

# Faculty Guide

## Overview of 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 link to the internship student page:

<https://www.csueastbay.edu/internships/students.html>

or update website information on how to register their internship experience for academic credit. If your major department does not offer an internship course for academic credit, students may enroll in GS498 (Undergrad) or GS698 (Graduate)

### Step 2: Students must check for pre-requisites

Students need to make sure they are eligible to enroll in the internship class they plan on enrolling by checking their major website, class prerequisites, and enrollment criteria. They may need to contact the class instructor to confirm if necessary.

### Step 3: Students must find an Internship

There are many ways to find an internship! These include searching job aggregators and company websites, using personal contacts, and career events. We recommend using:

**Student Opportunity Center:**

<https://sso.studentopportunitycenter.com/csueastbay/login>

**CalstateS4:**

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

**Handshake: Students must log in at**

<https://csueastbay.joinhandshake.com/login>

**Steps to finding an Internship opportunity:**

1. Meet with a Career Counselor email: [aace@csueastbay.edu](mailto:aace@csueastbay.edu)
  1. Develop/create your resume and cover letter
  2. Application search and submission assistance
  3. Interview practice
  4. Salary negotiation strategies
  5. Dress for success tips and events
2. Locate potential internship opportunities visit our [GET HIRED website](#).
3. Once you find an internship placement obtain an offer letter
4. If you would like academic credit for your internship experience continue to read below

**Steps to enrolling into an Internship course for Academic Credit:**

1. Speak with your **Major Department** to see if academic internship courses are offered and if so, what is the timeline and process to be enrolled into the internship course.
2. If your major does not offer an academic internship course, you may register for:
  - GS 498 Internships (Undergraduate): 1 unit hybrid Professional development & internship placement
  - GS 698 Internships (Graduate): 1 unit hybrid Professional development & internship placement

**Minimum requirement to enroll in an Internship course:**

- \* You must be in good academic standing and not be on academic probation
- \* You must have a minimum GPA of 2.0 (Undergraduate) and GPA of 3.0 (Graduate)
- \* The internship must be related to your major/career
- \* You must have an internship offer before you register for the course (dependent on major)

**3.1 Visit Handshake**

**3.2 Click on Jobs tab**

Location Full-time job Internship Part-time On-campus All filters

TIP: In search criteria, select "Approved for Credit" label for positions we've already approved.

**3.3**

Filter through search by selecting internships and any other appropriate criteria.

**3.4**

**Find an internship**

Full-time • Internship

**Internship at Custom Apparel Business**

Golden Goods USA  
San Francisco, CA

**3.5**

**Apply for role**

**Apply**

## Step 4: Get Your Internship Approved

This step is not required if student has secured a position through Handshake labeled "Approved for Credit." They can skip to Step 5.

Once they have an internship, they request their host site to provide the information we need to approve it for credit. Then they must complete the Student Internship Site Request form at:

<https://app.calstates4.com/csueastbay/student-internship-site-request>

After completing the form, their site contact will receive an instructional email requesting that they register their internship through the CalStateS4 system. We will notify them when an approval decision has been made. Once approved.

## Step 5: Complete Internship Class Intake Forms

If they completed the Student Internship Site Request they will receive an email notifying them when their internship is approved. They will not be able to complete this step until they receive this email or have secured an internship labeled in Handshake as "Pre-approved for Credit." They will also need an internship offer letter from your host in PDF format site to proceed.

TIP: If their offer letter was an email they can print it as a PDF.

Students proceed to complete the Internship Intake process:

1. They go to <https://app.calstates4.com/csueastbay/> and log in
2. Click the button to sign up for the Academic Internship course in their major or General studies
3. Complete the short request form by completing and submitting:
  - Safety Orientation Video
  - Safety Orientation Quiz
  - Emergency Contact Information
  - Learning Agreement
  - Safety and Liability Agreement
  - Upload offer letter

IF 18 and under complete 18 and under acknowledgment

IF international student must indicate and email will be sent to CIE for CPT requirement authorization

When complete on the home screen, click Place and complete.

They will receive an email once their intake request has been processed.

## 4.1 Fill and Submit

CSU East Bay

HOME SITES

### Student Internship Site Request

**STUDENTS SHOULD ONLY SUBMIT THIS FORM AFTER MEETING WITH AND COMPLETING PLACEMENT WITH THE AGENCY OR ORGANIZATION.**

All students engaged in academic courses at locations **not listed on this site**, including fieldwork, internship, and field studies courses, must complete Request form. Students who do not successfully complete the placement process or submit this form cannot receive credit for their internship. These instructors. To successfully submit this form, students must acknowledge they understand and agree to the terms, and submit with signature.

Students engaged in observations, field trips, or one-time meetings for credit, courses, or class projects must complete a **Field Trip Form**.

#### Student Identification Information

Student Name **Required**

Student Name

NetID **Required**

YZ1234

Student Email Address **Required**

Student@horizon.csueastbay.edu

#### Course Information

Course Department, Title, Number **Required**

## 5.1 Log in

CSU East Bay

HOME SITES OPPORTUNITIES LOGOUT

### S4 User Intake Form

Please provide your name and confirm you are eligible for access.

Legal First Name **Required**

Preferred First Name

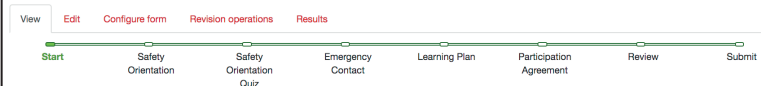
Last Name **Required**

☐ I confirm I am eligible to sign up for the Internships program. **Required**

☒ Update my account

## 5.2 Complete all Forms and Submit

### Student Safety, Learning, and Liability Form



#### CSU East Bay Intern:

Congratulations on securing an internship! Your placement will include the following forms and a copy will be sent to your site supervisor once complete. **This form can only be completed once per internship placement. Please ensure all information is accurate prior to submitting.**

- Safety Orientation
- Emergency Contact
- Learning Plan
- Participation Agreement

#### Student Name Reference

Marielena Marciano

Which class are you seeking enrollment in? **Required**

- Select -

Site Approval **Required**

☐ I have met with my internship site representative and received approval to place in this site.

#### Offer Letter

Your offer letter should contain:

- Offer / Duties/ Project/ Research
- Student Name
- Total hours for experience
- Total hours per week
- Start and End date of internship
- Site supervisor contact information
- Business address and contact information
- Physical Location Address of internship if different from Business address
- Signed by company personal

The offer should be on company letter head or from an official email address with contact information for internship site. If your offer letter does not contain the necessary information for approval, your site will not be approved and you will not be able to enroll into this course.

Offer Letter **Required**

Please upload a copy of your internship offer letter here.

**More information**

Choose File No file chosen

Upload

☒ Save Draft

Begin

## Step 6: Place in CalStateS4

If their intake request was successful, their final step is to complete the placement. Students must go to <https://app.calstates4.com/csueastbay/> and log in

1. Click View My Placements
2. Select your internship placement (eg. Placement #140000)
3. Click the green Assign Course button
4. Under Course, select the internship course
5. Click Save Changes

They have successfully completed all the registration and placement steps for your internship and may be accruing internship hours!

### 6.1 Select Placed and Complete forms

The screenshot shows a web interface for confirming placement. At the top, a message states: "You must confirm your placement with the organization/company before completing the intake/placement process." Below this, there are sections for "Program" and "Course". The "Program" section shows "Internships" with a green "Place" button and a red "Placed" button. The "Course" section lists three courses for the Fall Semester 2020: "HON 309 (01A): Honors Service and Leadership", "HON 309 (01): Honors Service and Leadership", and "CS 498 (01): Internship". Each course has a "Browse" button and a "Place" button. The "CS 498 (01): Internship" course has a red "Placed" button instead of a "Place" button. On the right side, there is a pink box with the word "Pending" and a list of items: "Update", "You have completed", and "Liability".

## Part 2: Faculty Process

Once Student has submitted all forms, you will be notified through email. Review submission for approval.

### Step 1: Review Email notifications requests

Student request forms will be delivered to your email. Find student request form for review. A copy of the student's intake form will be pasted in the email

1.1

Find approval request email ▶

The screenshot shows a Gmail inbox. The left sidebar shows the "Inbox" with 188 emails, "Starred", "Snoozed", "Sent", "Drafts" with 8 emails, and "More". The main area shows an email with the subject "Greetings, A student has submitted a Student Internship Intake Request Form. Please review information below:". The email body contains the text: "To review the submission and make your approval decision [click here](#)". Below this, it says "Submission Information:" followed by "Submitted on Tuesday, November 10, 2020 - 9:48am" and "Submitted by user: [student@csueastbay.edu](mailto:student@csueastbay.edu)". It then says "Submitted values are:" followed by "Which class are you seeking enrollment in? GS 498 (General Studies)".

### Step 2: Log in to CalstateS4

Log in to CalstateS4 using the following link:

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

If it is your first time logging in, you may be asked to select your campus. If so, click the drop down menu to select CSU East Bay.

### 2.2 Select CSU East Bay

The screenshot shows the CalStateS4 login page. It has a section titled "Select your campus" with a message: "You will be redirected to your campus' login page." Below this is a dropdown menu with "CSU East Bay" selected. There is a blue "Log in" button. Below the button is a section titled "Are you a Community Partner?" with a link "Log in here".

### 2.1 Select Student/Faculty Log In

The screenshot shows the CalStateS4 login page for CSU East Bay. It has a red header bar with "Student/Faculty Log In" and "Community Partner Log In" buttons. Below the header is a message: "Welcome to CalStateS4 for CSU East Bay". On the right side, there is a black box with white text that says: "CalStateS4 is an online platform hosted by the CSU Office to manage student placements, facilitate on or learning experiences, acknowledgement of safety and lists community partnership information. Faculty may use CalStateS4 for their internship and or learning courses. Students may use CalStateS4 to find with approved sites. If you are not sure if your site is an approved site please under our site list [HERE](#). For Site Searching Tips: [Site](#)".

### Step 3: Review Intake Form

Review email and student intake request form to approve or decline student.

Found in email under  
Student information

Found in email under  
Placement Information

Approve/Decline

\*Automated email will be sent to student regarding next steps or contact department for more information

### Step 4: Complete Student Enrollment

Approving students does not enroll student into internship course. If approved, department admin/faculty of record must as a final step, enroll student into the requested internship course using **Peoplesoft**. Student will receive automatic email to complete S4 placement.

If faculty declines enrollment request, student will receive an email notification to contact department for further information.

3.1

#### Determine approval status

### Intake Review Form

View

Edit

Configure form

Results

Start

PSID **Required**

Student First Name **Required**

Student Email **Required**

Internship Site Name **Required**

Review Decision **Required**

Based on your review of the submission, please determine whether this student will be approved for enrollment into your internship class.

☐ Approve

☐ Decline

Review Decision Notes

4.1

#### Approved Email

#### Example of Student Decline & Approval email

Greetings John Doe,

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

4.2

#### Declined Email

Greetings John Doe,

Your internship intake has been declined for your internship with Eden Information and Referral.

Please contact [internships@csueastbay.edu](mailto:internships@csueastbay.edu) for assistance and further information.

Sincerely,  
CSU East Bay Internships  
AACE