Instructions for enrolling in Spring 2020
ENVS 195 Internship

**Step 1:** Email the ENVS Dept. Chair, Dr. Wayne Linklater, at wayne.linklater@csus.edu, your interest in enrolling in ENVS 195 Internship. You will be enrolled by the ENVS office.

**NOTE:** Steps 2, 3, 4 must be completed by Census Date, Feb 17, 2020 or you will be dropped from ENVS 195

**Step 2:** Find an Internship

Students must find their own Internship. Some options for finding Internship opportunities:
- Check the Internship opportunities board in the hallway near the ENVS office (AMD 554A).
- Check the ENVS website at: (available soon)
- Check the CEC website (login required) at: 
  [https://app.calstates4.com/csus/opportunities/manage?field_prog_site_program_target_id%5B%5D=3190](https://app.calstates4.com/csus/opportunities/manage?field_prog_site_program_target_id%5B%5D=3190)

**All internships are subject to ENVS Dept. approval**

**Step 3:** Obtain an Internship Packet from outside the ENVS office in AMD 554A.

Review the information in the packet and follow the detailed instructions for completing packet.

**Step 4:** Sign-up for an Internship initial group appointment

Watch SacSend for messages regarding day/time and instructions for sign-ups.

Bring to the initial appointment:
- Sac State Site Assessment form and Risk Matrix forms and be prepared to discuss and complete both at the initial group appointment

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