CSUN NAZARIAN

COLLEGE OF BUSINESS & ECONOMICS

Career Education and Professional Development Center (CEPD)

How to Enroll
In 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.

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

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We recommend that you search for an internship 4-9 months before you plan on taking the course.
Check to see if you meet the prerequisites on reverse side.

Steps to Enroll in Internship Course (498) PAID Internships

STEP 1
Secure an internship with a company!
- CEPD does not place students in internships, but we provide students with the tools and resources to find one
- See Handshake for resources, handouts, and appointment available

STEP 2
Attend a mandatory Internship Orientation
- Register on Handshake (csun.joinhandshake.com/events)
- Fill out Post-Orientation Survey

STEP 3 *Deadlines below*
Report your Experience on Handshake

STEP 4
Allow 5-7 business days for CEPD to review and approve your internship application

STEP 5
Once approved by CEPD, your internship supervisor will receive an email to approve your internship

STEP 6
After your internship supervisor's approval, a permission number will be provided to you within 2-3 business days. Input permission number in portal and enroll in the course!

SPRING 2023 DEADLINES:
Experiences Open: October 31st, 2022
Step 3 – January 20th, 2023 by 12pm

SUMMER 2023 DEADLINES:
Experiences Open: March 27th, 2023
Step 3 – May 26th, 2023 by 12pm

The experiences and approvals must be completed and submitted by the deadlines, no exceptions.
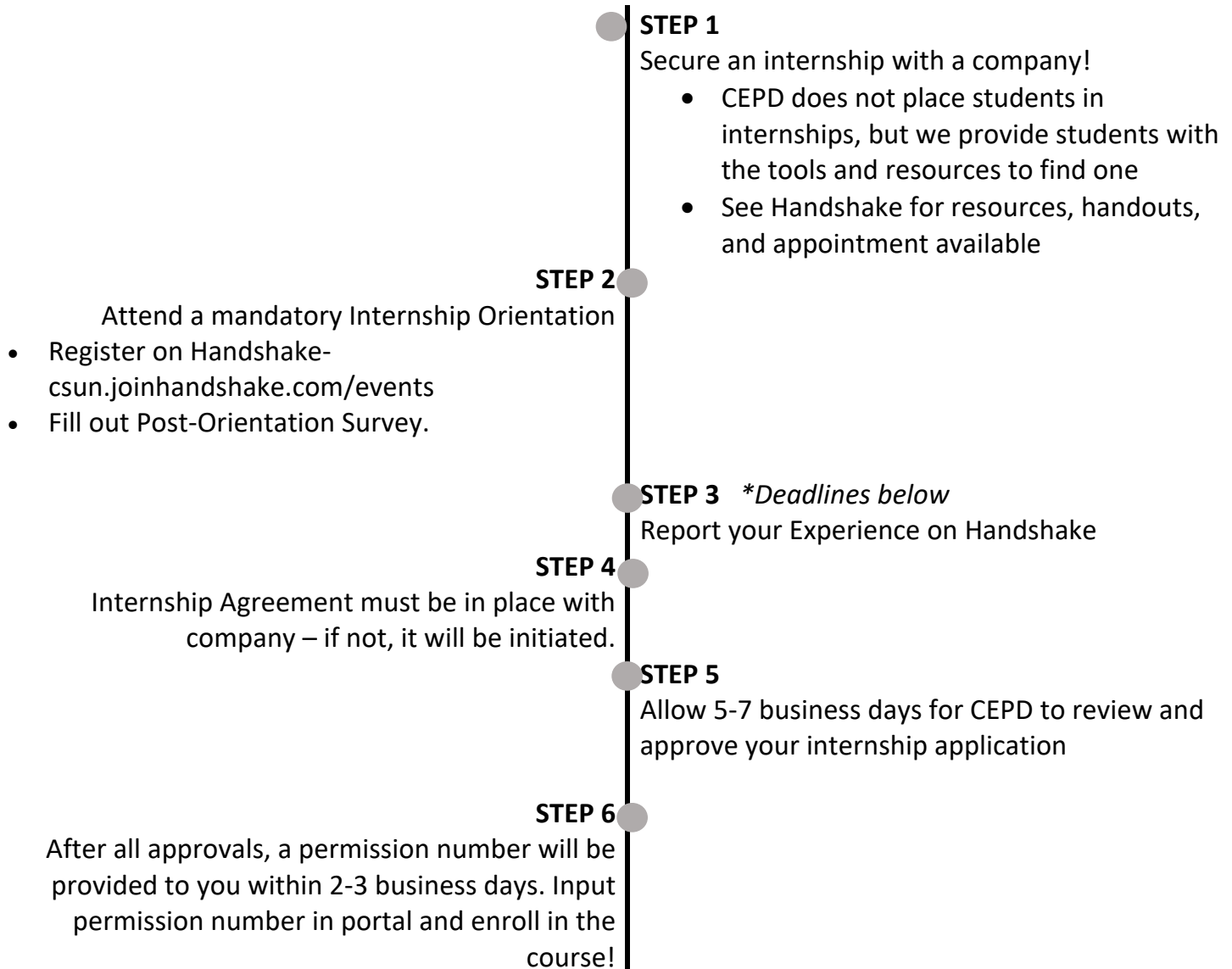
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We recommend that you search for an internship 4-9 months before you plan on taking the course.
Check to see if you meet the prerequisites on reverse side.

