

Academic Internships Roadmap

For non-clinical and non-teaching internships

1

Faculty Support

Work with faculty in your academic department to obtain approval of the internship for course credit.



Contacts: College of B&E: Zeidy Cabrera
zcabrera@calstatela.edu
College of ECST: Cambrian Sorel
csorel@calstatela.edu
Other Colleges: Your academic department chair.

2

Internship for Credit Request

Submit the Internship for Credit Request form including an official description of the internship and the digital signatures of you and your faculty.



3

Company Support

Work with your internship company to complete the Partnership Request form and the Site Self-Assessment form, which the Career Center will send to the company.



4

Campus Review

The campus Risk and Contracts departments review the internship. The Career Center will tell you which direction to go.



A

B

Approval

Faculty Support: Work with your faculty to enroll in the internship course.

International Office Support: If you wish to apply for Curricular Practical Training (CPT), work with your international advisor to obtain authorization.



Work with your internship company to complete the University-Site Agreement, which the Career Center will send to the company.

6

Internship Course Documents

Before starting your internship, complete all required documents with your faculty and company supervisor, which the Career Center will send.



5

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