

CSUSB Internships in English

The Department of English's internship program provides students with an opportunity to apply knowledge and skills acquired in the classroom or laboratory in a professional context. The term of an internship coincides with the university's standard 10-week academic quarter.

Finding an internship site:

1. In preparation for searching for an internship, students may wish to go to the Career Development Center (UH 329) for instructions on how to prepare a resume. A resume will need to be submitted to the potential internship site (as well as to the department at the end of the internship). The Career Center can also work with you on drafting your cover letter and preparing for your interview.

2. There are several approaches students might take in finding a site for an internship:

--You might look for internship opportunities at organizations with which you are already familiar with.

--The CSUSB Career Center Internships Webpage also has several web resources you can use to search for internships. Go to: <https://www.csusb.edu/career-center/jobs-internships/internships> to get started. On that page, you will find links to the following sites that are particularly useful.

A. Handshake. At this job search database, you can search for internships organized in relation to your major, English.

B. www.students.linkedin.com, www.indeed.com, usajob.gov. At these external site, you can do a general search for a variety of different internship and job opportunities.

-- The English Department also has a list of potential local internship sites and contact information for you to examine if you do not have your own internship site already in mind. The list is included at the end of this document.

--The CSUSB internship specialist in the Career Center, Guadalupe Felix Saldivar (guadalupe.saldivar@csusb.edu) is available to assist you at this stage of the process.

Setting up and Getting Credit for your internship:

1. After you have identified a potential internship site, you should contact the English department chair, Professor David Carlson, at dajcarls@csusb.edu. In your email, include 1) your name, 2) your Coyote ID#, 3) where you are interested in doing your internship, and 4) how many hours you are planning per week for the internship work. You should ask Professor Carlson for a copy of the Learning Site Agreement form, which will need to be completed by

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your internship supervisor. NOTE: When filling out the Site Agreement Form, please ensure that you/your supervisor are using the full and legal entity name of your internship site. Not using that full legal name is the primary reason that the university sometimes initially rejects a site agreement, slowing down the process.

2. After you have returned your Learning Site Agreement form to Professor Carlson, he will verify that your desired internship site has been approved by CSUSB and notify you. Once your site is approved, you may complete the internship agreement (on page 3) and submit that to the English department office.

3. Students participating in an internship will enroll in ENG 575 (Internship in English) for between 2 and 5 units of credit, according to the following formula:

Internship hours worked per week	Course and unit credit
6 hours	ENG 575B (2.0)
9 hours	ENG 575C (3.0)
12 hours	ENG 575D (4.0)
15 hours	ENG 575E (5.0)

Notify Professor Carlson which course you wish to take, and the department will permit you to enroll through MyCoyote. (Note again: Your CSUSB site approval must have been verified and you must have turned in your signed internship agreement before you will be permitted to enroll.)

4. ENG 575 is a CR/NC (credit/no credit) course. In order to receive passing credit, students must (a) keep a daily journal of their internship activities for submission to Professor Carlson upon completion of the internship (please use loose leaf paper, stapled together--no large binders), and (b) write a 3-page, typewritten, double spaced summary report of their internship experience.

The journal, summary report, a copy of the student's resume (updated to include the now completed internship), and the sponsor's evaluation must be provided to the English Department office by Tuesday of Finals Week. (Summer due dates may vary.) No credit will be awarded until the documents have been received and reviewed.



College of Arts and Letters
Department of English

Internship Agreement

Student's Name: _____ Coyote ID# _____
Telephone: _____ Address: _____
City: _____ Zip Code: _____ Check One: Junior: ___ Senior: ___
Academic Quarter: _____

Sponsoring Agency Name: _____
Address: _____ City: _____ Zip Code: _____
Telephone: _____

Agency Supervisor (print): _____
Title: _____ Student Job Title: _____
Hours Per Week: _____ Paid Internship(Y/N): _____ If Y, rate of pay: \$ _____

Units: _____

Brief description of student responsibilities and activities during the 10 week internship:

Signatures:

Student: _____ Internship Sponsor: _____

English Department Chair: _____

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To provide a sense of possibilities, the following are just a few examples of some local and campus organizations where our students have interned in the past. (Contact information may not be current):

- a. Think Together: Interns do literacy tutoring for elementary school students and run book clubs and writing clubs for middle school students. Contact person: Roxana Castro (manager of volunteers), 909-723-1400; castro@thinktogether.org; Website: <http://www.thinktogether.org/>.
- b. Reach Out: (A community organization that works on youth mentoring, parenting classes, health collaborative, tutoring). Interns sought for graphic design, marketing, bilingual translating, fundraising, tutoring, youth mentoring. Contact: Shannon Larsen; 909-982-8641; Shannon@we-reachout.org; Website: <http://we-reachout.org/>.
- c. County of Riverside Student Internship Program: Seeking interns with strong writing abilities, particularly in the Foreign Trade division, Human Resources division, and Energy Division. Contact: Lora Lopez, College Relations Specialist, at lplopez@rc-hr.com; 951-955-3405; Website: <http://esp.rc-hr.com>.
- d. Boys and Girls Club: May need interns to tutor students as well as to assist with other activities. Contact: Mark Davis: 909-798-4599; mdavis@bgcie.org; Website: <http://www.begreatie.org/> (Click on the tab for "How You Can Help").
- e. House of Ruth (works with victims of domestic violence): May need interns to help with grant writing and social media, among other areas. Contact: Marina Wood, Prevention Coordinator, 909-868-8010, mwood@houseofruthinc.org; Website: <http://houseofruthinc.org/home>.
- f. Option House (works with victims of domestic violence): Contact: Melissa Brooks, 909-383-1602 melissabrooks@optionhouseinc.org; Website: www.optionhouseinc.org.
- g. Coyote Advertising and Coyote Radio, CSUSB: (need writers!). Contact: Jacob Poore jpoore@csusb.edu.

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