Internship Information and Instructions for Fall 2020

If you have found an Internship see steps below. If you have not found an Internship and are still looking skip to the next section “I Do NOT have an internship:”

Note: Face-to-Face or any Internship requiring contact may require special approval, if allowed at all.

I have an Internship:

Step 1: Complete the “Interest in Internship” form (Available Soon)
Step 2: Email the form to ENVS Dept Chair, Dr. Wayne Linklater, at wayne.linklater@csus.edu.
Step 3: Wait for response from Dr. Linklater. Allow 5-10 business days.
   Note: All Internship sites require campus approval and a MOU (Memorandum of Understanding) be signed by someone at the Internship site. The ENVS Dept will be working with CEC to facilitate the MOU. You may want to mention to your site supervisor that someone may be contacting them regarding the MOU. Students do not need to take any other action.
Step 4: After you have submitted your “Interest in Internship” form to Dr. Linklater, wait 5-10 business days and check your Sac State Student Center to confirm you are enrolled in ENVS 195. If you are not, please contact the ENVS office at envs-sc@csus.edu.
Step 5: Once you have received a response from Dr. Linklater that your Internship is approved, complete the Internship Packet. Submit the required forms according to the timeline included in the packet. Different forms will be required at different times. Some will require site supervisor’s signature or electronic acknowledgement.
Step 6: Once your Internship site has an approved MOU in place you will be notified with instructions to go to the CEC website to compete some required online documents (Release of Liability forms, Student Learning Agreement, etc)

I Do NOT have an Internship:

Check SacSend Messages for announcements on Internship opportunities

Check the ENVS website at: ??????? for Internship opportunities

Check the Sac State Career Center for Internship opportunities

If you have not been able to find an internship after reasonable time and effort by August 1, 2020 then contact the ENVS Dept Chair, Dr. Wayne Linklater, at wayne.linklater@csus.edu.