



Overview of the Student Process

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

APPLY GIVE ACADEMIC INTERNSHIPS Internships are a form of experiential learning where students are on assignm for a limited period of time to gain real-world work experience that is either d major field of study or to their career interest. Having an internship is like cre- career success. Studies show that 7 out of 10 internships may turn into full-tim undergraduate and graduate students to complete at least 1 internship experient	MENU SEAR ent with an organization rectly related to their iting a road map for ie jobs. We encourage a
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undergraduate and graduate students to complete at least 1 internship experie	man prior to maduation
	ince prior to graduation
The student registration timeline can take several weeks to complete due to the	e required online forms
and internship site registration process. We HIGHLY encourage students to be	gin their internship
registration process the semester prior to enrollment if possible. Follow the Ac	ademic Student
Guide process to secure your internship for academic credit. Please view the i	mportant Dates page for

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

Home	Jobs Search Saved
□ Feed New△ Inbox A	Search jobs Q Q Location Onsite/remote ~ Full-time job Internship Part-time
Jobs Events People New Employers Career center	Credit Karma Credit Karma Internet & Software Internet & Software Software Engineering Intern Internet & Software Internetip Software Engineering Intern Charlotte, NC · New Posted 1 day ago · Apply by May 23, 2025 at 3 AM
	Swivel Payment Solutions LLC Information Technology

Tip: Use the filters and select Internship







CAREER EMPOWERMENT CENTER

Step 4: Get Your Internship Approved

student internship Site Re	quest
View Edit Configure form Results Revision opera	Cione this custom form tions
TUDENTS SHOULD ONLY SUBMIT TH LACEMENT WITH THE AGENCY OR (HIS FORM AFTER MEETING WITH AND CONFIRMING DRGANIZATION.
students engaged in academic courses at locations not liste ernship Site Request form. Students who do not successfully adents must contact their instructors. To successfully submit t gnature.	d on this site, including fieldwork, internahip, and field studies courses, must complete this Student complete the placement process or submit this form cannot receive credit for their internahip. These his form, students must acknowledge they understand and agree to the terms, and submit with
udents engaged in observations, field trips, or one-time meeti	ngs for credit, courses, or class projects must complete a Field Trip Form.
Student Identification information	
Student Name Required	
NetID Banuted	
YZ2345	
Address Required	
Zip Code Required	

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

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 <u>https://app.calstates4.com/csueastbay/</u> 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**

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.

Start	Safety Orientation	Safety	Emergency	Learning Plan			
	Orientation	Orientation		AD AD AD A THE PLAN A THE PLAN A	Participation	Review	Submit
		Quiz	Contact		Agreement		
CSU East B	ay Intern:						
Congratulations on can only be comp	securing an internship	p! Your placement will	I include the following	g forms and a copy wil mation is accurate pr	I be sent to your site s	upervisor once comp	lete. This forr
Safety Orienta	tion						
Emergency Co Learning Plan	ontact						
 Participation A 	greement						
Student Name Re	ference						
Student Name							
Student Name	ou sooking oprollmor	nt in?					
Which class are y	ou seeking enrollmer	nt in? Required					
Which class are y	ou seeking enrollmer	nt in? Required					
Which class are y - Select - * Which semester v	ou seeking enrollmer vill you be taking this	nt in? Required	uired				

Complete and submit







CAREER EMPOWERMENT CENTER

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.

\rightarrow	 Recipients
Gree	tings,
A stu	ident has submitted a Student Internship Intake Request Form. Please review information below
To r	eview the submission and make your approval decision <u>click here</u>
Plea	se be sure you are authenticated through your campus login before clicking this link.
Subr	nission Information:
Subr	nitted on Tuesday, January 17, 2023 - 9:27pm
Subr	nitted by user: student@csueastbay.edu
Subr	nitted values are:
Whic	ch class are you seeking enrollment in?
MGN	ЛТ 698







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.

CSU E	last E	Bay	
HOME	SITES	OPPORTUNITIES	
		Welcome to CalStateS4 for	Student/Faculty Log In Community Partner Log In If you're stuck in a sign in loop. follow the stees in this Heledose Or CSU East Bay
			CalStateS4 is hosted by the CSU Chancellor's Office to manage student community placements, facilitate on or off-campus learning experiences, address safety and liability requirements, and list community partnership information. Faculty may use CalStateS4 for their internship and community engagement/service learning courses. Students may use CalStateS4 to find and place with approved sites.
			If you are not sure if your site is an approved site, please search the S4 site list.
			Tip: Finding & Searching a Site in CalStateS4
			Partner Organizations: To become an approved site, complete the Request to Initiate Form.
			Two programs are managed through CalStateS4:
			Academic Internships
			Internships are formal work opportunities that in.egrate a

Step 3: Review Intake Form

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







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

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 Approval Email

Sample Declined Email

Other Features Available for Faculty using CalStateS4



Cal State East Bay Internships - Faculty/Staff