



INTERNATIONAL OFFICE

CALIFORNIA STATE UNIVERSITY, LOS ANGELES

J-I STUDENT INTERN INTERNSHIP PLANNING PLACEMENT AT CAL STATE LA

TO BE COMPLETED BY CAL STATE LA FACULTY/MENTOR:

Name of Intern: _____
Last First Middle Initial

Field of Internship: _____

Cal State LA Department: _____

Is this where the intern will be performing tasks/duties? Yes No

If 'no', please explain: _____

Supervisor's Name: _____
Last First Middle Initial

Supervisor's Title: _____

Phone: _____ E-Mail: _____

Dates of Internship (mm-dd-yyyy) From _____ to _____

Please note the maximum length of internship is twelve months.

Number of hours per week (must be at least 32): _____

Stipend paid: Yes No If 'yes', amount is \$ _____ per _____

On the next page, you will describe the content of the internship itself. An acceptable Internship Placement Plan should cover a definite period of time and should consist of definite components of training or tasks performed with specific objectives stated. The plan must also contain information on how the intern will accomplish those objectives (i.e. classes, individual instruction, shadowing, etc.) Each objective/accomplishment must build upon prior objectives/accomplishments to show a progression in the internship. A separate copy of page 2 must be completed for each phase if an intern is rotating through departments, etc. All internships must include a concluding evaluation signed by the supervisor and the intern, a copy of which must be provided to the International Office. Internships of more than six months in duration must also have a midpoint evaluation.

I have reviewed, understand, and will follow this Training/Internship Placement Plan (IPP), and provide evaluations as required by the International Office.

Cal State LA Faculty's signature Date

Recommendation: Recommended Not Recommended

Department Chair (or designee) Date

Recommended Not Recommended

College Dean (or designee) Date

Reviewed by:

International Office Date

Decision: Approved Denied

Provost's designee (Dean of College of Professional and Global Education) Date