

## How to submit your files through Submittable:

Instructions on how to upload documents/forms onto your Submittable account **without** creating a duplicate account:

1. Follow the link here (also on the website): <https://csuea.submittable.com/submit>
2. If you do not already have an account, you will need to create one. It is best to do this with a personal e-mail account.
3. Be sure that you are looking at the “LCA 576 Course Forms FALL 2022 - CSUEA”

Sample from Fall 2017 Course:



4. Next, click on the drop down menu and read through it:

Sample:



Continue below...

5. Once you have read through, click on the “Submit” button. This will take you to a form to input your information and sign your **Internship Agreement**. Once you submit, an e-mail will be sent to your employer for them to read, review, & sign. **Due Sept. 1, 2022** (please e-mail us if your internship starts after this date so we can make the proper arrangements.)

Sample:

**CSU** The California State University

**ENTERTAINMENT ALLIANCE**

**LCA 576 Course Forms Fall 2017 - CSUEA** More ^ **Submit**

Ends on December 20, 2017

Please upload all completed forms here!  
Forms and full instructions can be found at: <http://csuentertainment.com/lca576/>  
For forms that require a signature: print, sign, scan, and then upload.

1. Once you have read through this, click on the “Submit” button. This will take you to a form to input your information and upload your Employer Internship Agreement.  
Due September 13th, 2017.

When you finish reading, click here to submit.

6. About a week before your midterm is due, you will receive an e-mail from us through Submittable with a link to an additional form. This is how you will complete your Midterm Report. Be sure to USE THAT LINK when you are accessing your midterm report. If you do not receive this e-mail, check your junk mail, if you still have not received it, please contact our team by e-mail and we will be sure to help you out. **Midterm Report is due Oct, 14, 2022.**  
**\*\*\*DONOT create additional accounts or make additional submissions outside of the e-mailed link.\*\*\***
7. You will receive a similar e-mail from us for the same process for your Final Report. Be sure to use that particular link to access/complete your Final Report form. **Final Report is due Dec. 2, 2022.**
8. Once your final is submitted, the application will send an Employer Evaluation Form to the employer directly. Please be sure to remind your employer to look for it and complete it by the deadline so you can receive credit for the course. **Employer Evaluation is due December 9, 2022.**

**Reminder: Please be sure to register for the course through the SFSU College of extended learning and pay the course fee within 24 hours to avoid being dropped from the course.**

If you have additional questions, please send an e-mail to our Internship Director Haley Seppa at [hseppa@calstate.edu](mailto:hseppa@calstate.edu).