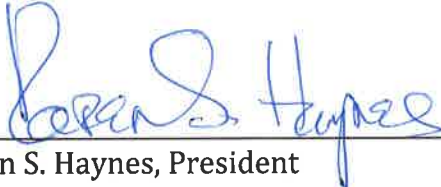

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- Definition** This policy was created to comply with the Chancellor’s Office’s Executive Order 1064, ‘*Student Internships*’, issued 9/9/11, which requires each campus to develop, maintain and publish a student internship policy governing internships where the university makes the placement. (Exceptions: Not under the purview of this policy are internships that are teacher preparation placement or clinical placements such as for nursing, counseling, physical therapy or occupational therapy, as well as non-credit internships.) This policy uses the purview and internship definition of the Executive Order.
- Authority** EO 1064 mandated this policy. The responsible division is Community Engagement.
- Scope** Oversight of all student internships where the university makes placements, with certain exceptions, as outlined in ‘Definition’, above.



Karen S. Haynes, President

5/1/2018
Approval Date



Graham Oberem, Provost and VP for Academic Affairs

4/30/2018
Approval Date

Revision One: 5 / 1 /2018
Implemented: 4/12/2016

Effective Date: 5 / 1 /2018

I. DEFINITION

1. Internships integrate a student's academic study with practical experience in a cooperating organization.
2. Internships are designed to serve educational purposes by offering experience in a business, non-profit, government setting, educational or other workplace setting.
3. For purposes of this policy, "internship" does not include teacher preparation placements, social work placements, or clinical placements such as for nursing, counseling, physical therapy or occupational therapy (as per Executive Order 1064, III).
4. Internships can be for undergraduate or graduate coursework, on-campus or off-campus, paid or unpaid, full-time or part-time. This policy applies to internships for academic credit.
5. An internship site is the organization or CSUSM office at which the internship takes place.

II. ACADEMIC RESPONSIBILITIES FOR INTERNSHIP PLANNING

Prior to placing students in internships, the **supervising faculty member** should consult with their department/academic unit about departmental internship practices, and with the University Office of Internships about procedures and information resources (the required forms are online, have electronic signature fields, and are available at the Office of Internships website). The supervising faculty member is responsible for the following:

1. Verifying the potential for the internship opportunity to provide an educationally appropriate environment and experience;
2. Determining appropriate selection criteria and basic skills required of students for each particular internship (e.g. minimum GPA, class status, major).
3. Collaborating with an appropriate individual(s) from the host organization to supervise the student at the internship site.
4. Developing and approving a Learning Agreement for the student. The Learning Agreement shall include the performance expectations, the learning outcomes, the logistics, and specific number of hours per unit of academic credit to be granted. (See the [CSUSM Credit Hour Policy](#) regarding the amount of instruction and student work expected for each credit hour.) The Learning Agreement shall be reviewed and approved by the supervising faculty member prior to the student uploading it to the Office of Internships database. An electronic copy of the entire student internship placement, which includes the Learning Agreement, shall be sent to the site supervisor as placement confirmation. The electronic receipt of the student internship placement by the site supervisor confirms approval unless otherwise noted by the site supervisor.

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5. Directing F-1 and J-1 visa international students who are pursuing a paid or unpaid internship to the Office of Global Education regarding work authorization; directing domestic students interning abroad to the Office of Global Education for travel insurance information.
6. Providing students with special needs an individualized education plan that provides reasonable accommodations to allow the student to participate. The Office of Disabled Student Services (DSS) is responsible for authorizing DSS services and may be consulted for assistance in Learning Agreement development.

After an internship is completed, the **supervising faculty member** is responsible for:

1. Evaluating the student's performance in the academic internship and awarding academic credit.

III. ADMINISTRATIVE RESPONSIBILITIES FOR INTERNSHIP PLANNING

Prior to placing students in internships, the **University Office of Internships** is responsible for the following:

1. Ensuring compliance with CSU system and campus risk management requirements.
2. Conducting a site visit to identify the potential risks of the internship site and ensuring an On-Site Assessment form. The site visit may be bypassed if the campus can demonstrate and document sufficient knowledge of the internship site. This could be accomplished through online review, published materials, direct contact with the site or completion of a Learning Site Self-Assessment form by the site.
3. Reviewing emergency preparedness processes and crisis response plan with the student and agency supervisor.
4. Managing an online database accessible to CSUSM students and faculty, which lists available internships and provides information about enrolling in those internships.
5. Conducting a student orientation that includes conduct expectations, health and safety instructions, and emergency procedures and contacts.
6. Administering an annual review of the internships, both for educational purposes and for safety to the students. Such reviews should take into account information gathered from on-site supervisors, faculty, university staff, and student experience.
7. Retaining together all required documentation for three years. Such documents must be retained consistent with system-wide and campus document retention guidelines. Such documentation includes:
 - a. Name and contact information for the internship site,
 - b. Student information,
 - c. An emergency contact form to be completed by each student,

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- d. In cases where the internship placement is not required as part of an academic program in which the student is enrolled, or the student is under 18 years of age, the liability waiver form set forth in Executive Order 105 must be completed.
- e. In cases when a student completes an internship at their place of employment, a document signed by the site supervisor verifying that the time invested by the student in the internship is above and beyond the student's regular work duties, will be submitted to the Office of Internships
- f. The Participation and Guideline Form; and a Learning Agreement to be signed by the student, supervising faculty member, and site supervisor. The Learning Agreement form must address the work to be provided by the student, the learning outcomes, and the placement logistics, including hours and pay.
- g. Written agreement of the internship site to meet campus expectations, including a signed University Community Partnership Agreement between the internship site and the University that addresses both the internship site's and the University's role in the internship, as well as the student's responsibilities. The University Office of Internships will ensure the execution of such agreement.