Steps to Enroll in Internship Course (498) UNPAID Internships

STEP 1
Secure an internship with a company!
- CEPD does not place students in internships, but we provide students with the tools and resources to find one
- See Handshake for resources, handouts, and appointment available

STEP 2
Attend a mandatory Internship Orientation
- Register on Handshake- csun.joinhandshake.com/events
- Fill out Post-Orientation Survey.

STEP 3   *Deadlines below*
Report your Experience on Handshake

STEP 4
Internship Agreement must be in place with company – if not, it will be initiated.

STEP 5
Allow 5-7 business days for CEPD to review and approve your internship application

STEP 6
After all approvals, a permission number will be provided to you within 2-3 business days. Input permission number in portal and enroll in the course!

SPRING 2023 DEADLINES:	**SUMMER 2023 DEADLINES:**
Experiences Open: October 31st, 2022	Experiences Open: March 27th, 2023
Step 3 – January 20th, 2023 by 12pm	Step 3 – May 26th, 2023 by 12pm

The experiences and approvals must be completed and submitted by the deadlines, no exceptions.

When do I take 498?

1. We recommend **NOT** waiting until your last semester to take 498. Once you complete the course prerequisites (listed below), consider taking the course. The course is offered in Fall, Spring, and Summer semesters.
2. More details can be found on the 498 Internship Courses page on our website.

Prerequisites for the Internship Course (498)

☐ Pass BUS 302 & BUS 302L   *Courses cannot be taken concurrently with the internship course*

☐ Pass your Major Core Course & GPA requirements, if applicable

- For your major core course requirement, refer to the course catalog for your major at catalog.csun.edu

☐ Attend one (1) mandatory Internship Orientation at the Career Education & Professional Development Center (CEPD). You can register for an orientation on Handshake.
   The orientation provides:

- An overview of the internship course and the parameters of the course
- Approval process and how to obtain a permission number
- Tips and strategies that will be beneficial in acquiring an internship

☐ Complete Post-Orientation survey to receive Internship Experience access

☐ Report Internship Experience on Handshake

- Login to your Handshake account
- Click "Career Center" and select "Experiences"
  - Select "Request an Experience" and fill out application

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CAN'TS AND MUST-HAVES

Parameters of Physical & Hybrid Internships

✕	✓
Can't consist of only administrative work (i.e. filing, answering phones)	Must have an official, fully functional website (social media sites will not be accepted)
Can't be out of someone's home or have a PO Box address	Must have an established workspace
Can't be your own business	Must be in California
Can't be your family's business	Must be business related
Can't be a start-up business (less than 1 year old)	Must complete a minimum of 135 hours at the internship during the semester enrolled
	Must be done concurrently with the 498 class

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CAN'TS AND MUST-HAVES

Parameters of Virtual Internships

✕	✓
Can't consist of only administrative work (i.e. filing, answering phones)	Must have an official, fully functional website (social media sites will not be accepted)
Can't be out of someone's home or have a PO Box address	Must complete a minimum of 135 hours at the internship during the semester enrolled
Can't be your own business	Must be business related
Can't be your family's business	Must be done concurrently with the 498 class
Can't be a start-up business (less than 1 year old)	

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PROJECT-BASED INTERNSHIP PROPOSAL GUIDELINES

REQUIREMENTS

In order to qualify for a project-based internship you **must**:

a) Be employed in a full-time position (at least 30 hours per week); **AND**
b) Working at a company related to your intended career path

These internship hours will be outside of your normal job duties, department and work hours. To develop a project idea, consider something that is not currently being done or not being done well within the company. It cannot be additional job duties only. A SAMPLE PROJECT will be shown in your appointment with someone in our office to determine if a project-based internship is the right decision for you.

