Undergraduate Internship Quick Guide

CAL Supervision Course Application

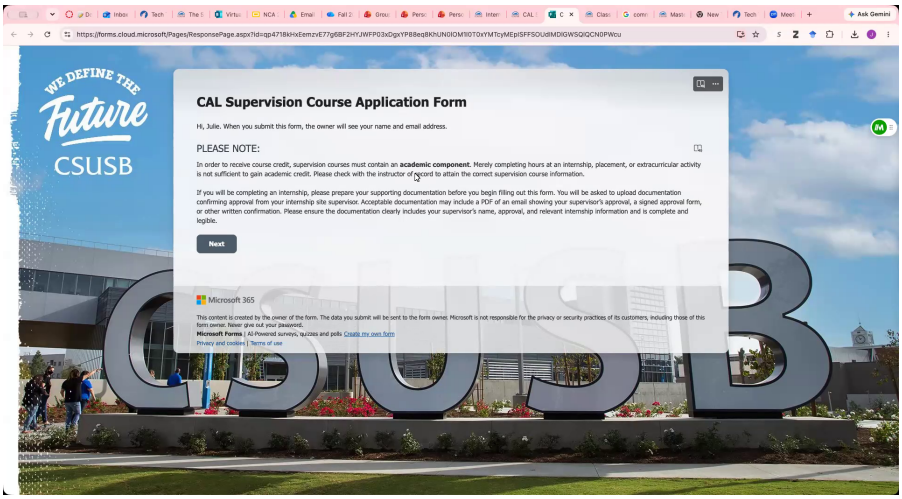
Use this guide while completing the Microsoft Forms application for an undergraduate internship in Communication and Media. The examples below follow the recorded application walkthrough and the required responses in the accompanying internship form template.

Before you begin

Have your Coyote ID, CSUSB email, current major or concentration, cumulative GPA, correct internship course number, site supervisor information, planned work schedule, completed supervisor agreement form, and a list of responsibilities ready. You will upload the supervisor agreement form with the application.

Undergraduate internship reminder

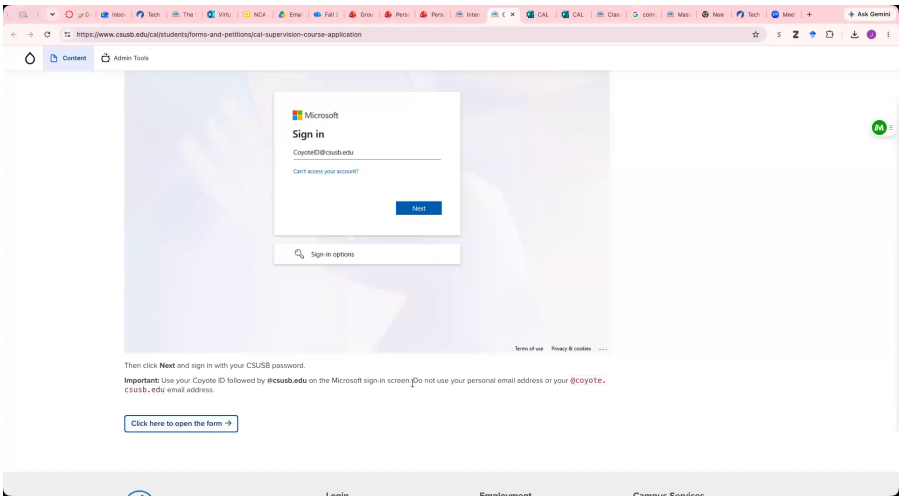
Select the internship course that matches your enrollment. The current Communication & Media internship courses and approximate weekly hours are: **COMM 5792 - 2 units, about 5 hours per week**; **COMM 5793 - 3 units, 8 hours per week**; and **COMM 5794 - 4 units, about 10-11 hours per week**. When asked whether you are a graduate student, select **No**. Confirm the correct course number and schedule with your instructor or internship coordinator before submitting.



The application begins with a course-credit reminder and asks you to sign in with your CSUSB account.

