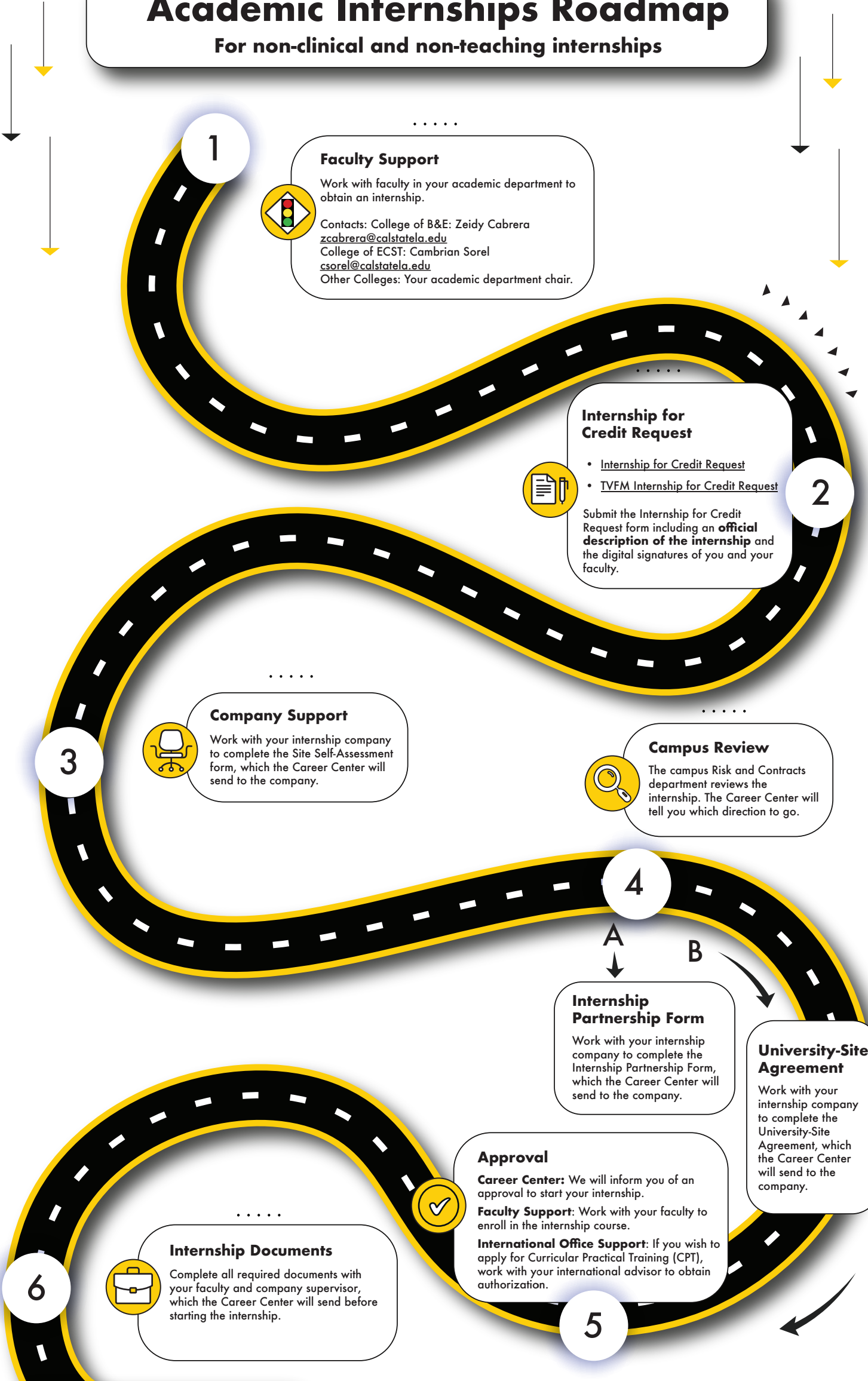


# Academic Internships Roadmap

For non-clinical and non-teaching internships



1

## Faculty Support

Work with faculty in your academic department to obtain an internship.



Contacts: College of B&E: Zeidy Cabrera  
[zcabrera@calstatela.edu](mailto:zcabrera@calstatela.edu)  
 College of ECST: Cambrian Sorel  
[csorel@calstatela.edu](mailto:csorel@calstatela.edu)  
 Other Colleges: Your academic department chair.

2

## Internship for Credit Request

- [Internship for Credit Request](#)
- [TVFM Internship for Credit Request](#)



Submit the Internship for Credit Request form including an **official description of the internship** and the digital signatures of you and your faculty.

3

## Company Support

Work with your internship company to complete the Site Self-Assessment form, which the Career Center will send to the company.



4

## Campus Review

The campus Risk and Contracts department reviews the internship. The Career Center will tell you which direction to go.



**Internship Partnership Form**  
 Work with your internship company to complete the Internship Partnership Form, which the Career Center will send to the company.

**University-Site Agreement**  
 Work with your internship company to complete the University-Site Agreement, which the Career Center will send to the company.

6

## Internship Documents

Complete all required documents with your faculty and company supervisor, which the Career Center will send before starting the internship.



5

## Approval

**Career Center:** We will inform you of an approval to start your internship.  
**Faculty Support:** Work with your faculty to enroll in the internship course.  
**International Office Support:** If you wish to apply for Curricular Practical Training (CPT), work with your international advisor to obtain authorization.

