# Find an Internship through the Center for Community Engagement (CCE)

1. **RESEARCH AND CONTACT SITES**
   A. Go to https://app.calstates4.com/csueastbay/ and review possible internship sites. (See SITES tab at top left)
      - Click on the name of each organization that interests you.
        - Explore the site descriptions, each organization's website, and mission statement.
          - Look for placements that will enable you to engage in experiential learning at days and times that work with your schedule.

   B. Identify experiential learning placement opportunities that might work for you.
      - Compile a list of at least 5 different placement sites and rank them in order of your interest.

      *****Only sites already listed on the web page are approved for your internship experience.***

   C. Contact sites by phone and/or email, in that order.
      - **When you contact organizations, identify yourself as a CSUEB student and provide the following information:**
        1) Your Major (Health Sciences)
        2) The course you are enrolled in (HSC 4500 – Supervised Field Training and Report Writing)
        3) The number of hours you must complete for this course, when you can start **AND** the end date when you must complete the hours (ex: 90 hours beginning March 31st and ending by June 15th, 2018)
        4) Reason you would be interested in interning at that organization; **AND**
        5) Ask the contact person if there are placements available for the required time frame

**PREPARE** for your internship! You may be asked to come in for an interview and/or provide some reference material.

***We recommend that you keep an up to date:**

- Resume
- Letter of Intent/Interest
- List of References

2. **ONCE YOU ARE APPROVED BY A SITE**

Login to https://app.calstates4.com/csueastbay with your Net ID and password to **LOG YOUR PLACEMENT.**

****You must complete the Off Campus Learning Waiver within the PLACEMENT LOG before beginning your internship****

**If you do not turn in the Waiver BY DEADLINE, you will be dropped from HSC 4500**

3. **COMPLETE NECESSARY ASSIGNMENTS, TIME SHEETS, EVALUATIONS (all documents located on HSC website).**

You may be asked to evaluate your placement site in an effort to improve the effectiveness of partnerships.