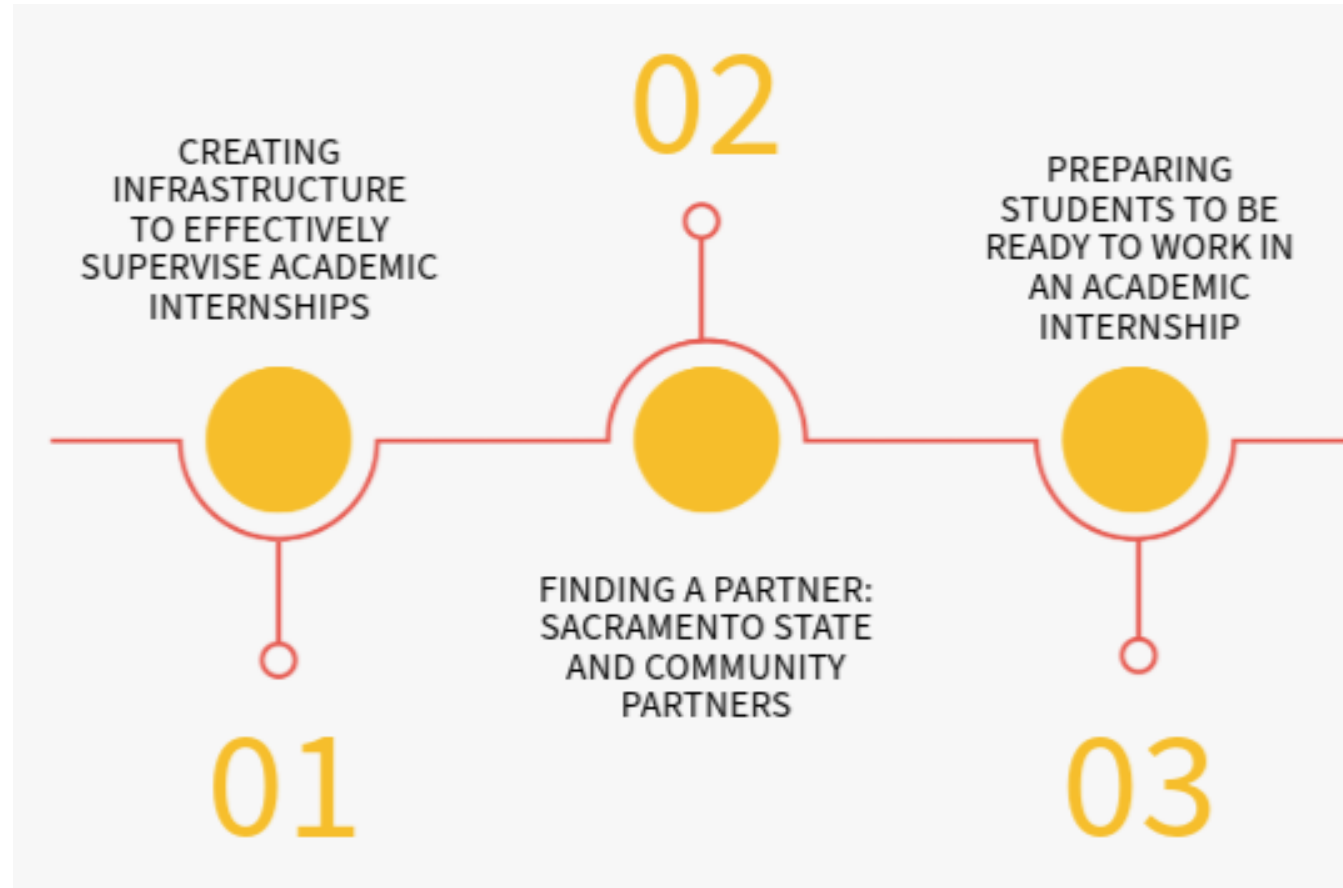
