

Employer Road Map to Academic Internship Partnerships

For non-clinical and non-teaching internships

1

Internship Description

Email your internship description on official company letterhead to studemp@calstatela.edu

2

Site Self-Assessment

Complete the Site Self-Assessment, which the Career Center will send.



4

Campus Review

The Career Center works with campus Risk and Contracts to review the internship.



3

Faculty Interest



The Career Center will identify courses that might align with the internship and work with faculty to determine their interest.

A Faculty Accept: Go to Four

Faculty Pending

Post the internship with compensation instead of academic credit on Handshake.

Internship Partnership Form

Sign the Internship Partnership Form, which the Career Center will send.

5

Approval



Complete all required documents with the intern and faculty, which the Career Center will send, before starting the internship.

Documents:
Internship Orientation Checklist
Internship Learning Plan

Other documents may be required depending on the specifics of the internship.

University-Site Agreement

Sign the University-Site Agreement, which the Career Center will send.



323-343-3293



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calstatela.edu/careercenter