Please follow these steps to help guide you through the Business 496 or CJA 496 enrollment process:

**Searching for an Internship**

1. Decide the area of Business or Agency in which you would like to intern. Internship opportunities can be found on ToroJobs as well as the Career Center website [http://www4.csudh.edu/career-center/students/job-search/torojobs-other-job-search-websites/index](http://www4.csudh.edu/career-center/students/job-search/torojobs-other-job-search-websites/index)

2. If you need assistance on finding an internship contact Jeanna Trammell, the CBAPP Internship Coordinator, at SBS B310

3. Dress professionally for the interview, for further assistance on preparing for your interview contact the CBAPP Internship Coordinator or the Career Center- Welch Hall (WH), Room D-360

4. Complete your part of the CSUDH internship application forms prior to meeting with the agency where you will be interning.

**Completing Application Forms**

5. Once the agency confirms your acceptance for an internship, ask the agency supervisor to complete the form and provide a letter to CSUDH explaining your goals, objectives, responsibilities, start-end date.

6. Review the internship application forms and assure that they are completed/signed by you, the agency where you will be interning, and that the agency letter is attached.

7. Confirm that you and the agency understand the course requirements: 120 hours at an approved agency, weekly submission of journals, monthly submission of time sheets, and submission of a final 10 page paper, mid and final evaluations. Students enrolled in the course are required to meet as a group a minimum of two times during the semester (faculty will arrange for this).

8. Submit completed internship forms to SBS B310 for faculty approval.

9. The internship coordinator and faculty member teaching the course will review the forms, and if complete, will sign and submit for issuance of a permission number. If the forms are not complete, you will be notified via email by the Internship Coordinator to re-submit the forms accordingly.

10. **If the forms are complete**, you will be provided a permission number to enroll in the course via email by the internship coordinator.

11. Once you receive the permission number, enroll in Business 496 or CJA 496.