1 Open the form and complete your student information

Open the CAL Supervision Course Application page. Select the form link, then sign in with your Coyote ID followed by **@csusb.edu** and your CSUSB password. Do not use a personal email address or your @coyote.csusb.edu address on the Microsoft sign-in screen.



Sign in with your Coyote ID followed by @csusb.edu, then select the link to open the form.

Student information fields

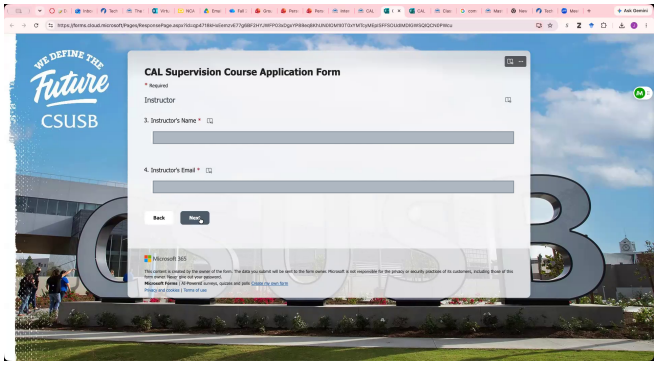
Field	What to enter
Name	Your full name as it appears in university records.
Coyote ID	Your student ID number.
Phone	A phone number you will answer.
Email	Your CSUSB student email address.
Major	Your current major and, if applicable, concentration.
Cumulative GPA	Your current cumulative GPA.

Course and instructor information

Enter the semester, instructor name, and instructor email requested by the form. For an internship, the **instructor of record is the current Internship Coordinator**. Select **Communication and Media** as the department, choose **COMM 5792, COMM 5793, or COMM 5794** as the course code, and select **No** when asked whether you are a graduate student. The site supervisor's information is entered in the dedicated site-supervisor section later in the application.

2 Instructor of Record

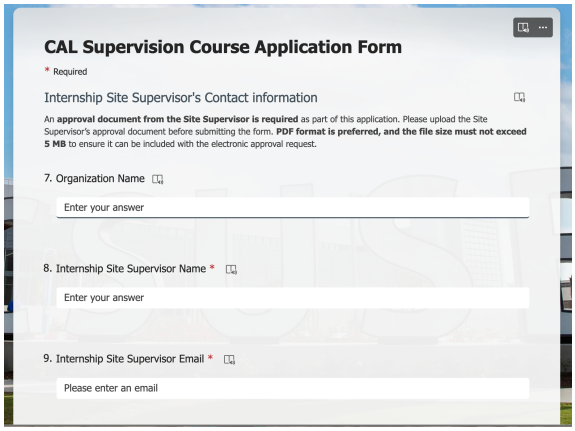
After the department and course questions, the form asks for the instructor of record connected to your supervision course.



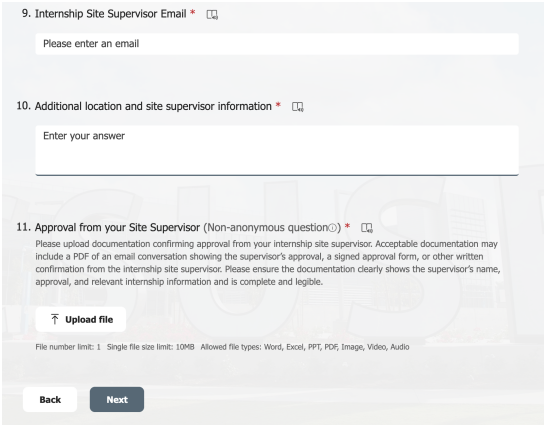
Enter the current Internship Coordinator as the instructor of record. The instructor name and email shown in this example have been greyed out; use the current information provided by your department.

3 Complete site supervisor information and upload approval

The application includes a dedicated section for your internship site supervisor. Complete each field using information confirmed with your supervisor, then upload the required approval documentation before submitting.



Enter the organization name, internship site supervisor's full name, and supervisor's email address.



