

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://csumentertainment.submittable.com>
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 "LCA 576 Course Forms SUMMER 2019 - CSUEA" -- 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 upload your **Employer Internship Agreement**. **Due June 10, 2019** (please e-mail us if your internship starts after this date so we can make the proper arrangements).

Sample:

CSU The California State University

ENTERTAINMENT ALLIANCE

LCA 576 Course Forms Fall 2017 - CSUEA
Ends on December 20, 2017

More ^ **Submit**

Please upload all completed forms here!
Forms and full instructions can be found at: <http://csuentertainment.com/lca576/>
For forms that require a signature: print, sign, scan, and then upload.

1. Once you have read through this, click on the "Submit" button. This will take you to a form to input your information and upload your Employer Internship Agreement.
Due September 13th, 2017.

When you finish reading, click here to submit.

6. Between 1-2 weeks after you create your application you will receive an e-mail from us through Submittable with a link to an additional form to 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.

Midterm Report is due July 10, 2019.

*****DO NOT create additional accounts or make additional submissions outside of the e-mailed link.*****

7. After your Midterm Report has been submitted, you will receive a similar e-mail from us with the same process for your Final Report. Be sure to use that particular link to access/complete your Final Report form.

Final Report\$ due August 16,2019.

8. AT LEAST one week before May 23, 2019 provide your employer with a copy of the Employer Evaluation (included in the course forms which are available for download at www.csuentertainment.com/lca576.) The employer will then send us a confidential copy of this evaluation to CSUEAinternship@calstate.edu.

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