



CALIFORNIA STATE UNIVERSITY
BAKERSFIELD

Academic Internship Orientation

Center for Career Education & Community Engagement

Note

This Orientation is MANDATORY; all CSUB students enrolled in Internship/Applied Experiences courses for Academic Credit MUST complete this orientation and the orientation quiz

Overview of Academic Internship Process

Completing an internship for academic credit includes both a service hour component and an academic component.

The Center for Career Education oversees the following aspects of the internship process:

- Orientation & Orientation quiz
- Maintaining the list of approved community partners and posted internship opportunities in Handshake
- Tracking internship progress, including faculty and site supervisor approvals and end-of-semester assessments
- Collecting completed time logs at the end of the semester

Your academic department and faculty internship coordinator (associated with your major) oversees all other aspects of the internship, including:

- Enrollment into the appropriate course (e.g. Psych 4860/4870, Soc 4920, INST 4860, etc.)
- Approval of internship site if you choose to do your internship with an employer or organization not on the community partner list
- Academic assignments and requirements related to your course enrollment

Internship Timeline

The chart below indicates the basic steps to complete your academic internship. Additional details about each step will be provided on future slides in this orientation. You are on step 1. Be sure to review all slides before completing any additional steps.

Before semester begins and/or beginning of semester	<ol style="list-style-type: none">1. Review all orientation slides. Do not take any other steps until you have reviewed the slides in their entirety.2. Take Orientation Quiz.3. Once you receive email from CECE indicating you have passed the quiz, you will be provided with class enrollment instructions.4. Enroll in the appropriate applied experience course depending on your major for desired term.5. Find a placement. <div>If you are seeking placement with a pre-approved site: Upload your resume to Handshake and apply to community partners.</div><div>If you are using your employer or wish to volunteer with a community organization not on the CSUB approved partner list: obtain permission from your faculty internship coordinator. If you are volunteering (not your employer and not a pre-approved partner), also complete the short-term agreement sent to you by CECE with your quiz results.</div>6. Meet with your site supervisor to discuss learning objectives, risks, and other details.7. Report your placement in Handshake before the end of the fourth week of classes.
During semester	<ol style="list-style-type: none">8. You may begin your hours once you have reported your placement in Handshake and the semester has officially begun (start of class).9. Complete academic assignments and requirements for your applied experience course as determined by your faculty supervisor.10. Keep track of hours worked on time log.
End of semester	<ol style="list-style-type: none">11. Upload your signed time log into Handshake by the last day of classes.12. Complete the student evaluation sent by Handshake at the end of the term.



Apply for Internships

Handshake – Upload Resume

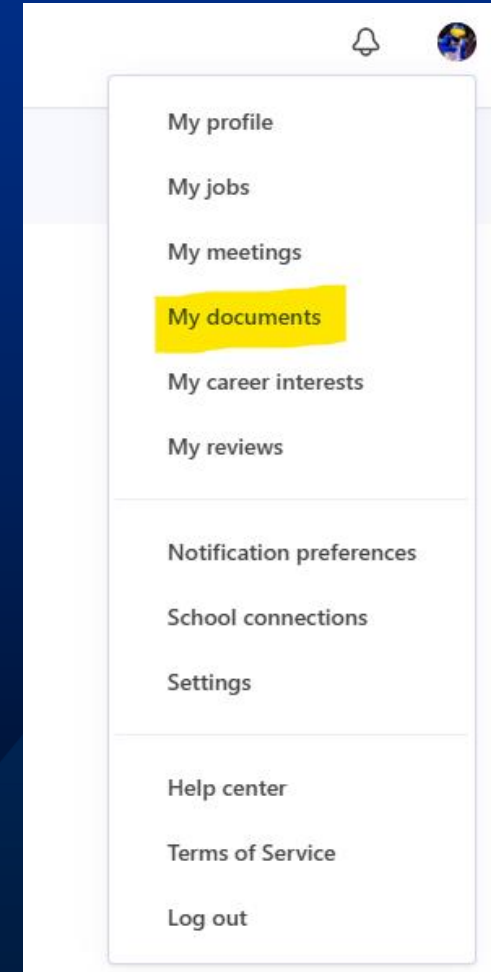
*Upload your resume into Handshake –

<https://csub.joinhandshake.com/login>

Click on your Name/ Initials tab (top right) & select My **Documents** in the dropdown

