



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 **August 1** for a Fall internship, and by **December 1** 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.



Log into the Academic Internships Database

<https://app.calstates4.com/csusm>

CSU San Marcos

HOME SITES OPPORTUNITIES

Student/Faculty Log In Community Partner Log In

If you're stuck in a sign in loop, [follow the steps in this HelpDoc](#).

CSUSM Academic Internships & Service Learning Database

Welcome to the CSUSM Academic Internships & Service Learning Database! Log in with your CSUSM credentials to access additional learning site details and all online placement forms.

CSUSM

Login to Cal State S4

Campus Username
ie: stude001

Password

Login

[\[Forgot Your Password?\]](#)
[\[Need help? Contact IITS\]](#)



HOME SITES OPPORTUNITIES LOGOUT

[View the dashboard guided tour](#)

Hello Sally! What would you like to do?

Instructions:

Locate your internship or service learning course below to begin your placement.

If you do not see your course listed, ensure you have already enrolled in cougar courses. You may have to wait 48 hours after enrollment to see your course listed below.

This database contains both approved and unvetted learning sites. To apply, follow the site's application instructions.

For Non-Credit Internships:

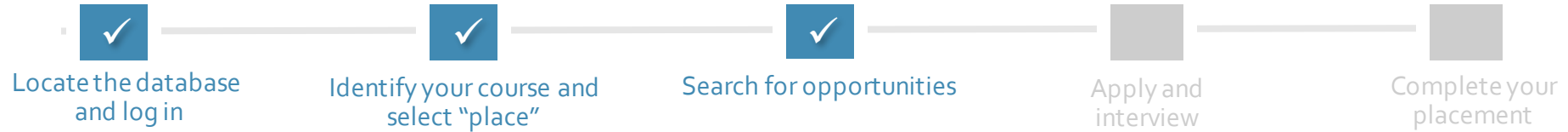
- Read the Liability Waiver prior to continuing on to the internship opportunities.
- By clicking the Browse or Place button below, you are agreeing to the terms of the Liability Waiver.

[View the placement guided tour](#)

Course

| | | | |
|----------------|--|------------------------|-----------------------|
| Spring 2023 | INTERN 100 (01): TEST - INTERNSHIP COURSE | Browse | Place |
|----------------|--|------------------------|-----------------------|

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



HOME SITES OPPORTUNITIES LOGOUT

Placement Progress



Start over

Program: Internship - Course: INTERN 100 (01); TEST - INTERNSHIP COURSE

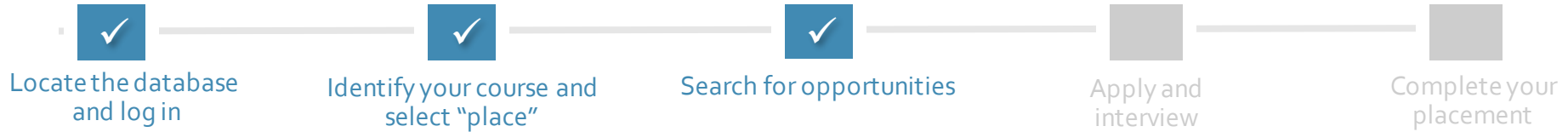
🔗 Enable the page guide

If you know the name of your opportunity (for example a specific project or internship), find the opportunity and continue your placement process.

Search by opportunities

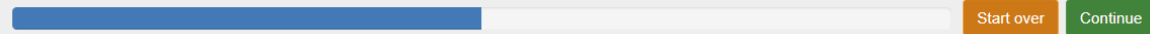
Although you may search the database using either the site or the opportunity field, you can **only** complete the required student placement by selecting **"search by opportunities."**

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.



HOME SITES OPPORTUNITIES LOGOUT

Placement Progress



Program: Internship - Course: INTERN 100 (01): TEST - INTERNSHIP COURSE

Opportunities

[Enable the page guide](#)

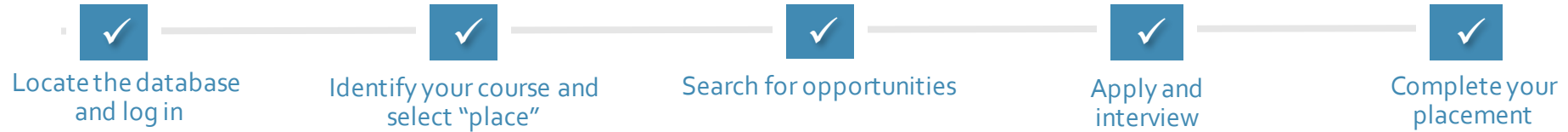
Displaying 1 - 25 of 25+

Search fields are exclusive. What's that?

| | | | | | |
|----------------------|--|---|--|---|--------------------------------------|
| City | Location Type | Opportunity name | Contains | Site Name | Contains |
| <input type="text"/> | <input type="text" value="Choose some options"/> | <input type="text"/> | | <input type="text"/> | |
| | | Program | Tags | | |
| | | <input type="text" value="Internship x"/> | <input type="text" value="Choose some options"/> | | |
| Keyword | Vehicle Required | Paid Position | Items per page | <input type="button" value="Apply Filter"/> | <input type="button" value="Reset"/> |
| <input type="text"/> | <input type="text" value="- Any -"/> | <input type="text" value="- Any -"/> | <input type="text" value="25"/> | | |

Enter either the site name or the opportunity name.

