ACADEMIC INTERNSHIPS (AI) TIMELINE: STUDENT

Courses to be offered in fall 2019

Visit icce.sfsu.edu for more information

FEB 2019

Prepare your application
Contact/refer to your faculty advisor/course instructor and/or department/program internship coordinator for eligibility, requirements, and permission to enroll in course.
Get assistance in developing your resume and cover letter and preparing for interviews at SF State Office of Career Services & Leadership Development.

MAY

Submit your internship site info. to instructor
Contact your instructor and provide your internship placement name and Site Supervisor contact information.
Submit to instructor by May 17, 2019.

JUN

Risk Management (RM) Approval Process
ICCE initiates outreach your internship site and will work with the University to approve your site by Aug. 27, 2019 (first day of instruction). RM approval process relies heavily on the response time of the site and the amount of time they need to complete all forms.
Your instructor can provide updates from ICCE regarding your internship site approval status.

JULY

Complete Informed Consent to Participate & LP*
Complete LP with site supervisor and instructor.
Review and sign Student Informed Consent form.
Submit a copy of documents to your instructor/ICCE no later than 2-3 weeks into the semester.

AUG

SEPT

 Definitions
• **ULink**: SF State’s official community engagement database that provides over 200 internship sites that are University approved.
• **Approved Internship Site**: A site that has completed the University approval process and has an executed Learning Placement Site Agreement (LPSA).
• **Learning Placement Site Agreement (LPSA)**: A formal 5-year contract in place between the host learning placement site (your internship site).
• **Learning Plan (LP)**: Outlines your learning and service objectives of the internship (signed by site supervisor, instructor, and you).
• **Acknowledgment of no LPSA form**: Signed by you, if your internship site is not approved before the start of internship/first day of instruction. It is your acknowledgement that you are voluntarily requesting to be placed in an unapproved site with no LPSA in place.

Revised 03.08.2018