Student

Internship

Program

Guide
# TABLE OF CONTENTS

## ABOUT THE PROGRAM
- Unpaid Internship .......................................................... 4
- Why Provide Internships .................................................. 4
- Benefits to Department ................................................... 5
- Benefits to Students ....................................................... 5
- Departments, Divisions, and District Offices ....................... 6

## INTERNSHIP COORDINATOR .............................................. 6

## INTERNS ................................................................. 6
- How to Begin ............................................................... 7
- How to Apply .............................................................. 7
- Responsibilities ......................................................... 7
- Intern Rights ............................................................. 7
- Internship Completion .................................................. 7

## SUPERVISING AN INTERN ................................................. 8
- How to Begin ............................................................... 8
- Hiring an Intern ......................................................... 9
- Student Work Schedules ............................................... 9
- Training ................................................................. 9
- Orientation .............................................................. 10
- Ongoing Training ....................................................... 10
- Mentoring ............................................................... 11
- Evaluations ............................................................. 11
- Internship Completion ................................................ 12

## Intern Checklist .......................................................... 14
- Process to obtain an Student Intern ................................. 17
FREQUENTLY ASKED QUESTIONS

Intern FAQs
Supervisor FAQs

CONTACT INFORMATION

FORMS

Internship Proposal
Intern Attendance Agreement
Student Intern Evaluation
Supervisor Evaluation of Student Internship
Hired Student Interns
Internship Contact
Accounting Intern Hired (for specific unit/division)
Information for Supervisor to keep on file
Student Internship Positions (sample of departments listing on website)

COLLEGES

2 Year College posting sites
Regional College Listing – Northern
Regional College Listing – Central
Regional College Listing – Bay Area
Regional College Listing – Southern

4 Year College posting sites
California State Universities
University of California
Private Liberal Arts Colleges
Private Colleges and Universities
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.

<table>
<thead>
<tr>
<th>Intern Start Date</th>
<th>Recruiting Time Frame</th>
</tr>
</thead>
<tbody>
<tr>
<td>Summer: starting May/June</td>
<td>March – May</td>
</tr>
<tr>
<td>Spring: starting January/February</td>
<td>November – January</td>
</tr>
<tr>
<td>Fall: starting August/September</td>
<td>June – August</td>
</tr>
</tbody>
</table>

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 though 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

<table>
<thead>
<tr>
<th>Step</th>
<th>Who</th>
<th>Does What</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Department, division, or district office (Program)</td>
<td>Needs a student intern</td>
</tr>
</tbody>
</table>
| 2    | Program | Completes  
• Internship Proposal Form, and  
• Student Intern Duty Statement |
| 3    | Program | Submits proposal to Internship Coordinator |
| 4    | Internship Coordinator | Composes internship position flyer  
• 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  
• Interviews  
• Reference check  
• Background check (if required by program) |
| 11   | Program | Chooses  
• 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  
• 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  
• 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.

<table>
<thead>
<tr>
<th>Date:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department:</td>
</tr>
<tr>
<td>Division:</td>
</tr>
<tr>
<td>Site Intern Supervisor Name:</td>
</tr>
<tr>
<td>Site Intern Supervisor Phone:</td>
</tr>
<tr>
<td>Site Intern Supervisor Mailing Address:</td>
</tr>
<tr>
<td>Internship Job Title:</td>
</tr>
<tr>
<td>Intern hours per week:</td>
</tr>
</tbody>
</table>

**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.

<table>
<thead>
<tr>
<th>Start Date</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>End Date</td>
<td></td>
</tr>
<tr>
<td>Total Hours Per Week</td>
<td></td>
</tr>
<tr>
<td>Work schedule</td>
<td></td>
</tr>
</tbody>
</table>

__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.

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

23
Adequate training
I feel I am better prepared to enter the world of work after this experience
I felt I was productive for the department

**Through this internship I had the opportunity to use and develop my:**
Interpersonal/human relation skills
Oral communication/presentation skills
Creativity
Problem solving abilities
Critical thinking skills
Writing skills

**My Internship experience:**
Confirmed my interest in a career in this line of work
Has made me decide to pursue a different career path

**Overall Internship experience (circle one)**
Excellent  Good  Fair  Poor

Comments:

Would you work for this supervisor again?  Yes  No  Uncertain
Would you work for this agency again?  Yes  No  Uncertain
Would you recommend this agency to other students?  Yes  No  Uncertain
Why or why not?

Intern’s Signature: ______________________________________________
Date: ___________________________________________________________

Thank you very much for completing this evaluation of your internship. We take your comments very seriously. Please return this evaluation to the FAX number or address listed above.
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.

