



# Learning-Aligned Employment Program (LAEP) Guide for Students

Welcome future LAEP student interns! We are delighted that you are interested in the Cal State East Bay (CSUEB) LAEP program. This guide explains the process for students to receive approval for LAEP funding and search and apply for eligible positions.

## Review Employer Eligibility (Information Purposes Only)

Review the eligibility requirements to determine qualified LAEP employers. If the organization is not considered one of the three entities below, we cannot form a partnership.

### **1. Public Colleges**

Research centers and institutions operated by California public postsecondary educational institutions, if their learning-aligned employment opportunities provide participating students with direct opportunities to participate in the research that is undertaken by the respective research centers and institutions. **The LAEP may provide no more than 100% of the student's compensation.**

### **2. Public Schools**

Public schools operated by school districts, county superintendents of schools, the Department of the Youth Authority, or the Department of Education. **The LAEP may provide no more than 90% of the student's compensation.**

### **3. Nonprofit and for-profit employers**

Nonsectarian, nonpolitical organizations capable of providing full-time employment after graduation or connection to another employer able to provide full-time employment after graduation. **The LAEP may provide no more than 90% of the student's compensation (nonprofit employers) and no more than 50% of the student's compensation (for-profit employers).**

## **STEP 1: Determine Your Eligibility**

1. Are you an **UNDERGRADUATE** student meeting **ONE or MORE** of these **underrepresented** student descriptors (see below)? If yes, you 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
  - Veterans
2. Are you able to **answer YES** to the statements below? If so, you 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 2: Look for LAEP positions on Handshake & other Employment Platforms**

If you meet all the eligibility criteria listed in Step 1, and are interested in the program, please look for available positions in [CSUEB Handshake](#). Handshake is great for searching jobs and internships, networking with other students, researching all types of organizations, and registering for career events. View the [Best Practices](#) handout to get started. The [Handshake Help Center](#) is a great place to learn more about other features. Also, join our social media pages (BaySync, Facebook, Instagram) to receive notifications on available positions.

**All LAEP eligible positions should have the acronym "LAEP" in front of it in CSUEB Handshake.** If the position does not have this tag, then it is NOT a previously approved LAEP eligible position. If you have an employer that you want to recommend for the LAEP, please send the employer the link to our [LAEP page for Internship Sites](#). If you have an on campus department that is interested in offering a LAEP eligible position, please send the employer the link to our [LAEP page for Campus Departments](#).

**NOTE:** *LAEP positions must provide participating students with direct opportunities to participate in research that is undertaken by the respective research centers, institutions and/or employers. 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.*

Other Employment Platforms include:

- Check out the [Internships Page](#) for upcoming information on the Community Service Internship Program and other Upcoming Opportunities.
- CSUEB's [Career Services](#) pages has information on preparing for your career search
- CSUEB's **GET HIRED** page lists job and internship resources tailored to students.
- **LinkedIn** is a career-oriented social networking site for job searching and connecting with professionals, peers, and companies of interest.
- **CSUEA** A go-to resource connecting the 23 Cal State campuses to the entertainment arts industry through exceptional learning, career development & networking opportunities.
- Network with your major department or a department on campus that is similar to your career goals. There might be opportunities available for you to secure an internship and have it funded through the LAEP.

### **STEP 3: Eligible Students Apply for LAEP funding**

If you meet all the eligibility criteria, and have identified a LAEP approved employer/position, complete the [Student LAEP Application Form](#). Financial Aid will send an approval or denial email notification to you and your LAEP employer.

**Please note that you should not apply for the LAEP position (with the department/internship site) until you receive an approval email from Financial Aid.**

If you'd like additional information before completing this form, please visit the [California Student Aid Commission - LAEP](#) page that provides a general overview of

the program. Specific program details for Cal State East Bay can be found by viewing the [CSUEB LAEP info session slide deck](#).

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 your ability to receive academic credit. In addition, you must meet with a major advisor for approval to receive academic credit for your internship opportunity.

## **STEP 4: Receive LAEP Participation Approval / Denial**

After you submit your application, you will receive an **approval or denial notification via email** from the Financial Aid Office. The approval will list your LAEP award information and your approved employer will be copied. **Please make sure to save this document, as it has your qualification information for the LAEP.**

If you receive a denial notification via email from the Financial Aid Office, the reason will be listed. If you have any questions, send an email to [finaid@csueastbay.edu](mailto:finaid@csueastbay.edu) using your Horizon email.

Reminder, the potential LAEP employer identified in your student application will receive a copy of the approval/denial email notification.

## **STEP 5: Apply to LAEP Positions and Submit Forms**

### **Once approved:**

If you are applying for an **external position** (off campus) you will follow the company's/organization's interview and hiring process. If you are hired for the position, the employer will send a notification email to [internships@csueastbay.edu](mailto:internships@csueastbay.edu)

and complete an [Addendum for Student Participation](#) prior to you starting work. You cannot start employment until you receive notification from the employer that the **Addendum for Student Participation has been completed and filed**. All payments will be processed by the off campus employer. For questions regarding the status of the position, please contact the off campus employer.

If you are applying for an **internal position** (at Cal State East Bay) you will interview with the CSUEB department and if selected for the position you will follow the CSUEB department procedures for employment. If you are hired for the position, the CSUEB department will send a notification email to [internships@csueastbay.edu](mailto:internships@csueastbay.edu) and complete a [Student Participation Form](#) prior to you starting work. You cannot start employment until you receive notification from the CSUEB department that the **Student Participation Form has been completed and filed**. All payments will be processed by the CSUEB department. For questions regarding the status of the position, please contact the CSUEB department.

#### **NOTE:**

CSUEB is not allowed to provide students with Financial Aid in excess of their 'need' or Cost of Attendance as determined by their FAFSA/CADAA Application. The Learning-Aligned Employment Program is considered a form of financial aid, therefore it cannot exceed your need.

Students are responsible for notifying the employer of any adjustments to their LAEP eligibility related to additional funds that they may receive during the Academic Year. Students are notified via their horizon email account with any updates to their financial aid.

It is the responsibility of the supervisor and the student to ensure that they do not exceed their LAEP eligibility amount. As such, the employer must keep track of the student's earnings to ensure that no more than the allocated amount above is earned.

## **STEP 6: During the Internship**

It is the responsibility of the employer/department to track and verify hours worked by student interns, as well as process payments. Students are only paid for the hours worked. If you do not complete all your hours, you will not receive the entire Learning-Aligned Employment Program payment.

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. Internship sites are provided the [Mid-semester check-in](#) form as a sample guide to follow-up with students during the internship.

## **STEP 7: After the Internship**

Students are encouraged to stay connected with their internship site.

The internship site and student will receive an email to complete an [evaluation](#) of the experience after the LAEP work hours have been completed. This form is due within 30 days of receipt.

In addition, the department/internship site must assist the student in career development and/or attainment of a position related to the student's LAEP position upon graduation/expiration of the internship. This can be done through activities, such as:

- Referrals to open positions within the company
- Resume support services
- Referrals to employers with open positions
- Internship extension offer
- Professional development opportunities

- Letter of recommendation
- Networking opportunities
- Other career related support opportunities