1. **Purpose/Background:**

In Executive Order (EO) 1064 the California State University (CSU) Chancellor delegates to CSU campus presidents the responsibility for the development, implementation, and maintenance of the campus student internship policy. The CSU Stanislaus President delegated authority to implement the student internship policy to the Vice President of Academic Affairs/Provost. Each academic department wishing to place students in off-campus locations as student interns will follow the planning as stated below:

* Designate the individual to be responsible for oversight of the policy;
* Document the academic criteria for establishing an internship;
* Document the awarding of academic credit;
* Document the accommodation plan for students with special needs;
* Document the emergency response plan;
* Document student compensation, if applicable; and
* Comply with contractual requirements for agreements between the internship site and university

Student internships require contractual agreements between the cooperating organization and the University. All contracts are processed by CSU Stanislaus Procurement. The purpose of this document is to establish the procedure for developing and processing student internship agreements.

1. **Definitions:**

*Cooperating Organization*: the agency or institution that owns/operates the Internship Site.

*Internship*: An internship formally integrates the student’s academic study with practical experience in a cooperating organization. It is an off-campus activity designed to serve educational purposes by offering experience in a service learning, business, non-profit, or government setting.

*Internship Site*: An internship site is the organization at which the internship takes place.

*Student:* a person enrolled at CSU Stanislaus in credit courses.

1. **Applicability:**

Each academic department wishing to place students in off-campus locations as part of their academic program must establish a contractual agreement between the cooperating organization and the university.

1. **Procedure:**
2. Agreement preparation: Student intern agreements are completed in either of the alternatives listed below:
3. Procurement retains student intern agreement templates that have been approved by each discipline. Upon the request of the academic department, the template is completed with information about the cooperating organization (provided by the academic department) and is signed by the Procurement department.
4. The cooperating organization submits a proposed intern agreement. The agreement is reviewed and approved by the academic department, the University Risk Manager, and the Procurement department. Procurement works with the cooperating organization to complete any required changes. If acceptable the agreement is completed and signed by the Procurement department.
5. Agreement execution: Two originals of the student intern agreements are signed by Procurement and sent to the cooperating organization for execution with a submittal letter (template for each discipline). The submittal letter requests that one executed original be returned to the University by the cooperating organization.
6. Agreement retention:
7. The cooperating organization returns one executed copy of the student intern agreement to Procurement.
8. A PDF copy of the executed student intern agreement will be emailed to the academic department that is a party to the agreement.
9. A PDF copy of the executed student intern agreement will be retained by Procurement in a document management system until the date of expiration of the agreement.
10. Agreement extension: Upon request by the academic department the student intern agreement will be extended by preparing an addendum to the original agreement. The procedure for execution and retention will be the same as for the original agreement.
11. **Responsibilities:**

Academic departments:

* Request that Procurement execute the appropriate student intern agreement, or execute an agreement submitted by the cooperating organization.
* Review all agreements proposed by cooperating organizations to determine acceptance by the academic department.
* Provide information to Procurement regarding student intern agreements that need to be extended.

Procurement:

* Prepares student intern agreements using the appropriate templates.
* Reviews and approves cooperating organization proposed agreements.
* Executes student intern agreements and submits to cooperating organizations for execution.
* Retains executed copies of student intern agreements until the date of expiration.
* Prepares, executes, and retains student intern agreement extensions.

Risk Management:

* Review and approve cooperating organization proposed agreements as to risk and appropriate agreement language.

1. **Forms & Appendices:**

Student Agreement templates retained by Procurement.

1. **Authority & References:**

Executive Order 1064, Student Internships, dated September 9, 2011.