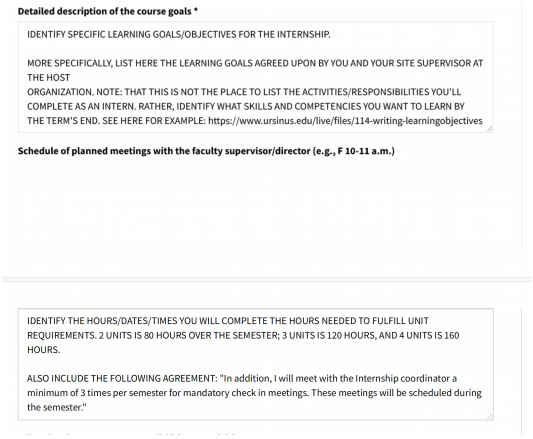
Use the additional-information field for relevant location, contact, scheduling, or supervisor details not already entered. The approval upload is required.

Approval upload

Upload the completed supervisor agreement form or other acceptable documentation confirming approval from your internship site supervisor. PDF format is preferred. Make sure the document is complete, legible, and includes the supervisor's name, approval, and relevant internship information.

Course goals and internship responsibilities

Use these fields to distinguish what you want to learn from the work you will complete. Course goals describe learning outcomes; assignments and responsibilities describe the activities you will perform as an intern.



This screen grab shows the detailed course-goals field and the planned-meetings field. It also begins the hours and dates section.



List the activities and responsibilities you will complete as an intern. Create this list with your site supervisor.

Suggested wording for the course-goals response

Identify specific learning goals or objectives for the internship. More specifically, list the learning goals agreed upon by you and your site supervisor at the host organization. This section should focus on the skills and competencies you want to develop by the end of the term, rather than the activities or responsibilities you will complete as an intern.

Customize this language with your own learning goals and the expectations you and your site supervisor establish.

4 Complete the means of evaluation and hours information

The form template provides specific language for the means of evaluation and hours sections. Adjust the number of units and schedule details to match your approved plan, but keep the required agreements intact.

The means of evaluation

THIS WILL NEED TO INCLUDE TWO COMPONENTS:

(1) IDENTIFY THE NUMBER OF HOURS YOU WILL COMPLETE AT YOUR INTERNSHIP SITE-- 2 UNITS IS 80 HOURS OVER THE SEMESTER; 3 UNITS IS 120 HOURS, AND 4 UNITS IS 160 HOURS.

(2) INCLUDE THE FOLLOWING AGREEMENT: "I will attend all mandatory meetings with the Internship Coordinator and complete assignments to a satisfactory level in order to earn 'credit' in the course.

The means-of-evaluation field requires both the internship-hour requirement and the agreement shown below.

Means of evaluation

This section needs to include two components:

(1) Identify the number of hours you will complete at your internship site: 2 units is 80 hours over the semester; 3 units is 120 hours; and 4 units is 160 hours.

(2) Include the following agreement:

> *I will attend all mandatory meetings with the Internship Coordinator and complete assignments to a satisfactory level in order to earn 'credit' in the course.*

Hours, dates, and times

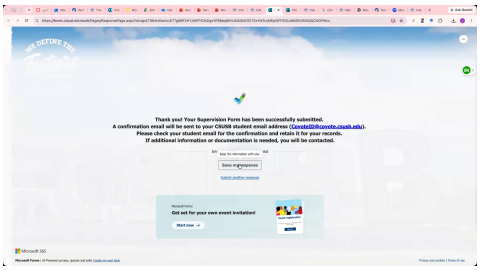
Identify the dates and times when you will complete the hours required for your units over the semester:

Course	Units	Required hours	Approximate weekly hours
COMM 5792	2	80 hours	About 5
COMM 5793	3	120 hours	8
COMM 5794	4	160 hours	About 10-11

Required check-in language

> *In addition, I will meet with the Internship coordinator a minimum of 3 times per semester for mandatory check in meetings. These meetings will be scheduled during the semester.*

Save, submit, and keep your confirmation



After submission, save your response if you may need a copy. Check your CSUSB student email for the confirmation message and retain it for your records. If additional information or documentation is needed, you will be contacted.