



The Office Of Internships and Service Learning

Virtual Info Session

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WELCOME



Information in this presentation is current as of **Thursday, May 21, 2020**. As the COVID-19 situation changes, information pertaining to internships and internship placements is subject to change. For the most up to date information, please see: www.csusm.edu/internships

Topics we will cover

- Office of Internships role
- Virtual internships
- Navigating the database
- Tips for virtual internships
- Additional resources

Meeting reminders

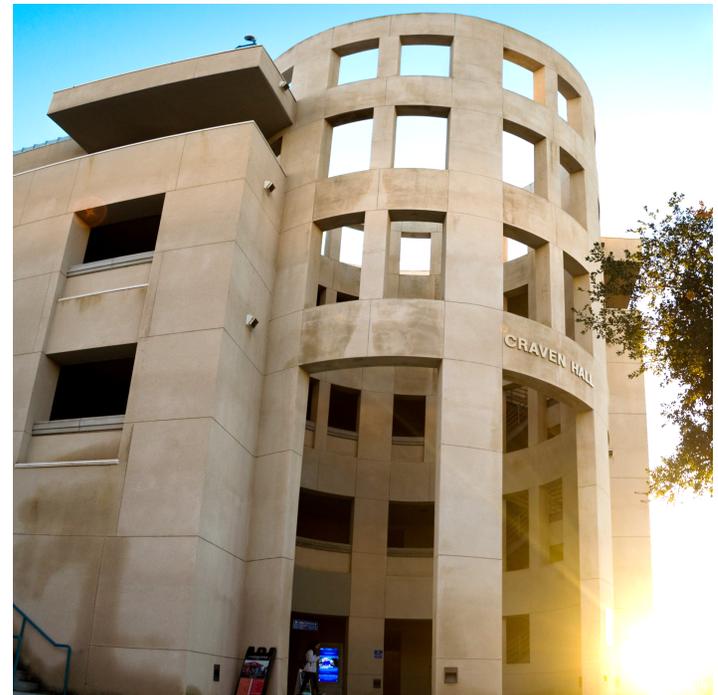
- Cameras & microphones will be kept turned off
- Q&A will be held at the end of the presentation
- Specific questions should be sent to:
internships@csusm.edu

OUR ROLE

- Support students, faculty and community partners with internship resources, tools, and quality internship opportunities.
- Oversee internship placements, documentation and community partnership agreements.

HOW ARE WE RESPONDING TO COVID-19?

- Reaching out to community partners to provide resources for creating virtual opportunities.
- Collaborating with faculty to provide digital tools and best practices for online learning.
- Tag “remote” internships for easier search in the database.



WHAT IS AN INTERNSHIP?

An **approved and supervised** work experience that meets specific student learning goals related to an academic field of study.

- Minimum number of required hours
- Related to course of field of study
- Approved by academic advisor or course professor

WHAT IS A VIRTUAL INTERNSHIP?

An internship that does not require you to be in a specific physical location. The duties and task assigned to you can be completed online or from a virtual location.



Benefits of an Internship

- Networking
- Work experience
- Industry knowledge
- Increased interpersonal and conflict resolution skills



Added perks of a Virtual Internship

- Schedule flexibility
- No commute
- Diverse peers and mentors
- Broad range of opportunities and locations
- Increased tech literacy

