

Statistics

- **66%** of employers stated that relevant work experience is as important as a strong academic performance¹
- **85%** of employers surveyed reported that hiring interns was a positive experience, while
- **86%** of surveyed students reported having a positive internship experience²
- **48%** of graduates reported that participating in an internship related to their coursework "prepared them well for life after college"³

¹ "Internships May Be the Easiest Way to a Job in 2013." *Forbes*, 6 Dec. 2012.

² "Internships.com Survey Reveals the Increasing Importance of Internships." *PRWeb*. 06 Dec. 2012.

³ "Recent Grads More Likely to Have Had Useful Internships." *Gallup.com*, 13 Nov. 2014.

*"Tell me and I forget.
Teach me and I remember.
Involve me and I learn."
-Benjamin Franklin*

At CSUSM we understand the value of forging strong & lasting partnerships with engaged community and industry organizations. If you need assistance with your internship listing or have questions regarding internships, please contact us:

Community Engagement, Office of Internships

333 South Twin Oaks Valley Road
San Marcos, CA 92096

Located in Craven Hall 6126

Phone: 760.750.7005

Fax: 760.750.3550

E-Mail: internships@csusm.edu

Website: www.csusm.edu/internships



California State University
SAN MARCOS

A Quick Guide to Internships

Information for Community Partners



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What is an internship?

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

This work-learning partnership between a student, the University and a community/industry partner supports a student's course of study and/or professional objectives.

On-site work or projects are combined with reflective academic assignments to help students **learn by doing**.

In our internship program, community partners serve as **co-educators**, and help to guide new generations as they enter the workforce

Your Organization's Role

As an academic credit internship partner, you are responsible for:

- ✓ Ensuring the internship position is related to an academic field of study available at CSUSM
- ✓ Ensuring the internship position consists of pre-professional or professionally-related work assignments and tasks
- ✓ Ensuring a safe and appropriate learning environment
- ✓ Permitting, as needed, a CSUSM faculty/staff member to conduct a site visit prior to the student commencing internship work
- ✓ Providing training and consistent guidance and supervision by a professional staff member
- ✓ Providing a workplace orientation to the student including safety and emergency procedures
- ✓ Allowing interns to meet with their supervisors and receive feedback on their activities on a regular basis
- ✓ Verifying internship hours completed
- ✓ Completing a partner experience survey

Steps for a University-Community Partnership

1. Complete the online "Request to Initiate Partnership" form.

If the internship is unpaid, please review the Department of Labor's guidance on Internship Programs and the Fair Labor Standards Act and ensure that the internship opportunity meets the stated criteria for an allowable unpaid internship. Also review the "Community Partner Internship Handbook" on our website for tips and suggestions when creating your internship opportunity.

2. Once the submitted form is reviewed and approved, a University Community Partnership agreement will be sent for review and signature. Once signed by both the Community Partner and the Associate Director of Internships, internship opportunities are posted on our online database.
3. Communicate with interested students.
4. Select a student intern using your pre-determined selection process.

Once a business or organization has a valid agreement, they can submit new internship opportunities by completing an online "New Internship Opportunity" form.