1. Check Your Prerequisites
   • Ensure enrollment criteria are met.
   • Plan early, start at least a semester ahead for enrollment.

2. Find an Internship
   • Visit “Get Hired” website for resources: https://tinyurl.com/2pdds4ha
   • Interview and receive offer from internship site.

3. Get Your Internship Approved
   • Skip to step 4 if internship site is pre-approved on CalStateS4.
   • If site is not listed on CalStateS4, complete “Student Site Request” form at: https://tinyurl.com/mc3rhwz8

4. Complete Internship Course Intake Forms
   • Once your internship has been approved, log into CalStateS4: https://tinyurl.com/ycv524m5
   • Click the internship button at the bottom of the page to complete the intake form.

5. Complete Placement
   • Once your intake form has been approved, complete placement by logging into CalStateS4 at: https://tinyurl.com/yceuwekh8
   • Identify site and opportunity to complete placement.

Remember To:
   • Log hours
   • Log work duties
   • Complete supervisor evaluation
   • Complete student evaluation