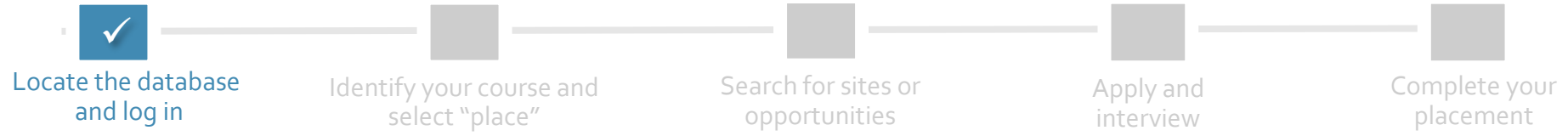




California State University
SAN MARCOS

CAREER CENTER

S4 Database Placement Instructions



www.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

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

✓
Locate the database
and log in

✓
Identify your course and
select "place"

□
Search for sites or
opportunities

□
Apply and
interview

□
Complete your
placement

CSU San Marcos NEED HELP?

HOME SITES OPPORTUNITIES LOGOUT

Hello Sally! What would you like to do?

Welcome to the CSUSM Internships & Service Learning Database:

Instructions:

For step by step instructions on using the database, see: [Internship Database Instructions](#).

This database contains both approved and unvetted learning sites. To apply, follow the site's application instructions. Once your internship or service learning details have been confirmed, identify your course and select "place" to complete the online forms.

Don't see your internship site?

See the following links to request your site as a community partner:

- [Requesting an Internship Community Partner](#).

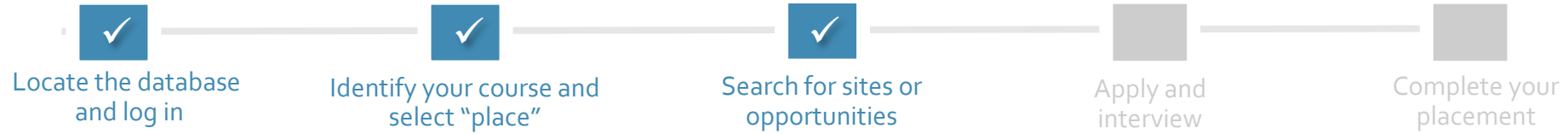
For Non-credit Internships:

- Please read the [Liability Waiver](#) prior to continuing on to the internship opportunities.
- Not all internships on the database are reviewed and evaluated. It is your responsibility to ensure the validity and safety of each internship of interest.
- By clicking start, you are agreeing to the terms of the [Liability Waiver](#).

Course

Spring 2019	THR 495 (1): INTERNSHIPS IN THEATER	Place
Spring 2019	TEST 100 (1): Service Learning Test Site	Place

Don't see your course?
Allow 48 hours after enrolling
for your course to appear.



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HOME SITES OPPORTUNITIES LOGOUT

Start over

Program: Internship - Course: THR 495 (1): INTERNSHIPS IN THEATER

Search by site

If you know the name of the site (organization) where you are serving, find the site and continue your placement process.

Search by site

Search by opportunity

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

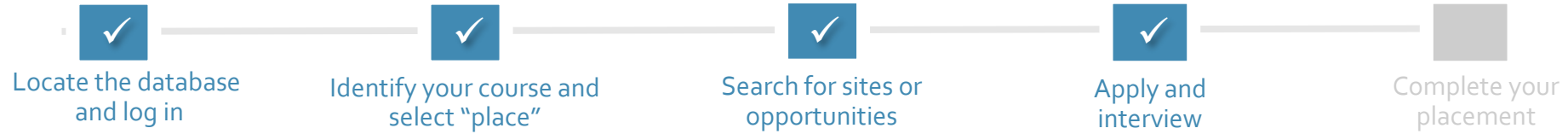
Sites:

Organizations, businesses, non-profits, government agencies, religious/faith-based organizations

Opportunities:

Internship listings and current openings

Search by: site name, city, organization type, keyword



How to Apply: Organizations will require you interview before making an internship offer. Contact the main site listed in the database or visit the organization's website for additional application information. Apply to a minimum of 3 organizations or opportunities.

For additional information in creating a resume, cover letter, or general application assistance, visit the [Career Center](#).



