

## **Pioneer Internship Program - Selection Criteria & Timeline**

Submissions to the **Pioneer Internship Program** will be evaluated based on the following criteria:

- Relevance of internship duties to a **specific academic field**
- Quality of **training and supervision**
- Availability and interest of potential student candidates
- **Priority will be given to STEM-related internships**

### **What to Consider When Proposing an Internship**

When designing your internship, please consider that Cal State East Bay students have strong skills and experience in the following areas:

- Advising & Mentoring
- Art & Graphic Design
- Accounting, Finance, and Financial Administration
- Management, Marketing, and Hospitality
- Recreation & Event Planning
- Writing, Web Development, and Data Analytics
- Engineering and Computer Programming

#### **Please Note:**

- Internships requiring **more than 20% clerical or administrative duties** will not be approved.
- Students are **not permitted to ask for donations or payment** as a condition of their internship. However, they may support **fundraising or outreach activities** as part of their role.

### **Timeline & Next Steps**

#### **Application Notification:**

Organizations will be notified of their application status (approval or denial) in **January 2026**.

**If selected as a host site, the following steps will apply:**

**CalStateS4 Registration**

If your organization is new to partnering with Cal State East Bay, you will be asked to complete a [Request to Initiate Partnership](#) in our CalStateS4 database.

**Marketing & Hiring**

The Career Empowerment Center will promote the position, collect student applications, and conduct interviews—unless your site elects to handle interviews directly.

 **Student applications are due by February 27, 2026.**

**Interviews**

If your site has opted to conduct interviews, they should take place during **March 2026**.

**Intern Placement**

Intern placements will be finalized in **April 2026**.

Sites conducting interviews are asked to identify selected interns by March 31, 2026, and to host an introductory/welcome session in April or early May—prior to the internship start date.