

Overview of the Internship Site Process

Thank you for your interest in hosting a Cal State East Bay (CSUEB) student as an intern for academic credit. At CSUEB, we are required to collect information about the position(s) you wish to offer our students for academic credit.

We use the CalStateS4 system to collect this information. In conjunction with Handshake, we provide a streamlined workflow that allows you to offer our students both pre-approved credit-bearing internships or report internship information necessary for us to award credit after you have selected a student to fill your internship position.

Post Internships in Handshake

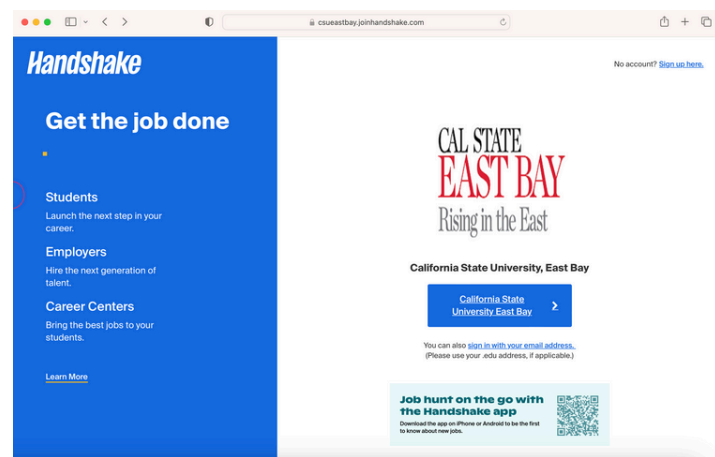
Handshake is the recruiting platform for CSUEB students and alumni. Handshake uses cutting edge technology to assist students with identifying and connecting with employers, posting careers and open internships, event information, and more. Employers can use Handshake as a recruitment tool, to identify qualified candidates for open positions and manage on-campus recruitment activities.

This online career development management system includes:

- Thousands of Job and Internship listings
- Resume, cover letter and transcript upload, storage, and submission
- On-campus interview scheduling, workshops and employer information sessions
- Registering for CSUEB Career Fairs and hosting employer sponsored events
- And much more...

Use this link (<https://csueastbay.joinhandshake.com/edu/employers>) to create an account or login to Handshake. If you decide to post your internship for academic credit in CalStateS4, please let us know via email internships@csueastbay.edu as we can designate that the position is pre-approved for academic credit.

For assistance with getting started, please visit the [Handshake support page](#).



Create job post

Basic information

Job description [Copy description from existing job](#)

Be sure to include specific skills you're looking for, minimum requirements, and expected responsibilities.

Automatically fill in the rest of this job post using the job description. You'll get to confirm everything's correct before posting.

Continue

Employer Guide



CAREER
EMPOWERMENT
CENTER

Create a Partnership with Cal State East Bay

The Career Empowerment Center (CEC) welcomes partnership agreements with external employers. If your organization is interested in establishing an official partnership with Cal State East Bay, please complete our Employer Interest Form.



Become an Approved Site - Register in CalStateS4

First time hosts begin by completing the Request to Initiate Partnership (RTIP).

Once the form has been completed and submitted a member of the CEC team at Cal State East Bay will review your submission. Please allow 3 to 5 business days for this review. You may receive follow up emails from our team requesting clarifying information if required.

Approved internship sites will receive an email inviting the identified site supervisor to create an account. With this account the site supervisor will be able to submit future academic internship opportunities quickly and simply for approval.