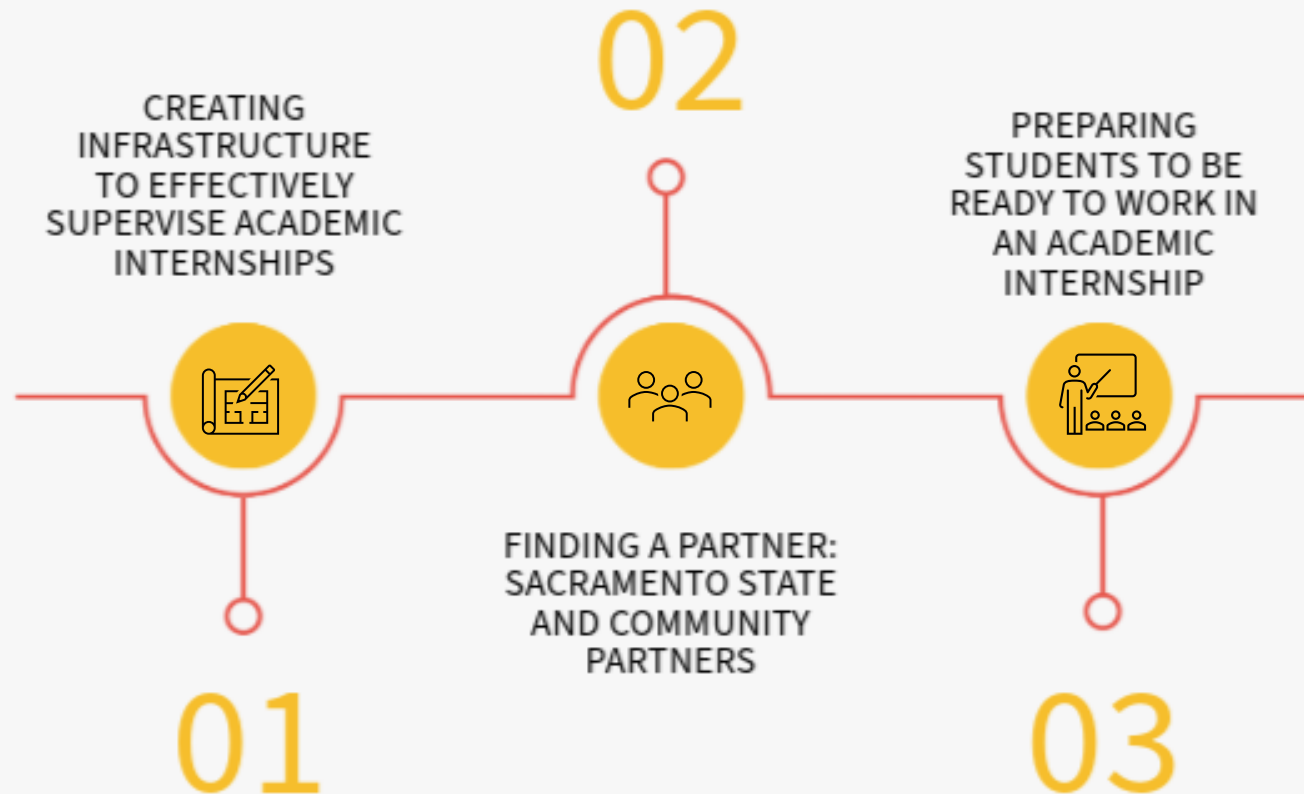