- Upload your resume

CECE requires 5-7 **Business Days** to review & activate your resume

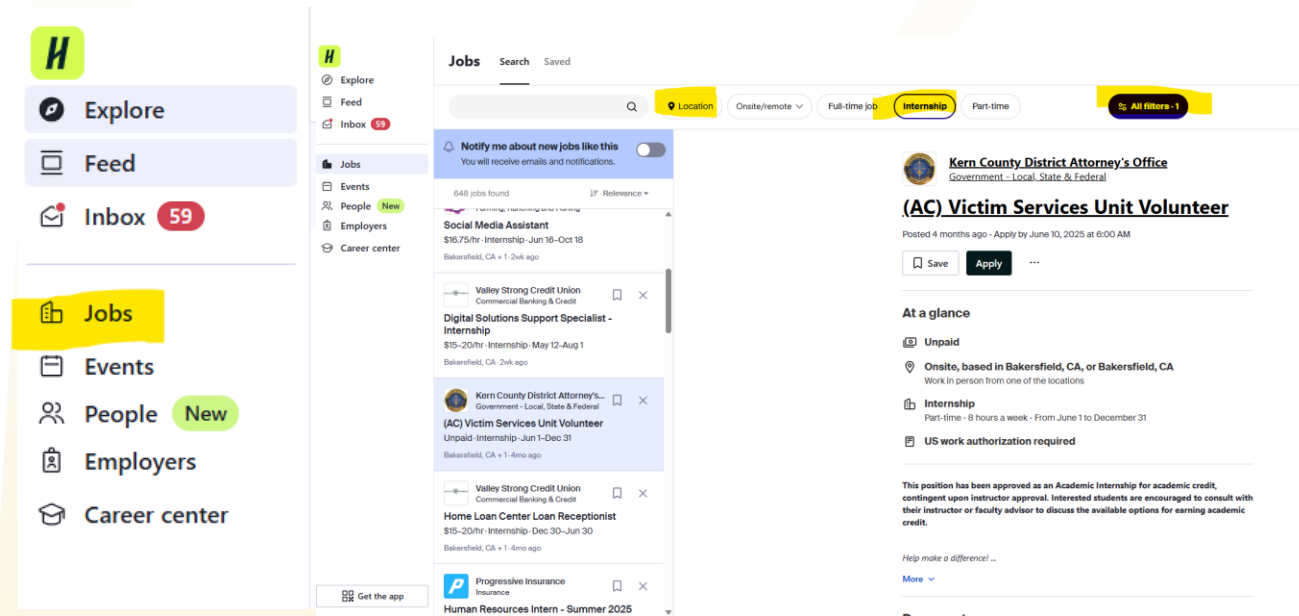


Handshake – Internship Search

Search for Internship/Volunteer Opportunity

- Login to Handshake – <https://csub.joinhandshake.com/login>
- Click on the **Job tab** (left side of page)
- Select “**Internships**”
- Identify **location** (type in city, state)
- Apply to at least 3-5 postings

**Optional: Select ‘All Filters’ to add in additional qualifiers like ‘Major’ and ‘Industry’*



Internship Search, cont.

There may be additional internship opportunities with our community partners that are not posted in the jobs section of Handshake.

You may view our full list of approved internship sites here:

[Community Partners List](#)

Note: If you don't hear back from the Learning site within a reasonable time, follow up with the learning site/organization directly by phone or email.



Internship Found – Next Steps

Once you have confirmed an internship with an organization, discuss these items with your supervisor prior to starting hours:

- 1) Learning/Service Objectives (What are your internship duties? What do you hope to learn? How is it related to your major?)
- 2) Any unusual risks associated with the placement

Once you accept an opportunity, you must stay with that learning site.