Request to Initiate Partnership



Partnering with California State University East Bay

Thank you for your interest in partnering with CSUEB. We look forward to exploring a potential partnership with your organization. This form will initiate the process for us to learn more about your organization and the off-campus learning opportunities that you'd like to make available to students. Ideally, a representative of the organization who is familiar with the learning activities that university students will be engaged in, as well as your safety policies and procedures should complete this form. Cal State East Bay invites organizations from a variety of community sectors to partner with us around applied learning opportunities for students. These may include for-credit, co-curricular (non-credit bearing), paid, and un-paid opportunities. Organizations must complete this Request to Initiate Partnerships (RTIP) as the first step in the process of working with our students. Organizations partnering with the University must also sign an agreement (Memorandum of Understanding - MOU), with the exception of paid opportunities. Organizations that are paying students are not required to complete an MOU, but are still required to complete the RTIP. Currently, the University has two departments that coordinate these learning opportunities and the related partnerships: the Internships Program within Academic Advising and Career Education (AAACE), and the Center for Community Engagement (CCE). Each department works to develop and communicate with partnering organizations relevant to their program goals. This may vary based on the type of student learning experience. Both programs use the CalStateS4 platform to manage placements, partnerships, and data tracking. The Center for Community Engagement takes the lead on service learning/community service related learning opportunities with advocacy, education, government, non profit, social service entities. The Internships Program in AAACE predominantly supports career building, pre-professional internships with for-profit and corporate entities.

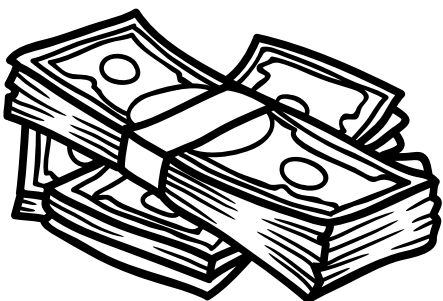
CalStateS4: Unpaid Internships

We encourage all internships to include some form of payment. The Department of Labor, under the Fair Labor Standards Act, provides general information to help determine whether interns and students working for "for-profit" employers are entitled to minimum wages and overtime pay. If your organization is offering an unpaid internship, we require a signed Memorandum of Understanding (MOU) to ensure Cal State East Bay students are protected while working for your organization.

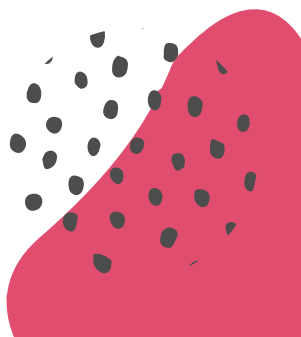
Once the RTIP has been approved to proceed, you will receive an email asking you to sign a Learning Activity Placement Agreement. You can find a sample of the agreement here.

Do not sign this sample agreement as an official copy of the electronic MOU will be issued to you (or the appropriate person you identify) via email. The MOU is electronic and can be signed and returned online.

Once we receive your signed agreement we will approve your opportunity for posting in CalStateS4.



Cal State East Bay Internships - Employers



CalStateS4: Adding New Opportunities

If you have additional academic internship opportunities now, or in the future, you can submit them using the existing account once it is approved and you have created your password. If you need assistance with accessing this account, send an email to internships@csueastbay.edu. Instructions on adding a new opportunity for approved sites can be found on our [website](#).

Please allow 2 to 3 business days for your opportunity to be reviewed. A member of the CEC team will reach out to you if any clarification is required. Once approved, students will be eligible to receive credit for this opportunity.



CalStateS4: Adding New Contacts

Use this option when:

1. You have additional people who want to register academic internship opportunities for your organization for Cal State East Bay students, or
2. You know that your organization has already partnered with Cal State East Bay for academic internships but you don't have an account

Navigate to our [New Contact page](#) and complete the form. A team member will review the request and will reach out to you if any clarification is needed.



Employer FAQs

Q: A student has asked me to complete a Request to Initiate Partnership, but my site was previously approved?

A: If the internship is for a previously posted opportunity, ask the student to locate your site under Sites in CalStateS4 and view your available opportunities. If the opportunity is posted and available the student can complete the placement process. If you are offering the student a new opportunity that has not been approved or the opportunity posted is not for the correct term, your site contact will need to add the additional opportunity.

Q: How can I extend an opportunity for a current student intern?

A: Create a new offer letter or send an email to internships@csueastbay.edu and include pertinent information about the opportunity: internship dates, compensation details and hours/week, job title and description (if different from previous), and point of contact. If the internship opportunity is not already listed in CalStateS4, your site contact will need to add the additional opportunity.

Q: How many hours can a student intern work?

A: Students are allowed to work up to 20 hours per week during the Fall and Spring semester and 40 hours per week during the Summer term. Students are eligible to work overtime during the summer, as long as the internship site abides by federal guidelines when asking a student to work more than 40 hours per week.

