Requirements for ALL Interns

- Choose an internship. You are responsible for placement with the agency.
- Register for the correct number of units BEFORE September 18. (Default is 1 unit on MySacState; use the drop down menu to select the correct number of units—1 unit per 50 hours)
- Turn in applicable application by September 23. (Note: Applications are available online.)
  - Pre-Approved: Found on Internship Website with no “CYO” or “NEW” indicator next to listing
  - Create-Your-Own: Found independently or on Internship Website with “CYO” or “NEW” indicator next to listing.
  - Teaching Assistant: For TAs.

AND

Requirements for Interns Enrolled in 2 or More Units

- Submit Paper #1 by 4 pm October 14. (Guidelines must be followed & are available online.)
- Submit Paper #2 by 4 pm December 2. (Guidelines must be followed & are available online.)
- Submit Completed Supervisor Evaluation Form by 4 pm December 11. (Form available online.)

Requirements for Interns Enrolled in 1 Unit

- Submit Paper #2 by 4 pm December 2. (Guidelines must be followed & are available online.)
- Submit Supervisor Evaluation Form by 4 pm December 11. (Form available online.)

Requirements for TAs

- Submit TA Paper by 4 pm December 2. (Guidelines must be followed & are available online.)
- Submit Supervisor Evaluation Form by 4 pm December 11. (Form available online.)

General Information

- This is a Credit/No Credit class, you will not receive a “letter” grade
- If you do not complete the requirements, you’ll receive an Incomplete & have 1 year to fulfill the requirements or your Incomplete turns to into a failing grade.
- Keep copies of everything you turn in.
- A maximum of 6 units can be used to count toward your COMS major.
- Around 4th/5th week a “Contract” will be e-mailed to you & your supervisor.
- Please check your e-mail & pay attention to e-mails from Dr. Humphrey or COMS Intern.
- All forms & requirements are available online.
- Double check the units you’re registered for. If you cannot correct your issues through My CSUS, please visit the COMS Department ASAP in MEND-5014.
  - 1 Units = 50 hours
  - 2 Units = 100 hours
  - 3 Units = 150 hours
  - More units requires Internship Coordinator approval
- No feedback will be given on your papers unless there is a problem.
- We suggest you keep a weekly log of your internship activities to assist when writing your papers.
- Feel free to contact the Internship Assistant Julie Rose or Dr. Humphrey with questions/concerns.