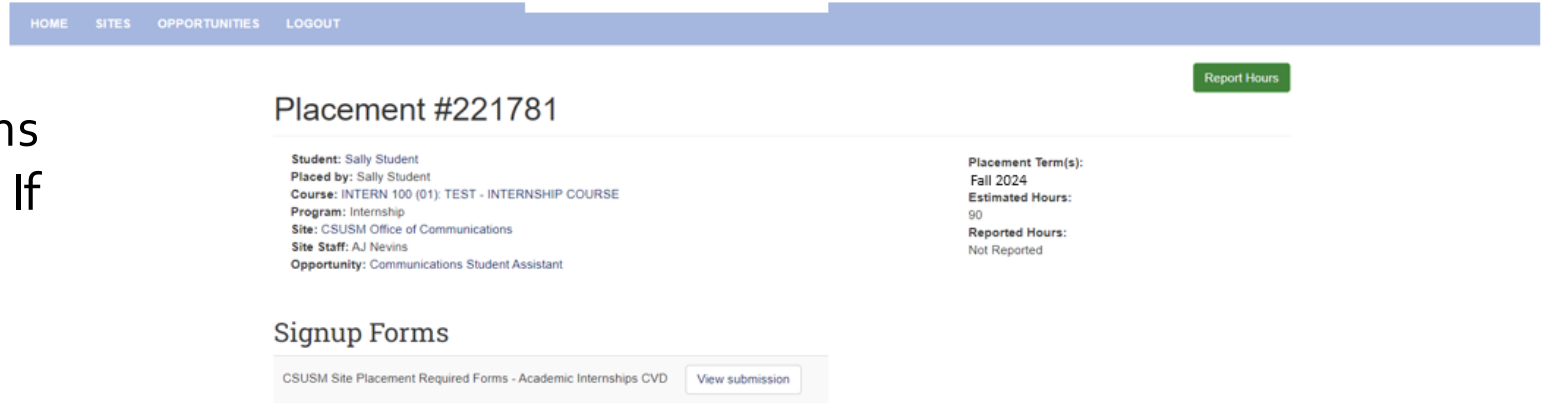
Then select the "**complete form**" tab and all required forms will display. Fill out and sign all requested information.

Placement Forms



Select "**Finish Placement**". This completes your internship placement!

You will get a placement # that confirms all required documents are completed. If you do not receive a placement #, go back to see what you missed.



TROUBLE SHOOTING: If your internship site and/or opportunity is not in the database:

1. **Paid internships:** If you are a W2 employee and your internship meets minimum wage law, **request a community partner** and information will be emailed to your site contact. After the site has submitted the requested information, the site will be uploaded to the database, and you will be able to complete the student placement. Check back in 2 weeks. If it's still not in the database, contact internships@csusm.edu.

2. Your internship site *is* in the database, but there is no opportunity, ask your site supervisor to complete the **new opportunity form**. After the site has submitted the requested information, the information will be uploaded to the database, and you will be able to complete the student placement. Check back in 2 weeks. If it's still not in the database, contact internships@csusm.edu.

3. **Unpaid internships**: If your unpaid or stipend paid internship site is not in the database, **request a community partner** if you haven't already done so. Deadlines for submitting this form are **May 1** for a Summer internship, **August 1** for a Fall internship and **December 15** for a Spring internship. If we are unable to get a signed partnership agreement from your proposed site, select an organization that is already in the database. Students are not permitted to do an unpaid internship with organizations with whom the University has no community partner agreement.

For more information about internships or assistance with completing the student placement visit:
www.csusm.edu/careers/internships

Or contact the Academic Internship Program in the Career Center:
internships@csusm.edu
(760)750-7005