

## How to Complete the Internship 498 Course Guidebook

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For more information on the Career Education & Professional Development Center,  
please go to <https://nazariancareers.csun.edu/>.

You may also call (818) 677-4697 or email us at [business.internships@csun.edu](mailto:business.internships@csun.edu).

Bookstein Hall 2234  
Monday-Tuesday 8:30am-5:00pm  
Wednesday-Thursday 8:30am-7:00pm  
Friday 8:30am-4:00pm  
*\*Office hours are subject to change*

# CSUN NAZARIAN

COLLEGE OF BUSINESS & ECONOMICS

Career Education and Professional Development Center (CEPD)

## End-Of-Semester Internship Checklist

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

### ☐ Online Student Evaluation

- Sent via email to CSUN email address about one (1) month before deadline
- Through the same link, add at least one (1) additional evaluator

### ☐ Two (2) Employer Evaluations

- Sent via email directly to supervisor about one (1) month before deadline
- Additional evaluator(s) receives survey via email after student enters information

### ☐ Submit completed Time Log Sheet to CEPD

- Can be turned in at the office or [business.internships@csun.edu](mailto:business.internships@csun.edu) with the Subject Line: "Completed 498 Time Log: Student Name (ID Number)"
- Hours must add up to at least 135
- Need every week and Total Hours signed
- Can start counting hours up to two (2) weeks before your semester begins, if already enrolled in course
- Pay stubs are needed if you worked over 20 hours a week

### How to find the Time Log Sheet:

1. Log into Handshake
2. Click on the "Career Center" tab on the home page
3. Click on "Resources"
4. Click on the "498 Internship Course: How to Complete" folder
5. Click on "Time Log Sheet" attachment to download

Or find it on our [498 Internship Courses](#) page on our website.

**The Time Log Sheet and all evaluations must be completed and submitted by the deadlines below, no exceptions.**

### **FALL 2022 DEADLINE:**

**December 9<sup>th</sup>, 2022 by 12pm SHARP**

### **SPRING 2023 DEADLINE:**

**May 12<sup>th</sup>, 2023 by 12pm SHARP**

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

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## Internship Log of Hours

Student Intern Name \_\_\_\_\_ Student ID \_\_\_\_\_

Company \_\_\_\_\_ Supervisor \_\_\_\_\_

Professor Name \_\_\_\_\_ Semester \_\_\_\_\_

Week	Date	MON	TUE	WED	THU	FRI	SAT	SUN	Weekly Hours	Supervisor Signature
EX.	2/10	4	4	4	4	4			20	<i>Supervisor Signature</i>
1										
2										
3										
4										
5										
6										
7										
8										
9										
10										
11										
12										
13										
14										
15										
16										
Total Hours										

### Quick Guide:

All Internships – Minimum of 135 total hours. No more than 8 hours per day. Round to the nearest half hour.

Unpaid Internships – No more than 20 hours per week.

Paid Internships – No more than 40 hours per week. Must provide copies of pay stubs with Log of Hours Sheet.

**Supervisor must sign every week worked and Total Hours.**

\*It is highly recommended that you make a copy of this time log for your own personal record.

# CSUN NAZARIAN

COLLEGE OF BUSINESS & ECONOMICS

## Career Education and Professional Development Center (CEPD)

### Internship Code of Conduct

As an intern you will be expected to act in a professional and ethical manner. Your conduct should make the employer want to host future interns from this college.

The following is expected of you as an intern representing the David Nazarian College of Business and Economics at California State University, Northridge:

- Remain drug and alcohol-free, and avoid the use of controlled substances
- Maintain confidentiality of work-related projects and personnel
- Familiarize yourself with, and adhere to, relevant organizational arrangements, procedures, and functions
- Understand what constitutes a permissible work absence and who to notify if absent, be prompt with being on time to work and with assignments; give it your best effort
- Changes in work schedule, supervision, or problems at your site must be reported to the Internship Director
- If you feel victimized by a work-related incident, contact the Director of Internships immediately
- Dress appropriately for the work setting
- Follow through on commitments
- Do not conduct personal business during work hours (cell phones, e-mail, internet)
- Keep a positive attitude
- Keep an open mind, avoid jumping to conclusions, and try to make informed judgements
- Be observant – see how people organize their ideas and respond to situations
- Communicate – keep people informed in a useful succinct way, listen, and ask questions
- Be fair, considerate, honest, trustworthy, and cooperative when dealing with co-workers
- Assert yourself and your ideas in an appropriate and tactful manner
- Seek feedback from your supervisors, accept suggestions for corrective changes in behavior, and attempt to improve performance
- Accept constructive criticism and continuously strive to improve performance
- Seek to enhance your professional effectiveness by improving skills and acquiring new knowledge
- Abide by any other terms of employment and regulations required by the Employer

I agree to the above stated Internship Code of Conduct and will make every effort to abide by it.

### Letter of Understanding

I agree to abide by the requirements that govern the David Nazarian College of Business and Economics Internship Program and have received a copy of these requirements. I agree to enroll in the appropriate internship course, perform 135 hours of work as assigned by the company and turn in all forms, required papers, and reports to the Internship Director at the required times. I understand that failure on my part to complete any requirement in a timely manner will result in the assignment of a no-credit grade. In accepting this internship, I acknowledge full release of any liability on the part of the company/agency, California State University, Northridge, and the David Nazarian College of Business and Economics for any injury sustained while engaged in any activity associated with this internship. I understand that CSUN provides no insurance coverage for me, including Worker's Compensation or personal liability.