



- **Social Media Participation is required.** Follow @CSUEA on Twitter and like on Facebook & Instagram. Resources, videos and articles are posted daily for your career development.
- **Readings.** There are readings about making the most of internships, writing resumés, problem solving at the work place and preparing for interviews. These readings were chosen with the idea of empowering students as they prepare for the job market, including thinking strategically about how to approach it, and develop a thoughtful, organized, and proactive plan for job hunting.
- **Professional Profile.** Students must create an updated LinkedIn or Portfolium profile that includes a descriptive summary of the skills and knowledge acquired at the internship. A grade of NC will be assigned to students who do not have online professional profiles by the end of the internship.

## FORMS AND DEADLINES:

**Please upload ALL forms via your submittable account** - If your internship dates conflict with the dates forms are due, please contact us as soon as possible. **Emailed forms will NOT be accepted.** Instructions can be found at <http://csuentertainment.com/lca576> .

☑ **Employer Agreement:** Must be signed by student and supervisor. **Due Sept. 10, 2023 (if your start date is later than this, please e-mail hseppa@calstate.edu and we will do our best to accommodate!)** Note student peers can NOT act as an employer supervisor.

### 2. Progress Reports:

Students must submit two progress reports (**midterm & final**). It is important that students gauge what they are doing/learning over the course of their internship. It helps them articulate, in concrete terms, what they are getting out of it and what, if any issues need to be addressed or rectified. These reports are designed to protect the student. There have been times when supervisors contacted faculty accusing the intern of not showing up, not doing anything, etc. With the help of the reports, these communication problems were eliminated.

- a. **Midterm Report: Due Oct. 27, 2023**- A digital form / check-in and discussion of internship.
- b. **Final Report: Due Dec. , 2023**- A digital form / check-in and discussion of internship and your LinkedIn Profile. This must include a descriptive summary of skills and knowledge acquired at the internship.

3. **Supervisor Evaluations:** Each student must have an evaluation form completed by his or her internship supervisor. It is sent out by completing your class Final Report. Remind your supervisor to fill this out via Submittable **at least** a week prior to the due date. **Due Dec. 1 , 2023 (no exceptions).**

## GRADING

Course grades are CR/NC. Students with special circumstances must have applied for and received special permission from the instructor prior to the first day of class.

