



# Learning-Aligned Employment Program (LAEP) Guide for Campus Departments

Welcome Faculty and Staff Mentors! We are delighted that you are interested in the Cal State East Bay (CSUEB) LAEP program. This is a 10 year program, funded through the California Student Aid Commission.

## **Review Student Eligibility** **(Information Purposes Only)**

Must be an **UNDERGRADUATE** student meeting **ONE or MORE** of these **underrepresented** student descriptors (below)? If yes, the student may qualify for the LAEP.

- First-generation students
- Low-income students
- Current or former foster youth
- Homeless students or at risk of becoming homeless
- Students with disabilities
- Displaced workers
- Students with dependent children
- Formerly incarcerated students
- Undocumented students/meet the requirements of [Assembly Bill 540 of the 2001–2002 Regular Session](#) of the Legislature

- Student veterans

In addition, if the student is able to **answer YES** to **ALL** the statements below they may qualify for the LAEP.

- Enrolled at least half-time
- Have demonstrated maintenance of satisfactory academic progress
- Have demonstrated financial need via FAFSA or CADAA (CA Dream Application)
- Classified as a California resident
- Eligible to work in the United States

## **STEP 1: LAEP Application**

Please complete the [LAEP Campus Interest Form](#) to apply for the LAEP program. Please make sure the position you are posting will provide students with direct opportunities to participate in research. Note that research is not limited to scientific research and can take place outside of an academic discipline. *The research should be directed and supervised by faculty, staff, or another mentor who will determine the research requirements. Examples of other research opportunities include: working in a position that is directly related to the student's major, conducting focus groups or evaluating programs related to career interest, developing materials related to career interest for facilitation/presentation, etc.*

Please review [CSAC LAEP](#) page and the [CSUEB LAEP info session](#) presentation to get a general overview of the program.

## **STEP 2: Submit and Sign Agreement Forms**

All on campus departments are required to sign a [LAEP Campus Agreement](#) form prior to posting any LAEP positions on CSUEB Handshake or hiring any students. In addition, you must complete the [Student Participation form](#) for each student after you hire them. You will receive a notification from Adobe Sign requesting your

signature for the LAEP Campus Agreement form once your LAEP Campus Interest Form has been approved. A separate email notification from Adobe Sign will be sent requesting your signature on the Student Participation Form, once the student intern has been identified. Please review this carefully.

***IMPORTANT NOTE:*** You ***MUST*** contact your respective Department Finance Lead and Supervising MPP prior to discussing arrangements for excess compensation beyond the allotted LAEP funding. Each department is responsible for tracking student hours.

### **STEP 3: Request a Partnership in CalStateS4**

The [CalStateS4](#) system is an online database used to manage student academic placements with approved employers/campus departments. Students are enrolled in a course for academic credit while completing an academic internship that is closely aligned with their major or career interest. The database simplifies the student placement process while measuring students' impact on their community.

If a student requests academic credit for their internship, the department is required to complete a [Request to Initiate Partnership](#) (RTIP), found in CalStateS4.

Otherwise, this process is optional for campus departments. We strongly encourage departments to complete this process, as this is the preferred practice for Cal State East Bay and allows us to track our student internship experiences. Processing time for the RTIP is 3-5 business days and an email notification is sent to the department contact. If your department has been previously approved in CalStateS4, you do need to submit a new RTIP.

Students interested in receiving academic credit for an internship should follow the internship process. More information can be found on our [Internships website](#).

Please note the university deadlines for term enrollment on the [CSUEB Important Dates](#) page, as this can affect the student's ability to enroll in a course for academic credit.

Approved departments in CalStateS4 who need to update the point of contact information for their internship site should send an email to [internships@csueastbay.edu](mailto:internships@csueastbay.edu) with the updated information. If you have multiple internship opportunities available, please review the [Internships website](#) for information on creating additional positions.

## **STEP 4: Posting your Positions on Handshake**

After you sign the LAEP Campus Agreement, you are approved to post your positions on [CSUEB Handshake](#). This process is optional, but highly encouraged, as it allows our students equal access to LAEP opportunities on campus. Please make sure to follow the [Handshake guidelines for LAEP job postings](#).

Your [LAEP job description](#) must include, but is not limited to, the following:

- a. Name/classification of position
- b. Name and address of employer
- c. Department or office where the eligible student will be employed
- d. Location where the eligible student will perform his or her duties
- e. Name of the eligible student's supervisor
- f. The term of the eligible student's anticipated employment, including beginning and ending dates
- g. Purpose or role of the position within the organization
- h. Duties and responsibilities associated with the position
- i. Rates of pay for the position
- j. General qualifications for the position and for various levels and rates of pay associated with the position
- k. Procedures to determine an eligible student's rate of pay
- l. Evaluation procedures and schedules, if applicable
- m. Career competencies developed (*please indicate all that apply from the list below and exclude those that do not apply*):
  - Career and self development

- Communication
- Critical thinking
- Equity and inclusion
- Leadership
- Professionalism
- Teamwork
- Technology