INITIATING & IMPLEMENTING ACADEMIC INTERNSHIPS



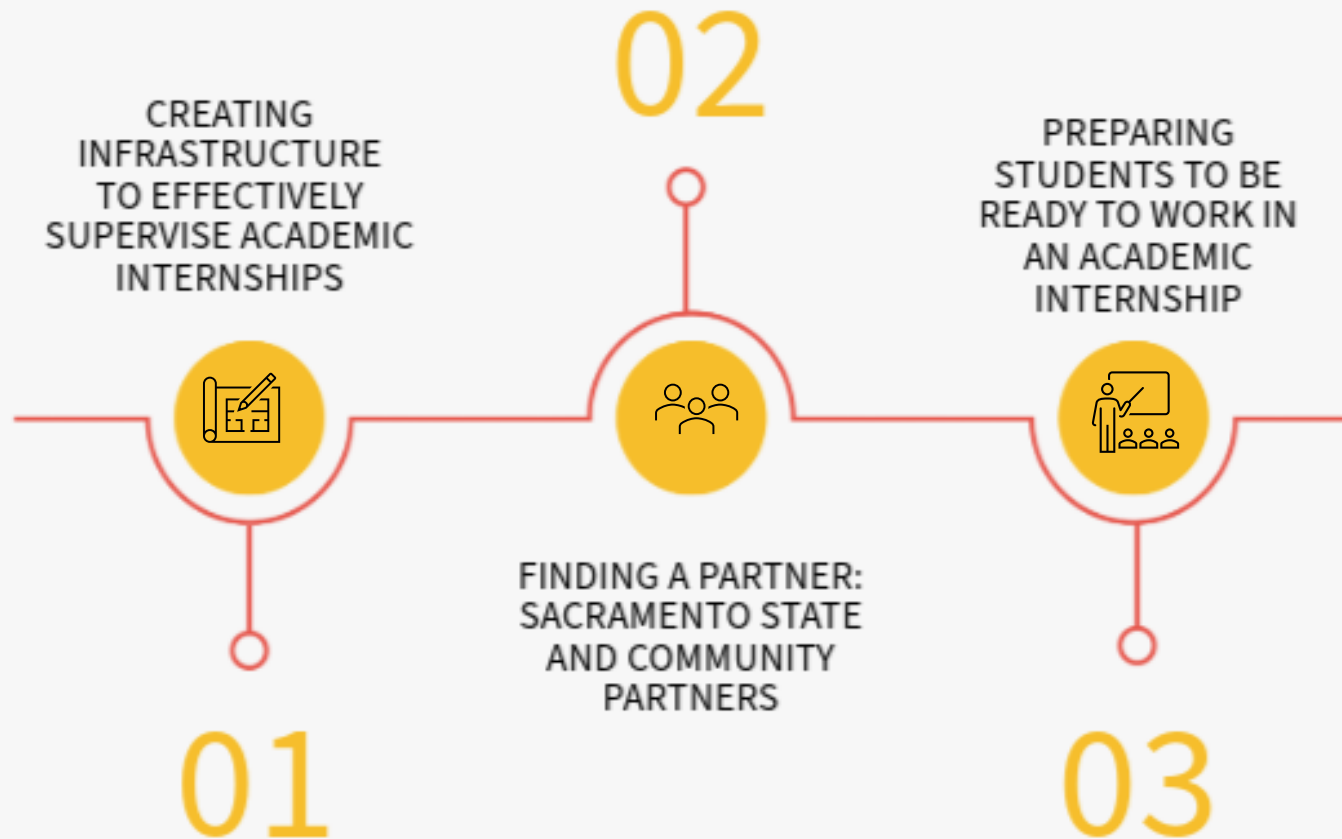
CREATING INFRASTRUCTURE TO SUPERVISE ACADEMIC INTERNSHIPS



01

- **Identify an Academic Internship Coordinator or the Department Chair** as the single point of contact between the Department or Program and the CEC and Office of Procurement and Contract Services
- **Create an internal process for students to enroll in internship courses, numbered as 195 or 295.**
 - Typically students are hand-enrolled in academic internships after they have met with the supervising faculty member.
 - Departments using other numbering for internship courses will provide guidance to students on which course to enroll in.
- Attend CEC-sponsored trainings on **CEC Connect**, a database for placing Academic Internship students and orienting them.