To report a project-based internship:

1. Attend an Internship Orientation.
2. Schedule an appointment with CEPD Staff.
3. Complete Project Proposal Template & Timetable.
4. Report Internship Experience on Handshake & attach your Project Proposal/Timetable.

At the end of the internship semester, complete the following by their deadlines:

1. Email your PowerPoint Presentation and Deliverable to the CEPD Center – business.internships@csun.edu with the subject line: *"Completed 498 Deliverable & PowerPoint: Student Name (ID Number)"*.
2. Bring a physical copy of your Deliverable to the CEPD Center prior to your presentation.
3. Present your Final Project to the Department Chair, course faculty, and CEPD Center Director during the week of finals.

End-of-semester checklist:

1. Complete your self-evaluation that will be sent via SkillSurvey.
2. Your internship supervisor, along with another colleague from your employer, must complete the employer surveys that will be sent to their emails from SkillSurvey.
3. Submit your completed Time Log to CEPD Center in BB2234 before the semester deadline.

CURRENT JOB DETAILS

Detail out your current position and your career/professional goals.

PROPOSED PROJECT DETAILS

Objectives, Goals & Purpose:
This should discuss the purpose of your project, reasons why you are undertaking the project, and what you hope to learn/gain from the project. What do you hope to accomplish when you complete this project? Why is this project important? What is something you hope to learn at the end of this project?

It is recommended that the project is designed to allow you to demonstrate skills/abilities that you currently do not or are not able to demonstrate in your current job. This is an opportunity to take the next steps on your already-started career path.

Specific Duties/Responsibilities/Tasks/Research:
This should describe the project in complete detail. What are you going to do and what are you going to learn? The duties/tasks/responsibilities should reflect how the project will achieve the objectives and goals. This section needs to detail the four Milestones you will work towards while completing your project. These Milestones should be SMART goals that will be due throughout the semester.

To get started, you can start with these types of questions: Will you need to conduct any kind of research? If so, what kind of research will you conduct? What did the company have in place before? Why was it not successful? What do the company's competitors do? What type of assessment will be used to determine if the project did or did not meet expectations? What are the company's expectations?

Project Timetable:
What date will you begin your project and what date will you complete your project? You will need to fill out the Project Timetable (see last page for a blank template) and submit with your proposal.

Schedule/Project Hours:
In what hours outside of your paid job will you complete the project? Remember, this project should not interfere with your current position and should be completed outside your normal work hours.

Project Supervisor – *(May not be the same as your company supervisor)*:
Who will supervise your project and evaluate it at the end of your internship?

Final Project – *(Must be submitted to the CEPD Center via email and bring a physical copy to your presentation)*:
This should describe the final tangible project that you will physically create and will be *at least 20 pages (minimum)*. This will be submitted at the end of your internship. Explain how you will be putting your project together and how it will look. Remember that you will need to complete 135 hours and the project should reflect this, so the work involved should be substantial. Include all pieces of the project that will be turned in.

Final Presentation – *(Must be presented and emailed to the CEPD Center and Department Chair)*:
Please describe in detail what your presentation will include. This will be a 15-minute presentation of the final project, which will be given during the week of finals.

Project Timetable:
Please determine deadlines for your Appointment with CEPD and four Milestones. Pay close attention to the specific deadlines for each semester for the Proposal, Project Start Date, Mid-Semester Appointment, Time Log, Evaluations, Final Project & PowerPoint, and Final Presentation.

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Internship Guide for International Students

As an international student, you are required to enroll in an academic internship course when doing an internship. The David Nazarian College of Business and Economics offers an internship course for business majors, 498.

Requirements for the 498 Internship Course

1. <u>Pass</u> BUS 302 and BUS302L
2. <u>Pass</u> your Major Core Course and GPA requirements, if applicable

Tips for finding an internship:

- Do not ask recruiters: "Do you sponsor?"
  - o Internship should enhance your experience, but not necessarily for sponsorship
- Look for internships at least 6 months to 1 year before taking internship course
- Participate in professional development events

If the internship is paid, follow these steps:

1. Enroll in 498 class
2. File for CPT (Curricular Practical Training) with the IESC
3. Apply for SSN

If the internship is unpaid, you only need to be enrolled in the class. You do not need a social security number (SSN).

For more information about CPT:

https://www.csun.edu/international/curricular-practical-training-cpt

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