



Colorado State University
GLOBAL CAMPUS

CSU-GLOBAL INTERNSHIP HANDBOOK

INTERNSHIP HANDBOOK

WHAT IS AN INTERNSHIP?

An internship is a supervised, professional development opportunity within an organization that can expose you to new industries or new areas of your current industry and help you build your professional skills. Internships are short-term, paid or unpaid opportunities. The duties and responsibilities of the internship depend on the organization where you complete your internship. If your internship is approved and you are eligible to receive academic credit, you will work on coursework with CSU-Global that aligns with the work experience.

WHY SHOULD I INTERN?

Internships offer excellent opportunities to gain work experience that is directly related to your career goals and degree, apply knowledge from your coursework at CSU-Global, gain valuable on-the-job experience, and network with others in your industry. Internships also give organizations the chance to evaluate you on the job and can potentially lead to full-time positions.

HOW MANY HOURS ARE REQUIRED FOR THE INTERNSHIP?

You are required to complete 80 hours at your internship site over the course of a term. Students complete 10 hours per week over the 8 week term. You are not permitted to work overnight shifts.

INTERNSHIP COURSE

The internship course is designed similar to your other courses:

- Required participation in weekly discussion posts.
- Weekly hours log to document your hours.
- Completion of a weekly reflective journal entry.
- During Week 4 and Week 8, an evaluation of your performance will be completed by your field supervisor and instructor.
- You will submit a portfolio project during Week 8 of the course.



ELIGIBILITY

All students who want to participate in an internship must be in good standing, both academically and financially. Please review the [Student Policies](#) page for additional information about good standing at CSU-Global. You must participate in your internship experience the entire duration of the term that you complete the internship course. Along with the work experience, there will be coursework completed in the classroom to complement your work experience. Credit will not be granted for previous internship hours of experience.

To be eligible to receive academic credit as an undergraduate student, you must have elective credit remaining. As a graduate student, you will be required to substitute one of your graduation courses with the internship course.

Please Note: In the graduate program, you cannot substitute the first course in your program or your capstone. The Program Chair will determine the course substitution.

HOW TO BEGIN THE INTERNSHIP APPLICATION PROCESS

To begin an internship, contact your Student Advisor who will ensure that you have credits remaining in your program to pursue an internship for academic credit. If you have credits remaining, you will begin working with Career Navigation Services through the application process which includes:

- Identifying an opportunity
- Completing the application forms
- Approval
- Registration into the course.



IDENTIFYING AN OPPORTUNITY

The first step in the process is to identify an opportunity. Career Navigation Services can provide you with resources to find an opportunity for an internship. Other ways to identify an internship include directly contacting companies where you are interested in working or utilization of services through an industry-related professional organization in which you may be a member. In addition, there are many internship search engines available online. The Career Center link in your Student Portal will offer up-to-date resources to assist you in your search.

USING THE COMPANY YOU ARE CURRENTLY EMPLOYED AS AN INTERNSHIP

You may find that you are already employed in your career path, or the company where you currently work offers practicum opportunities in your field. You may use your company as an internship, but at least 50% of the tasks or projects that you complete during your internship must differ from your current job related responsibilities. It may be helpful to intern in another department in the company where you work to gain more exposure of your industry as well as more experience. For instance, you may work as an administrative assistant in your position with your current employer, but your company may allow you to intern with the accounting department to complement that accounting degree that you are pursuing through CSU-Global. For further clarification regarding using your current company as part of your internship, please contact career.center@csuglobal.edu.

COMPLETING THE APPLICATION: LIABILITY RELEASE FORM & LEARNING AGREEMENT

Once you have identified an internship opportunity, you will need to complete the Liability Release form and Learning Agreement. These documents are due at least 2 weeks prior to the start of the term that you want to complete the internship. You can request these documents from Career Navigation Services.

The Liability Release form releases CSU-Global from any liability issues that may arise during your internship.

