



Jack H. Brown College
Business and Public Administration

STUDENT SUCCESS CENTER

JHBC Resource Network

Reporting an Internship for Enrollment

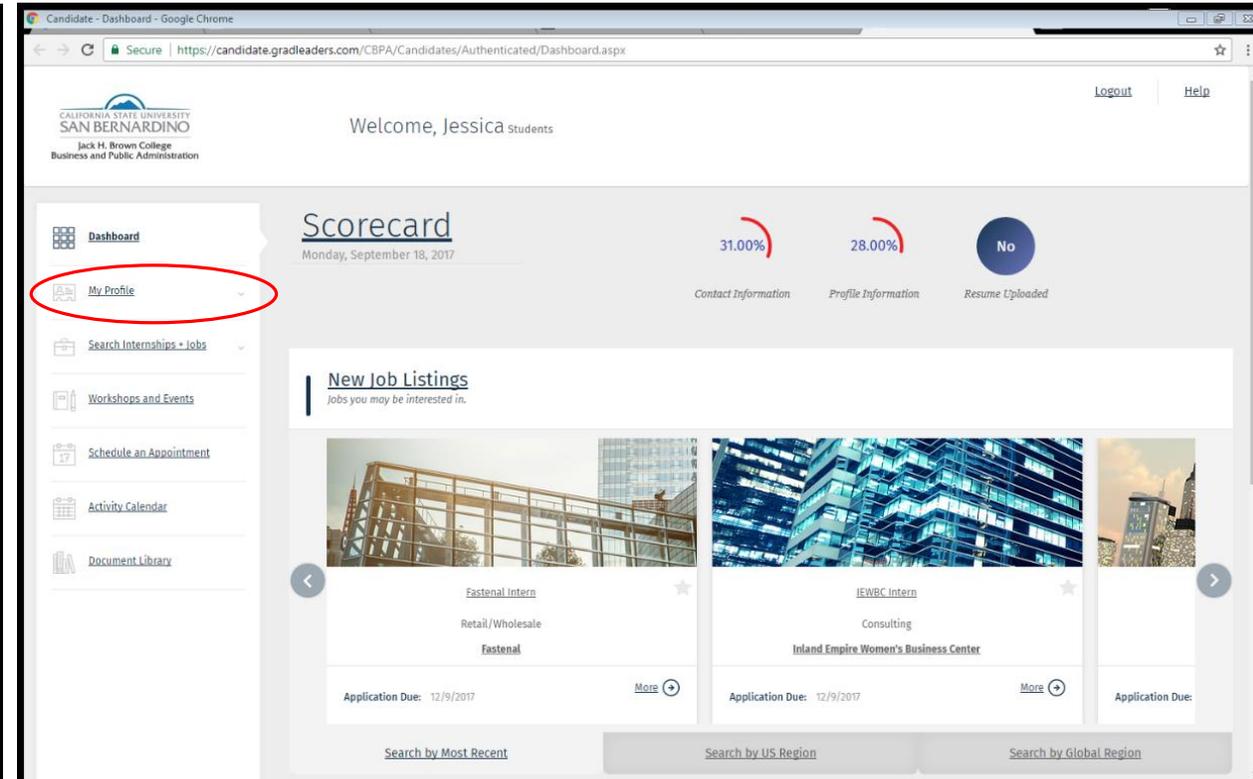
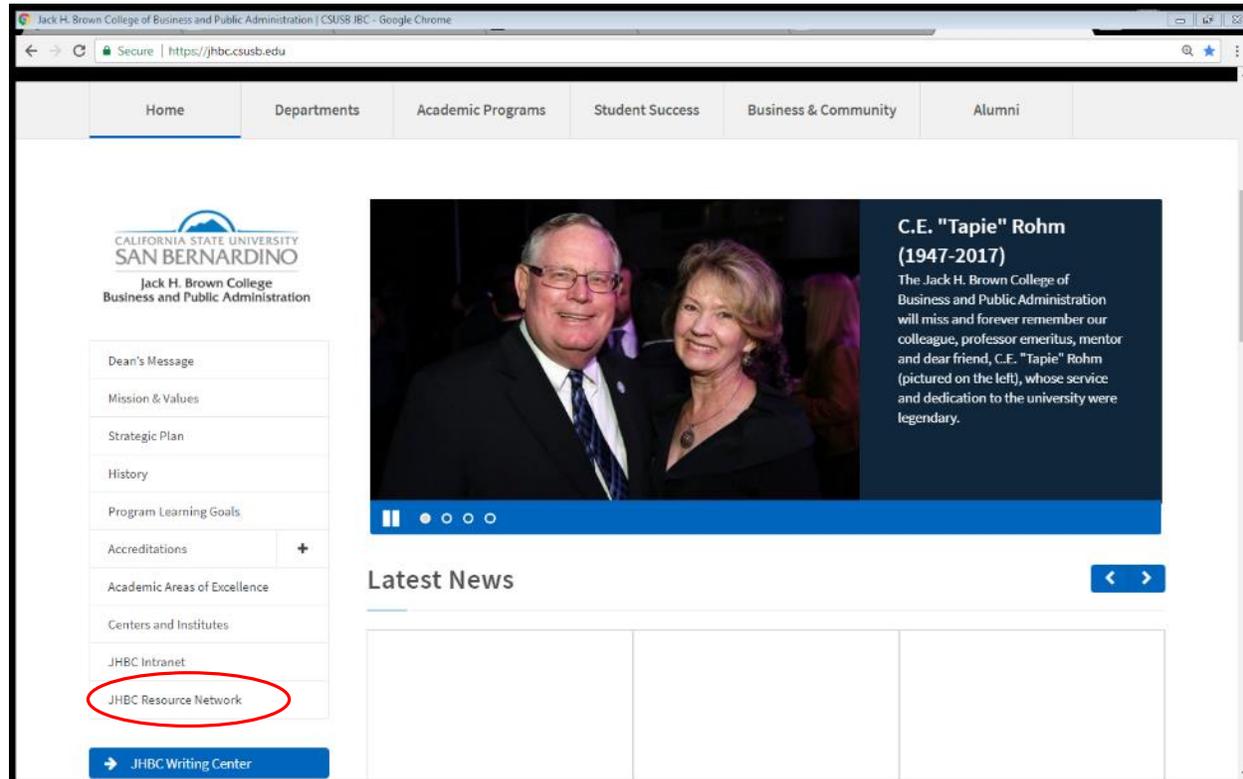


