



California State University

SAN MARCOS

ACADEMIC INTERNSHIPS

√ 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.
- Please refer to the [instructional video](#) listed on our Academic Internship website on how to find an internship for a course.
- 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](#)

PREPARING FOR THE INTERNSHIP COURSE

- ☐ If you are creating a new internship course for your department, it is important to designate it as an internship course so that you and your students have access to the Internship Database and your students can complete the required student placement forms. Please advise your Administrative Coordinator to make this designation during the schedule build or contact Academic Scheduling acdsched@csusm.edu to have it added after schedule build has been completed.
- ☐ 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 an abundance of 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 or that we have vetted it as a paid W2 internship). However, if you would like to recommend a new community partner, please fill out the "[Request for Community Partner](#)" link early to ensure that it is in place before the start of the semester. If the organization is willing to partner with us, this process takes up to 5 weeks depending on the site's responsiveness. Deadlines for requesting new partners are August 1 for the Fall semester, and December 15 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 Disability Support Services (DSS) for providing reasonable accommodations for eligible students.