Academic Internship/Fieldwork Roadmap

For non-clinical and non-teaching courses

1

Faculty Support

Work with faculty in your academic department to obtain an internship/fieldwork.

College of B&E: Zeidy Cabrera
zcabrera@calstatela.edu
College of ECST: Cambrian Sorel
csorel@calstatela.edu

Other Colleges: Your academic department chair.

2

Internship for Credit Request

Internship/Fieldwork for Credit Request

TVFM Internship for Credit Request

Art Fieldwork for Credit Request

Submit the internship/fieldwork for credit request form, including a description of the internship/fieldwork and your and your faculty's signatures.

3

Company Support

Work with your internship/fieldwork site to complete the Site Self-Assessment form, which the Career Center will send to the site.

Campus Review

Your department chair and campus Risk and Contracts will review the internship. Once approved, the Career Center will tell you which direction to go.

4

A

Intern-Fieldwork Partnership Form

Work with your internship/fieldwork site to complete the Partnership Form, which the Career Center will send to the site.

B

University-Site Agreement

Work with your internship/fieldwork site to complete the University-Site Agreement, which the Career Center will send to the site.

5

Approval

Career Center: We will inform you of the approval to start the internship/fieldwork enrollment documents.

Faculty Support: Work with your faculty to enroll in the course.

International Office Support: Work with your advisor if you require a Curricular Practical Training (CPT) work authorization.

6

Intern-Fieldwork Documents

Complete all required documents with the Career Center, your faculty, and the site before starting the internship/fieldwork. The Career Center will send you documents using Adobe Sign.

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studemp@calstatela.edu

calstatela.edu/careercenter