Click **"apply filter."**



Placement Progress

Start over Continue

Program: Internship - Course: INTERN 100 (01): TEST - INTERNSHIP COURSE

Communications Student Assistant [Enable the page guide](#)

At — CSUSM Office of Communications

Select this opportunity

[Back to Opportunities list](#)

Opportunity Summary

The communications student assistant will learn the ins and outs of working and writing in a professional communications environment. Responsibilities may include writing stories for the CSUSM website and NewsCenter email, writing press releases, promoting the university through social media channels, attending and supporting University Communications staff at a variety of events, and more.

Opportunity Learning Outcomes

The student will be well prepared for professional job opportunities in communications, public relations, journalism or any other position that requires a knowledge and command of writing and communicating clearly and concisely. Additionally, they will have a solid command of Associated Press style and know how to conduct professional interviews.

Opportunity Training

The student will work closely with their supervisor in discussing and reviewing the craft of writing. They will put these discussions and lessons into practice by writing a wide variety of content, including profiles, news stories, news briefs, press releases, social media posts and more. They will then participate in side-by-side editing to see ways in which content can be improved or where AP style fixes can be made.

Compensation Details

Program

Internship

Location Type

Hybrid (combination of on-site and remote)

Location

United States

Expected Hours

| Hours | Duration |
|-------|----------------|
| 20 | hours per week |

Students required to have a personal vehicle

No

Fees students may incur with this opportunity

No Fees will be incurred by students

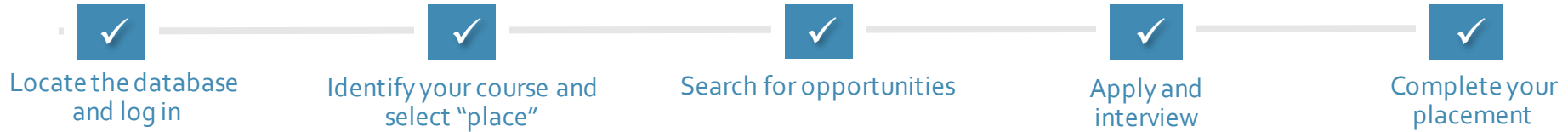
This opportunity provides some form of compensation

Yes

Opportunity Availability

Ongoing

Click "select this opportunity."



HOME SITES OPPORTUNITIES LOGOUT

Placement Progress



Program: Internship - Course: INTERN 100 (01): TEST - INTERNSHIP COURSE - Site: CSUSM Office of Communications - Opportunity: Communications Student Assistant

Select Site Staff

[Enable the page guide](#)

[I don't see my site staff](#) [Add Site Staff](#)

Staff First Name Staff Last Name Email address

[Apply Filter](#) [Reset](#)

| Last name | First name | Email address | Phone | |
|-----------------|------------|----------------------------|-------|------------------------------|
| Nevins | AJ | anevis@csusm.edu | | Select Staff |
| Brown | Alan | aabrown@csusm.edu | | Select Staff |
| Reed | Andrew | areed@csusm.edu | | Select Staff |
| Whitworth-Smith | Andrew | salma002@cougars.csusm.edu | | Select Staff |
| Whitworth-Smith | Andrew | awhitworthsm@csusm.edu | | Select Staff |
| Breier | Eric | ebreier@csusm.edu | | Select Staff |

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

HOME SITES OPPORTUNITIES LOGOUT

Placement Progress

Start over

Program: Internship - Course: INTERN 100 (01): TEST - INTERNSHIP COURSE - Site: CSUSM Office of Communications - Site Staff: AJ Nevins - Opportunity: Communications Student Assistant

Dates of Placement [Enable the page guide](#)

Term **Required**

Spring 2023 x

Please estimate the minimum number of hours you will serve at this site
CSUSM Office of Communications has no minimum hours requirement. **Required**

You will have a chance to correct this when you complete your site evaluation, but it is helpful for us to know a rough estimate before you start your service.

90

Next

First enter the dates of the placement and enter the estimated 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.

HOME SITES OPPORTUNITIES LOGOUT

Placement Progress

Start over

Program: Internship - Course: INTERN 100 (01): TEST - INTERNSHIP COURSE - Site: CSUSM Office of Communications - Site Staff: AJ Nevins - Opportunity: Communications Student Assistant - Estimated Hours: 90

Placement Forms [Enable the page guide](#)

! After you have finished completing all required forms, you **must** click Finish Placement to complete the process. x

Signup Forms

CSUSM Site Placement Required Forms - Academic Internships CVD **Complete form ^**

Finish Placement

Your placement is **NOT** complete until you have filled out all required webforms

Placement Forms

Placement Progress

[Start over](#)

Program: Internship - Course: INTERN 100 (01): TEST - INTERNSHIP COURSE - Site: CSUSM Office of Communications - Site Staff: AJ Nevins - Opportunity: Communications Student Assistant - Estimated Hours: 90

Placement Forms [Enable the page guide](#)

⚠ After you have finished completing all required forms, you **must** click Finish Placement to complete the process. ✕

Signup Forms [Finish Placement](#)

CSUSM Site Placement Required Forms - Academic Internships CVD [View submission](#)

Select **“Finish Placement”**.
This completes your internship placement!

Placement #221781 [Report Hours](#)

Student: Sally Student
Placed by: Sally Student
Course: INTERN 100 (01): TEST - INTERNSHIP COURSE
Program: Internship
Site: CSUSM Office of Communications
Site Staff: AJ Nevins
Opportunity: Communications Student Assistant

Placement Term(s):
Spring 2023
Estimated Hours:
90
Reported Hours:
Not Reported

Signup Forms

CSUSM Site Placement Required Forms - Academic Internships CVD [View submission](#)

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.

TROUBLESHOOTING: 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 internship site is not in the database, request a community partner if you haven't already done so. Deadlines for submitting this form are **August 1** for a Fall internship and **December 1** 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