Locate the database and log in



Identify your course and select "place"



Search for sites or opportunities



Apply and interview



Complete your placement

Pending Approval from the Career Center

View Opportunities

Select this site

Back to Sites list

Organization Description
A required form in the placement process for this site includes a University Liability Waiver. Until a signed Community Partnership Agreement is executed with your requested organization, you assume full responsibility and liability while interning at this site. Once a University Community Partnership agreement has been signed and executed, you will be covered by under the University's General Liability Insurance program. If you choose not to sign the University Liability Waiver form, please notify your faculty member about placing at an alternate internship site

Program Information
This category is used for students that are waiting for their Community Partner site to be approved. Once the site is approved, this placement will be deleted and the student will make a new placement at the approved site. Should the requested partner not return a signed agreement to the Career Center and, therefore, does not become an approved Community Partner, the liability waiver that you signed will remain in place.

Health & Safety/Requirements
A required form in this placement process includes a University Liability Waiver. Until a signed Community Partnership Agreement is executed with your requested organization, you assume full responsibility and liability while interning at this site. Once a University Community Partnership agreement has been signed and executed, you will be covered by the University's General Liability Insurance program. If you choose not to sign the University Liability Waiver form, please notify your faculty member about placing at an alternate internship site.

Site Details
Address:
United States
General Phone:
(760) 750-4900
General Email:
internships@csusm.edu
Website:
<https://www.csusm.edu/careers/index.html>

Place only if you have met with the site and have been offered an internship: Log back into the database and locate your site (or in "pending approval from Office of the Career Center" if you have submitted a request for partnership with your site).

For additional placement information:
See the next slides



Additional Information: Placement Forms

CSU San Marcos NEED HELP?

HOME SITES OPPORTUNITIES LOGOUT

Dates of Placement

Program: Internship - Course: THR 495 (1): INTERNSHIPS IN THEATER - Site: Risk: Accepted

Term **Required** Spring 2019 ✕

Please estimate the minimum number of hours you will serve at this site **Required**

100

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.

Next

Start over

CSU San Marcos NEED HELP?

HOME SITES OPPORTUNITIES LOGOUT

Placement Forms

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

Program: Internship - Course: THR 495 (1): INTERNSHIPS IN THEATER - Site: Risk: Accepted

Finish placement

Signup Forms

After securing your internship, please complete the internship placement forms.

CSUSM Site Placement Required Forms - Internships 2018-19 Complete form *

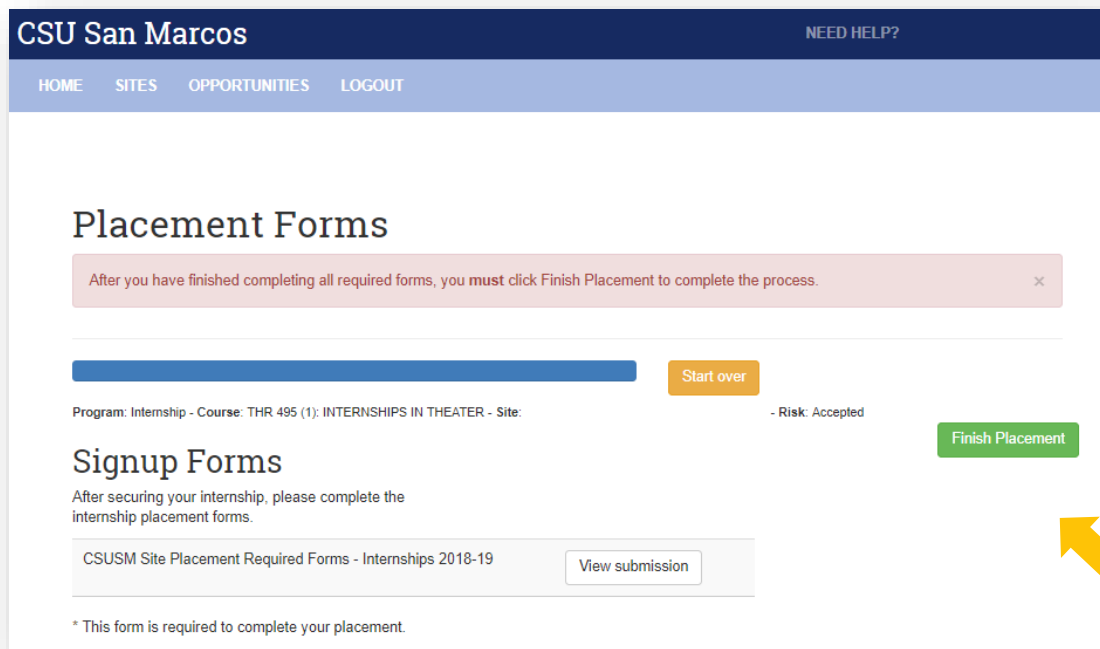
* This form is required to complete your placement.

