



√ Faculty checklist to get started

THE SEMESTER PRIOR TO OFFERING INTERNSHIPS

- Communicate to your students about your internship program around the time students register for classes (mid-November and mid-April)
 - Consider hosting one or two informational sessions for your majors to answer questions around that time.
 - Consider creating a brochure with basic information and FAQs about your Department's internship course to give students.
 - Consider attending a "Nuts and Bolts" workshop hosted by the Faculty Director of Academic Internships to familiarize yourself with the [Internship Database](#) and learn how we can assist you.
 - At the end of the registration period and before the new semester begins, consider hosting an orientation meeting for all registered interns to explain your expectations for the internship program.
 - Invite someone from the Career Center to your orientation meeting to help explain how students will use the database to "place" in their internship experience and submit required documents. [Request assistance form here](#)
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PREPARING FOR THE INTERNSHIP COURSE

- Ask your Administrative Coordinator to designate the class as an internship during the schedule build process so that your enrolled students are linked to the Service Learning and Internship Database, or you may contact Kayla Hardin khardin@csusm.edu to request the designation after the schedule build.
- Manage your class in the [internship database](#) by selecting internship sites that are best suited for your students. This [Faculty User Guide](#) shows you how.
- The database contains over 1200 approved community partners to choose from. (An approved partner means we have a fully executed agreement, and, therefore, student interns are under the University's liability coverage). However, if you would like to recommend a new community partner, please fill out the "[Request for Community Partner](#)" link early to ensure that a fully executed agreement is in place before the start of the semester. If the organization is willing to partner with us, this process takes anywhere between 4-6 weeks. Deadlines for requesting new partners are August 1 for the Fall semester, and December 1 for the Spring semester.
- Develop a syllabus or a learning plan/agreement for your students that clearly explains your expectations, any assignment requirements for the internship, and how the student's grade is determined. Students will upload this to the Internships database as

part of their student placement process. Sample syllabi are in the [faculty toolkit on our website](#).

THINGS TO KEEP IN MIND

- Direct F-1 and J-1 visa international students to the Office of Global Education regarding work authorization, as well as domestic students interested in interning abroad. Also consult with your Dean's Office for any approval or action they may require.
- If your student is interning abroad, the student international travel paperwork is initiated by the department/College and sent to the Office of Global Education for approval. This is important to ensure that the student has the required travel insurance, visa, paperwork, etc.
- Consult with the Office of Disabled Student Services (DSS) for providing reasonable accommodations for eligible students.