INTERNSHIP GUIDE

There are three steps for students who plan to receive academic credit for completing an internship.  
1) Mandatory Electronic Orientation, 2) Applying for Internships, 3) Reporting the Internship

All students who receive academic credit for an internship must complete the electronic orientation.

1) INTERNSHIP ORIENTATION INFORMATION

Access the Orientation by opening a student RunnerLink account at www.csub.edu/cece

Once in RunnerLink, open the Resource Library located to the left of your RunnerLink homepage

Once in the Resource Library -
- Identify the first file folder titled Academic Internship Information & Orientation
- Click the + sign to the left of the Academic Internship Information & Orientation folder
- Open the PowerPoint Presentation titled Internship Orientation
- View the Slides (Use the Slideshow Option to enable the QUIZ on the last slide)
- Take the Quiz

* Once the quiz is successfully completed you will receive course enrollment information by email within 3 – 7 days.

2) APPLYING FOR INTERNSHIPS

Use RunnerLink to Apply for Internships ***
- Upload your resume in RunnerLink  (requires 48 – 96 hours for resume activation)
- Apply to Internship Postings in RunnerLink
- Receive and Accept an Internship Offer

*** This step is not necessary if you found an internship independent of RunnerLink please skip to Step 3 - Reporting the Internship and follow all instructions. (Also, please be sure your course instructor approves your internship site.)

3) REPORTING THE INTERNSHIP IN RUNNERLINK

Meet with your Internship Site Supervisor before you start your hours (within first two weeks of the quarter)
- Meet with Site Supervisor to discuss learning and service objectives, and unusual risks
- Inform your site supervisor that two emails from career@csub.edu will be sent during the quarter
  First Email – the site supervisor reviews and approves your learning & service objectives
  Second Email – the supervisor will receive a link to an evaluation at the end of the quarter

Report your Internship Placement in RunnerLink & Complete the Liability Waiver
- Report your placement using the “Report a Placement” e-form in RunnerLink
- Complete and e-sign the WAIVER (included in the placement report) before you start your internship

Time Log and Final Evaluation (End of Quarter Requirements)
- Submit Time Log (available in the Resource Library) to CECE by the last class day for the quarter
- Complete student evaluation sent to you from career@csub.edu at the end of the quarter