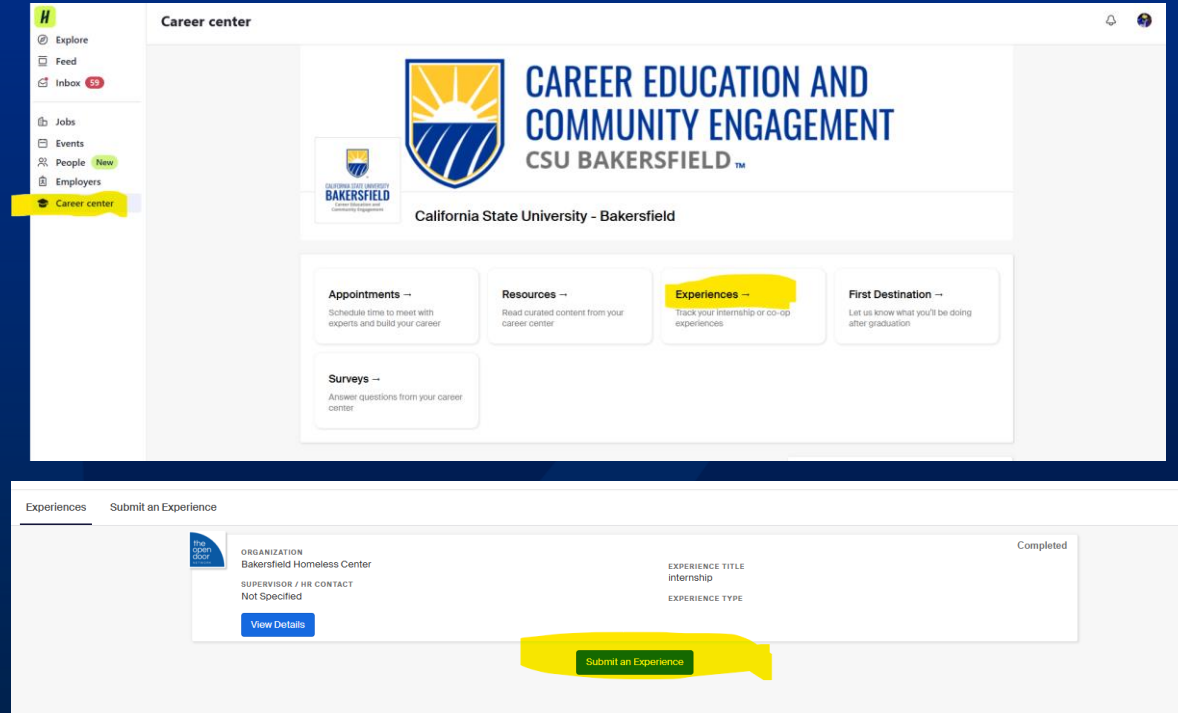


Report your Experience in Handshake

You must Report your Experiences in Handshake before you begin your internship hours & **by the end of the fourth week of the semester** at the very latest.

Click the **Career Center** tab on left of screen, scroll down, & click on **"Experiences"**

Click the button that reads **"Submit an Experience"**



Experience Reporting and Waiver

*Complete all applicable fields, including your site supervisor name and email address, and your learning objectives.

*If you have not identified any unusual risks at your placement site, you may leave this box blank.

****The Release of Liability (WAIVER) is included in the Experiences Form in Handshake.***

You must complete this waiver before you start your internship or volunteer hours.

****Remind your Site supervisor that they will be receiving email from cece@csub.edu, related to your experience.***



Faculty & Site Supervisor Approval - Handshake

- *When you have completed the “Experiences” Form, it will be sent to your Course Instructor/Faculty for approval electronically through Handshake*
- *Once your course instructor has e- signed the form, it will be sent to your site supervisor for final review.*

Note: You will receive a syllabus from your course instructor. All assignments are determined & managed by your course instructor.



Course Enrollment

- Course enrollments is administered through your academic department (major).
- The CECE office will email you enrollment instructions

Use the following guidelines to determine how many hours are required in your placement:

Psychology Majors:

- 3 units = 45 hours/semester

Other Majors:

- 1 unit = 35-45 hours
- 2 units = 46-90 hours
- 3 units = 91-115 hours

***Check with your academic department for accuracy of hours required.**



Guideline and Limitations

Review the **Guideline and Limitations** document for information about avoiding risks and representing yourself professionally as a CSUB student .

CSUB recommends that all students have health insurance

Note: Do not provide any transportation of clients, materials, products, equipment or tools on behalf of the agency/organization.

