###### Policy #: SP 16-03

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**PURPOSE:**

To establish guidelines for off-campus student internships and procedures to comply with Executive Order 1064, in order to maximize the educational experience while mitigating the risks to participants and minimizing the university’s liability exposure. Replaces SP03-17.

**BACKGROUND:**

This policy aligns the academic responsibilities for internships with Executive Order 1064, providing compliance with those components that are within the purview of the Academic Senate.

**POLICY:**

**Accountability:** Academic Affairs; Risk Management, Procurement, or other appropriate administrative office as designated by the Provost.

Applicability: All CSU Channel Islands students enrolled in a course that receives academic credit for internship.This policy applies only to internships for which academic credit is awarded at CSU Channel Islands.

**Definition(s)**

*Internship*

An internship formally integrates the student’s academic study with practical experience in a cooperating organization. It is typically an off-campus activity designed to serve educational purposes by offering experience in a service learning, business, non-profit, or government setting. Internships can be for undergraduate or graduate coursework, paid or unpaid, full-time or part-time. For the purpose of this policy, “internship” does not include teacher preparation placements or clinical placements such as for nursing, counseling, physical therapy or occupational therapy.

*Internship Site*

An internship site is the organization at which the internship takes place.

*Supervising Faculty Member*

The supervising faculty member is the instructor of record and is ultimately responsible for determining and awarding academic credit in accordance with program expectations.

*Learning Agreement*

The learning agreement is a formal declaration of student responsibilities and expectations completed in accordance with program guidelines. The learning agreement is academic in nature and in addition to the Internship Site Placement Agreement.

*Internship Site Placement Agreement*

The internship site placement agreement will be the responsibility of the designated administrative office.

###### TEXT:

The oversight of campus-wide internship policy will be the responsibility of the Provost, who may in turn delegate responsibility as appropriate to Deans.

A. Academic Responsibilities for Internship Planning

1. In consultation with their academic programs, **supervising faculty members** are responsible for establishing the following elements of academic internships:

1. Academic processes and expectations for internships, including how academic credit is awarded;
2. The potential for the internship site to provide an educationally appropriate experience with regard to the student’s area of academic study;
3. Selection criteria and basic skills required of the student;
4. Identification of an appropriate individual from the host organization to supervise the student at the internship site;
5. Approval of a Learning Agreement that will be signed by the student, the internship site supervisor and the supervising faculty member. The agreement should describe the work to be performed by the student, the learning outcomes, the placement logistics (hours, pay, responsibilities), and the date on which the orientation was completed.
6. Accommodation plans for students with special needs, in consultation with CI Disability Resource Programs.

B. Administrative Office(s) Responsibilities for Internship Procedures,Planning, and Placement Assessment

Prior to placing students, the **administrative office(s), as designated by the Provost,** is responsible for executing duties as required per Executive Order 1064, such as ensuring compliance, establishing Internship Placement agreements and devising procedures.

Establishment of procedures by the **designated administrative office** shall include faculty input through the Senate and the programs impacted.