**IMPORTANT NOTE: All LAEP positions MUST have the "LAEP" acronym before the job title** (i.e., LAEP - Event Organizer; LAEP - Engineering Intern, etc.)  
*This is the only way students can find LAEP-eligible positions on CSUEB Handshake.*

*CSUEB LAEP positions must provide participating students with direct opportunities to participate in research that is undertaken by the respective research centers and institutions. Research is not limited to scientific research and can take place outside of an academic discipline. The research should be directed and supervised by faculty, staff, or another mentor who will determine the research requirements. Examples of other research opportunities include: working in a position that is directly related to the student's major, conducting focus groups or evaluating programs related to career interest, developing materials related to career interest for facilitation/presentation, etc.*

## **STEP 5: Recruiting and Hiring LAEP Students**

Employers are encouraged to provide [target marketing](#) of their positions to Cal State East Bay students in [Handshake](#). In addition, we encourage departments to send the marketing materials for their open internship opportunities to [internships@csueastbay.edu](mailto:internships@csueastbay.edu). We ask Cal State East Bay students to join our page on BaySync, as well as our social media accounts. This enables us to post open positions to the campus community and their friends. All departments can recruit and hire students based on their internal guidelines.

Each department is responsible for completing the hiring process for their student interns. This includes, but is not limited to: conducting interviews, ensuring HR paperwork is completed, submitting a SEAF, etc. In addition, departments must provide all students with an offer letter that includes the following information: on letterhead, agreed upon hourly wage, dates of employment, job role and responsibilities, contact information, and the number of hours required/week. **NOTE:** Students can work up to 20 hours/week during the Spring and Fall terms and up to 40 hours/week (with the possibility of overtime) during the Summer term.

Once you identify your student intern or the student identifies your position as an internship of interest, they can apply for the LAEP and receive an approval or denial notification. Both the student and department will be notified of an approval or denial. The notification of approval will include their LAEP award amount (email sent by the Cal State East Bay Financial Aid Office). If denied, the reason will be identified (email sent by the Cal State East Bay Financial Aid Office). **You will need the information in the approval email to notify the Internships Office, complete the [Student Participation form](#) and confirm LAEP eligibility.**

After receiving the LAEP approval information via email, please send an email to [internships@csueastbay.edu](mailto:internships@csueastbay.edu) with the name of your final candidate(s), a copy of their LAEP notification email, and copy of your offer letter. A [Student Participation form](#) will be generated for the department contact to complete in Adobe Sign. This form must be completed for EACH student hire, prior to their start date. Processing time is 3-5 business days and an email notification is sent to the department contact.

## **STEP 6: Payments**

After receiving a confirmation email for the LAEP Student Participation form in Adobe Sign, the hiring/office manager for your department can submit the Student Employment Authorization Form ([SEAF](#)) for each student intern hired. For instructions on hiring students on campus, please review the [CSUEB Human Resources](#) - Student Assistants Employment Guide.

SEAF Categories:

- 1880 - Student Trainee LAEP On-Campus Work Study
- 1881 - Student Trainee LAEP Off-Campus Work Study
- 1882 - Bridge Student Trainee LAEP On-Campus Work Study
- 1883 - Bridge Student Trainee LAEP Off-Campus Work Study

- 1880-1881: Select this for students who will be enrolled in at least 6 units during the term for which they will be working.
- 1882-1883: Select this for students who will not be enrolled in at least 6 units during the summer term. **Students coded under 1882 or 1883 must enroll in at least half time during the subsequent Fall term.**

If you're unsure of the position number, send an email to Joseph Andrews at [joseph.andrews@csueastbay.edu](mailto:joseph.andrews@csueastbay.edu). The position number will be linked to the LAEP fund and the respective hiring department's ID. Students submit hours in myHR for approval from the department. Faculty, mentors, and/or department analysts **are expected to approve** student hours before payment will be disbursed. Students are notified by the Cal State East Bay Financial Aid Office when/if there is a change in their LAEP award amount. Students are required to immediately notify their supervisor of any changes to their LAEP award amount to prevent overpayment.

**Tracking student payments:** Managers are responsible for tracking student hours to ensure the student's total payment does not exceed their LAEP award amount. LAEP student payments are posted in the Finance Data Warehouse using the following chartfield:

- **Fund: PH005**
- **Department ID: Hiring department's ID**

- Account: 602004 (Work Experience-On Campus)

## **STEP 7: During the Internship**

It is the responsibility of the department to track, verify and make payment on hours worked by student interns. In addition, we encourage sites to routinely check on the progress of student interns. This includes ensuring the needs are met of the intern and the employer (in relation to the job description), as well as manage/supervise and provide training as appropriate. Please use this [Mid-semester check-in](#) as a sample guide to follow-up with students during the internship.

## **STEP 8: After the Internship**

The department contact and student intern will receive an email to complete an [evaluation](#) of the experience after the LAEP work hours have been completed. The department will confirm the hours completed through the LAEP program. In addition, the department must assist the student in career development and attainment of a position related to the student's LAEP position. This can be done through activities such as resume building, letters of recommendation, and networking opportunities within or outside of Cal State East Bay.

This information is confirmed in the evaluation and is due within 30 days of receipt.