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GO TO: jhbc.csusb.edu – SELECT **JHBC Resource Network** –
LOGIN WITH MyCoyote ID/Password

CLICK THE DROP-DOWN ARROW WITHIN **MY PROFILE**



FROM MY PROFILE, SELECT “INTERNSHIP RECORDS”

CLICK “ADD INTERNSHIP RECORD”

This screenshot shows the 'Candidate - Dashboard' page in Google Chrome. The user is logged in as Jessica. The page features a 'Scorecard' with three metrics: 31.00% for Contact Information, 28.00% for Profile Information, and 'No' for Resume Uploaded. Below the scorecard is a 'New Job Listings' section with three job cards: 'Fastenal Intern' (Retail/Wholesale, Application Due: 12/9/2017), 'IEWBC Intern' (Consulting, Application Due: 12/9/2017), and 'Inland Empire Women's Business Center' (Application Due: 12/9/2017). On the left sidebar, the 'My Profile' menu is expanded, and 'Internship Records' is highlighted with a red circle.

This screenshot shows the 'Candidate - Dashboard' page in Google Chrome, specifically the 'My Internship Records' section. The page title is 'My Internship Records' and it shows 'My Internships (0)'. A red circle highlights the 'Add Internship Record' link in the top right corner. The page also includes a 'SORT BY' dropdown menu set to 'Organization Name (A-Z)' and a message stating 'There are no records to display'. The footer contains contact information for JHBC Student Success Center, resources, social media links, and the GradLeaders logo.



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SELECT “ADD NEW JOB”

CONDUCT A COMPANY SEARCH –
EITHER SELECT COMPANY OR ADD COMPANY

The screenshot shows the 'Add Internship' page. The main heading is 'Add Internship'. Below it is a dark blue banner that says 'Select from Applications'. Underneath the banner, it says 'No applications on file.' At the bottom right of this section, there are three buttons: 'Select / Continue', 'Add New Job', and 'Cancel'. The 'Add New Job' button is circled in red. The left sidebar contains navigation links: Dashboard, My Profile, Search Internships + Jobs, Workshops and Events, Schedule an Appointment, Activity Calendar, and Document Library. The footer includes contact information for the JHBC Student Success Center, resources, social media links, and the GradLeaders logo.

The screenshot shows the 'Add Internship' page. The main heading is 'Add Internship'. Below it is a dark blue banner that says 'Select Organization'. Underneath the banner, there is a section titled 'Select Your Company:' with the following instructions: 'Enter your company name in the field below and click on [Find Company].'. Below this are two bullet points: '• If your company is already listed please click [Select / Continue].' and '• If your company name is not listed, click on [Add Company].'. Below the instructions is a search field labeled 'Organization Name' with a 'Find' button. There are also radio buttons for 'STARTS WITH' and 'CONTAINS'. The 'CONTAINS' radio button is selected. The 'Cancel' button is at the bottom right. The left sidebar and footer are identical to the previous screenshot.

Internship Detail - Google Chrome
Secure | https://candidate.gradleaders.com/CBPA/Candidates/Authenticated/Coop/EditCoop.aspx

Logout Help

WELCOME, JESSICA STUDENTS

Internship Detail

Internship Information

STATUS * Pending	ORGANIZATION NAME * CSU, San Bernardino
INDUSTRY Education	CONTACT NAME * Cesar Portillo
JOB TITLE *	DEPARTMENT
START DATE *	END DATE *
SALARY *	PAY PER PERIOD Select One...

Click 'Save' to commit changes. **Save** Cancel

- ENTER INFORMATION AS INDICATED – “*” ARE REQUIRED FIELDS
- CLICK **SAVE** – INFORMATION IS SUBMITTED TO INTERNSHIP COORDINATOR FOR REVIEW/APPROVAL