



## University Policy Statement

### UPS 411.601

## POLICY ON ACADEMIC INTERNSHIPS

### I. INTRODUCTION

Internships are processes of education which formally integrate the students' academic study with practical experience in cooperating organizations. Through this interaction of study and practical experience students enhance their academic knowledge, their personal development, and their professional preparation. The teaching faculty and the on-site supervisors share in the educational process of internship. The Center for Internships and Community Engagement or designated unit personnel (i.e. Faculty Internship Coordinators) is responsible for oversight of internship policies. All related documentation shall be maintained for a three year period after student completion of internship activities. Signed placement agreements between internship sites and California State University, Fullerton must be on file and address student responsibilities as well as the role of the internship site and CSUF.

Departments/programs may allow students to earn academic credit for internship and cooperative education experience under supervised conditions. It is essential that internships and cooperative education experiences that qualify for academic credit provide learning experiences for students that:

1. Take place outside the traditional classroom;
2. Provide for integration of academic and experiential learning;
3. Are undertaken only by students with sufficient academic background to benefit from the experiences and include accommodation plans for students with special needs;
4. Are planned in advance through consultation between students and faculty members;
5. Include evaluation by the students and on-site supervisors;
6. Include appropriate oversight of the field experiences by the faculty member responsible for the credit.

Any course that meets the above definition shall be numbered “395” or “495” at the upper-division undergraduate level and “595” at the graduate level.

### II. SPECIFIC POLICIES

1. The grade for academic internships shall be assigned on the basis of the students' ability to integrate academic and field experience, not merely because of faithful performance on a job. The supervising faculty member will meet with the student interns at least four times per semester except when, in the opinion of the supervising faculty member, the distance between the site of the internship and CSUF makes meeting impractical. In

these cases the faculty should confer with the student by telephone, email, or other electronic means on a regular basis. Also, students will submit written reports in which they integrate their academic and field experiences. Evaluations from on-site supervisors shall be considered in assigning final grades.

2. The Center for Internships and Community Engagement or designated unit personnel shall conduct annual review and assessment of educational appropriateness, identification of potential risks and appropriate supervisor, evaluation of the educational environment, relationship of internship activities to course goals, placement criteria, and signed placement activity agreements. Criteria for necessary site visits have been established by the Office of Risk Management. Before participating in internship activities, students must be provided with conduct expectations, health and safety instructions, emergency contact information, and emergency response plans. They must also provide their own emergency contact information and submit a learning agreement form signed by themselves, their site supervisor, and course instructor. The points of view of the students, faculty members, and on-site supervisors will be taken into consideration in the development of learning plans.
3. Faculty Internship Coordinators shall evaluate the academic background of prospective internship students prior to allowing students to choose an internship site. A student's academic background must be suitable to the anticipated field experience. A student will not be allowed to participate in a field experience if his/her academic background has not adequately prepared him/her to benefit from the experience as well as to contribute to the organization.
4. The supervising faculty member shall give approval in advance of any academic internship for credit to be granted.
5. No more than six units of internship credit shall be among the units applied toward the Bachelor's Degree. Departments may request exceptions to this policy, which shall be granted on a program basis rather than an individual basis. Exceptions shall require the approval of the Curriculum Committee and the Internships and Service-Learning Committee; the decision may be appealed to the Academic Senate.
6. The field component of an internship assignment shall total not less than 40 hours per student semester unit of credit.
7. Each department shall keep adequate records of the scope, objectives, and criteria for evaluation of all academic internships.
8. These policies apply to all academic internship courses irrespective of whether they are state-funded or not state-funded; and whether they are campus-based, online, or offered at a distant location.
9. Salaried financial compensation for internship activities, if applicable, shall be no less than minimum wage.

10. These policies apply to all out-of-classroom experiential learning activities that are not otherwise governed by UPS Service-Learning policies, state law, accreditation requirements, or professional licensure requirements. They do not apply to experiential learning that involves only student-teacher interactions, such as laboratory or field trip experiences.

**EFFECTIVE DATE: March 23, 2015**

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and ASD 14-192

Source: Internships and Service Learning Committee, Fall 2014