



California State University
SAN MARCOS

CAREER CENTER

Academic Internship Student Placement Instructions

BEFORE COMPLETING THE STUDENT PLACEMENT

- ✓ Contact your Department Chair or Faculty Supervisor to ensure your proposed internship is appropriate for the major and you have their approval; to inquire about enrollment procedures; and to plan, process, and develop an internship learning plan. Be prepared to provide your faculty with a description of your internship position and responsibilities.
- ✓ Log into the [Academic Internships Database](#) to view current approved sites. You do not have to be enrolled in an internship course to access the database, but you must be enrolled in one to complete the placement.
- ✓ Obtain an offer from the internship site.
- ✓ If your proposed internship site is not in the database, submit [request a community partner](#) before attempting to complete the student placement by **August 1** for a Fall internship, and by **December 1** for a Spring internship.
- ✓ If your internship site is in the database, but there is no opportunity associated with it, ask your site (staff, supervisor, or volunteer coordinator) to submit this [new opportunity form](#) before attempting to complete the student placement.
- ✓ It will take approximately 25-30 minutes to complete; your information will be saved if you are unable to complete the student placement in one sitting.
- ✓ Remember, the student placement must be completed prior to starting your internship experience.

As a reminder, internships associated with tobacco, vaping, or cannabis, or internship activities that violate campus policy or federal law will not be approved.

INFORMATION YOU NEED TO COMPLETE PLACEMENT FORMS

- Your site supervisor's name and email address; an email will be sent to this person for verification.
- Your instructor's name and email address
- An emergency contact name and phone number.
- Your internship objectives, which include 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.



Log into the Academic Internships Database

<https://app.calstates4.com/csusm>

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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

Password

Login

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



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HOME SITES OPPORTUNITIES LOGOUT

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:

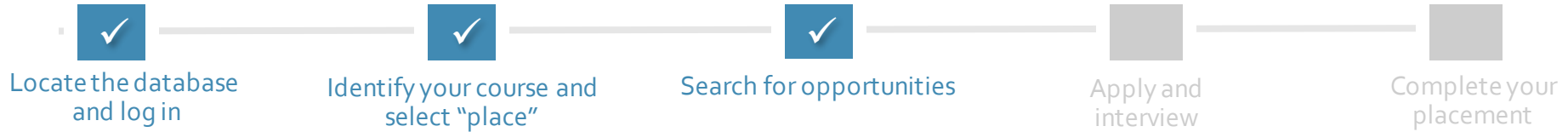
- Read the Liability Waiver prior to continuing on to the internship opportunities.
- By clicking the Browse or Place button below, you are agreeing to the terms of the Liability Waiver.

[View the placement guided tour](#)

Course

Fall 2021	EDUC 123 (1): Service Learning Test Course - RJS	Place
Fall 2021	HD 100 (9): Internships in Sociology (Test Internship Course)	Place

If you don't see your course, allow 48 hours after enrolling for it to appear.

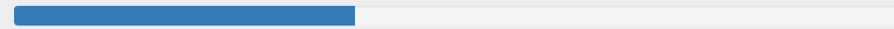


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NEED HELP?

HOME SITES OPPORTUNITIES LOGOUT

Placement Progress



Start over

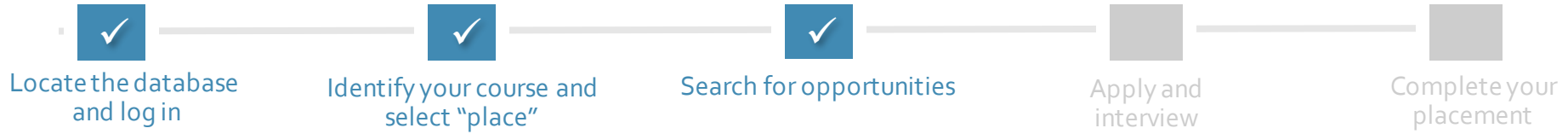
Program: Internship - Course: HD 100 (9): Internships in Sociology (Test Internship Course)

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

Although you may search the database using either the site or the opportunity field, you can **only** complete the required student placement by selecting **"search by opportunities."**

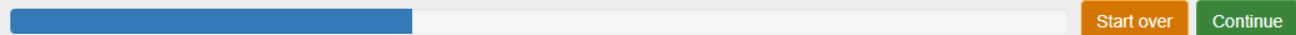
Both the internship site and the opportunity **must be** in the database before you can complete the student placement. If either is missing, return to the introductory slide for links to necessary forms.



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HOME SITES OPPORTUNITIES LOGOUT

Placement Progress



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

Enter either the site name or the opportunity name.

