California State University, Stanislaus

**Policy for Student Internships**

20/AS/17/SEC Revision to Policy for Student Internships

1. **Purpose**

California State University Executive Order 1064 establishes guidelines for campus student internship policy and procedures and delegates to each campus president, the responsibility for the development, implementation and maintenance of the campus student internship policy, and to ensure that there is a means for future review of the policy that is updated and communicated to faculty and staff at appropriate intervals.

1. **Scope of Policy**

This policy applies to all enrolled students at CSU Stanislaus, and governs all internships where the University makes or hosts the placement.

This policy does not apply to internships for CSU Stanislaus students enrolled in nursing, allied health, social work, or education credential programs. Such internships are governed by separate policy and insurance requirements.

This policy also does not apply to paid teaching associates, graduate assistants, or instructional student assistants, who are governed by a collective bargaining agreement.

CSU Stanislaus shall only authorize internship agreements and placements that comply with the requirements set forth in this policy.

1. **Definitions**

*Academic Department:* Personnel to include CSU Stanislaus faculty, staff, and students.

*Academic Designee:* Within each Academic Department, the individual designated to be responsible for the department’s compliance to the policy.

*Agency:* Business, company, organization, or bureau that provides a particular service or is authorized to act for others.

*Internship*: The formal integration of the student’s academic study with practical experience in a cooperating organization. An on- or off-campus activity designed to serve educational purposes by offering experience in a service learning, business, non-profit, or government setting, and requires students to engage in supervised academic study through activities in an applied setting.

*Internship Site:* The Agency where the internship occurs.

*Internship Site Supervisor:* The Agency or organization representative who supervises the student at the internship site.

*Memorandum of Understanding (MOU):* The written agreement between CSU Stanislaus and the Agency site (off-campus location), that includes (but is not limited to) the University and Agency contact information, the statement of purpose, the priorities and program activities, the structure and support of students, the length of the agreement term, general provisions (including insurance and liability requirements), and any other considerations specific to the student placements.

*Position Description:* awritten statement that describes the a) duties and responsibilities, b) skills and specifications, c) education and qualifications, and d) reporting relationship of the particular internship.

*Responsible Campus Official:*  The designated campus official (provost’s designee) responsible for campus compliance with this policy.

*Student*: A person enrolled at CSU Stanislaus in credit-bearing courses.

*Student Internship Agreement:* The written agreement between the enrolled student, the Internship Site, and Academic Designee, that includes student and Agency contact information, student learning outcomes, academic credit unit value, placement logistics (including hours and pay), insurance requirements, risk awareness, informed consent, release of liability, and other special considerations specific to the placement and the site supervisor evaluation.

1. **Responsibilities**

The CSU Stanislaus President delegates authority for the implementation of this policy to the Provost and Vice President for Academic Affairs.

The CSU Stanislaus Provost and Vice President for Academic Affairs may delegate the a) authority for the implementation of this policy, and b) the responsibility for the development, annual review, and maintenance of the MOUs for the Student Placements to the Office of Service Learning.

All CSU Stanislaus Academic Departments shall comply with the procedures regarding the placement of student interns. Each Academic Department shall identify an Academic Designee. (Note: For interdisciplinary or multidisciplinary Service Learning courses, a designated Academic Department affiliation is necessary for enrolled students to participate in a Service Learning Experience.)

The CSU Stanislaus Risk Manager and the Responsible Campus Official shall provide risk management and liability requirements consultation and training to faculty and staff concerning MOUs, Student Internship Agreements, and procedures.

1. **Laws, State Codes, Regulations and Mandates**

CSU Chancellor’s Executive Order 1064 *Student Internships*

<http://www.calstate.edu/eo/EO-1064.html>

CSU Chancellor’s Executive Order 1051 *Use of Approved Waiver of Liability*

<http://www.calstate.edu/eo/EO-1051.html>

20/AS/17/SEC Revision to Policy for Student Internships (previously 37/AS/13/UEPC – Policy for Student Internships) was approved by the Academic Senate on December 5, 2017

Approved by President Ellen Junn on February 16, 2018