Q: My internship site cannot complete the RTIP. What are my options?

A: The Request to Initiate Partnership is required for students seeking an internship for academic credit. If your company is unable to complete the RTIP, a member of our staff can complete it on your behalf. Send an email to internships@csueastbay.edu for assistance.

Q: What internship opportunities are restricted for Cal State East Bay Students?

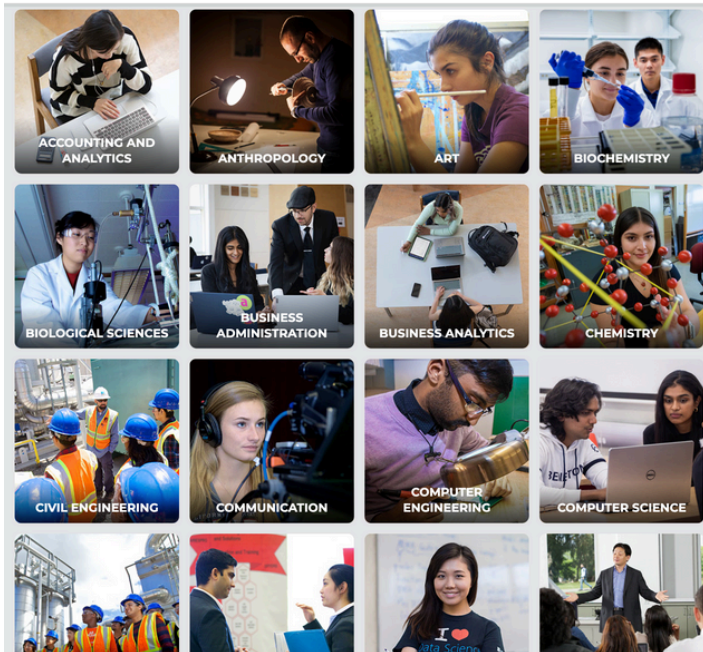
A: Internship opportunities listed as an Independent Contractor (1099 positions), Administrative or Sales Lead Generation positions, Marijuana/Cannabis positions, positions outside of the United States and positions that lack training, leadership and supervision.

Q: Does Cal State East Bay provide funding for unpaid internships?

A: The Career Empowerment Center has funding through an endowment to provide summer internship opportunities to Cal State East Bay students. More information about this program can be found on our Community Service Internship Program [website](#). If your organization is interested in providing funding for Cal State East Bay students working unpaid internships, please consider becoming an [Employer Partner](#).

Overview of the Student Process

Students must follow this process to secure academic credit for their internship experience using CalStateS4



Step 1: Check for Prerequisites

Students need to make sure they are eligible to enroll in the internship class offered by the major department, class prerequisites, and enrollment criteria. They may need to contact the class instructor and/or major advisors to confirm.

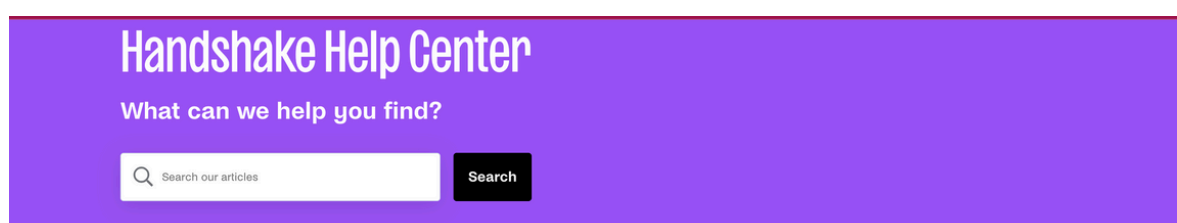
Step 2: Find an Internship

There are many ways for students to find an internship! These include searching job aggregators and company websites, using personal contact, and career events. The Career Empowerment Center recommends using:

CalStateS4:
<https://app.calstates4.com/csueastbay>
Database of all internships for academic credit offered at Cal State East Bay

Handshake:
<https://csueastbay.joinhandshake.com/edu/employers>
Platform used to advertise open jobs and internships to college students and alumni

