Faculty Guide

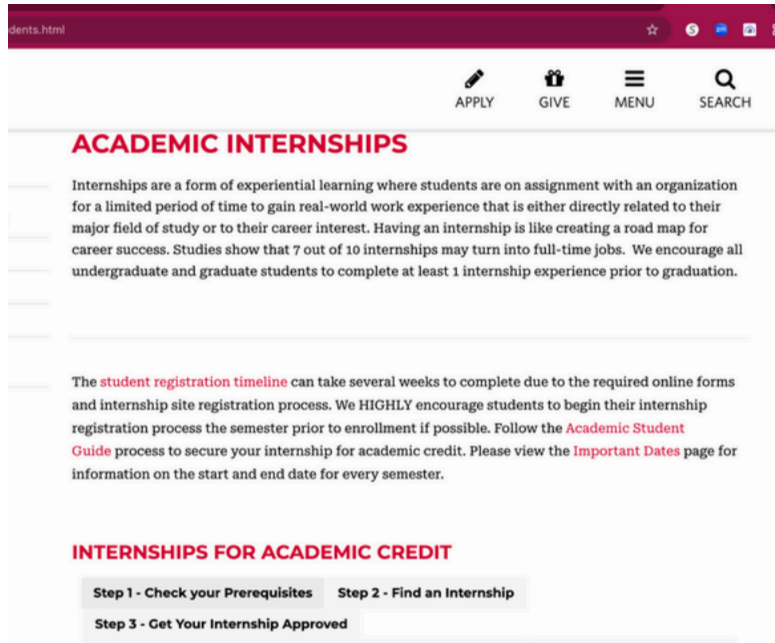**CAL STATE EAST BAY | CAREER EMPOWERMENT CENTER**

Overview of the Student Process

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

Step 1: Update Website

We suggest that major departments update their department website to include a link to the internship student page: https://www.csueastbay.edu/internships/students.html

Step 2: Check for Prerequisites

Students need to make sure they are eligible to enroll in the Internship course 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 3: Finding 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:
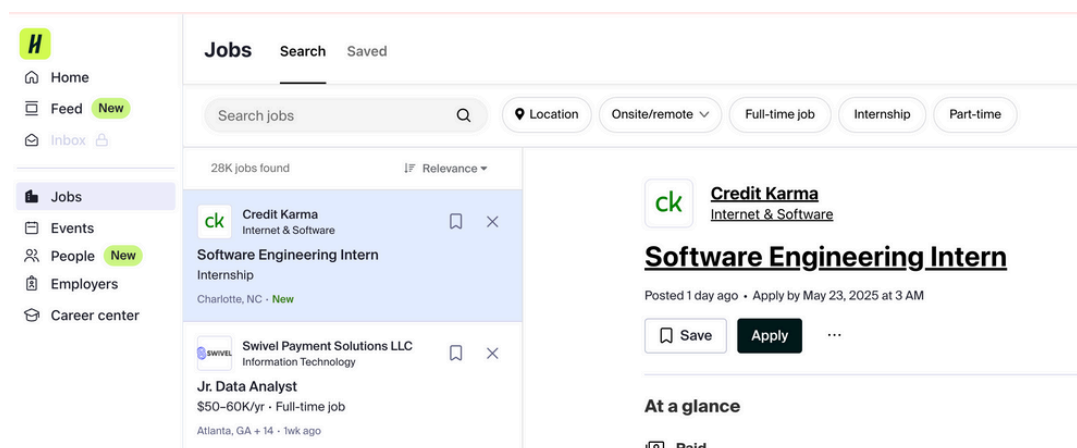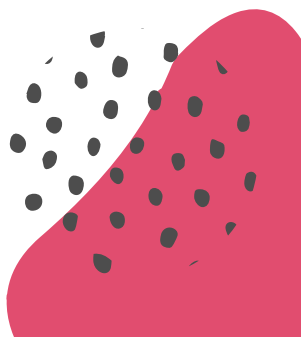
CalStateS4:
https://app.calstates4.com/csueastbay

Handshake:
https://app.calstates4.com/csueastbay

Parker Dewey:
https://www.parkerdewey.com/

Visit Handshake and search for jobs

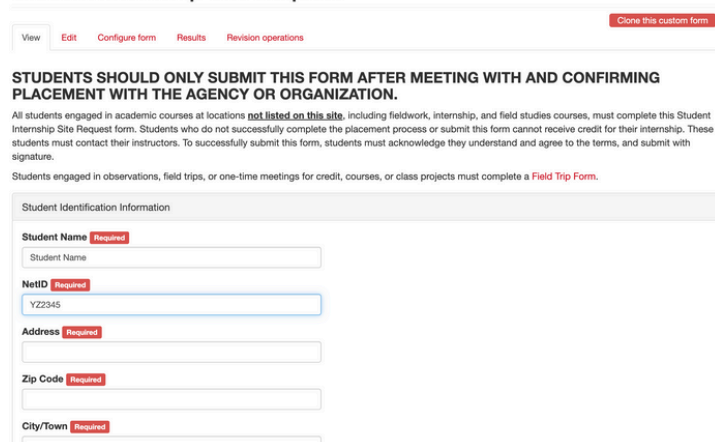Tip: Use the filters and select Internship