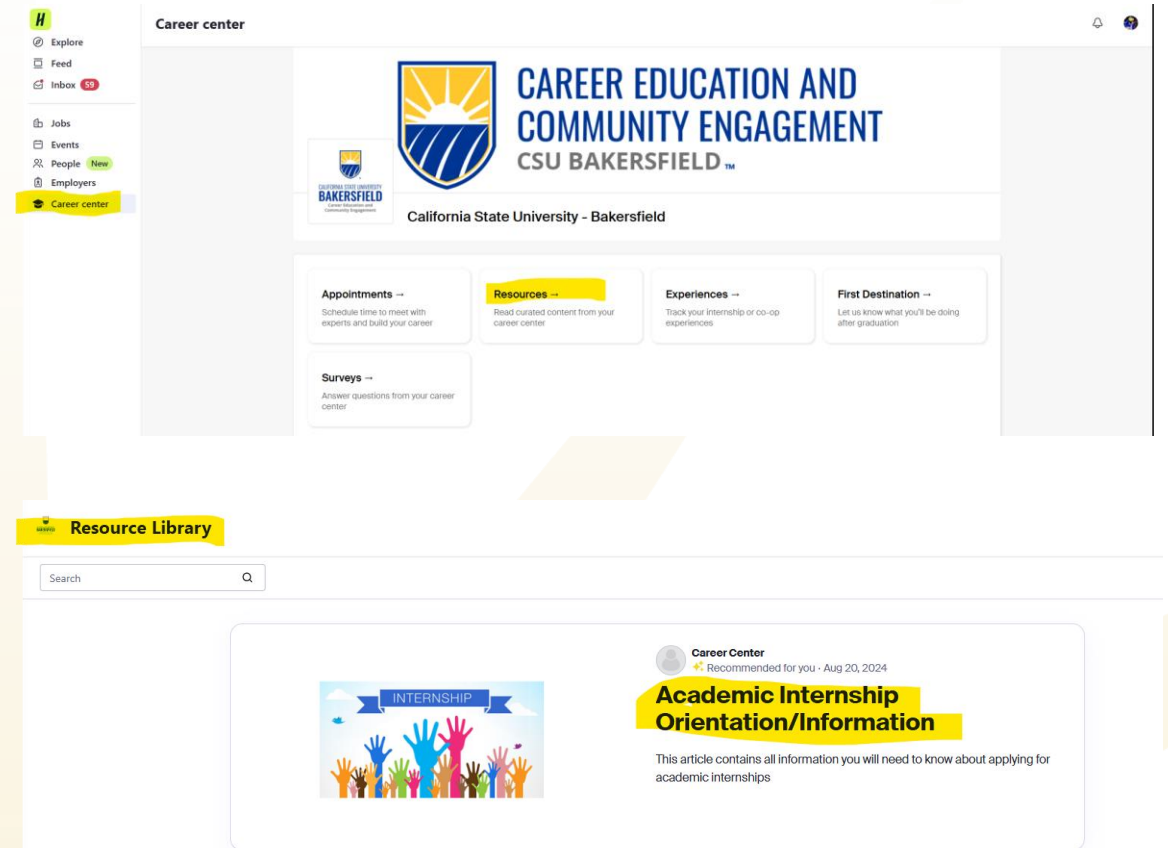


Handshake Resources – Time Log

- A **time log** is available in the **Resources Section** of Handshake in the **Academic Internship Orientation/Information** folder

The log is completed by you & signed by your site supervisor before **uploading it onto Handshake by the last day of classes.*

- Click on the Career Center tab on the left and then select – Resources
- Top of the page you will find the Academic Internship Orientation/Information folder
- Finished time logs can be uploaded in the Experience you submitted in the section titled ‘Attachments’



End of Semester Evaluation

- Complete the online Student Evaluation (sent from Handshake 2-3 weeks before the end of the semester)
- Your internship site supervisor will also be asked to complete an online evaluation about your internship experience through Handshake



FAQs

-I already have an internship, do I still need to apply for internships on Handshake?

No, you do not. Report your current internship in the Experiences section in Handshake.

-I have a job. Can I use it as my Experience?

In some cases, you can. Check with your faculty/course instructor to see if your current place of employment counts as an academic internship through your major.

-Why do I need a Short Term Agreement?

You will be asked to complete a Short Term Agreement if the organization where you are completing your hours does not have a current internship contract with the university (CSUB). Once you have all signatures on the form, please email back to cece@csub.edu. Please see our [Community Partner List](#) for organizations that have a current contract with the campus.

-If I haven't heard back from the placement, what do I do? I really need an internship to graduate this semester.

It is your responsibility to follow up with the organization directly to secure an internship. You may need to call the organization office, email or go in person to inquire about your application. See our [Community Partner List](#) for contact information.

-I reported my experience on Handshake but my supervisor changed. How can I update my supervisor information?

Email cece@csub.edu with the change in supervisor as soon as possible. This will help with the approval process at the beginning of the semester and the evaluation process at the end of the semester.

-My supervisor has not received the link to approve my internship. What should I do?

Email cece@csub.edu to let us know that your supervisor has not received the link. Additionally, tell your supervisor to check their spam or junk folders in their email inbox as the approval link will be coming from Handshake, not a CSUB email address.

Orientation Quiz

Complete the **Orientation Quiz**
& answer at least 12 questions correctly.

A CECE staff member will review the quiz results & send you enrollment instructions. Allow 3-5 business days before you expect a response.



Questions?

CSUB Center for Career Education & Community Engagement

661-654-3033

cece@csub.edu

www.csub.edu/cece

Handshake: <https://csub.joinhandshake.com/login>