The Learning Agreement form will be completed by you and your field supervisor as it will outline the duties and responsibilities of your internship. In addition, the Learning Agreement will include the learning activities and the learning outcomes.

For graduate students, a course substitution request is required in order to substitute one of your core or specialization courses with an internship. The office of Career Navigation Services will assist you in making this request to the Program Chair, who will select the course that will be substituted for the internship course.

After these documents are completed and submitted, your request for an internship will go through a formal approval process as described in the following section.



APPROVAL PROCESS

To receive academic credit for your internship, your application must be approved by three contingencies. Applications are reviewed and must be approved by the office of Career Navigation Services, the Program Chair of your program of study, and the Vice-Provost. If your application is approved by all parties, the office of Career Navigation Services will notify you and register you in the internship course.



If at any point your application is denied, the office of Career Navigation Services will contact you with a request for additional information and the next steps.

REGISTRATION

Because registration in an internship course requires approval, Career Navigation Services is responsible for registering you into the course. Neither you nor your Student Advisor are able to register you into the internship course.

STUDENTS WITH DISABILITIES

Students requiring accommodations due to a disability will have the same access to internship experiences under these guidelines established for all students and are expected to fulfill the same standards and requirements. It is essential that students requiring accommodations clearly articulate their individual needs and collaborate with the field supervisor to arrange for these accommodations prior to the start of the internship. If the student encounters any issues when requesting accommodations with the field supervisor, the student should contact Career Navigation Services.

WITHDRAWAL POLICIES/TUITION COST

Please refer to the [Student Policies](#) page for information regarding withdrawal policies and tuition costs. It is important to note that internship courses follow stated CSU-Global withdrawal policies and tuition costs. CSU-Global is not responsible for any additional charges affiliated with your internship including housing, transportation, or any materials for the internship.

LIABILITY

CSU-Global is part of the State Authorization Reciprocity Agreement (SARA) that establishes standards for distance learning programs, including internships. Career Navigation Services will ensure that the state where you complete the internship is part of SARA.

Students participating in an internship cannot transport any personnel or clients in a personal vehicle. If you drive a vehicle provided by the organization, the organization must provide insurance coverage.

ROLE & RESPONSIBILITIES

CSU-Global is here to support you during your internship experience. Below is an outline of the roles and responsibilities of each participant involved with the internship experience.

Student

- Identify and select potential internship sites.
- Submit application materials 2 weeks prior to the start of the term.
- Arrange a work schedule with the field supervisor.
- Complete all assignments and actively participate in internship and internship course.
- Bring any potential legal and/or ethical issues to the attention of the course instructor and office of Career Navigation Services.
- Demonstrate professional behavior.
- Follow guidelines for professional conduct according to the company's policies.

Office of Career Navigation Services

- Secure all of the necessary paperwork including the Liability Release form and Learning Agreement from you.
- Manage the application process.
- Assist with conflict resolution in the event the instructor is unable to resolve the issue.
- Ensure a mutually beneficial experience for both the student and the internship company.
- Follow-up with company/field supervisor to facilitate potential future internship opportunities.

Field Supervisor

- Set work hours and monitor attendance/performance.
- Meet with student one hour each week to discuss student's performance.
- Assign tasks relevant to the student's internship.
- Provide encouragement and coaching.
- Ensure compliance with workplace policies.
- Provide feedback and conduct performance evaluations during Week 4 and Week 8.

Instructor

- Provide support and mentorship to the student during the internship course.
- Meet with the field supervisor and student in order to check student progress.
- Meet with student upon completion of the internship experience in order to discuss the experience.
- Report any issues to Career Navigation Services.

Program Chair

- Review Learning Agreement and ensure that learning activities are specific and measurable.
- Ensure the internship duties and responsibilities relate to the student's program of study and contributes to the student's understanding and knowledge of the industry.
- Determine which course should be substituted for graduate students.

Vice-Provost

- Final review and approval or denial of Learning Agreement.

Need Additional Information? Contact internship@csuglobal.edu or career.center@csuglobal.edu to learn more about the internship process today!

