



# Internship Coordinators Meeting

Spring and Summer 2021 Semesters



# Good News!!!

- **We have improved the MOU.**

**We reduced the 7 page MOU to only 3 pages.**

**This will make it easier and faster for community partners to complete.**





# Good News!!!

- **Paid internships DO NOT require a MOU.**
  - **However, we still require students to complete S4 student forms.**
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# Good News!!!

**Virtual Internships can be listed in StanServes S4 for students to place while an MOU is being developed.**





# *All internships are virtual for Spring/Summer 2021*

- A virtual internship involves no physical contact with the site or site personnel.
- Students cannot drop off material, pick up material, attend in person site meetings, or work on the agencies premises.

Please note: If students are given access to confidential documents/information, student must be advised that they must follow site's rules to not disclose any proprietary, or confidential records or information.

- The faculty should read every student's Learning Plan. If there are any concerns, please contact the SL Office or Risk Management.

# Internships MOUs

## UNPAID

1. MOU and risk assessment must be developed with community partner. The site must be entered into S4 database.

For new sites, faculty should complete the [Faculty Request to Start Internships and Service Learning Sites](#).

2. Students must complete S4 paperwork: includes Learning Plan, Participation Guidelines and Liability Waiver.

Faculty need to follow up with students to ensure they have completed necessary paperwork.

## PAID

1. NO MOU is required.  
However, the site must be entered into S4 database.

For new sites, faculty should complete the [Faculty Request to Start Internships and Service Learning Sites](#).

2. Students must complete S4 paperwork: includes Learning Plan, Participation Guidelines and Liability Waiver.

Faculty need to follow up with students to ensure they have completed necessary paperwork.

Students should not start the internship until they have completed all the paperwork in S4 or as required by your department.





## Internships Exceptions for Face-to-Face

We understand that to better serve our students, some exceptions to fully virtual internships may need to be reviewed.

With that in mind, we have developed the following procedure to see if exceptions can be made.




# Internships Exceptions for Face-to-Face

*NOTE: Remember this process does not guarantee your student will get the exception.*

## Steps for requesting an exception:

1. Have student complete the *Student Request for Exception for Spring 2021 Face-to-Face Activity* Form on StanServes S4.
2. This form will automatically be sent to faculty for their signature. The Office of Service Learning will also receive a copy of the form.
3. Office of Service Learning will forward the *Student Request for Exception* to the dean of your college for review and decision.
4. The Dean will make the final choice if the exception will be made.
5. Face-to-Face internships that receive the exception must have an MOU in place before student can began.



What students need to do to request an exception:

Fill out Student Request for Exception for Face-to-Face Activity on S4.

- Faculty will automatically receive an email that the exception request has been submitted by a student.

If *Student Request for Exception* is allowed, then the student must complete the following:

1. COVID-19 training.
2. StanServes S4 documents that include: Learning Plan, Participation Guidelines, and Liability Waiver.
3. Students keep track of hours at agency (this can be tracked in StanServes S4)



*Faculty Form to Sign on StanServes S4:*

<https://app.calstates4.com/csustan/node/317263/submission/306494/add-sig?role=1&placement=&token=b1f9b33e538aa63d8b339314d8b2f1f5>

# Internship Links

Stan Serves S4 (can be found on myStanState dashboard):

<https://app.calstates4.com/csustan>




Calstate S4

[\*Student Request for Exception for Spring 2021 Face-to-Face Activity\*](#)

Faculty Request for new placement site:

<https://www.csustan.edu/service-learning/faculty/request-start-internship>



# Thank you for teaching students and giving them these opportunities

Thank you for being patient with us as we get used to a new way of working.

Thank you for being flexible as we further develop S4 and try and improve the system for users.

Thank you for understanding that we don't always have an immediate answer.

Thank you for being here today.