



STUDENT AGREEMENT TO PARTICIPATE IN AN INTERNSHIP

Upon obtaining an internship I, _____, a CBPA student agree to:

(Steps 1-5 must be completed in a timely manner before or during the first 2 weeks of the quarter.)

STEP ONE: Registration Approval. 575 courses are restricted courses, so you can't register on your own! **Email** your Faculty Internship Coordinator for enrollment approval.

EMAIL INFO: Include on subject line: (a) your last name, (b) course name, (c) quarter & year. In your message give your full name, class level, GPA, projected graduation date, and COYOTE ID NUMBER. *Email text area:* Give the business name, supervisor, and a detailed paragraph on your internship project. Your Advisor will review your email request to see if appropriate, verify GPA, and then approve by contacting Dept. Secretary to enroll you in a 575 internship course. You may receive a copy of email approval. However, verify via *Course Confirmation* online. While waiting, start completing 575 forms.

STEP TWO: Complete 1st Notification Form - Student Agreement (this form). Type name, date, and sign the document. Send the document via e-mail to cschrieh@csusb.edu. Print two extra copies of this form. Use one copy as a personal CHECK-OFF list for completing course requirements. Use the other copy to complete the requirements in Step Four.

STEP THREE: Complete 2nd Notification Form - Student Reporting (on Blackboard). Send the document via e-mail to cschrieh@csusb.edu. Print two extra copies of this form. Keep one copy for your own records, and use the other copy to complete the requirements in Step Four.

STEP FOUR: Make an appointment to meet with your advisor or drop by anytime during the advisor's scheduled office hours. Bring a hardcopy with you of both, the Student Agreement Form and the Student Reporting Form.

STEP FIVE: Complete the first 3 Course Forms- Employer Information Form, Student Information Form, and Goals and Learning Objectives Agreement Form (on Blackboard). Submit these documents to your advisor.

STEP SIX: Review all information on all available internship Blackboard platforms (universal platform at the San Bernardino Campus www.cbpa.csusb.edu/internships/ and course specific platform offered by your advisor www.blackboard.csusb.edu).

STEP SEVEN: The San Bernardino Campus offers a formal Internship Orientation. PDC students are encouraged to attend this meeting. Go to www.cbpa.csusb.edu/internships/, under "Upcoming Events and Announcements" to obtain further information on this orientation session.

STEP EIGHT: Complete required mid-term assignments: Employer-evaluation, Updates, and On-site Visit. Print a copy of the Evaluation Form (on Blackboard) and have your supervisor fill this form out. Submit a copy of this form to your advisor. Post an update on your internship activities on Blackboard's Discussion Board. Also post to the Discussion Board, your employer's name, supervisor's name, his or her phone number, and directions to your employer's organization. These directions and employe information will be used by your advisor for an on-site visit. All the stated requirements for this step must be completed during the 5th week of the quarter—no exceptions.

STEP NINE: Complete required final assignments: Ten Page Report, Self-evaluation, Employer-evaluation, Thank-you Letter, and Timesheet. Print a copy of the forms and assignment overviews from Blackboard. Follow the directions and submit these completed assignments and requirements to your advisor. To receive course credit, ALL FINAL ASSIGNMENTS AND COURSE REQUIREMENTS MUST BE COMPLETED AND SUBMITTED TO YOUR ADVISOR BY FRIDAY THE NINTH WEEK OF THE QUARTER—no exceptions.

STEP TEN: Class Presentation. With instructor permission, make a brief (5 mins.) presentation in one of your other scheduled classes that tells fellow students about your internship experience. Refer students to the class and associated websites.

I have read and understand the above stated course requirements. I also understand that failure to submit completed forms at the start and end of the quarter, and/or not complete internship hours or duties as specified on course documents, could delay my receiving course credit and/or result in receiving an "NC" as a final grade for Management 575.

Student's Signature

Date

Phone No.