



- **Social Media Participation is required.** Follow @CSUEAInterns on Twitter and like CSUEAInterns on Facebook. Resources, videos and articles are posted daily for your career development.
- **Readings.** There are readings about making the most of internships, writing resumés, problem solving at the work place and preparing for interviews. These readings were chosen with the idea of empowering students as they prepare for the job market, including thinking strategically about how to approach it, and develop a thoughtful, organized, and proactive plan for job hunting.
- **Professional Profile.** Students must create an updated LinkedIn or Portfolium profile that includes a descriptive summary of the skills and knowledge acquired at the internship. A grade of NC will be assigned to students who do not have online professional profiles by the end of the internship.

### FORMS AND DEADLINES:

**Please upload ALL forms via your submittable account** - If your internship dates conflict with the dates forms are due, please contact us as soon as possible. **Emailed forms will NOT be accepted.** Instructions can be found at <http://csuentertainment.com/lca576> .

1. **Employer Agreement:** Must be signed by student and supervisor. **DUE June 10<sup>th</sup>, 2018.**  
Note student peers can NOT act as an employer supervisor.

#### 2 **Progress Reports:**

Students must submit two progress reports (**midterm & final**). It is important that students gauge what they are doing/learning over the course of their internship. It helps them articulate, in concrete terms, what they are getting out of it and what, if any issues need to be addressed or rectified. These reports are designed to protect the student. There have been times when supervisors contacted faculty accusing the intern of not showing up, not doing anything, etc. With the help of the reports, these communication problems were eliminated.

- a. **Midterm Report. DUE July 15<sup>th</sup>.** A 2-page in-depth check-in and discussion of internship.
- b. **Final Report. DUE August 10<sup>h</sup>.** 2-page culminating report that offers an in-depth analysis of the overall experience and your LinkedIn Profile. This must include a descriptive summary of skills and knowledge acquired at the internship.

3. **Supervisor Evaluations:** Each student must submit an evaluation form completed by his or her internship supervisor. Give your supervisor a copy of this form **at least** a week prior to the **DUE August 10<sup>h</sup> (no exceptions).**

### GRADING

Course grades are CR/NC. Students with special circumstances must have applied for and received special permission from the instructor prior to the first day of class.

**NOTES:**

The internship is a learning experience that is both practical and educational. The work interns do for your internship should primarily be at the internship site and/or out on the field and should be supervised. Students are not simply free labor. While exceptions can be made for telecommuting and remote work unique to certain tasks, students generally should not be working on internship projects from home, and instead spend their hours at the internship site. Campus studios are for specific class project/lab use ONLY, so students cannot use their university equipment to finish projects. Most sponsoring organizations require you to be receiving credit due to Federal and California Labor Laws.