Click "apply filter."

Opportunities

[Enable the page guide](#)

City	Location Type	Opportunity name	Site Name
<input type="text"/>	<input type="text" value="Choose some options"/>	<input type="text" value="Contains"/> Contains	<input type="text" value="Contains"/> Contains
Program	Tags	Keyword	Items per page
<input type="text" value="Internship x"/>	<input type="text" value="Choose some options"/>	<input type="text"/>	<input type="text" value="50"/>
<input type="button" value="Apply Filter"/> <input type="button" value="Reset"/>			



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

Click "select this opportunity."

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

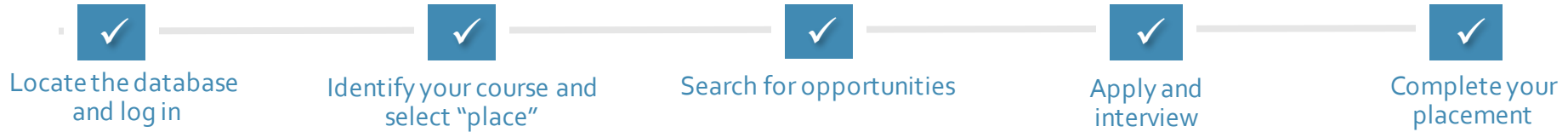
No

Opportunity Availability

Ongoing

Tags

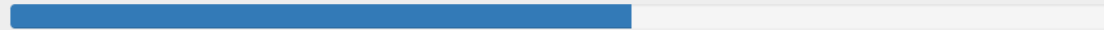
Remote



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HOME SITES OPPORTUNITIES LOGOUT

Placement Progress



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

Select Site Staff [Enable the page guide](#)

I don't see my site staff [Add Site Staff](#)

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

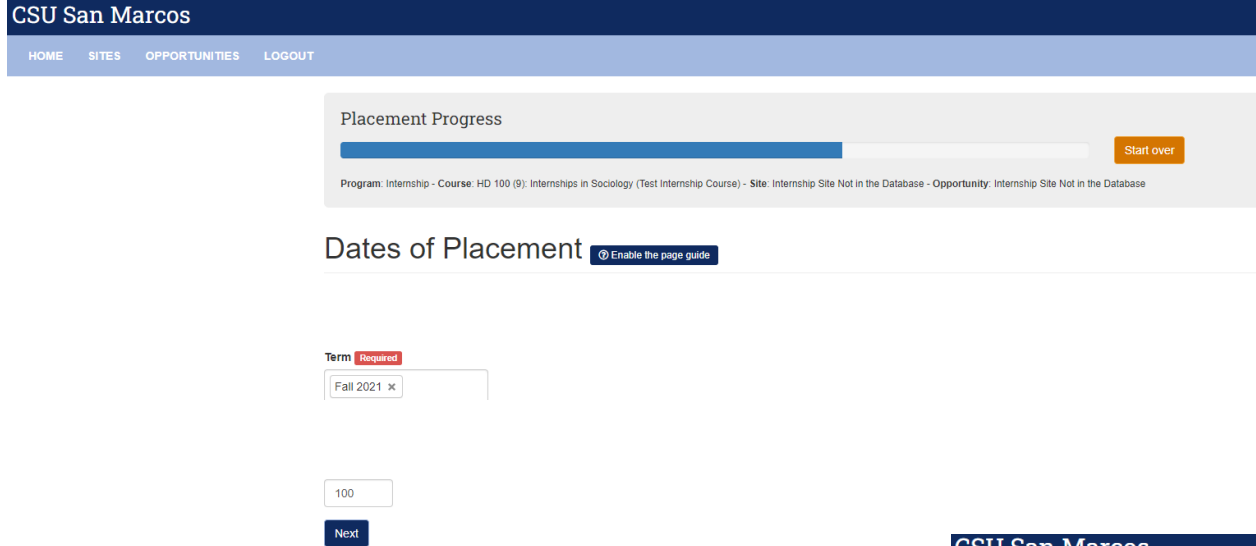
Last name	First name	Email address	Phone	
Adams	Hillary	HAdams@BGCOceanside.org		Select Staff
Wheeler	Hillary	hadams@BGCOceanside.org		Select Staff
Wheeler	Hillary	hadams@bgcoceanside.org		Select Staff
Pasefika	Maui	mpasefika@bgcoceanside.org		Select Staff

Enter **“select staff”** to indicate your site supervisor.

If your site supervisor is not listed, click **“add site staff”** and enter their information.

Click **“apply filter”** continue.

