

**Student
Internship
Program
Guide**



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ABOUT THE PROGRAM

Internships at the State of California are unpaid positions providing students with practical experience. The department can offer internships to students as volunteers or for academic credit. Departments employ interns during the school year and also in the summer. Students can earn work experience by participating in an internship.

Interning in a field of choice will stand out on a student's resume and help them with their job search after graduation. Participating interns gain on-the-job training that integrates education, career development and public service, while agencies hosting interns benefit from the contributions of creative and innovative students.

Everyone a student meets during the course of their internship is now a contact. These people can help guide their career path as they make their way into the business world. These people know other people in the industry as well and can provide introductions. The fellow interns they meet may also become great contacts in the future.

All students should explore the possibility of earning academic credit through their schools.

Unpaid Internship

According to the U.S. Department of Labor's standards listed below, those who qualify as trainees/interns do not have to receive pay if all six criteria are met.

1. Interns cannot displace regular employees.
2. Interns are not guaranteed a job at the end of the internship (though you may decide to hire them at the conclusion of the experience).
3. If the employer and the interns understand that the interns are not entitled to wages during the internship period.
4. Interns must receive training from your company, even if it somewhat impedes the work of your organization.
5. Interns must get hands-on experience with equipment and processes used in your industry.
6. Interns' training must primarily benefit them, not the company.

Why Provide Internships?

Internships allow students the opportunity to apply their knowledge and skills in a professional setting while still in school.

Internships offer carefully planned and monitored work experience with the goal being to gain additional knowledge from on the job exposure.

Internships may also be part of an educational program in which students can earn academic credits from their college. Internships may be arranged independently from the curriculum in which students would gain work experience only.

Benefits to Department

- Immediate assistance to support projects
- Students will provide new ideas and viewpoints
- Salary Savings = No cost to department
- Effective public relations ambassadors for department; Recruitment and Workforce Planning
- Department/University ties are strengthened and communication is improved
- Permanent State employees can be relieved from performing minor or routine tasks allowing them to perform higher priority work
- Students energize a workplace with their enthusiasm and desire to learn

Benefits to Students

- Career related experience
- Gains practical knowledge
- Opportunity to explore career avenues
- Valuable work experience for their resumes
- Potential to earn academic credit
- Increased self-confidence
- Enhances conventional classroom learning methods
- Letter of recommendation from departments supervisor
- Obtain references from co-workers

Departments, Divisions, and District Offices

Student opportunities may exist throughout the state. All departments, divisions, and district offices will work with the Internship coordinator to request a student intern. All offices must provide a duty statement for the internship. District offices must also provide a local contact. The coordinator will inform offices of student interest. District offices will contact students directly if they want to interview them.

INTERNSHIP COORDINATOR

The Internship coordinator will:

- Conduct on-campus recruiting to ensure students are aware that the department is offering internship opportunities
- Advertise the department's recruitment opportunities
- Coordinate the recruiting and screening of year-round intern applicants
- Assist in the selection of interns
- Promote internship opportunities within the department
- Serve as the contact regarding the department's internships
- Review and revise the department's internship procedures as needed
- Serve as a liaison between intern supervisors and colleges

INTERNS

Internships allow students the opportunity to apply their knowledge and skills in a professional setting while still in school.

Internships offer carefully planned and monitored work experience with the goal being to gain additional knowledge from on the job exposure.

Internships may also be part of an educational program in which students can earn academic credits from their college. Internships may be arranged independently from the curriculum in which students would gain work experience only.

How to Begin

Interns should:

- 1) Analyze their skills, values and interests to determine the location and working environment desired.
- 2) Check with their department for college/department qualifications and requirements on academic credit.
- 3) Prepare a resume and cover letter and have them critiqued at their career center.
- 4) Network with alumni, college professors, friends, and family.

How to Apply

Internships are advertised on a department's website, at Student Internship Positions. Please follow the directions on each individual internship flyer.

Responsibilities

Interns should:

- Adhere to agency policies, procedures, and rules governing professional behavior.
- Be punctual, and work the required number of hours at times agreed to by the intern and their supervisor.
- Notify their supervisor if they are unable to attend as planned.
- Behave and dress appropriately to the particular workplace.
- Respect the confidentiality of the workplace, its clients and its employees.
- If things are slow, take the initiative and volunteer for different tasks or other work.
- Discuss any problems with their supervisor and, if necessary, with the Internship coordinator at the department.

Intern Rights

The department extends worker's compensation coverage to volunteers; further information can be obtained from the Worker's Compensation Section, Human Resources Division. Unpaid interns have the same legal rights as State employees in regards to protection against discrimination and harassment. **However**, interns do not have the same rights as State employees in the realms of unemployment compensation or termination procedures.

Internship Completion

At the end of the internship:

- The intern supervisor will provide the student with a letter of recommendation.

- The student Intern will evaluate the overall internship experience. The evaluation form must be returned to the internship coordinator.

SUPERVISING AN INTERN

An intern must have a designated site supervisor who is responsible for providing orientation and supervision. This should be someone who will be available to the student on a regular basis, and who possesses expertise in the area in which the intern will work. Even if the intern will rotate through various departments in order to gain broad-based experience, there still should be a single overall supervisor who oversees the internship as a whole. When choosing a supervisor, it is important to choose someone who is interested in working with college students; has the time to invest in the internship, especially during the first few weeks; and possesses qualities such as leadership, strong communication skills, and patience.

Because an internship is defined as a learning experience, proper supervision of the intern is essential. The supervisor serves as a teacher, mentor, critic, and boss. Ongoing supervision of the student intern is the key to the success of the internship. This is especially true for students who do not have extensive work experience. Acknowledging and identifying the different expectations between the workplace and school can help interns make a successful transition to the world of work.

An effective method of intern supervision is to have a set time (bi-weekly is recommended) to meet with the intern to review progress on projects, touch base, and provide feedback. Some supervisors do this over lunch; others choose a more formal setting.

The supervisor will oversee and assign the student intern's work. Supervisors will need to monitor the intern's time and submit an intern evaluation form provided by the intern's college for those receiving academic credit. The intern supervisor will also provide the student with a letter of recommendation.

How to Begin

To determine if an intern is the right choice for your department, ask yourself the following questions:

- Do you have a specific project or assignment that will provide a quality working and learning opportunity for an intern?
- Can you commit time to develop a student, promote community goodwill, and offer insight into your organization?
- Can you benefit from the latest technology, perspectives, and relevant skills being used in our schools?
- Do you want to help mold the future of California's talent?

If you answered yes to all of these questions then you are ready to support an intern!

Hiring an Intern

Step 1: Determine if an intern is right for your agency (see questions above)?

Step 2: Determine the best time to hire an intern using the table below.

Intern Start Date	Recruiting Time Frame
Summer: starting May/June	March – May
Spring: starting January/February	November – January
Fall: starting August/September	June – August

Step 3: Determine the scope of work or project/assignment the intern will be working on. Complete the [Intern Proposal Form](#) and attach a Duty Statement for the intern position. Submit documents to the internship coordinator.

Step 4: Prior to internship employment, the hiring department division shall verify the employment eligibility and identity of all employees hired to work:

- Reference check
- Background check (if required)

Student Work Schedules

Unpaid internships are available during the winter, spring, summer and fall semesters/quarters. Work schedules will be flexible depending upon individual office requirements and whether or not the student is interning for: credit (academic credit is obtained by fulfilling the college's predetermined number of hours). Applicants should be able to work a minimum of 5-25 hours per week.

Training

Training is as important as supervision. Establish a training program that will give the intern a clear understanding of what is expected, and include information about the duties that will be supervised and evaluated. Refer to the internship duty statement.

Each office will designate a supervisor to oversee and assign the student intern's work. Discuss the following with your intern:

- What will the specific duties/responsibilities of the intern be
- How will you provide the intern with regular feedback, guidance, and support
- What training will the intern receive (if applicable)
- What will the intern need to do if they will be absent from work

Orientation

Establish goals and objectives, and clarify these goals and objectives before the intern begins working. Some interns need more guidance than others, and many factors must be taken into consideration. Consider the intern's cultural background, disabilities, learning style and experience. Evaluate his or her level of maturity and confidence. Is the intern a critical thinker or a creative problem-solver?

Plan to include the following in your orientation:

- **Information about the organization.** Office interns at the State of California will review documents that are important for them to understand the big picture. If available, include an organizational chart that explains various roles and responsibilities of employees.
- **Structure.** Interns might not be familiar with formal workplace procedures (e.g., attendance policies, break times, days off). Make sure to clarify relevant policies and procedures to interns on their first day.
- **Introductions.** Take time in the beginning of the internship to introduce the intern to the people in your program. Allow more time for conversation with those employees who are likely to interact with the intern on a regular basis. Some interns, based on personality or culture, may be reluctant to seek out co-workers on their own. By making a special effort to encourage those contacts early on, interns will feel more comfortable asking for advice or support later.

Ongoing Training

Interns, as students, appreciate any opportunity to learn new skills or increase their knowledge. Developing a plan for training throughout the internship will keep students interested in the position and ready to tackle new challenges. Ongoing training may include the following:

- **Skill development.** There may be a need for training in specific skills such as computer programs, office equipment, or other tasks directly related to the job. Even bright students with great potential will struggle if they are not instructed in the specifics related to successful completion of duties.
- **Shadowing.** Allow interns to participate in activities and meetings. Interns may have leadership potential but not understand the culture of your organization. They will rely on their supervisor to educate them.
- **Questions.** Interns might not know when to speak or how or what to ask. Assist them in actively learning by explaining and clarifying everything. Suggest and encourage questions at appropriate times.

- **Professional conferences or association meetings.** If possible, offer interns the opportunity to attend training or networking events. It helps interns to get a feel for the overall mission of your organization, and at the same time make them feel that they are valued.

Mentoring

A mentor is a counselor, guide, tutor, or coach. Valuable internship experiences not only include effective supervision, but also, a large component of mentoring. Most interns seek out internships in order to develop their own career goals.

Mentors help guide students through their experience. This may mean allowing or encouraging the student to participate in events that may not normally be open to entry-level professionals, such as certain staff meetings, client consultations, or other work-related events. Even though these events may not be directly tied to the intern's specific job duties, they will help provide a broad overview of your business or organization.

A mentoring relationship is valuable for both the intern and the professional. The intern has the opportunity to consider his or her experience. The mentor can pass on a wealth of experience and knowledge, and benefits from a fresh viewpoint and new ways of thinking.

Evaluations

Evaluation is important to an intern's development and is an opportunity to identify strengths and weaknesses. It is helpful if supervisors evaluate throughout the entire internship, not just at the end. The evaluation should be planned as a learning experience and an opportunity for two-sided feedback.

Regularly scheduled evaluations help avoid common problems with internships, including miscommunication, misunderstanding of job roles, and lack of specific goals and objectives. You may find it helpful to schedule a preliminary evaluation early in the internship (in the second or third week). This will help you understand whether the intern's orientation and training was sufficient or if there are specific areas in which the intern has questions or needs further training.

Criteria to consider when evaluating an intern:

- Progress towards or accomplishment of learning objectives as stated in the learning agreement.
- Skill development or job knowledge gained over the course of the internship.

- Overall contribution to the mission of the organization.
- Dependability, punctuality, attendance.
- Relations with others, overall attitude.
- Potential in the field.

The student will also evaluate the internship experience, which is important in determining the value of the work experience for future interns. Categories might include:

- Was there educational value or merit in the assignment?
- Did the position live up to its initial description?
- Was the supervisor receptive to your ideas?
- Does the experience relate to your major or career goals?
- Did you receive a proper job orientation?
- Was the supervisor willing and/or capable of answering questions?
- Did you develop good work habits?

Internship Completion

An internship should have a clearly stated end date that is identified before the internship begins. Completing a formal evaluation process such as the one described above can help both the site supervisor and the intern bring closure to the experience. A letter of recommendation from the Intern supervisor shall be given to the intern on the last day of work.

You also may want to have some form of acknowledgment such as a lunch with co-workers in the final week of the internship. Because co-workers often have extensive contact with interns, this type of event can be a positive way to recognize the contribution of other employees as well as the intern.

At the end of the internship, the intern supervisor will:

- Provide the student with a letter of recommendation.
- Complete college/university evaluation to assess the intern's progress and skill development (if applicable).

- Evaluate the overall internship experience. This feedback is not only essential for making necessary program improvements, but also for recognizing those departments that provide outstanding learning opportunities. The evaluation form must be returned to the internship coordinator.

INTERN CHECKLIST

Once Hired

- ❖ Complete all necessary forms needed for “new” employee
- ❖ Determine training needed
- ❖ Orientate intern with the department
 - Information about organization
 - Structure
 - Introductions to staff
 - Inform intern of staff meetings, work-related events, etc
 - Give intern the tools to do the job: desk, computer, chair, etc.
 - Tour of department, division, unit
 - Where do they go for help or if there is a problem
 - Calling in sick, etc.
- ❖ Supervision
 - Determine how often you will meet with the intern (recommend weekly or bi-weekly)
 - Must be regular
 - Must be reciprocal
- ❖ Encourage good work habits from the intern (make clear expectations)
- ❖ Continue to identify training needs
- ❖ Revisit learning agreement as needed

Successful Internships

Discuss the following with your intern:

- ❖ What will the specific duties/responsibilities of the intern be
- ❖ What are your (supervisors) responsibilities during the internship
- ❖ How will you provide the intern with regular feedback, guidance and support
- ❖ What training will the intern receive (if applicable)
- ❖ How (and when) will the intern be evaluated
- ❖ What will the intern need to do if they will be absent from work
 - if they are sick who do they need to notify, how and when

During the regular student/supervisor meetings, as well as with the mid and final evaluations, you should discuss with the intern:

- ❖ How well they are meeting the goals/responsibilities
- ❖ How they are doing developing professional skills related to the field
- ❖ Areas they need to improve on
- ❖ Suggestions for ways to improve (further training, specific courses, etc.)
- ❖ Overall performance
- ❖ Other issues that may need to be addressed

Evaluations

Evaluations are an essential part of any internship. An evaluation helps the intern to acknowledge work strengths and areas for improvement. For supervisors, evaluations are helpful in evaluating the internship as well as identifying areas where there could be improvement or modification.

- ❖ Mid/Final internship evaluations
 - Reviewed between student/supervisor
 - Two-sided feedback
 - Student evaluation
 - Supervisor evaluation
 - Will be used to collect data on internship program & identify areas for improvement, etc.
 - Evaluation required if student receiving academic credit
 - Will be used for student portfolios
 - Show evaluations during job interview

Before student leaves

Before the internship is complete there are a few things you will need to go over with your intern:

- ❖ Write a letter of recommendation
- ❖ Finish any evaluations required
- ❖ Make sure the intern returns any department property
- ❖ Have intern leave contact information (if you think they may be someone you would want to contact about upcoming positions)

- ❖ Make sure intern keeps up the momentum (they should not slack off the last couple of weeks)
- ❖ Say “Thank You”

NOTE: Students and supervisors may contact the internship coordinator at any time during an internship to discuss any issues that may arise.

Internship Coordinator Name:

Email:

Department Name:

Department Address:

City, State, Zip Code

Office Phone:

Fax:

PROCESS TO OBTAIN A STUDENT INTERN

Step	Who	Does What
1	Department, division, or district office (Program)	Needs a student intern
2	Program	Completes <ul style="list-style-type: none"> • Internship Proposal Form, and • Student Intern Duty Statement
3	Program	Submits proposal to Internship Coordinator
4	Internship Coordinator	Composes internship position flyer <ul style="list-style-type: none"> • For college's career centers, and • State department public website
5	Internship Coordinator	Sends flyer to college career center to post
6	Internship Coordinator	Posts student intern position information on state department public website
7	Internship Coordinator	Receives all student resumes for tracking purposes
8	Internship Coordinator	Distributes resumes to program
9*	Program	Reviews resumes and selects who they will interview
10	Program	Conducts <ul style="list-style-type: none"> • Interviews • Reference check • Background check (if required by program)
11	Program	Chooses <ul style="list-style-type: none"> • student to hire, and offers internship
12	Program	Notifies Internship Coordinator of intern hire, provides student name, start and end date.
13	Internship Coordinator	Closes job announcement <ul style="list-style-type: none"> • On state department public website, and • Notifies colleges to withdraw internship advertising
14**	Student	Will arrange academic credit with college
15**	College	Will provide a form that the state department intern supervisor must sign, concurring that this student is interning a certain number of hours at the state department
16	Departments Supervisor	Has intern completed all necessary new hire forms (same as new state employee)
17**	Departments Supervisor	Tracks student time to submit to <ul style="list-style-type: none"> • Internship Coordinator, and • College
18	Student & Supervisor	Each will complete an evaluation of the internship and submit to Internship Coordinator.
19	Department Supervisor	Writes letter of recommendation for student at end of internship

*Upon request, the Internship Coordinator will assist prospective employers.

**Only if student is pursuing academic credit.

FREQUENTLY ASKED QUESTIONS

Intern FAQ:

Why should I look at an internship?

Internships allow students the opportunity to apply their knowledge and skills in a professional setting while still in school. Students will gain valuable work experience and the opportunity to explore career avenues.

How do I find an internship?

The department advertises their intern positions at local colleges and on their web site.

How do I earn academic credit for my internship?

Academic credit varies by college. Please contact your academic advisor at school for information on earning academic credit.

Is my internship paid?

At this time, there are no paid positions available. The department will provide internships to students as volunteers or for academic credit.

What happens at the end of my internship?

You will receive a letter of recommendation from your internship supervisor. You will also have an opportunity to evaluate the department's internship program.

Will I be considered for employment?

The internship coordinator will direct you to search for job recruitments (examinations) at www.jobs.ca.gov. You are encouraged to view the site.

Supervisor FAQ:

How do I request an intern?

Complete The Internship Proposal Form and a Duty Statement. Forward forms to the internship coordinator.

Interview interns the same way you would anyone applying for a permanent job. Check references, ask for school transcripts and hold competitive interviews so applicants know you mean business.

Upon request, the Internship Coordinator will assist prospective employers in selecting and interviewing students.

How long can I keep my intern?

An internship is typically a semester long experience but may last for the full year, or conducted during spring and summer. Much of the "when and for how long" depends

on the arrangements made between you and the student. Department can advertise the student internship to last for one semester, two semesters or for an entire year.

How does the student benefit with an unpaid internship?

The department internship program is to provide students with education experience that will bridge the gap between their classroom learning and intended career.

How do I prepare for my intern?

Complete all necessary forms. Orientate the intern to the department. Discuss duties, responsibilities and training. Be sure to have a proper work station with office supplies for the intern.

What if I have a “problem” intern?

Sometimes the department and the intern, or the experience and the intern are not a good fit. Interns do not have the same rights as California State employees in the realms of unemployment compensation or termination procedures. Decide whether the mistake deserves a second chance. If not, counsel the student on why the internship has come to an end and notify the Internship Coordinator immediately.

CONTACT

Dept Name
Division
Street Address
City, State, Zip Code

Internship Coordinator Name
Internship Coordinator
Phone Number
Email address



Internship Proposal Form

Offices interested in hiring an intern should complete this form.

If you have questions, please refer to the Student Internships web site or contact the Internship Coordinator

Date:		
Department:		
Division:		
Site Intern Supervisor Name:		Site Intern Supervisor Title:
Site Intern Supervisor Phone:	Site Intern Supervisor Fax:	Site Intern Supervisor E-Mail
Site Intern Supervisor Mailing Address:		Office Location:
Internship Job Title:		Number of intern positions available for this job title:
Intern hours per week:		Requested Start Date:

Approval Signatures:

Site Intern Supervisor/Manager Date

Position Description: The following information will be used to create a position description that will be posted on the program’s website and distributed to educational institutions. Please be as concise and specific as possible. Students will apply for internships based on this information. **Reminder: Programs will need to work with a college student’s school schedule.**

ATTACH DUTY STATEMENT

It is understood that all academic credit is to be arranged by the Intern and the educational institution prior to the start of the internship. The educational institution assumes the collateral responsibility with the department’s Internship Coordinator to see that the Intern fulfills the terms of the Agreement.



INTERN ATTENDANCE AGREEMENT

When running more than 15 minutes late, please call your assigned supervisor.
Excellent attendance is an expectation of all employees. When you need to be absent or if you need to modify your schedule, please notify your supervisor as soon as possible.

Start Date	
End Date	
Total Hours Per Week	
Work schedule	

Intern Signature

Date

Supervisor Signature

Date

*Please provide a copy to the intern. Keep a copy for your records and return the completed form to
The department's Internship Coordinator*

Form to be completed by Intern



Student Intern Evaluation for the State of California

Print all information clearly!

Department/Division _____ / _____ Date _____

Intern's Name _____

Semester of Internship: Fall Spring Summer Year: _____

Intern's Supervisor _____

What resources did you use to find your internship? (Check all that apply)

- Career Services Office/Internship Coordinator
 Faculty
 Internet Site
 Family Friend
 Other: _____

This evaluation is completed by the student. The report is confidential and will not be shared with your internship site.

Please rate the following aspects of your Internship placement on the basis of this scale:

- Excellent (Consistently exceeds expectations)
 Good (Sometimes exceeds expectations)
 Average (Meets expectation)
 Poor (Rarely meets expectations)
 N/A Not Applicable (Not applicable to this internship experience)

Select **one** evaluation level for each area by marking an "X" under the level that represents the internship.

	Excellent	Good	Average	Poor	N/A
Work experience relates to my area of study					
Adequacy of employer supervision					
Helpfulness of supervisor					
Acceptance by fellow workers					
Opportunity to use my training					
Opportunity to develop my human relations skills					
Provided levels of responsibility consistent with my ability and growth					
Opportunity to develop communication skills					
Opportunity to develop my creativity					
Cooperativeness of fellow workers					
Opportunity to problem solve					
Opportunity to develop critical thinking skills					
Provided orientation to the organization					
Attempt to offer feedback on my progress and abilities					
Effort to make it a learning experience for me					
Gave me a realistic preview of my field of interest					



Supervisor Evaluation of Student Internship

Print all information clearly!

Intern's Name _____ Date _____

Intern's Supervisor _____

Department/Division _____ / _____

This internship started on (date) _____ and was completed on (date) _____

Do you permit the student to receive a copy of this evaluation? Yes ___ No ___

- Excellent (Always demonstrates this ability/consistently exceeds expectations)
- Good (Usually demonstrates this ability/sometimes exceeds expectations)
- Average (Sometimes demonstrates this ability/meets expectation)
- Poor (Seldom demonstrates this ability/rarely meets expectations)
- N/A Not Applicable (Not applicable to this internship experience)

Evaluation of personal qualities of the intern observed during the internship. Select **one** evaluation level for each area by marking an "X" under the level that represents the intern's performance.

	Excellent	Good	Average	Poor	N/A
Ability to learn					
Observes and/or pays attention to others					
Asks pertinent and purposeful questions					
Seeks out and utilizes appropriate resources					
Accepts responsibility for mistakes and learns from experiences					
Open to new experiences; takes appropriate risks					
Reading/Writing/Computation Skills					
Reads/comprehends/follows written materials					
Communicates ideas and concepts clearly in writing					
Works with mathematical procedures appropriate to the job					
Attention to accuracy and detail					
Listening & Oral Communication Skills					
Listens to others in an active and attentive manner					
Comprehends and follows verbal instructions					
Effectively participates in meetings or group settings					
Demonstrates effective verbal communication skills					
Creative Thinking & Problem Solving Skills					
Seeks to comprehend and understand the "big picture"					
Breaks down complex tasks/problems into manageable pieces					
Brainstorms/develops options and ideas					
Respects input and ideas from other sources and people					
Demonstrates an analytical capacity					
Interpersonal & Teamwork Skills					
Relates to co-workers effectively					
Manages and resolves conflict to a team atmosphere					
Supports and contributes to a team atmosphere					
Controls emotions in a manner appropriate for work					

HIRED STUDENT INTERNS (insert year)

START PROGRAM SUPERVISOR TITLE STUDENT NAME COLLEGE END

INTERNSHIP CONTACT

Intern Name Unit Appointed to Converse by Contact Miscellaneous

ACCOUNTING INTERN (for specific unit/division)

LAST NAME FIRST NAME COLLEGE EMAIL PHONE HIRED

Information for Supervisor to keep on file.

Prior to internship employment, the hiring department's division shall conduct:

- **Reference check**
 - **Background check (if required by hiring program)**
-

- ❖ Employee Information Card
- ❖ Confidentiality Statement
- ❖ Computer Equipment-Written Policy Declaration
- ❖ Statement of Activities that are Inconsistent, Incompatible or in Conflict with Duties as an Employee of the State of California
- ❖ Ethics - Guideline for Professional Conduct Pamphlet Declaration
- ❖ Safety - Acknowledgement of Receipt and Review of Code of Safety Practices
- ❖ Misc. - Complete all necessary new hire forms (same as new department state employee)



Student Internship Positions

Applications are being accepted for the following Student Internships. Click on each listing for more information. List all of the classes and place the links on your department and the State Personnel Board website.

[HOW TO APPLY](#)

2 Year Colleges

Regional College Listing – Northern

Butte College

http://www.butte.edu/business/getting_involved/internships.html

Username:

Password:

Feather River College

<http://www.internshipprograms.com/Pages/Employers/Profile/Registration.aspx>

Username:

Password:

Lassen College

http://www.lassencollege.edu/enrollment_work-study.html

Username:

Password:

American River College

<https://wexp.losrios.edu/>

Username:

Password:

Cosumnes River College

<https://wexp.losrios.edu/default.asp>

Username:

Password:

Folsom Lake College

<https://wexp.losrios.edu/default.asp>

Username:

Password:

Sacramento City College

<http://web.scc.losrios.edu/workexperience/>

Username:

Password:

Mendocino College

http://www.mendocino.edu/tc/pg/114/for_employers.html

Username:

Password:

Napa Valley College

<http://www.napavalley.edu/StudentServices/CareerCenter/Pages/ServicesEmployers.aspx>

Username:

Password:

Redwoods, College of the

<http://www.redwoods.edu/eureka/careercenter/career.asp>

Username:

Password:

Shasta College

<http://www.shastacollege.edu/cms.aspx?id=3778>

Username:

Password:

Sierra College

<http://www.sierracollege.edu/StudentServices/careerConn/internship.html>

Username:

Password:

Siskiyou, College of the

<http://www.siskiyou.edu/counseling/career/>

Username:

Password:

Solano Community College

<http://www.solano.edu/counseling/career/employment.htm>

Username:

Password:

Santa Rosa Junior College

http://www.santarosa.edu/for_students/student_resources/career-center/career-fair/invitation-toemployers.shtml

Username:

Password:

Yuba College

<http://www.yccd.edu/calworks/employers.html>

Username:

Password:

Regional College Listing - Central

Gavilan College

<http://www.gavilan.edu/transferctr/index.html>

Username:

Password:

Hartnell College

<https://www.hartnell.edu/students/careers/cwee/>

Username:

Password:

Lake Tahoe Community College

<http://www.ltcc.edu/student-services.asp>

Username:

Password:

Merced College

<http://www.mccd.edu/career/default.aspx>

Username:

Password:

Monterey Peninsula College

<http://www.mpc.edu/student-services/jobplacement/Pages/default.aspx>

Username:

Password:

San Joaquin Delta College

<http://www.deltacollege.edu/dept/worknet/employerservices.html>

Username:

Password:

Sequoias, College of the

http://www.cos.edu/view_page.asp?nodeid=2069&parentid=1293&moduleid=1

Username:

Password:

Fresno City College

<http://www.fresnocitycollege.edu/index.aspx?page=342>

Username:

Password:

Reedley College

<http://www.reedleycollege.edu/index.aspx?page=1154>

Username:

Password:

West Hills College

http://www.westhillscollge.com/lemoore/students/student_services/career_center/student_services.asp

Username:

Password:

West Hills College Coalinga

http://www.westhillscollge.com/coalinga/students/student_services/counseling/career_center.asp

Username:

Password:

West Hills College Lemoore

http://www.westhillscollge.com/lemoore/students/student_services/career_center/employers.htm

Username:

Password:

Taft College

<http://www.collegecentral.com/taftcollege/Employer.cfm>

Username:

Password:

Columbia College

<http://www.gocolumbia.edu/jobs/jobs.aspx>

Username:

Password:

Modesto Junior College

http://www.mjc.edu/current/student_services/paying/employment/postjobs.html

Username:

Password:

Regional College Listing - Bay Area

Cabrillo College

<http://www.cabrillo.edu/services/jobs/v-oppo.html>

Username:

Password:

Chabot College

<http://www.chabotcollege.edu/counseling/TECS/EmploymentServices.asp>

Username:

Password:

Las Positas College

<http://www.laspositascollege.edu/employmentcenter/internships.php>

Username:

Password:

Contra Costa College

<http://coast.contracosta.edu/studentservices/jobs/employers/Shared%20Documents/default.aspx>

Username:

Password:

Diablo Valley College

<http://www.dvc.edu/org/departments/career-employment/for-employers/post-employers.htm>

Username:

Password:

Los Medanos College

<http://www.losmedanos.edu/studentservices/job/emp.html>

Username:

Password:

DeAnza College

<http://www.deanza.edu/careercenter/employer.html>

Username:

Password:

Foothill College

<http://www.foothill.edu/internships/superginfo.php>

Username:

Password:

Marin, College of

<http://www.marin.edu/StudentServices/JobPlacement/index.htm>

Username:

Password:

Ohlone College

<http://www.ohlone.edu/org/career/employerservices.html>

Username:

Password:

Alameda, College of

<http://www.peralta.cc.ca.us/apps/pub.asp?Q=53>

Username:

Password:

Laney College

<http://www.laney.peralta.edu/apps/comm.asp?Q=30018>

Username:

Password:

Merritt College

<http://www.merritt.edu/apps/comm.asp?Q=40046>

Username:

Password:

Berkeley City College

<http://berkeley.peralta.edu/apps/comm.asp?Q=10511>

Username:

Password:

San Francisco, City College of

<http://www.ccsf.edu/NEW/ccsf/en/student-services/student-counseling/career-development-and-placement-center/career-conection.html>

Username:

Password:

Evergreen Valley College

http://www.evc.edu/transfer_center/

Username:

Password:

San Jose City College

<http://www.sjcc.edu/Acad/special/we.html>

Username:

Password:

Canada College

<http://www.canadacollege.edu/student/counselingcenter.html>

Username:

Password:

San Mateo, College of

<http://collegeofsanmateo.edu/career/jobs.asp>

Username:

Password:

Skyline College

<http://www.skylinecollege.edu/general/careercenter/postJobsOnline.html>

Username:

Password:

Mission College

http://www.missioncollege.org/student_services/internship/sponsor.html

Username:

Password:

West Valley College

<http://www.westvalley.edu/careers/jobplacement/>

Username:

Password:

Regional College Listing - Southern

Allan Hancock College

<http://www.hancockcollege.edu/Default.asp?Page=91>

Username:

Password:

Antelope Valley College

<http://www.avc.edu/studentervices/career/contactus.html>

Username:

Password:

Barstow College

<http://www.barstow.edu/contact.asp>

Username:

Password:

Cerritos College

<http://cms.cerritos.edu/job-placement/employer-services>

Username:

Password:

Chaffey College

<http://www.chaffey.edu/cooped/endoftermprojects.shtml>

Username:

Password:

Citrus College

<http://www.citruscollege.edu/stdntsrv/ses/ContactInformation/Pages/default.aspx>

Username:

Password:

Coastline Community College

<http://www.coastline.edu/page.cfm?LinkID=1140>

Username:

Password:

Golden West College

<http://www.goldenwestcollege.edu/careeremployment/employerhm.html>

Username:

Password:

Orange Coast College

http://www.orangecoastcollege.edu/academics/career_services/internship_academy/

Username:

Password:

Copper Mountain College

http://www.cmccd.edu/One-Stop_Services_of_Job_Seekers

Username:

Password:

Desert, College of the

<http://www.collegeofthedesert.edu/students/ss/ap/WorkExperience/Pages/Internships.aspx>

Username:

Password:

El Camino College

<http://www.elcamino.edu/student-services/sjpc/employers.asp>

Username:

Password:

Compton Community Educational Center

<http://www.compton.edu/student-services/support-services/job-placement-career-center/index.aspx>

Username:

Password:

Glendale Community College

<http://www.glendale.edu/index.aspx?page=151>

Username:

Password:

Cuyamaca College

<http://www.collegecentral.com/cuyamaca/Employer.cfm>

Username:

Password:

Grossmont College

<http://www.grossmont.edu/student-temp-services/job-placement/default.asp>

Username:

Password:

Imperial Valley College

<http://www.imperial.edu/index.php?pid=2357>

Username:

Password:

Bakersfield College

<http://www2.bakersfieldcollege.edu/counseling/careercenter/occupations.html>

Username:

Password:

Cerro Coso Community College

<http://www.cerrocoso.edu/student-services/career-center/>

Username:

Password:

Porterville College

<http://www.portervillecollege.edu/CalWORKs/temp.htm>

Username:

Password:

Long Beach City College

<http://careers.lbcc.edu/students/Internship.cfm>

Username:

Password:

East Los Angeles College

<http://www.elac.edu/student-services/jobplacement/employer.htm>

Username:

Password:

Los Angeles City College

<http://www.lacitycollege.edu/services/career/jobdevelopment.html>

Username:

Password:

Los Angeles Harbor College

<http://www.lahc.edu/jobplacement.html>

Username:

Password:

Los Angeles Mission College

http://www.laccd.edu/student_information/e7_internships/

Username:

Password:

Los Angeles Pierce College

<http://info.piercecollege.edu/offices/jobcenter/>

Username:

Password:

Los Angeles Southwest College

<http://www.lasc.edu/students/career-vocational-study/careerservicescenter.html>

Username:

Password:

Los Angeles Trade-Tech College

<http://college.lattc.edu/employment/>

Username:

Password:

Los Angeles Valley College

<http://www.lavc.edu/student-services/transfer/resources.html>

Username:

Password:

West Los Angeles College

http://www.laccd.edu/student_information/e7_internships/

Username:

Password:

Mt. San Jacinto College

<http://www.msjc.edu/apps/Pub.asp?Q=1913>

Username:

Password:

Cypress College

<http://www.cypresscollege.edu/academics/specialPrograms/InternshipProgram>

Username:

Password:

Fullerton College

<http://careercenter.fullcoll.edu/>

Username:

Password:

Palo Verde College

<http://www.paloverde.edu/index.php?module=ContentExpress&func=display&ceid=19&meid=-1>

Username:

Password:

Palomar College

<http://www.palomar.edu/studentemploymentpaperprocessing/employerinformation.htm>

Username:

Password:

Pasadena City College

http://www.pasadena.edu/student-services/careercenter/emp_services.cfm

Username:

Password:

Santa Ana College

http://www.sac.edu/students/support_services/cjrc/joblistings.htm

Username:

Password:

Santiago Canyon College

<http://sccollege.edu/student-services/career-services/pages/employers.aspx>

Username:

Password:

Rio Hondo College

http://www.riohondo.edu/career_tech/cwee/mainpage.htm#4

Username:

Password:

Riverside Community College

<http://www.rcc.edu/services/jobplacement/index.cfm>

Username:

Password:

Crafton Hills College

http://www.craftonhills.edu/Student_Resources/Counseling/career_center.php

Username:

Password:

San Bernardino Valley College

http://www.valleycollege.edu/Student_Services/Career_Center/index.php

Username:

Password:

San Diego City College

<http://jobconnect.sdccd.edu/>

Username:

Password:

San Diego Centers for Education and Technology

<http://www.sandiegocet.net/services/cds/index.htm>

Username:

Password:

San Diego Mesa College

<http://www.sdmesa.edu/career-center/posting.cfm>

Username:

Password:

San Diego Miramar College

http://www.sdmiramar.edu/stu_svcs/job_placement/job_placement.asp

Username:

Password:

Cuesta College

<http://www.cuesta.edu/campus/connections/employerinfo.htm>

Username:

Password:

Santa Barbara City College

<http://www.sbccc.edu/careercenter/Jobs%20and%20Internships.php>

Username:

Password:

Canyons, College of the

http://www.canyons.edu/offices/CWEE/cwee_employers_login.asp

Username:

Password:

Santa Monica College

<http://www.smc.edu/careercenter/newsite/employer/default.htm>

Username:

Password:

Irvine Valley College

<http://www.ivc.edu/jobplacement/pages/internship.aspx>

Username:

Password:

Saddleback College

<http://www.saddleback.edu/ss/ccld/jps/EmployerPage.html>

Username:

Password:

Southwestern College

<http://www.swccd.edu/3rdLevel/index.asp?L2=103>

Username:

Password:

Moorpark College

http://www.moorparkcollege.edu/services_for_students/career_services/Home.shtml

Username:

Password:

Oxnard College

http://www.oxnardcollege.edu/departments/student_services/calWORKs/index.shtml

Username:

Password:

Ventura College

http://www.venturacollege.edu/departments/student_services/career_center/internships.shtml

Username:

Password:

Victor Valley College

<http://www.vvc.edu/offices/student-emp/>

Username:

Password

4 Year Colleges

California State University

CA Maritime Academy, (Vallejo)

<http://www.csum.edu/CareerCenter/>

Username:

Password:

CA Polytechnic State University, (San Luis Obispo)

http://www.careerservices.calpoly.edu/employers/co-op/coop_sum_emp.htm

Username:

Password:

CA State Polytechnic University, Pomona, (Pomona)

http://cba.csupomona.edu/mhr/employer_postings.aspx?

Username:

Password:

CA State University, Bakersfield, (Bakersfield)

<http://www.csub.edu/cece/employers/>

Username:

Password:

CA State University, Channel Islands, (Camarillo)

<http://www.csuci.edu/careerdevelopment/employers/>

Username:

Password:

CA State University, Chico, (Chico)

<http://www.csuchico.edu/careers/employers/index.shtml>

Username:

Password:

CA State University, Dominguez Hills, (Carson)

<http://www.csudh.edu/studentaffairs/studentdevelopment/employers/default.shtml>

Username:

Password:

CA State University, East Bay, (Hayward)

<http://www20.csueastbay.edu/sa/cdc/employers/>

Username:

Password:

CA State University, Fresno, (Fresno)

<http://www.csufresno.edu/careers/employers/index.shtml>

Username:

Password:

CA State University, Fullerton, (Fullerton)

<http://campusapps2.fullerton.edu/career/>

Username:

Password:

CA State University, Long Beach, (Long Beach)

http://www.careers.csulb.edu/information_for/employers/index.htm

Username:

Password:

CA State University, Los Angeles, (Los Angeles)
<http://www.calstatela.edu/univ/cdc/services/employers/joblist.htm>
Username:
Password:

CA State University, Monterey Bay, (Seaside)
<http://career.csumb.edu/site/x6224.xml>
Username:
Password:

CA State University, Northridge, (Northridge)
<http://www.csun.edu/career/employers/>
Username:
Password:

CA State University, Sacramento, (Sacramento)
<http://www.csus.edu/careercenter/employers/index.stm>
Username:
Password:

CA State University, San Bernardino, (San Bernardino)
<http://career.csusb.edu/employers/index.html>
Username:
Password:

CA State University, San Marcos, (San Marcos)
<http://www.csusm.edu/careers/employers/index.html>
Username:
Password:

CA State University, Stanislaus, (Turlock)
<http://www.csustan.edu/career/Employer/PostaJob.html>
Username:
Password:

Humboldt State University, (Arcata)
http://www.humboldt.edu/career/employers/employer_programs/
Username:
Password:

San Diego State University, (San Diego)
<http://career.sdsu.edu/current/internships.htm>
Username:
Password:

San Francisco State University, San Francisco
http://www.sfsu.edu/~career/employers/employers_main.htm
Username:
Password:

San José State University, (San Jose)
<http://careercenter.sjsu.edu/employers/employers.html>

San José State University, (San Jose)

<http://careercenter.sjsu.edu/employers/employers.html>

Username:

Password:

Sonoma State University, (Rohnert Park)

<http://www.sonoma.edu/sas/crc/employer.shtml>

Username:

Password:

University of California

University of California, Berkeley (Berkeley)

<https://career.berkeley.edu/employers/EmpFairs.stm>

Username:

Password:

University of California, Davis (Davis)

<http://iccweb.ucdavis.edu/employer/Fair.htm>

Username:

Password:

University of California, Irvine (Irvine)

http://www.career.uci.edu/Zotlink/Members/zotlink_employer.aspx

Username:

Password:

University of California, Los Angeles (Los Angeles)

<http://career.ucla.edu/Employers/Overview.aspx>

Username:

Password:

University of California, Merced (Merced)

<http://careerservices.ucmerced.edu/employers>

Username:

Password:

University of California, Riverside (Riverside)

<http://careers.ucr.edu/audience/Pages/employers.aspx>

Username:

Password:

University of California, San Diego (La Jolla, San Diego)

<http://rady.ucsd.edu/careers/employers/>

Username:

Password:

University of California, San Francisco (San Francisco)

http://web.usfca.edu/CSC/Employers/Post_Jobs_and_Internships/

Username:

Password:

University of California, Santa Barbara (Santa Barbara-Goleta)

<http://career.ucsb.edu/employers/>

Username:

Password:

University of California, Santa Cruz (Santa Cruz)

<http://careers.ucsc.edu/employer/index.html>

Username:

Password:

Private Liberal Arts Colleges

Biola University

<http://www.biola.edu/career/employers/>

Username:

Password:

Claremont McKenna College, Claremont

<http://www.claremontmckenna.edu/csc/employers/>

Username:

Password:

Harvey Mudd College, Claremont

<http://www.hmc.edu/about/administrativeoffices/careerservices1/employers.html>

Username:

Password:

Pitzer College, Claremont

http://www.pitzer.edu/offices/career_services/employer/index.asp

Username:

Password:

Pomona College, Claremont

<http://www.pomona.edu/cdo/employers/hire/>

Username:

Password:

Scripps College, Claremont

<http://www.scrippscollege.edu/students/career/internships/index.php>

Username:

Password:

Imago Dei College

<http://www.idicollege.org/contact/>

Username:

Password:

Menlo College

http://www.menlo.edu/career_services/employers.php

Username:

Password:

Mills College

http://www.mills.edu/student_services/career_center/internships.php

Username:

Password:

Mount St. Mary's College

http://www.msmc.edu/Student_Services/Career_Center/Internships_Coops.be

Username:

Password:

Occidental College

<http://departments.oxy.edu/career/studentinfo/internships1.htm>

Username:

Password:

Point Loma Nazarene University

<http://www.pointloma.edu/careerservices/Employers.htm>

Username:

Password:

St. Mary's College of California

<http://www.stmarys-ca.edu/community-and-visitors/for-employers/post-an-internship.html>

Username:

Password:

Thomas Aquinas College

<http://www.thomasaquinas.edu/contact/index.htm>

Username:

Password:

Westmont College

http://www.westmont.edu/offices/internships_employers/

Username:

Password:

Whittier College

<http://whittier.edu/Academics/LearningBeyondTheBox/InternshipsAndCommunityService/ForEmployersAndInter>

Username:

Password:

Woodbury University, Burbank

<http://www.woodbury.edu/s/131/index.aspx?sid=131&qid=1&pgid=1978>

Username:

Password:

William Jessup University, Rocklin, California

<http://www.jessup.edu/employment/job-board>

Username:

Password:

Private Colleges and Universities

Academy of Art University, San Francisco

http://www.academyart.edu/career_services_noflash.html

Username:

Password:

American Jewish University, Los Angeles

<http://currentstudents.ajula.edu/Default.aspx?id=260>

Username:

Password:

Art Center College of Design, Pasadena

http://www.artcenter.edu/accd/programs/student_affairs/career_development/internship_programs.jsp

Username:

Password:

Azusa Pacific University, Azusa
<http://www.apu.edu/laterm/internships/>
Username:
Password:

Bethany University, Scotts Valley
<http://www.bethany.edu/academics/educational-services/career.php>
Username:
Password:

Brooks Institute of Photography, Santa Barbara
<http://www.photography-schools.com/brooks-career-services.htm>
Username:
Password:

California Baptist University, Riverside
<http://www.calbaptist.edu/about/recruiterlinks.aspx>
Username:
Password:

California Coast University, Santa Ana, California
<http://www.calcoast.edu/CCU/index.cfm/Contact-Us/>
Username:
Password:

California College of the Arts, San Francisco
<http://www.cca.edu/academics/architecture/internships>
Username:
Password:

California College San Diego (CCSD), San Diego
<http://www.cc-sd.edu/employment-assistance.html>
Username:
Password:

California Institute of the Arts, Valencia
<http://calarts.edu/employment/employers/internshipinformation>
Username:
Password:

California Institute of Technology, Pasadena
<http://www.career.caltech.edu/recruiting/campus/employers/index.shtml>
Username:
Password:

California InterContinental University, Diamond Bar
<http://www.collegeanduniversity.net/index.cfm?event=1.lp&cid=96&csrc=&bid=3260&sid=1182>
Username:
Password:

California Lutheran University, Thousand Oaks
http://www.callutheran.edu/career_services/employer/employer_services.php
Username:
Password:

California National University, Northridge
<http://www.csun.edu/career/employers/internships.htm>

Username:

Password:

California Pacific University, Escondido

<http://www.cpu.edu/index-1.html>

Username:

Password:

California University of Management and Technology, San Jose

http://calmat.us/index.php?option=com_content&view=article&id=66:contact-us&catid=37:student-services&Itemid=1

Username:

Password:

California University of Management and Sciences, Anaheim, CA

<http://www.calums.edu/>

Username:

Password:

California Southern University, Santa Ana (online)

<http://www.collegebound.net/college-university/article/california-southern-university/8055/>

Username:

Password:

Capital Bible College, Sacramento

http://www.capchrist.edu/CBC/Contact_Us.html

Username:

Password:

Chapman University, Orange

<http://www.chapman.edu/CDC/employers/intern/default.asp>

Username:

Password:

Charles R. Drew University of Medicine and Science, Los Angeles

<http://www.jobweb.com/employers.aspx>

Username:

Password:

Cogswell College, Sunnyvale

<http://www.cogswell.edu/employers.htm>

Username:

Password:

Concordia University Irvine, Irvine

<http://www.cui.edu/student-services/careerservices/>

Username:

Password:

Culinary Institute of America at Greystone, St. Helena

<http://culinary.imodules.com/s/898/cs.aspx?sid=898&gid=1&pgid=264>

Username:

Password:

Dominican University of California, San Rafael

<http://www.dominican.edu/about/current/careerservices.html>

Username:

Password:

Fresno Pacific University, Fresno

<http://www.fresno.edu/careerservices/employers/>

Username:

Password:

Golden Gate University, San Francisco

http://www.ggu.edu/student_services/caps/career_planning/employer_services/hire_an_intern

Username:

Password:

