

**Attachment 1.4**  
**Executive Committee Meeting - June 25, 2012**  
**(Senate Referral - May 17, 2012)**

Proposed Policy on Internships

Introduction and Definition

This document establishes campus policy on student internships in accordance with Executive Order 1064, "Student Internships."

For many years most of the academic programs on campus have valued internships as an important community engagement activity for our students. Internships promote student learning through active participation within the professional environment in planned and meaningful ways. Approved internship programs are those that involve the University in some active way such as awarding credit for the experience or taking an active role in placing the student with a specified organization/agency.

Definition of Internships

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. For the purposes of this policy, "internship" does not include field trips, teacher preparation placements or clinical placements such as nursing, counseling, physical therapy or occupational therapy. An internship site is the organization at which the internship takes place.

1. Roles and responsibilities

- A. The faculty member or any other party representing the University establishes an informal relationship with a prospective internship site. The relationship will include an informal agreement as to what kinds of internships are possible, how those internships will be conducted, and the role of the faculty member in monitoring the internship program.
  - The faculty member or other department-designated party is also responsible to conduct the site assessment (see section 2 below).
- B. The Office of Procurement and Contracts (Procurement) sets up formal agreements (contracts) with internship sites, based on the relationship already established. If Procurement already has an established agreement with a proposed internship site, this step has been completed. If no agreement is currently in place and active, the department must provide Procurement with the following information:
  - Full legal name and address of the internship site
  - Name, phone number, and e-mail of the point of contact at the site
- C. Faculty member prepares a student learning agreement, which must be signed by the student, the faculty member, and the internship site supervisor. The student learning agreement must include the following elements:
  - Work to be done by the student
  - Anticipated learning outcomes
  - Academic credit to be awarded for successful completion of the internship
  - Accommodation plan for students with special needs as defined by the Office of Services to Students with Disabilities (SSWD)
  - Identification of an appropriate contact from the internship site whose responsibilities will include student intern supervision and evaluation
  - Placement logistics, including hours and, when appropriate, wages to be paid.

## 2. Site assessment

- A. Prior to placing students, the proposed internship site must be assessed. The faculty member or other department-designated individual is responsible for the site assessment.
- To evaluate the site, a visit must be conducted before placing students there. The requirement for the site visit may be considered to have been fulfilled if any of the following alternate strategies have been employed. A written statement documenting the site visit or non need for a visit shall accompany the internship records.
    - For government sites, including schools, rely on the assumption that these sites are well-maintained, safe, and appropriate to serve as internship sites.
    - Rely on the record of consistent student participation and positive reports about a site.
    - Converse via phone with a responsible and trusted person at the site.
    - Rely on review of site's online materials.
    - Rely on review of other published materials.
- B. Assess the site for its potential to provide an educationally appropriate experience, specifically as related to a student's academic program and the basic skills required of the student participant.
- C. Exercise due diligence to identify reasonably foreseeable hazards (legal, physical, environmental, moral, technological). Potential hazards must be written into the release/waiver and/or the course syllabus.
- D. A written assessment summary of the internship shall be completed and retained as part of the internship materials.

## ~~1-~~ 3. Placement and Orientation

\* The faculty member or other department representative is to provide an orientation to the student prior to each internship placement. Students must sign a form indicating that they have attended the orientation. Topics must include health and safety information, emergency contact information, emergency preparedness instructions, and student internship code of conduct. Participating students must also be notified in writing of potential hazards at the internship site and steps to take to minimize known hazards.

## ~~2-~~ 4. Liability release/waiver

\* Each student who will be serving as an intern must complete a release of liability, which can be found on the Risk Management web site.

## ~~3-~~ 5. Annual Review

The department must undertake a review of the internship program annually, both for educational purposes and for the safety of the students. This review must be documented, and should take into account information gathered from on-site supervisors, faculty, university staff, and student experience. Department Chairs are responsible to implement internship policy, with oversight from Office of Academic Affairs.

4. 6. Departments that utilize internship placement sites over extended periods of time shall routinely verify the continued sustainability of the placement sites every three years.

## ~~4-~~ 7. Retaining Documentation

It is the responsibility of Department Chair to retain all required documentation to support evidence of student learning agreements, site visits, student orientations, annual reviews and release of liability forms for three years commencing with the date the internship ended for each student.

Note: Items marked by an asterisk (\*) indicate that at least one signature is needed on this item.