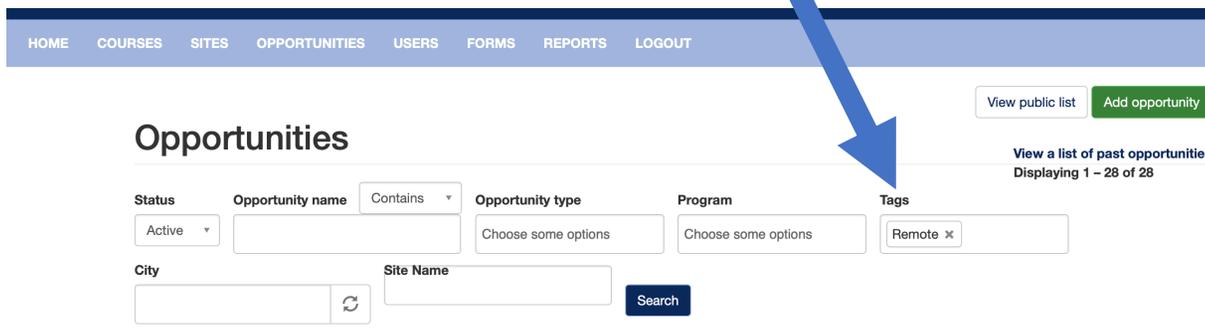


“HOW DO I FIND REMOTE INTERNSHIPS?”

- Log on to the CSUSM Internship and Service Learning database and search over 1,000 different organizations
- Internships.com
- Indeed.com

Accessing the CSUSM Internships Database

- Log on to the CSUSM Internship and Service Learning database.
- There you can search over 1,000 different organizations
- You can narrow down your search by selecting the Tag: “Remote” in the search bar.



HOME COURSES SITES OPPORTUNITIES USERS FORMS REPORTS LOGOUT

Opportunities

View public list Add opportunity

View a list of past opportunities
Displaying 1 – 28 of 28

Status: Active

Opportunity name: Contains

Opportunity type: Choose some options

Program: Choose some options

Tags: Remote x

City: Site Name: Search

CSU San Marcos NEED HELP?

HOME SITES OPPORTUNITIES LOGOUT

Hello Sally! What would you like to do?

Welcome to the CSUSM Office of Internships & Service Learning Database!

Instructions:

For step by step instructions on using the database, see: [Internship Database Instructions](#).

This database contains both approved and unvetted learning sites. To apply, follow the site's application instructions. Once your internship or service learning details have been confirmed, identify your course and select "place" to complete the online forms.

Don't see your internship site?

See the following links to request your site as a community partner.

- [Requesting an Internship Community Partner](#).

For Non-credit Internships:

- Please read the [Liability Waiver](#) prior to continuing on to the internship opportunities.
- Not all internships on the database are reviewed and evaluated. It is your responsibility to ensure the validity and safety of each internship of interest.
- By clicking start, you are agreeing to the [terms of the Liability Waiver](#).

Course

Spring 2019	THR 495 (1): INTERNSHIPS IN THEATER	Place
Spring 2019	TEST 100 (1): Service Learning Test Site	Place

