CSUSM OFFICE OF INTERNSHIPS
INTERNSHIP PREPARATION CHECKLIST

Internships are hands-on, practical applications of classroom learning. They are the best way for students to gain relevant work experience prior to graduation. Start here to make sure you are ready and then make an appointment to see your faculty supervisor.

YOUR MAJOR	❏ Meet with your Faculty Advisor to review major requirements, fitting an internship into your academic plan, and possible internship sites. Ask other department faculty about additional internship resources. ❏ If your major does not offer an internship course, contact Dr. Chávez Metoyer cmetoyer@csusm.edu to see if UNIV 495 is an option.
DEPARTMENT REQUIREMENTS	❏ Inquire with your Faculty Advisor to learn about the Department's requirements and process for getting an internship.
INTERNATIONAL STUDENTS	❏ Contact Ms. Natalie Prellwitz nprellwitz@csusm.edu * 760-750-4090 to obtain approval prior to beginning the search process.
REFLECT & RESEARCH	❏ Reflect on primary goals for the internship: 1) How will it develop the skills I need to succeed in future jobs in your chosen career field? 2) How does this experience fit into my overall career plan?
SEARCH THE INTERNSHIP DATABASE FOR OPPORTUNITIES	❏ Log into the database with your CSUSM username and password. ❏ Identify potential internship sites and organizations that interest you in the University Internship database; if there is nothing suitable, search Indeed.com or other job search tools. ❏ Your Faculty Supervisor must approve your internship.
STEPS FOR SECURING AN ACADEMIC INTERNSHIP	❏ Enroll in the course. (See COURSE REGISTRATION). ❏ Follow the specific instructions detailed in the opportunity or site listing. An internship site may use varying screening methods, including a written application, resume, interviews, etc. ❏ The organization may also require additional criteria, such as a background check, driver's license, TB test, etc. This should be noted in the database.
COURSE REGISTRATION	❏ Verify the course registration process and academic requirements with your Faculty Advisor if you're planning to take the internship for credit. ❏ You may need a permission code to register for the internship course; contact the faculty supervisor.
COMPLETE THE STUDENT PLACEMENT	❏ After you have secured a faculty-approved internship placement, log on to the Internship database to create your internship placement by referring to the 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. ❏ Failure to complete the student placement may result in a HOLD on your account, preventing you from registering for future classes or graduate.
INTERVIEW PREP	❏ Utilize Big Interview to practice your interview skills. ❏ Consider scheduling a mock interview with Career Services for additional preparation. ❏ See the Office of Internship website for resources on writing a standout resume and phone interviewing preparation.