<table>
<thead>
<tr>
<th>Ability to learn</th>
<th>Excellent</th>
<th>Good</th>
<th>Average</th>
<th>Poor</th>
<th>N/A</th>
</tr>
</thead>
<tbody>
<tr>
<td>Observes and/or pays attention to others</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Asks pertinent and purposeful questions</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Seeks out and utilizes appropriate resources</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Accepts responsibility for mistakes and learns from experiences</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Open to new experiences; takes appropriate risks</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

| 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                              |           |      |         |      |     |

25
Demonstrates assertive but appropriate behavior

**Basic Work Habits**
- Reports to work as scheduled
- Is prompt in showing up to work and meetings
- Exhibits a positive and constructive attitude
- Dress and appearance are appropriate for this organization

**Character Attributes**
- Brings a sense of value and integrity to the job
- Seeks to serve others
- Refrains from gossip/respects the privacy of others
- Behaves in an ethical manner
- Respects the diversity (religious/cultural/ethnic) of co-workers

<table>
<thead>
<tr>
<th>Overall performance of the intern (circle one)</th>
<th>Excellent</th>
<th>Good</th>
<th>Average</th>
<th>Poor</th>
</tr>
</thead>
</table>

Comments:

Would you supervise this intern again? Yes No Uncertain
Would your agency host this intern again? Yes No Uncertain
Would you recommend this student to other organizations? Yes No Uncertain

Why or why not?

____ I have ____ I have not discussed this assessment with the intern.

Evaluator’s Signature: ____________________________________________

Date: ___________________________________________________________

Title/Position: ___________________________________________________

Telephone: _______________________________________________________
<table>
<thead>
<tr>
<th>START</th>
<th>PROGRAM</th>
<th>SUPERVISOR</th>
<th>TITLE</th>
<th>STUDENT NAME</th>
<th>COLLEGE</th>
<th>END</th>
</tr>
</thead>
</table>

HIRED STUDENT INTERNS (insert year)
## INTERNSHIP CONTACT

<table>
<thead>
<tr>
<th>Intern Name</th>
<th>Unit</th>
<th>Appointed to</th>
<th>Converse by</th>
<th>Contact Miscellaneous</th>
</tr>
</thead>
</table>


<table>
<thead>
<tr>
<th>LAST NAME</th>
<th>FIRST NAME</th>
<th>COLLEGE</th>
<th>EMAIL</th>
<th>PHONE</th>
<th>HIRED</th>
</tr>
</thead>
</table>


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
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:

Siskiyous, College of the
http://www.siskiyous.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/studentservices.asp
Username:
Password:

Merced College
http://www.mccd.edu/career/default.aspx
Username:
Password:

Monterey Peninsula College
http://www.mpc.edu/studentservices/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
Username: 
Password: 

West Hills College
http://www.westhillscollege.com/lemoore/students/student_services/career_center/student_services.asp
Username: 
Password: 

West Hills College Coalinga
http://www.westhillscollege.com/coalinga/students/student_services/counseling/career_center.asp
Username: 
Password: 

West Hills College Lemoore
http://www.westhillscollege.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/studentservices/paying/employment/postjobs.html
Username: 
Password: 

Regional College Listing - Bay Area
Cabrillo College
http://www.cabrillo.edu/services/jobs/v-opps.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
Username:
Password:

Citrus College
http://www.citruscollege.edu/stdntsrv/ses/ContactInformation/Pages/default.aspx
Username:
Password:

Coastline Community College
http://www.coc.edu/page.cfm?LinkID=1140
Username:
Password:

Golden West College
http://www.goldenwestcollege.edu/careerremployment/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/studentservices/sjpc/employers.asp
Username:
Password:

Compton Community Educational Center
http://www.compton.edu/studentservices/supportservices/jobplacementcareercenter/index.aspx
Username:
Password:

Glendale Community College
Username:
Password:

Cuyamaca College
http://www.collegecentral.com/cuyamaca/Employer.cfm
Username:
Password:

Grossmont College
http://www.grossmont.edu/studentempservices/jobplacement/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/studentservices/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/studentservices/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.lacccd.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.jasc.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/studentservwebsite/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/studentservices/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/studentservices/careerservices/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.sbcc.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
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
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:
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
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
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
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=l.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
Username:
Password:

California University of Management and Sciences, Anaheim, CA
http://www.calms.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/studentservices/careerservices/
Username:
Password:

Culinary Institute of America at Greystone, St. Helena
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
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.jpcatholic.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_6
Username:
Password:

Master’s College, Newhall
Username:
Password:

Mayfield College, Palm Springs and Cathedral City
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://ahas.nusystem.org/ContactList.html
Username:
Password:
New School of Architecture and Design, San Diego
http://www.newschoolarch.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
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
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.scjiarc.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://rady.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
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: