



College of Arts and Letters
Department of English

INTERNSHIP GUIDELINES FOR LIBERAL ARTS and LIBERAL STUDIES STUDENTS (UPDATED FALL 2025)

The Liberal Arts & Liberal Studies programs provide students with an opportunity to complete an internship in which they apply knowledge and skills to a professional context and earn course credit along the way. The period of an internship should coincide with one of the university's standard academic terms (Fall, Spring, or Summer).

SECURING AN INTERNSHIP

To find an internship, students should do the following:

1. Brainstorm types of experience you would like to gain that will prepare you for your future professional life. Think about sites or people you could contact about doing an internship that would give you this experience. For example, consider schools, businesses, churches, organizations, or places that need volunteers with which you are already familiar. The CSUSB Liberal Studies office itself also is a site where students can intern,
2. Prepare a resume and cover letter that are geared toward the types of internships and sites you started thinking about in 1. above.
3. If you are stuck as to sites for doing your internships, you can get ideas by doing one or more of the following:
 - Make an appointment to see Prof. Sunny Hyon in the CSUSB Professional and Career Readiness Center in the College of Arts and Letters. See: <https://www.csusb.edu/professional-career-readiness-center>
 - Attend the annual April Arts & Humanities Career and Internship Fair at CSUSB and meet with employers at the Fair offering internships to students in majors like Liberal Arts and Liberal Studies..
 - Make an appointment to see a CSUSB Career Center Counselor here: <https://www.csusb.edu/career-center/students-alumni/alumni/meet-career-advisor>
 - Keep an eye out for emails about internship opportunities.
 - Search for internship postings at one or more of these online sites:
 - Pathways to Success: <https://www.pathwaysinternships.org/>
 - Handshake (available through your MyCoyote)
 - LinkedIn: linkedin.com
 - Indeed: Indeed.com
 - Glassdoor: <https://www.glassdoor.com/Job/index.htm>
 - Government Jobs: <https://www.governmentjobs.com/>
 - CSU Entertainment Alliance: <https://www.calstate.edu/CSUEA/internships/Pages/default.aspx>
 - Parker Dewey Microinternships:

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<https://www.parkerdewey.com/career-launchers>

- Google

REGISTERING FOR AN INTERNSHIP

1. After you have secured an internship site, you should contact Professor Sunny Hyon at shyon@csusb.edu. In your email, include

- a) your name,
- b) your Coyote ID#,
- c) where you are interested in doing your internship, and
- d) how many hours you are planning per week to do the internship work and during what semester.

2. Then complete the Supervision Course Application form found at this link here:

https://rocket.csusb.edu/supervision/public/supervision_course

In case this link does not work, go to the CSUSB College of Arts & Letters website

<https://www.csusb.edu/cal>, go to the Students tab, and then select "Supervision Course Application Form."

You need to complete this form because in order to earn credit for your internship, you need to be enrolled in an internship course, which is considered to be a "supervision" course. A supervision course is one where you are supervised by a faculty supervisor and site supervisor, instead of being in a regular classroom.

Here's the information you need to fill out the Supervision Course Application form:

- a. Select "Liberal Studies" for Department
- b. In the supervision course menu, choose one of the following
 - a. CAL 5751 (Internship in Humanities, 1 unit); requires 3-6 hours of work per week
 - b. CAL 5752 (Internship in Humanities, 2 units); requires 7-9 hours per week.
 - c. CAL 5753 (Internship in Humanities, 3 units); requires 10-12 hours of work per week.
- c. Instructor of Record is Sunny Hyon shyon@csusb.edu
- d. Site Supervisor is the person who will be directly supervising your work at the internship site itself.
- e. If you are an undergraduate student, ignore the section for Graduate Coordinator.
- f. For "Detailed description of Course Goals," list the types of experience and skills you want to gain from this specific internship.
- g. For "Scheduled Planned Meetings" with the Faculty Supervisor, state the following: "I will be in contact with Prof. Hyon via CANVAS throughout the semester via the CANVAS assignments for this internship.
- h. For "A List of Assignments and Responsibilities," list the main activities you will be doing for this internship (Consult first with your internship site supervisor on what these activities will

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- be.)
- i. For "The Means of Evaluation," type the following:
 - a. Completion of required internship work hours and assigned tasks.
 - b. Daily internship journal
 - c. Final report
 - d. Updated resume
 - e. Site Supervisor Evaluation Form
 - j. For "Location and Site Supervisor Information," put the name of the site (i.e., the agency's/organization's/school's/company's name) where you will be doing your internship, plus their address and phone number.
 - k. Click on Save and Review
 - l. On the next screen, if everything looks okay, click "Sign and Submit."
 - m. The form will then go through a series of reviews and signatures by various offices.
 - n. Once the last designee has signed, you will be issued a permit which will allow you to register for the internship course (CAL 5751 or 5752 or 5753) that you requested.
 - o. If you are still unable to register for the internship course after one week of submitting the form, contact Professor Sunny Hyon at shyon@csusb.edu

COMPLETING THE INTERNSHIP AND EARNING CREDIT

The internship course is graded Credit (CR)/No Credit (NC). In order to earn a CR, you must do the following:

1. Complete the internship tasks and responsibilities that your site supervisor has assigned you by their specified due dates.
2. Fulfill the required hours of work for your internship.
3. Keep a daily journal of your internship activities for submission to Professor Sunny Hyon via the CANVAS site for your internship course. Daily means that each day that you work at your internship, you should write a paragraph or two about what you did and what you thought about it.
4. At the end of your internship, write a minimum 3-page, typewritten, double spaced summary and reflection report of your internship experience and submit it on the internship course CANVAS site.
5. Also toward the end of your internship, update your resume to include your internship experience. You will submit your updated resume via the internship course CANVAS site. The following website has good examples of how to list and format your internship work in your resume; scroll towards the bottom of the page to see the examples:
<https://www.indeed.com/career-advice/resumes-cover-letters/how-to-put-internship-on-resume>



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Supervisor Evaluation Form

The site supervisor also completes a brief evaluation form assessing the student's work. Please provide this form to your supervisor at the beginning of the internship and let them know it needs to be completed toward the end of your internship and emailed to Professor Sunny Hyon at shyon@csusb.edu. The form is found here:

<https://docs.google.com/document/d/1Fa36zF8cRLuoEwD8cUgE7N5i19bK2-Ho/edit>

Stay Current on your Internship CANVAS Site

While you are doing your internship, make sure to stay up-to-date- on the internship course CANVAS site, where you will receive instructions for what to turn in during the internship.

We're glad that you are interested in doing an internship! If you have any questions, please contact Professor Sunny Hyon at shyon@csusb.edu

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