

## CAREER EDUCATION AND PROFESSIONAL DEVELOPMENT CENTER (CEPD)

We recommend that you search for an internship 4-6 months before you plan on taking the course.  
Check to see if you meet the prerequisites on reverse side.

## STEPS TO ENROLL IN INTERNSHIP COURSE (498C)

### STEP 1

Attend a mandatory Internship Orientation Workshop

- Register on Handshake (csun.joinhandshake.com)
- Fill out post-workshop survey that is sent to your CSUN email

### STEP 2

**Secure an internship with a company!**

- CEPD does not place students in internships, but we provide students with the tools and resources to find one
- See Handshake for resources, handouts, and appointments available

### STEP 3 \*Deadlines below

Report your Experience on Handshake

### STEP 4

Allow 5-7 business days for CEPD to review and approve your internship application

### STEP 5 \*Deadlines below

Once approved by CEPD, your internship supervisor will receive an email to approve your internship

### STEP 6

After your internship supervisor's approval, a permission number will be provided to you within 2-3 business days. Input permission number in portal and enroll in the course!

#### **FALL 2020 DEADLINES:**

Step 3 - August 21st, 2020 by 12pm

Step 5 - August 28th, 2020 by 12pm

#### **SPRING 2021 DEADLINES:**

Step 3 - January 22nd, 2021 by 12pm

Step 5 - January 29th, 2021 by 12pm

**The experiences and approvals must be completed and submitted by the deadlines, no exceptions.**

## When do I take 498C?

1. We recommend **NOT** waiting until your last semester to take 498C. Once you complete the course prerequisites (listed below), consider taking the course. The course is offered in Fall, Spring, and Summer semesters.
2. More details can be found in the Resource Library on Handshake.

## PREREQUISITIES FOR THE INTERNSHIP COURSE (498C)

- Pass** Upper Division Writing Exam
  
- Pass** BUS 302 & BUS 302L *\*Courses cannot be taken concurrently with the internship course*
  
- Pass** your Major Core Course & GPA requirements, if applicable
  - For your major core course requirement, refer to the course catalog for your major at [catalog.csun.edu](http://catalog.csun.edu)
  
- Attend** one (1) mandatory Internship Orientation Workshop at the Career Education & Professional Development Center (CEPD). You can register for a workshop on Handshake.
  - The workshop provides:
    - An overview of the internship course and the parameters of the course
    - Approval process and how to obtain a permission number
    - Tips and strategies that will be beneficial in acquiring an internship
  
- Complete** Post-Workshop survey to receive internship access
  
- Report** internship on Handshake
  - Login to your Handshake account
  - Click "Career Center" and select "Experiences"
    - Select "Request an Experience" and fill out application
    - Attach offer letter to Experience after it's created

For more information on the Career Education & Professional Development Center, please go to <https://www.csun.edu/nazariancepd>

You may also call (818) 677-4697 or email us at [business.internships@csun.edu](mailto:business.internships@csun.edu)

Bookstein Hall 2234

Monday-Tuesday 8:30am-5:00pm

Wednesday-Thursday 8:30am-7:00pm

Friday 8:30am-4:00pm

*\*Office hours are subject to change*