



California State University  
SAN MARCOS

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**CAREER CENTER**

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S<sub>4</sub> Academic Internship Database  
Placement Instructions

**Before completing the internship placement,  
ensure you have faculty approval  
and an offer from the internship site.**

For additional support on applying to internships,  
contact the Career Center.

## Information you will need to complete placement forms:

- Your site supervisor's name and email address.
- Your instructor's name and email address
- An emergency contact name and phone number.
- Your internship objectives, which includes 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.

✓  
Locate the database  
and log in

Identify your course and  
select "place"

Search for opportunities

Apply and  
interview

Complete your  
placement

## Log into the CSUSM Academic Internships & Service Learning Database

CSUS 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

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



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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](#)

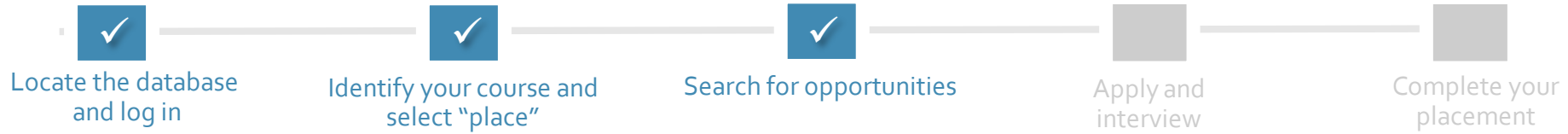
Course

Fall 2021	EDUC 123 (1): Service Learning Test Course - RJS	<input type="text"/>	Place
Fall 2021	HD 100 (9): Internships in Sociology (Test Internship Course)		Place



**Don't see your course?**

Allow 48 hours after enrolling for your course to appear.



Placement Progress

Start over

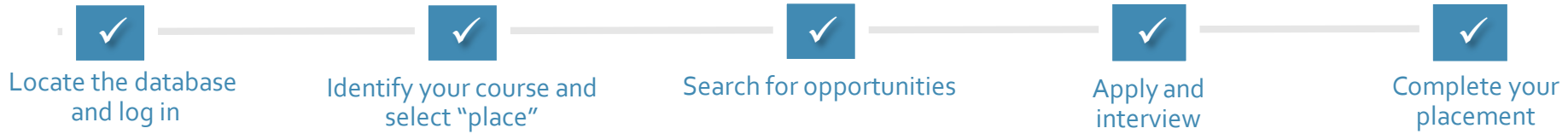
Program: Internship - Course: HD 100 (9): Internships in Sociology (Test Internship Course)

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](#)

**Opportunities:**  
Internship listings and current openings

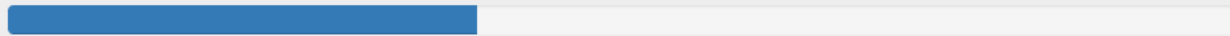
**Search by:** site name, city, organization type, keyword



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### Placement Progress



Start over

Continue

Program: Internship - Course: HD 100 (9): Internships in Sociology (Test Internship Course)

## Opportunities

[Enable the page guide](#)

City  Location Type  Opportunity name   Site Name

Program  Tags  Keyword  Items per page



Locate the database and log in



Identify your course and select "place"



Search for opportunities



Apply and interview



Complete your placement

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### Placement Progress



[Start over](#)

[Continue](#)

Program: Internship - Course: HD 100 (9): Internships in Sociology (Test Internship Course)

## BGCO intern

[Enable the page guide](#)

At — Boys & Girls Club Oceanside

[Select this opportunity](#)



[Back to Opportunities list](#)

### Opportunity Summary

## Position Description

Depending on the area of interest/study of the student, we will provide a internship and/or service learning opportunity that mirrors their area of interest. We have opportunities for interns/service learners to work with our Director of Development and Marketing team. Working to compile data, support with editing videos and photos, and supporting with events. In addition, we have opportunities to work with our virtual program team to design and implement activities for children/youth.

## Learning Objectives and Outcomes

The learning outcomes would vary depending on the role and the role in which you are supporting. The intent is to gain a better understanding of how non-profits work and more specifically Youth Development non-profits. A key to working with children/youth is gaining knowledge on supporting with positive reinforcement and creating opportunities for their behaviors to improve. In addition, providing children/youth a well robust program that focuses on: academics, enrichment, and fitness opportunities to develop a well rounded good individual.

### Program

Internship  
Non-Academic Internships

### Location Type

Remote

### Expected Hours

Hours	Duration
	hours per week

### This opportunity provides some form of compensation

No

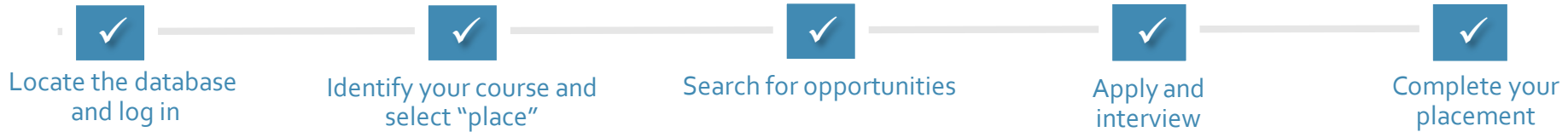
### Opportunity Availability

Ongoing

### Tags

Remote

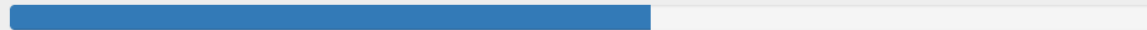




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### Placement Progress



Program: Internship - Course: HD 100 (9): Internships in Sociology (Test Internship Course) - Site: Boys & Girls Club Oceanside - Opportunity: BGCO intern

Select your site staff (supervisor).

If you don't see your site supervisor, click add site staff.

If you are not sure who your site supervisor will be, click skip this step.

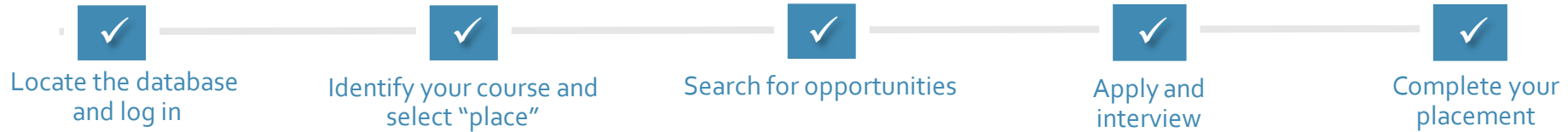
### Select Site Staff

Enable the page guide

I don't see my site staff [Add Site Staff](#) Not sure or N/A [Skip this Step](#) ✕

Staff First Name  Staff Last Name  Email address  [Apply Filter](#) [Reset](#)

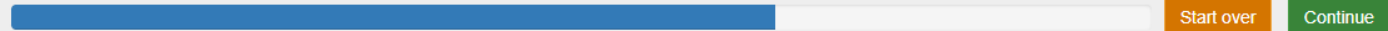
Last name	First name	Email address	Phone	
Adams	Hillary	HAdams@BGCOceanside.org	<input type="text"/>	<a href="#">Select Staff</a>
Wheeler	Hillary	hadams@BGCOceanside.org		<a href="#">Select Staff</a>
Wheeler	Hillary	hadams@bgcoceanside.org		<a href="#">Select Staff</a>
Pasefika	Maui	mpasefika@bgcoceanside.org		<a href="#">Select Staff</a>



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### Placement Progress



Program: Internship - Course: HD 100 (9): Internships in Sociology (Test Internship Course) - Site: Boys & Girls Club Oceanside - Site Staff: Hillary Adams - Opportunity: BGCO intern

## Internship Site Not in the Database

[Enable the page guide](#)

At — Internship Site Not in the Database

[Select this opportunity](#)



[Back to Opportunities list](#)

### Opportunity Summary

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. If a University Community Partnership agreement is signed and executed, you will be covered 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.

### Opportunity Learning Outcomes

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.

### Program

Internship

**Students required to have a personal vehicle**

No

**Fees students may incur with this opportunity**

Unknown

**This opportunity provides some form of compensation**

No

**Opportunity Availability**

Ongoing

If your internship opportunity is not in the database because your site is not an existing community partner, search and select **"Internship Site Not in the Database"** and request a community partner).

## Steps for Securing a Credit Internship

Securing a credit internship takes advance preparation. It is strongly recommended students work with an academic and/or career advisor to learn more about internships related to the major or career objectives.

Show All

Step 1: Enroll in an internship course	+
Step 2: Search for credit internship sites and opportunities	+
Step 3: Apply for a credit internship position	+
Step 4: Internship placement and required forms	-

After you have accepted an internship opportunity for credit, you must obtain approval from your internship course instructor.

Once you have accepted your internship opportunity AND obtained instructor approval, you may create your internship placement in the S4 database and begin your required compliance forms.

For step-by-step instructions follow our: [Internship Placement Presentation](#).

(If you want to work with a particular organization that is not in the database, refer to the [steps for requesting a community partner](#)).

- An email copy of your placement and forms will be automatically sent to the internship site supervisor you provided.

## Request a community partner


<https://www.csusm.edu/careers/internship/s/students/credit-internship/index.html>

# Placement Forms

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Placement Progress

 [Start over](#)

Program: Internship - Course: HD 100 (9): Internships in Sociology (Test Internship Course) - Site: Internship Site Not in the Database - Opportunity: Internship Site Not in the Database

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

Term **Required**

Fall 2021 x

Please estimate the minimum number of hours you will serve at this site  
Internship Site Not in the Database 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.

100


[Next](#)

All placement forms are available once an opportunity is selected. **Your placement is incomplete until all forms are filled and signed.**

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Placement Progress

 [Start over](#)


Program: Internship - Course: HD 100 (9): Internships in Sociology (Test Internship Course) - Site: Internship Site Not in the Database - Opportunity: Internship Site Not in the Database - Estimated Hours: 100

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

\* This form is required to complete your placement.

# Placement Forms

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## Placement Progress



Program: Internship - Course: HD 100 (9): Internships in Sociology (Test Internship Course) - Site: Internship Site Not in the Database - Opportunity: Internship Site Not in the Database - Estimated Hours: 100

## 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 [View submission](#)

\* This form is required to complete your placement.

[Finish Placement](#)

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

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[Report Hours](#)

## Placement #173919

 Congratulations, you have placed! x

**Student:** Sally Student  
**Placed by:** Sally Student  
**Course:** HD 100 (9): Internships in Sociology (Test Internship Course)  
**Program:** Internship  
**Site:** Internship Site Not in the Database  
**Site Staff:** (empty)  
**Opportunity:** Internship Site Not in the Database

**Placement Term(s):**  
Fall 2021  
**Estimated Hours:**  
100  
**Reported Hours:**  
Not Reported

## Signup Forms

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

\* This form is required to complete your placement.

**For more information about internships visit:**

[www.csusm.edu/careers/internships](http://www.csusm.edu/careers/internships)

**Or contact us at**

[Internships@csusm.edu](mailto:Internships@csusm.edu)