CECConnect Instructions for Faculty

Academic Internships

Please follow the instructions below:

1. Go to CEC website: www.csus.edu/cec/

2. Click on CECconnect

3. Select “Student/Faculty Log-in”
4. Log-in with your SacLink Username and Password

5. Select “Manage Your Courses”

6. To select sites for this course, click on “Select Sites”
   a. Select site(s) by clicking on green “add 'xxx' to course”
   b. When done, scroll to top of page and click on red, “I’m done with this course. Complete process.”
7. You are now ready to place your students. To view your student roster and select their site placements, click on course name OR “view course”

8. Look to the upper right hand-column on this page
   a. First, upload your current syllabus for this course
   b. For now, ignore the blue box “place”
9. You can connect your students with various sites in 3 different ways:
   a. Add the entire group to one site
   b. Add subgroups to one site
   c. Add individuals to different sites

10. To add the entire group to one site:
    a. Click the box next to the column header titled “First Name” and click on gray box, “Place student(s)”
    b. Complete the required fields:
        i. Select the program site name
        ii. Ignore site staff for now
        iii. Expected hours of service
        iv. Dates of service (Term - Fall 20xx)
    c. Click “Next”
    d. Click “Confirm” at bottom of page
11. To add subgroups to one site:
   a. Check the box to the left of the student names
   b. Once you have selected the names of all students assigned to one site, then click on gray box “Place student(s)”
   a. Complete the required fields:
      i. Select the program site name
      ii. Ignore site staff for now
      iii. Expected hours of service
      iv. Dates of service (Term - Fall 20xx)
   b. Click “Next”
   c. Click “Confirm” at the bottom of page
12. To add an individual student to one site:
   a. Check the box to the left of the student name
   b. Once you have selected the student, then click on gray box “Place student(s)”
   a. Complete the required fields:
      i. Select the program site name
      ii. Ignore site staff for now
      iii. Expected hours of service
      iv. Dates of service (Term - Fall 20xx)
   b. Click Next"
   c. Click “Confirm” at the bottom of page
After you finish the site placements, please inform your students to complete the online orientation forms and download the student learning agreement, emergency contact form and time log before they visit the site (if applicable). Once your students login to CECconnect, they should see the following purple box ("pending tasks") indicating that they have been placed by you.

If your students do not see the “pending tasks” box, STOP. You probably did not place them at the site yet. Please login to CECconnect and repeat this process.

*Please note, you can check if your students complete the online orientation from by logging in to CECconnect.* On your course roster, there is a “Forms?” column. If you see a “yes,” they completed the forms. If you see a “no,” they still need to complete the forms as soon as possible.
<table>
<thead>
<tr>
<th>First Name</th>
<th>Last name</th>
<th>Last login</th>
<th>Completed</th>
<th>Supplemental Forms</th>
<th>Placements</th>
</tr>
</thead>
<tbody>
<tr>
<td>SecStudent-Training 2</td>
<td>Student</td>
<td>09/04/2019 - 2:38pm</td>
<td>N/A</td>
<td>N/A</td>
<td>No current placements</td>
</tr>
<tr>
<td>SecStudent-Training 1</td>
<td>Student</td>
<td>09/02/2021 - 1:10pm</td>
<td>Yes</td>
<td>N/A</td>
<td>+ Blue Line Arts</td>
</tr>
</tbody>
</table>