

# Internships for CRGS majors

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Internships enable students to explore work/organizing opportunities and build their resume for future work and/or study. Internships must be skill-building; students cannot receive internship credit for engaging in non-skill-building work (e.g., simple office work such as filing or photocopying).

## Student's Responsibilities for Initiating the Internship/Community Service Project:

- Communicate with your advisor and/or internship instructor of record (via email, phone, or during office hours) to determine the best organization with which to intern. Ideally, you will work with an organization that will help you build bridges to future work or graduate study. (Note: for off-campus organizations check with your advisor to make sure that the organization has a Learning Site Agreement with HSU enabling students to intern with them.)
- Contact the organization, identify a supervisor and discuss the work you will engage in for the internship/community service class.
- Access all required forms for the internship from the instructor of record, and work with your supervisor to fill out these forms.

## Requirements for Receiving Credit:

- Fill out all forms (see instructor of record for information on how to fill out the online forms)
- Work the required number of hours: 45 hours of work is required for each semester unit of internship. You will need a minimum of 2 units, or **90 hours**, if you are using the internship class to meet the community engagement and leadership requirement of the major.
- Submit your portfolio (see syllabus for details); a log of hours worked, and a letter from your supervisor.

## On Campus Internships

You can intern in any department on campus as long as 1) you can articulate how the internship is connected to the major; and 2) there is a paid staff member who is willing to serve as your supervisor.

Common on-campus locations for internships include: Peer Health Education, Check IT, the Centers for Academic Excellence, the Multicultural Center, and Housing

## Off campus Internships

In order to intern with an organization off campus, HSU must have a service learning agreement with that organization. Many local agencies have such agreements already in place. Popular off-campus locales for internships include:

The Raven Project	Redwood Community Action Agency Youth
Planned Parenthood	Service Bureau
local k-12 schools	Seventh Generation Fund
Humboldt Domestic Violence Services	Hospice of Humboldt
North Coast Rape Crisis Team	The North Coast Breast Health Project
the DreamMakers programs through the Ink	Teen Court
People Center for the Arts	Boys' and Girls' Club
Trillium Charter School (or other charter schools)	

