How to submit your files through Submittable:

Instructions on how to upload documents/forms onto your Submittable account **without** creating a duplicate account:

1. Follow the link here (also on the website): https://csuea.submittable.com/submit
2. If you do not already have an account, you will need to create one. It is best to do this with a personal e-mail account.
3. Be sure that you are looking at **the semester you are planning to enroll in.**

Sample from Fall 2017 Course:

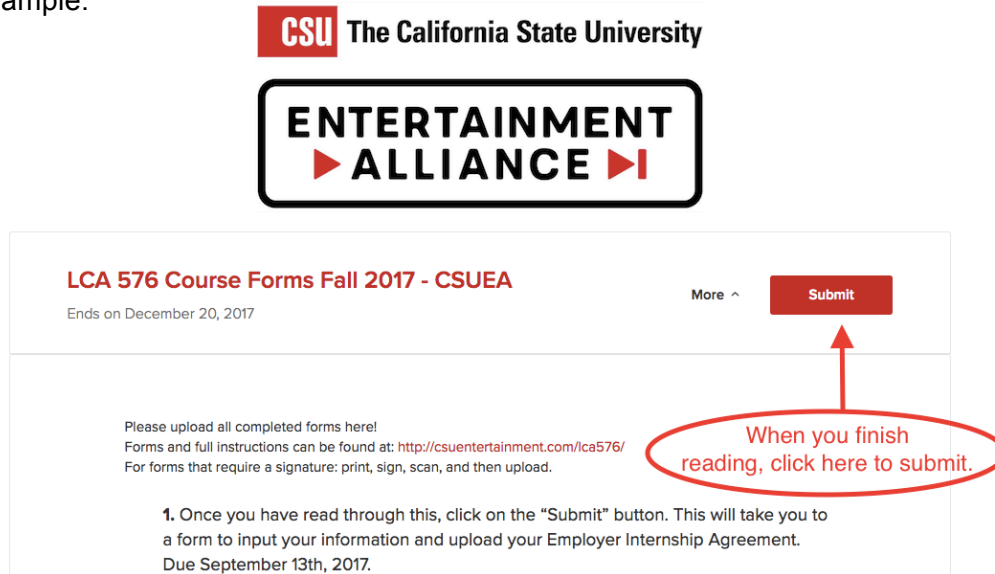4. Next, click on the drop down menu and read through it:
   Sample:

Continue below…

5. Once you have read through, click on the "Submit" button. This will take you to a form to input your information and sign your **Internship Agreement**. Once you submit, an e-mail will be sent to your employer for them to read, review, & sign. **Due Dates can all be found on our course page: CSUentertainment.com/LCA576**

   Sample:

6. About a week before your midterm is due, you will receive an e-mail from us through Submittable with a link to an additional form. This is how you will complete your Midterm Report. Be sure to USE THAT LINK when you are accessing your midterm report. If you do not receive this e-mail, check your junk mail, if you still have not received it, please contact our team by e-mail and we will be sure to help you out. ***DO NOT create additional accounts or make additional submissions outside of the e-mailed link.***

7. You will receive a similar e-mail from us for the same process for your Final Report. Be sure to use that particular link to access/complete your Final Report form.

8. Once your final is submitted, the application will send an Employer Evaluation Form to the employer directly. Please be sure to remind your employer to look for it and complete it by the deadline so you can receive credit for the course.

Reminder: Please be sure to register for the course through the SFSU College of extended learning and pay the course fee within 24 hours to avoid being dropped from the course.

If you have additional questions, please send an e-mail to our
Internship Director Haley Seppa at **hseppa@calstate.edu.**