Take advantage of campus resources

Career Center

- Explore your career goals
- Get assistance with your resume

Academic Advising

- Plan your classes
- Discuss your major and course requirements

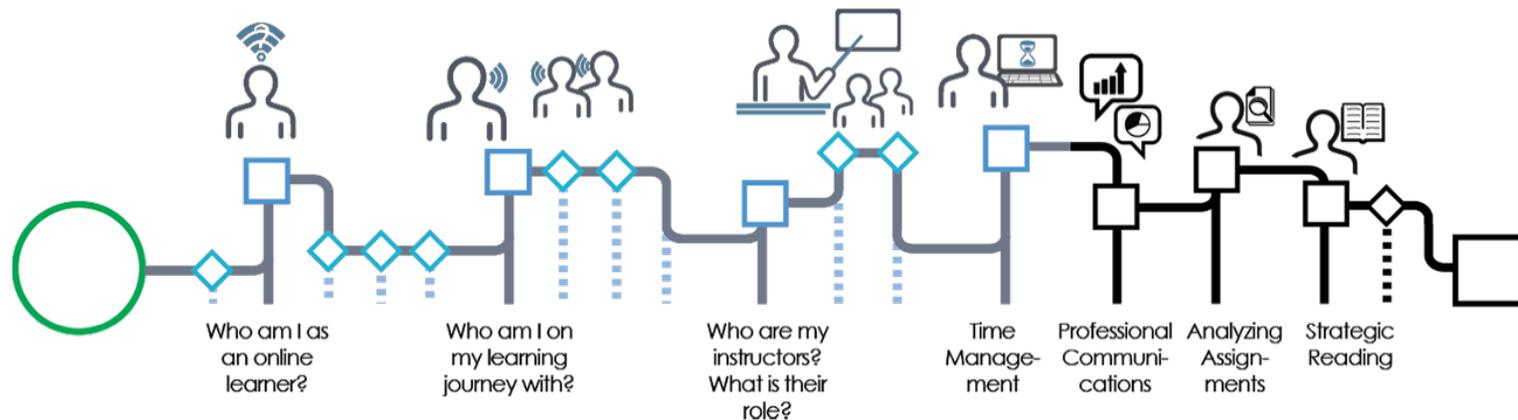


Schedule an appointment to meet with either a career advisor or academic advisor

Tips for your virtual opportunity

- Create a schedule
- Be Professional
- Connect with other peers and mentors
 - Discuss future career and academic goals
- Communicate frequently
 - Discuss tasks and assignments

Citation - 6 Ways to Make the Most of a Remote Internship." *Handshake Blog*, 25 Mar. 2020, learn.joinhandshake.com/students/how-to-make-the-most-of-a-remote-internship/.



YOU GOT THIS!

- Our circumstances are new, but virtual internships have been around for a very long time
- Consider this a learning opportunity that will help you grow personally, as a student, and as a professional
- Remember: At the end of the internship, you will learn more about yourself and your path. Your internship will re-direct you towards or away from what you originally had in mind and that's the goal!
- Take care of your mental and physical health. [CSUSM Student and Health Counseling services](#) is here for you!

Contact Us

Office of Internships

Craven Hall 6105

internships@csusm.edu

(760) 750 – 7005

www.csusm.edu/internships



csusminternships



Coming soon!

Q&A

Q: How will I complete my internship given that it will be online since Fall 2020 is online now?

A: We have many virtual internship opportunities in the database. If you are interested in a virtual internship that is approved by your faculty but not in the database, please complete the request community partner form.

We will be informing you when there is any change to the Internship restrictions based on Federal, State and County COVID-19 guidelines.

Q&A

Q: How do I find an internship with everything going on about Covid-19?

A: Use the database to search for “remote” internships. In addition, use your network to learn more about internships in your industry. You can also utilize other online search engines such as [internships.com](https://www.internships.com) and [indeed.com](https://www.indeed.com).

Q&A

Q: Can I do my hours at a site? Ex: retirement facility. Can I switch to an in-person internship once it's allowed?

A: As of summer 2020, all internships will be virtual. Fall 2020 internships are subject to compliance with all Federal, State and County COVID-19 guidelines. Keep checking our website for the most up to date information.

Q&A

Q: AB-540 students + internships?

A: In the past, CSUSM departments have been accommodating to AB-540 interns. Please check student academic support services for additional information. Teri is a community partner that also accommodates AB-450 students based on availability.

Q&A

Q: Will there be any new requirements based on COVID-19 for the students on the amount of hours?

A: Faculty determine the number of hours, alternate assignments, etc. Speak to the Faculty for course specifics in regard to hours, assignments, learning outcomes, etc.

Q&A

Q: What internships are available for my major or career objectives?

A: Securing an internship takes advance preparation and research. 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.

Q&A

Q: Does my internship have to do with my major/ plans for after graduation?

A: Your internship has to align with your major requirement and course requirements.

Q&A

Q: When can I begin my internship hours?

A: Internship hours typically begin after the semester begins. To make arrangements to begin your hours prior to the start of the semester, consult with your internship course instructor. Start dates are provided by your course instructor.

Q&A

Q: When should I start applying?

A: Internships take advance preparation. It is recommended you apply a minimum of 2 months prior to your projected internship start date. Deadlines with vary according to industry type, so ensure to contact the organization directly for specific deadlines.

Q&A

Q: How do I know if an organization is open during COVID-19?

A: Organizations and businesses must be in compliance with all Federal, State and County COVID-19 guidelines. Please contact the organization directly or consult with your course instructor.