# CECConnect: How to submit Recreation, Parks & Tourism Administration (RPTA) Internship Forms

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## Instructions:

Prior to submitting any RPTA internship form you must have:

* Completed or are in the process of completing pre-internship hours (Form A)
* Attended a Mandatory Student Internship Meeting with the RPTA Internship Coordinator
* Identified where you will be doing your internship
* Met with your Academic Advisor to discuss your Form A, internship plans, goals and internship agency with your Academic Advisor

## Getting Started:

Many of you may have a CECConnect account already, particularly if you took RPTA 106 and did service learning. To check if you do or if you know you do, skip on to [Step: 3 Returning Users/Getting Familiar with CECConnect](#_Step_3:_Returning)

Otherwise, start here:

## Step 1: Create a CECConnect account

* Go to: [CEC Connect](https://app.calstates4.com/csus):

https://app.calstates4.com/csus

* On the welcome page click on the “Student/ Faculty Log In” button
* Answer the prompted questions for account registration



## Step 2: New CEC Connect Accounts & Major Placements

* Once logged in, you will see either the “Homepage” or you may be prompted to select a “Program that matches your major”
* If you are taken to the homepage, please skip to: [Step 3 Returning Users/Getting Familiar with CEC Connect](#_Step_3:_Returning)
	+ Do not create multiple placements for your internship, if you need assistance, please email: mavie.marquez@csus.edu
* If you are prompted to select a program, make your selection by clicking on the button under your major’s program
	+ Major selections:
		- Hospitality and Tourism Management (HTM)
		- Recreation Management (RA)
		- Recreations Therapy (RT)

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* Enter required fields
* Check the box to “confirm”
* Click on “Update my account” button



* Click on the “Place” button
	+ Do Not click “browse”. If you accidentally click” browse”, you will have to go to “Homepage”, then click on the “Place” button



* Click “Search by Site” button
	+ **Note:** “site” in this case indicates you are selecting your placement major program within CEC Connect to access RPTA internship forms. This **does not** mean you are selecting an internship site/agency location.



* Search for RPTA Intake Forms
	+ In “Site Name” box type RPTA
* Click the “Apply Filter” button
* Click on “RPTA Intake Forms” (green font)



* Click on the “Select this site” button



* Type the term and year that you plan to do your internship in the “Term” box
* Type the anticipated number of hours you will need for your internship in the “hours” box (
	+ example: 400 hours for RA & HTM, 560 hours for RT
* Click on the “Next” button.



* Click on the “Finish Placement” button



* Placement to your “RPTA Intake Forms” is now complete
* A “Placement” number is assigned for your program in CEC Connect
* Use this “Placement” number to access, complete and submit your internship forms
	+ If you plan to complete and submit your forms later, go to [Step 3: Returning Users/Getting Familiar with CEC Connect](#_Step_3:_Returning) to find your internship forms again



## Step 3: Returning Users/Getting Familiar with CEC Connect

If you have already created a CEC Connect account and added the RPTA Intake Forms, you can view your “placement” and internship forms by following these steps:

* Go to “Home” page
* Scroll down and click on “View my placements” (green font)



On the following page, you can view all your placements for each term. Things to check for:

1. That you have one major placement number
	* If you have more than one, your account will need to be updated prior to submitting any internship forms
	* If you do not have any RPTA major placements, go back and follow the instructions on Step 2: New CEC Accounts & Major Placements
2. That your placement number is under the term that you plan to do your internship
	* If your term is not correct, your account will need to be updated prior to submitting any internship forms
	* To update your account email: mavie.marquez@csus.edu

If you have already checked the two items above, continue to view your RPTA Major Placement and access your internship forms

* Click on your RPTA major placement number to access your internship forms (green font)



* On the following page, you will see the current term internship forms
	+ Internship Agreement Form C (RA & HTM majors)
	+ Internship Agreement Form D (RT majors only)
	+ Agency Contract Form B

## Step 4: Completing and Submitting Internship Forms

* Click “Complete form” for the forms you want to submit
	+ You can save a draft of a form you started and come back to complete it later by clicking on the “Save Draft” button at the bottom of your form
		- To access an already started draft email: mavie.marquez@csus.edu
		- Do not create multiple placements or open multiple drafts for the same form

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* Prior to submitting forms, ensure that all information is complete and correct
	+ Incomplete or incorrect forms may not be processed
	+ If you need to update information on a submitted form, email: mavie.marquez@csus.edu for further assistance

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