Parker Dewey:
<https://www.parkerdewey.com/>
Platform that offers microinternships to college students



Handshake Help Center > Employer > Getting Started With Handshake > Set Up Your Employer Account

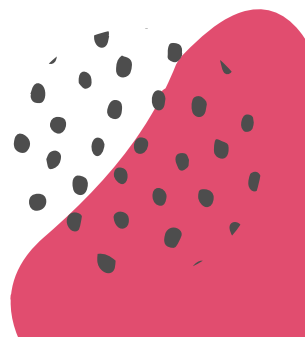
Create an Employer User Account, Join a Company, and Connect with Schools

Tawnya
1 month ago · Updated

Are you ready to join Handshake and streamline your hiring process? Review our best practices, then follow the steps below to create your account and get started.

Related articles

- How to Post a Job
- Getting Started With Handshake: Employers
- Employer Validation
- How to Create a New Company Profile
- Registering for an Employer Account with a Generic Email Address



Step 3: Internship Approval Process

Once the student has identified an internship, the CEC needs to approve it for academic credit. If the internship site is not previously approved and in the CalStateS4 system, the student must submit a Student Internship Site Request form at: <https://app.calstates4.com/csueastbay/student-internship-site-request>

After completing the form, the internship site contact will receive an instructional email requesting that they register their internship through the CalStateS4 system by completing a Request to Initiate Partnership.

Our processing time is 3-5 business days. If the opportunity is not posted after 5 business days, the student can email internships@csueastbay.edu to check the status.

Student Internship Site Request

View Edit Configure form Results Revision operations Clone this custom form

STUDENTS SHOULD ONLY SUBMIT THIS FORM AFTER MEETING WITH AND CONFIRMING PLACEMENT WITH THE AGENCY OR ORGANIZATION.

All students engaged in academic courses at locations **not listed on this site**, including fieldwork, internship, and field studies courses, must complete this Student Internship Site Request form. Students who do not successfully complete the placement process or submit this form cannot receive credit for their internship. These students must contact their instructors. To successfully submit this form, students must acknowledge they understand and agree to the terms, and submit with signature.

Students engaged in observations, field trips, or one-time meetings for credit, courses, or class projects must complete a **Field Trip Form**.

Student Identification Information

Student Name **Required**

NetID **Required**

Address **Required**

Zip Code **Required**

City/Town **Required**

Complete and submit

Step 4: Complete Internship Class Intake Forms

Once the internship has been approved, the student can complete the placement process:

- Login to CalStateS4 and continue the placement process
- Once all forms have been completed, the student will receive an email confirmation

Student Safety, Learning, and Liability Form

View Edit Configure form Results Revision operations Clone this custom form

Start Safety Orientation Safety Orientation Quiz Emergency Contact Learning Plan Participation Agreement Review Submit

CSU East Bay Intern:

Congratulations on securing an internship! Your placement will include the following forms and a copy will be sent to your site supervisor once complete. **This form can only be completed once per internship placement. Please ensure all information is accurate prior to submitting.**

- Safety Orientation
- Emergency Contact
- Learning Plan
- Participation Agreement

Student Name Reference

Student Name

Which class are you seeking enrollment in? **Required**

- Select -

Which semester will you be taking this internship for? **Required**

Summer

Spring

Fall

Complete and submit

Step 5: Internship Course Placement in CalStateS4

The faculty teaching the internship course for academic credit will review the request for enrollment and will approve or deny the request. Students are encouraged to reach out to their major department if they have questions about the internship course. Once the course intake request is successful, the final step is to assign the internship course to complete placement.

Step 6: During & After the Internship

Students should plan to complete a timelog of responsibilities and duties while actively working the internship.

After the internship, students and the internship site can submit an evaluation on the internship experience.

Internship Point of Contacts

General Inquiries -

Email: internships@csueastbay.edu

Email: careercenter@csueastbay.edu

Internship Coordinator - Cherié Meredith

Email: cherie.randolph@csueastbay.edu

Director, Career Empowerment Center -

Clark Boothby

Email: clark.boothby@csueastbay.edu

Assistant Director, Employer Partnerships &

Engagement - Elizabeth Saucier

Email: elizabeth.saucier@csueastbay.edu

