



SACRAMENTO STATE
COLLEGE OF BUSINESS

COB Academic Internship Student Process

Initial Request Documentation:

The student must verify that all requirements have been met and submit initial paperwork for the application to be reviewed.

- [Student Requirements](#)
- Initial paperwork (6):
 - 1 [COB Student Internship Application and Release of Liability](#)
 - 2 [Faculty Recommendation Form](#)
 - The Faculty Recommendation form must be completed by a business Faculty member (part-time or full-time); however, they do not need to be within the student's concentration.
 - 3 **Resume**
 - 4 **Offer Letter from the employer**
 - 5 **Job Description from employer**
 - Must be in line with the student's concentration
 - 6 **Unofficial CSUS Transcript**

Additional Paperwork Needed:

Once all initial paperwork is submitted and preapproved, the student will be emailed the Student Learning Agreement. This must be signed by the student's employer and Faculty Sponsor. Once completed, the student will submit the agreement through email to the OSE Administrative Analyst.

- Faculty Sponsor (Different than the Faculty recommendation)
 - This will be the faculty member that will act as the student's "Instructor" throughout the semester, who the student will report to, and who will assign a grade at the end of the semester.
 - The Faculty Sponsor must be a full-time faculty member in the subject the student is requesting credit for.
 - Example: If a student is requesting ACCY 195 enrollment, their sponsor must be a full-time accounting faculty member.

The Faculty Sponsor and the faculty member completing the Faculty Recommendation Form can be the same person only if they are a full-time faculty member in the student's concentration.

Final Approval and Enrollment:

Once the student submits their completed Student Learning Agreement, all documentation will be submitted for signature and final approval by the Director of the OSE and Associate Dean of Academic Programs. If approved, the student will be manually enrolled into the appropriate section by the Enrollment Specialist. Once enrolled, the student will receive an email from the OSE Administrative Analyst with steps to follow throughout the semester.

Note: Please see below for important dates regarding documentation submission for Fall 2025 and Spring 2026 Academic Internships. These dates are non-negotiable as there are internal deadlines set by the University. If a student is interested in receiving academic credit for an internship, we suggest reaching out to us as soon as possible to start the process or with any questions.

Semester receiving credit	Initial Request due	Additional Paperwork due	Census (must be enrolled)
Fall 2025	September 5, 2025	September 11, 2025	September 22, 2025
Spring 2026	February 4, 2026	February 10, 2026	February 20, 2026

Summer Academic Internships

The process for summer is the same as during the academic year; however, the faculty sponsor must be the department chair. Summer deadlines are subject to summer term census dates.

Students: Please see below for important dates regarding documentation submission for Fall and Spring Academic Internships. These dates are non-negotiable as there are internal deadlines set by the University. Summer Academic Internship deadlines are subject to summer term census dates. If a student is interested in receiving academic credit for an internship, we suggest reaching out to us as soon as possible to start the process or with any questions.