Placement Forms



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HOME SITES OPPORTUNITIES LOGOUT

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**

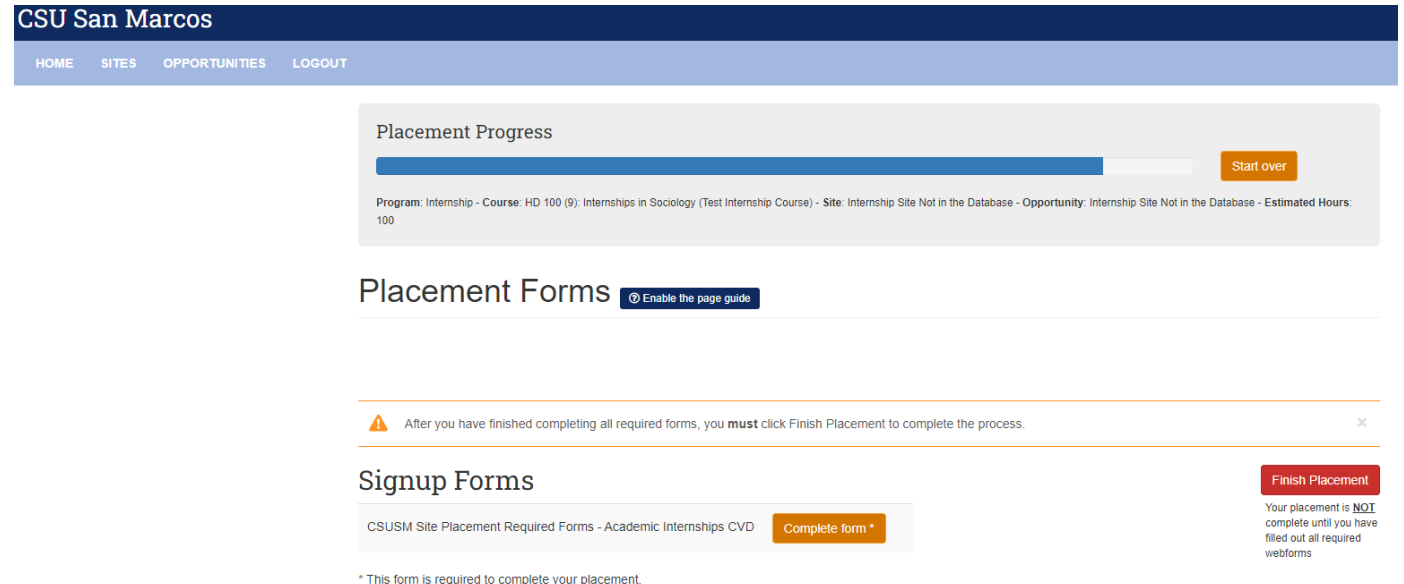
Fall 2021 x

100

Next

First enter the dates of the placement and enter the estimated hours you expect to intern over the course of the semester; click **“next.”**

Then select the **“complete form”** tab and all required forms will display. Fill out and sign all requested information.



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HOME SITES OPPORTUNITIES LOGOUT

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

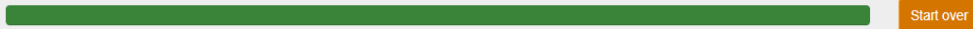
* This form is required to complete your placement.

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](#)

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Placement #173919

[Report Hours](#)

 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.

Select **“Finish Placement”**.
This completes your internship placement!

You will get a placement # that confirms all required documents are completed. If you do not receive a placement #, go back to see what you missed.

TROUBLESHOOTING: If your internship site and/or opportunity is not in the database:

1. **Paid internships:** If your internship meets minimum wage law, request a community partner and information will be emailed to your site contact. After the site has submitted the requested information, the site will be uploaded to the database, and you will be able to complete the student placement. Check back in 2 weeks. If it's still not in the database, contact internships@csusm.edu.

2. Your internship site *is* in the database, but there is no opportunity, ask your site supervisor to complete the new opportunity form. After the site has submitted the requested information, the information will be uploaded to the database, and you will be able to complete the student placement. Check back in 2 weeks. If it's still not in the database, contact internships@csusm.edu.

3. **Unpaid internships:** If your unpaid internship site is not in the database, request a community partner if you haven't already done so. Deadlines for submitting this form are **August 1** for a Fall internship and **December 1** for a Spring internship. If we are unable to get a signed partnership agreement from your proposed site, select an organization that is already in the database. Students are not permitted to do an unpaid internship with organizations with whom the University has no community partner agreement.

For more information about internships or assistance with completing the student placement visit:

www.csusm.edu/careers/internships

Or contact the Career Center:

internships@csusm.edu