STUDENT PLACEMENT DUE DATE/INSTRUCTIONS

- Our office will send students a welcome message with resources and placement information at the beginning of each semester. Students can reach us directly at internships@csusm.edu or 760-750-7005.

- All interns should complete the required student placement in the academic internship database **PRIOR** to starting their internship experience and no later than the placement compliance deadline, which is always two weeks after the add/drop deadline.

- The Career Center will send reminders to students who have not completed the student placement beginning right after the add/drop deadline; we will let you know if this pertains to any of your students.

- If students will be involved in an alternate activity, please let us know by the placement deadline so we may update our records.

- Students who do not report their placement by the compliance deadline will have a "soft" hold placed on their student account. The "soft" hold is a service indicator placed on a student record as a reminder to take a prompt action (report placement) without impeding their ability for course registration nor any other University transactions. Soft holds will be removed immediately after students report placements.

- Student placement instructions are on the Career Center website. **Reminder**: students must place by opportunity. If a site is active in the database, but has no opportunity listed for placement, the student should request the site complete a new opportunity form.

REQUESTING NEW SITES

- Organizations take anywhere from 2-5 weeks to return the partner application, and if applicable our partnership agreement, if at all.

- Due to processing times, students requesting new sites, have the following deadlines in place:
  - May 1 for summer, August 1 for fall, December 1 for spring.

- Please encourage your students to either select an internship site from the database or have their organization submit our application as soon as possible. We will work to accommodate as many requests as we can.

- Students should have pre-approval from their course instructor prior to requesting new sites/opportunities to ensure it meets the requirements for the course.

- Students wishing to use their job as their internship experience must seek pre-approval from their course instructor to ensure that the experience is above and beyond the student's regular work duties.

- Students can only intern at organizations with whom the University has a signed partnership agreement, or with organizations where students are W-2 employees paid at least minimum wage. Per CSUSM Contracts & Procurement, an agreement must be in place before students can begin their unpaid internship.

- Paid internships (student is a W-2 employee earning at least minimum wage) no longer require a signed partnership agreement with the university as employment law pushes liability and workplace safety to the paid employer. After the organization submits an initial partner application, the site will be uploaded to the internship database, allowing students to complete the required student placement documentation.

- Students involved in internships paid via a stipend or 1099 employment must follow the unpaid internship protocols; a signed partnership agreement will need to be in place.

- Internships associated in any way with cannabis, smoking, or vaping, or internship activities that violate campus policy or federal law will not be approved.

- Clerical and routine office duties should be kept to a minimum (less than 20%).

- If the intern is not considered a W-2 employee, students cannot work 1:1 with minors.

- Access the Academic Internship Database to browse sites/opportunities and access your course.

- For the most up-to-date information on the academic internship program, please refer to our website.

    - Student resources
    - Faculty resources