Herguan University, Sunnyvale

<http://www.herguanuniversity.org/cpt.php>

Username:

Password:

Holy Names University, Oakland

<http://www.hnu.edu/studentLife/learningCommunities/internships.html>

Username:

Password:

Hope International University, Fullerton

<http://www.hiu.edu/about/ministry/>

Username:

Password:

Hult International Business School, San Francisco

<http://www.hult.edu/executive-program/career/home>

Username:

Password:

Humphreys College, Stockton

http://www.humphreys.edu/index.php?option=com_content&view=article&id=23:career-services&catid=1:articles

Username:

Password:

John F. Kennedy University, Pleasant Hill

<http://www.jfku.edu/Student-Service/Student-Services/Career-Center.html>

Username:

Password:

John Paul the Great Catholic University, San Diego

<http://www.jpatholic.com/JPadmin/directory.php>

Username:

Password:

Laguna College of Art and Design, Laguna Beach

<http://www.lagunacollege.edu/index.php>

Username:

Password:

La Sierra University, Riverside
<http://www.lasierra.edu/index.php?id=2196>

Username:
Password:

Life Pacific College, San Dimas
<http://www.lifepacific.edu/ministryformation/internships/>

Username:
Password:

Lincoln University, Oakland
<http://www.lincolnuca.edu/index.php?pageId=54&pageTitle=Career Services>

Username:
Password:

Loma Linda University, Loma Linda
<http://www.llu.edu/central/hrm/index.page?submit=true&componentID=1266976439438>

Username:
Password:

Loyola Marymount University, Los Angeles
[http://www.lmu.edu/studentlife/Career_Development_Services/Employers/Become a Work Study Employer 4](http://www.lmu.edu/studentlife/Career_Development_Services/Employers/Become_a_Work_Study_Employer_4)

Username:
Password:

Master's College, Newhall
<http://www.masters.edu/DeptPageNew.asp?PageID=1717>

Username:
Password:

Mayfield College, Palm Springs and Cathedral City
<http://www.mayfieldcollege.edu/Side%20-%20Career%20Planning.htm>

Username:
Password:

Monsbey College, Watsonville
http://www.monsbey.com/career_services.html

Username:
Password:

Monterey Institute of International Studies, Monterey
<http://www.miis.edu/employers>

Username:
Password:

National Hispanic University, San Jose
http://www.nhu.edu/contact/campus_directory.htm

Username:
Password:

National University (California), San Diego
<http://ahs.nusystem.org/ContactList.html>

Username:
Password:

New School of Architecture and Design, San Diego
<http://www.newschooarch.edu/studentlife/career-services.html>

Username:

Password:

Northwestern Polytechnic University, Fremont

http://www.npu.edu/e_career/

Username:

Password:

Notre Dame de Namur University, Belmont

<http://www.ndnu.edu/academics/schools-programs/school-business/sbm-internship-program/employer-part.aspx>

Username:

Password:

Otis College of Art and Design, Los Angeles

http://www.otis.edu/life_otis/student_life/student_affairs/career_services/employers.html

Username:

Password:

Pacific Oaks College, Pasadena

<http://www.pacificoaks.edu/about/directory/#C>

Username:

Password:

Pacific Union College, Angwin

<http://www.puc.edu/campus-services/counseling-center/your-career/career-exploration>

Username:

Password:

Pacific Western University, San Diego

<http://pwuservices.com/index.html>

Username:

Password:

Patten College, Oakland

<http://www.patten.edu/default.aspx?SecID=107>

Username:

Password:

Pepperdine University, Malibu

<http://publicpolicy.pepperdine.edu/careers/search/>

<http://seaver.pepperdine.edu/careercenter/>

<http://gsep.pepperdine.edu/career-services/>

<http://bschool.pepperdine.edu/career/>

Username:

Password:

Remington College, San Diego

<http://www.remingtoncollege.edu/career-school-services-employers>

Username:

Password:

San Francisco Institute of Architecture, Berkeley

<http://www.sfia.net/>

Username:

Password:

Saint Mary's College of California, Moraga

<http://www.stmarys-ca.edu/community-and-visitors/for-employers/post-an-internship.html>

Username:

Password:

Samuel Merritt College, Oakland

<http://www.merritt.edu/apps/comm.asp?Q=40046>

Username:

Password:

San Diego Christian College, El Cajon

<http://sdcc.edu/StudentLife.aspx>

Username:

Password:

San Luis Rey College, Oceanside

<http://www.sanluisrey.org/>

Username:

Password:

Santa Clara University, Santa Clara

<http://www.scu.edu/careercenter/employers/>

Username:

Password:

Silicon Valley University, San Jose

<http://www.svuca.edu/home/contact.html>

Username:

Password:

Simpson University, Redding

<http://www.simpsonu.edu/Pages/About/Resources/Student/CareerServices/>

Username:

Password:

Soka University of America, Aliso Viejo

http://www.soka.edu/student_life/student-services/career_services/employers.aspx

Username:

Password:

Southern California Institute of Architecture, Los Angeles

<http://www.sciarc.edu/>

Username:

Password:

Stanford University, Stanford

<http://cardinalrecruiting.stanford.edu/employers/>

Username:

Password:

Trinity International University

<http://www.tiu.edu/law/contact/>

Username:

Password:

Trinity Life Bible College, Sacramento

<http://www.tlbc.edu/>

Username:

Password:

Touro University, Vallejo

<http://tu.edu/contact.php>

Username:

Password:

TUI University, Cypress

http://www.uschools.net/online/TUI_University_Cypress_CA/

Username:

Password:

University of La Verne, La Verne

<http://laverne.edu/careers/internships>

Username:

Password:

University of Northern California, Petaluma

<http://www.uncm.edu/ContactUs.php>

Username:

Password:

University of Redlands, Redlands

<http://www.redlands.edu/x20198.asp>

Username:

Password:

University of the Pacific, Stockton

<http://www.pacific.edu/x4929.xml>

Username:

Password:

University of San Diego, San Diego

<http://radu.ucsd.edu/careers/employers/>

Username:

Password:

University of San Francisco, San Francisco

http://web.usfca.edu/CSC/Employers/Post_Jobs_and_Internships/

Username:

Password:

University of Southern California, Los Angeles

<http://careers.usc.edu/employers/>

Username:

Password:

University of West Los Angeles

<http://www.uwla.edu/StudentLife/StudentEmployment.aspx>

Username:

Password:

Vanguard University of Southern California, Costa Mesa

<http://www.vanguard.edu/CareerCenter/FindinganInternship/tabid/312/Default.aspx>

Username:

Password:

Western Institute for Social Research, Berkeley

<http://www.wisr.edu/>

Username:

Password:

William Howard Taft University, Santa Ana

http://www.taftu.edu/TLS/1_contact.htm

Username:

Password:

William Jessup University, Rocklin

<http://www.jessup.edu/employment/job-board>

Password:

Username: