



# Academic Internships Student Guide

Follow this process to secure an academic internship!

## 1 Check Your Prerequisites

Schedule an appointment with your major advisor or an internship advisor to discuss prerequisites, internship course enrollment and internship options.

## 2 Find an Internship

Search job aggregators (i.e. Handshake, LinkedIn, etc.), company websites, conduct informational interviews and network, and attend career events. More information can be found on our website: <https://www.csueastbay.edu/gethired/>

## 3 Get Your Internship Approved

After securing the internship and receiving an offer letter, check the **CalState S4 system** for the employer site. If the employer is not listed on the "Sites" page, complete the Student Internship Site Request form at: <https://app.calstates4.com/csueastbay/student-internship-site-request>. **The processing time is 3 - 5 business days.**

This form allows CalState S4 to send a request to your internship site and faculty teaching your internship course. The Office of Internships will notify you when an approval decision has been made.

**\*\*\*\*Note: Use your horizon email address and not a personal email account. \*\*\*\***

**If you are an International student, please send a copy of your offer letter to [internship@csueastbay.edu](mailto:internship@csueastbay.edu) for approval.**

## Complete Internship Class Intake Form

**Once your internship site is approved, complete the Internship Intake process:**

1. Go to <https://app.calstates4.com/csueastbay.edu/> and login with your netID and password.
2. Click the button to sign up for the Academic Internship program
3. Complete the short form and submit
4. On your home screen, select Place and follow the onscreen instructions.

You will receive an email once your intake request has been processed.

**\*\*\*\*Note: Steps 2 and 3 only need to be completed once. \*\*\*\***

## Place in CalStateS4

**If your intake request was successful, your final step is to complete your placement.**

1. Go to <https://app.calstates4.com/csueastbay/> and log in
2. Select "Home", click "Placed". Next, select the placement number.
3. Select Assign course. Add your course number (ex:MGMT698)
4. Click Save Changes

**You have successfully completed all the registration and placement steps for your internship placement.**

**\*\*\*\* Note: You must be enrolled in the internship course (on your MyCSUEB account) for at least 24 hours before you can complete this step\*\*\*\***

## International Students

The Center for International Education (CIE) will receive an email notification upon completing step 5. Send an email to: [cie@csueastbay.edu](mailto:cie@csueastbay.edu) to schedule a meeting with CIE to process your CPT.



For more information go to: <https://www.csueastbay.edu/internship>