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Step 4: Get Your Internship Approved

Once the student has identified an internship, the Career Empowerment Center needs to approve it for academic credit. The student must submit a Student Internship Site Request form at: https://app.calstates4.com/csueastbay/student-internship- site-request

Complete and submit

After completing the form, the internship site contact will receive an instructional email requesting that they register the 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.
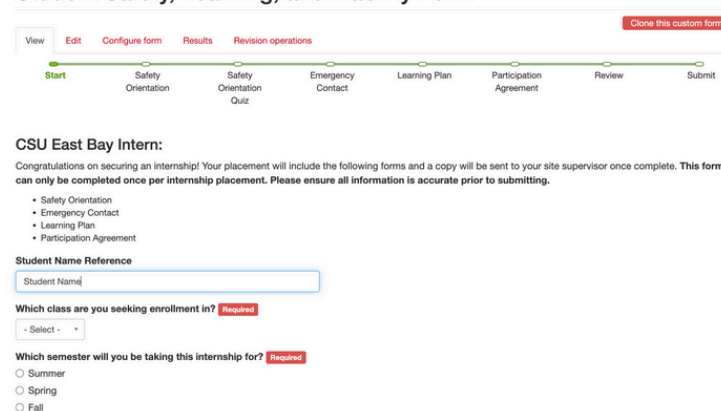
Step 5: Complete Internship Class Intake Forms

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

- Go to https://app.calstates4.com/csueastbay/ and log in
- On the Home screen, click Place and follow the on screen instructions. When selecting the opportunity, ensure you click Search by opportunities.
- Once all forms have been completed, click Finish Placement

Complete and submit

International students must indicate status in order for an email to be sent to CIE for CPT processing. The offer letter should be sent to internships@csueastbay.edu for approval.
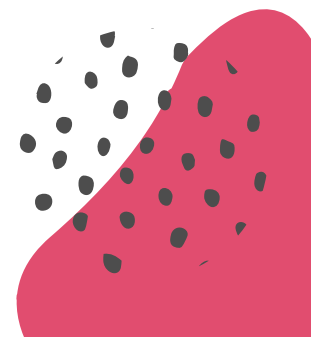
Step 6: Place in CalStateS4

The faculty teaching the internship course for academic credit will review the request for enrollment and will approve or deny the request. For questions regarding placement, students are encouraged to reach out to the faculty teaching the course. Once the intake request is successful, the final step is to complete placement. The student must be enrolled in the internship course for at least 24 hours before completing this step.

Go to https://app.calstates4.com/csueastbay/ and log in
Click View My Placements
Select your internship placement (eg. Placement #140000)
Click the green Assign Course button
Under Course , select the internship course
Click Save Changes

Once the student assigns the course, they have successfully completed all the registration and placement steps for the internship.
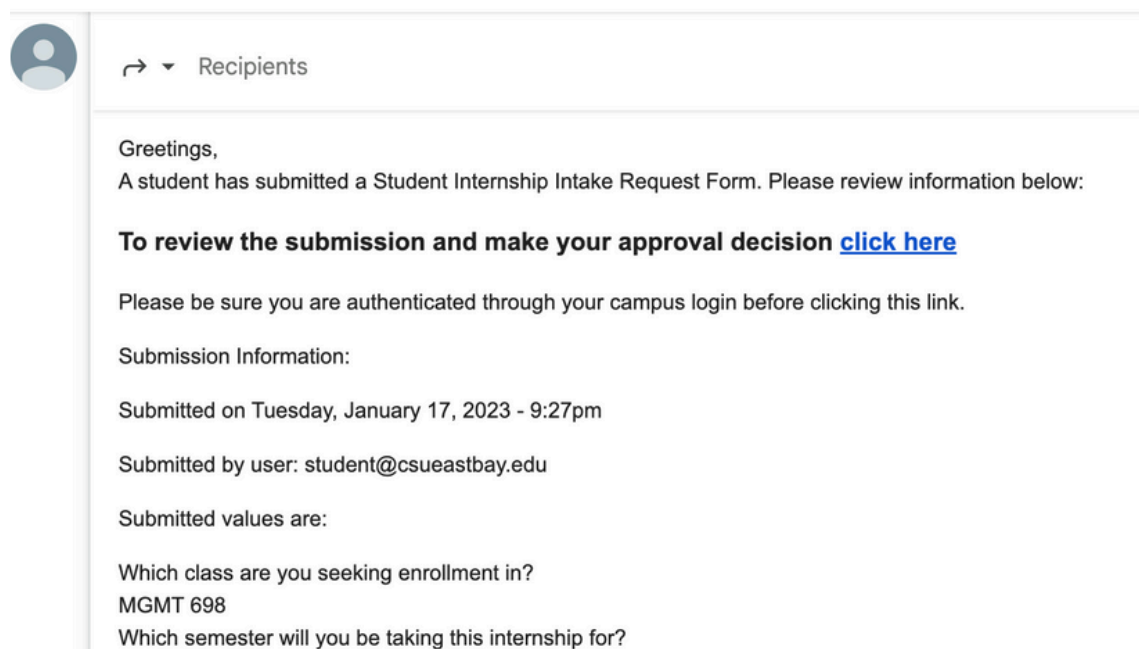

