



SACRAMENTO STATE COLLEGE OF BUSINESS

Sacramento State Procedures for Academic Internship Credit Beginning Fall 2022

- Students must choose a company that is in the Community Engagement Center database of organizations that have an approved Academic Internship/Service Learning (IN/SL) Agreement in place.
- Students must apply for and get an offer of employment from the approved company.
- Students request a Faculty Advisor.
- Students provide signed internship petition forms from Faculty Advisor and Internship/Company Supervisor, as well as a copy of the job description to the Internship Coordinator prior to the registration deadline.
- CSUS Internship coordinator verifies documents and gets Associate Dean Signature and submits documents for class registration.

Company Approval

- CSUS Internship Coordinator submits AI/SL Request for Company/Site Approval.
 - Company Contact who can enter into contractual agreement must be identified.
- Site assessment/verification conducted by CSUS Internship Coordinator.
- Once site verified, authorized signatory receives contract from CSUS Contracts and Procurement Office.
- Company signatory and C&P signatory sign contract.
- Company is put in CEC database and is able to provide Academic Internships for any internship-seeking student.