



Student Internship Registration Timeline



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/2pdts4ha>
- 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/ycuwekh8>
- Identify site and opportunity to complete placement.

Remember To:

- Log hours
- Log work duties
- Complete supervisor evaluation
- Complete student evaluation

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