Start over

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

All placement forms will become available once a site is selected. **Your placement is not complete until the forms have been completed.**

Additional Information: Placement Forms



CSU San Marcos NEED HELP?

HOME SITES OPPORTUNITIES LOGOUT

Placement Forms

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

Start over

Program: Internship - Course: THR 495 (1): INTERNSHIPS IN THEATER - Site: - Risk: Accepted

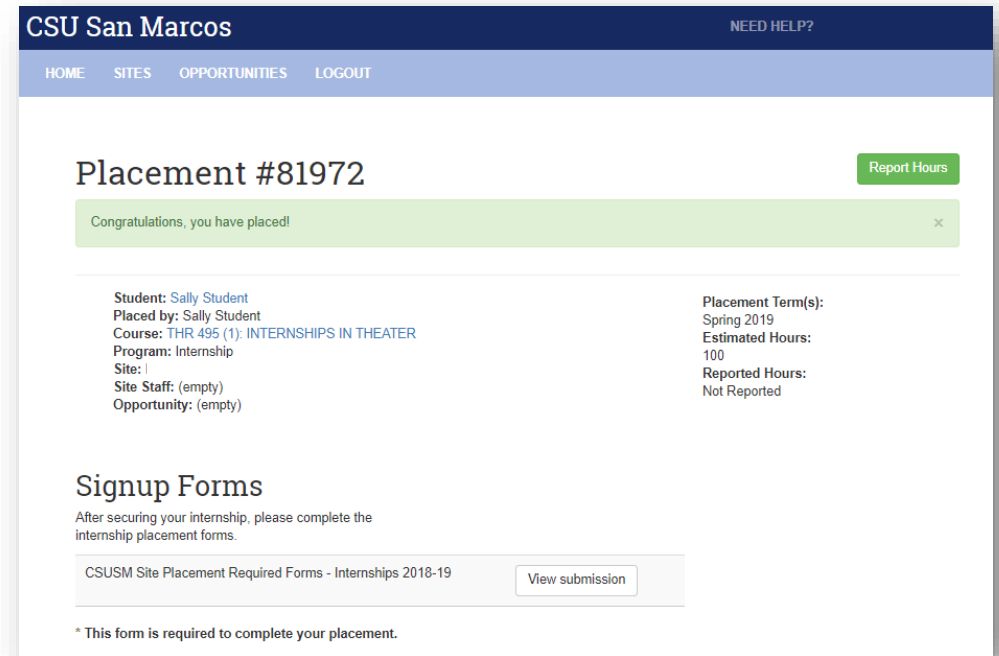
Finish Placement

Signup Forms

After securing your internship, please complete the internship placement forms.

CSUSM Site Placement Required Forms - Internships 2018-19 View submission

* This form is required to complete your placement.



CSU San Marcos NEED HELP?

HOME SITES OPPORTUNITIES LOGOUT

Placement #81972

Report Hours

Congratulations, you have placed!

Student: Sally Student
Placed by: Sally Student
Course: THR 495 (1): INTERNSHIPS IN THEATER
Program: Internship
Site: |
Site Staff: (empty)
Opportunity: (empty)

Placement Term(s): Spring 2019
Estimated Hours: 100
Reported Hours: Not Reported

Signup Forms

After securing your internship, please complete the internship placement forms.

CSUSM Site Placement Required Forms - Internships 2018-19 View submission

* This form is required to complete your placement.

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

For more information about internships visit:
www.csusm.edu/careers/internships