Overview of the Faculty Process

Step 1: Review email notification request

Once the student has completed the Student Internship Site Request form, an email notification will be delivered via email to the faculty on record for the Internship course. A copy of the student's intake form will be pasted in the email.

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Step 2: Login to CalStateS4

Login to CalStateS4 with your netID and password using the following link:
https://app.calstates4.com/csueastbay/

You may receive a prompt to select your campus. If so, click the drop down menu to select CSU East Bay.
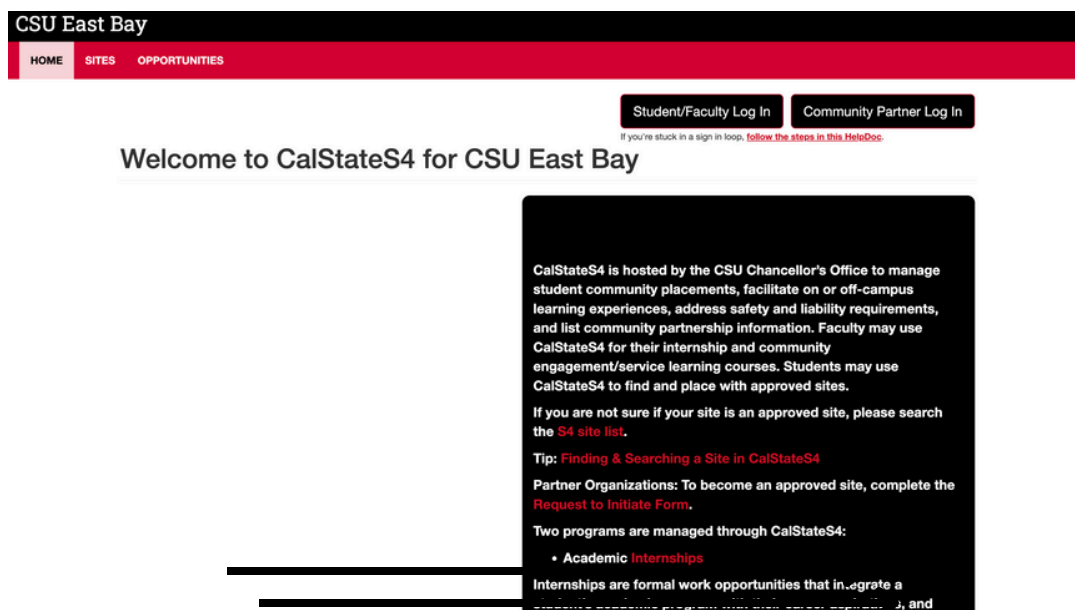
Step 3: Review Intake Form

Review email and student intake request form to approve or decline student enrollment into Internship course.

Found in email under Student Information

Found in email under Placement Information

Approve/Decline - Automated email sent to student
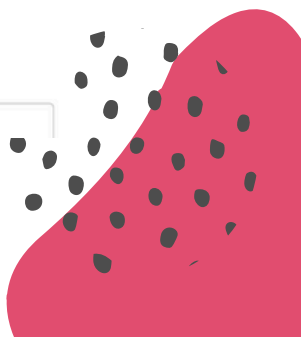
Step 4: Complete Student Enrollment

Approving students for the Internship course does not enroll the student into the Internship course. If approved, department admin/faculty of record must enroll the student using Peoplesoft. Once approved, student will receive an automatic email to complete CalStateS4 placement.

If the request is denied, the student will receive an email notification to contact the department for further information.

Greetings Cal State East Bay student,

Congratulations! Your internship intake has been approved by Jane Doe for your internship with Custom Apparel Business.

**Sincerely,
Cal State East Bay Internships**

Sample Approval Email

Greetings Cal State East Bay student,

Your internship intake has been declined for your internship with Custom Apparel Business.

Please contact internships@csueastbay.edu for assistance and further information.

**Sincerely,
Cal State East Bay Internships**

Sample Declined Email

Other Features Available for Faculty using CalStateS4

View students enrolled in Internship course

View students Internship placement

View students Internship Time Log

View forms submitted by students

View contact information for Internship site

Cal State East Bay Internships - Faculty/Staff