

CSUN NAZARIAN

COLLEGE OF BUSINESS & ECONOMICS

Career Education and Professional Development Center (CEPD)

498 Internship Employer Guide

As an employer of a student who is taking this internship course, below are expectations of the class.

The following are requirements that must be completed before the semester begins:

To confirm the student has the internship, the supervisor must complete an official Offer Form depending on the type of internship. The Offer Form is automatically emailed to the supervisor through Adobe Sign once the student submits an Internship Experience to our office on Handshake.

If supervising an unpaid intern, [Community Partnership Agreement](#) must be in place

- CSUN policy to have agreement executed, initiated by CSUN

[Approval of Internship Experience](#)

- Our office will send you an email to review and approve the Internship Experience
- Email will come from Handshake – handshake@notifications.joinhandshake.com
- Subject Line – “Experience requested by *Student Name*”

The following are requirements that must be completed at the conclusion of the semester:

[Employer Evaluation Survey](#)

- **Our office will send out an email with a link to complete a final survey one (1) month before the end of the semester**
- Email will come from CSUN – Nazarian College of Business and Economics – donotreply@skillsurvey.com
- Subject Line – “CSUN – Nazarian College of Business and Economics Evaluation Process”

[Signed Time Log Sheet](#)

- Every week and Total Hours must be signed
- Hours may be counted two weeks before the semester starts, if student is already enrolled in course
- Hours must add up to at least 135
- Students may count up to 40 hours per week for paid internships – pay stubs required if student will be working over 20 hours per week
- Students may count up to 20 hours per week for unpaid internships

Please let us know if you are having trouble with your intern or with receiving any of our emails.

Any further questions or concerns, please contact our office at (818) 677-4697
or email us at business.internships@csun.edu.