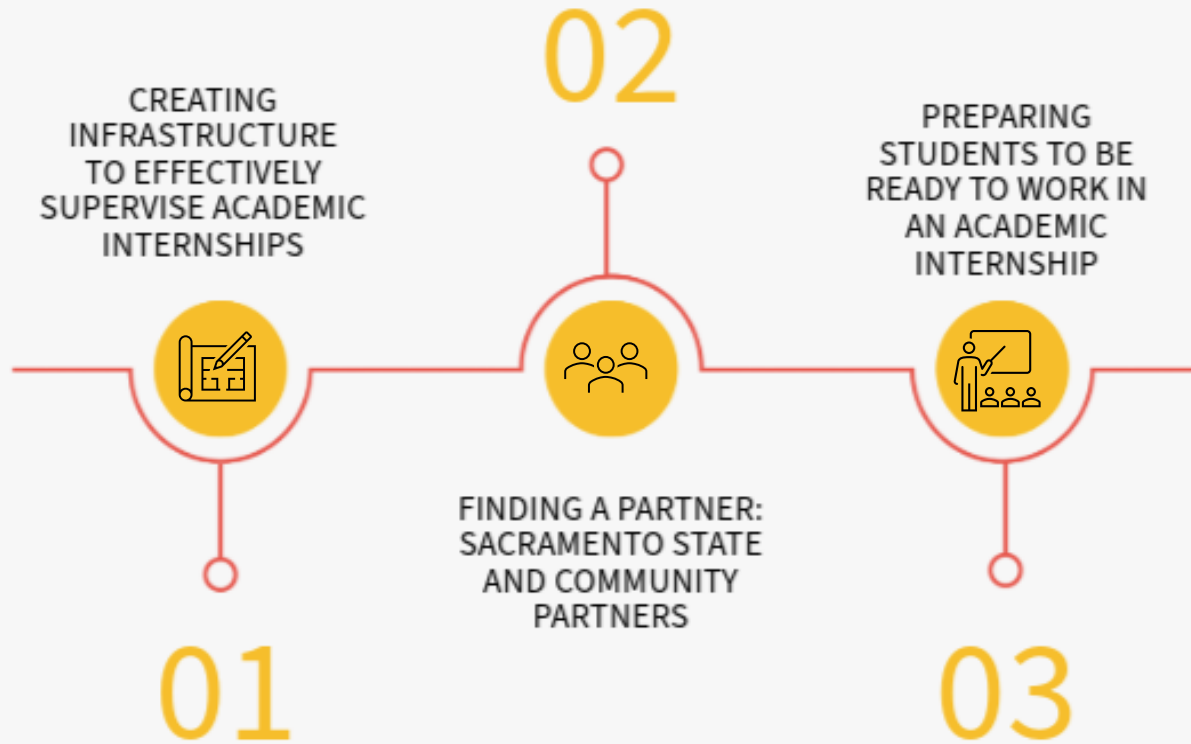
FINDING COMMUNITY PARTNERS



02

- **Search CEC Connect Community Partner List** for community partners who already have a Community Learning Agreement with Sac State.
- **Reach out to the CEC** if you need support identifying community partners related to your field.
- **Reach out to Community Organizations** who have an existing agreement to determine if they are open to having interns for the upcoming semester, what programs may be open to student interns, and who would supervise them.

PREPARING STUDENTS FOR ACADEMIC INTERNSHIPS



03

- **Meet with students** to determine their career interests and which community partners may be a good fit for their internship.
- If students are to be engaged in choosing a placement, have them **submit a resume and cover letter (email)** that they will send to the community partners of their choice. *It is helpful review these with the student prior to having them sent.*
- Once a student enrolls in an Academic Internship, **faculty need to "place" the student in CEC Connect.**
- **Students need to complete an orientation** in CEC Connect and complete a **Student Learning Agreement.**