

POLICY ON ACADEMIC INTERNSHIPS

Introduction

For the purposes of this policy, the definition of “academic internship” shall be an internship that is required for a class, a major, or graduation.

An internship is an experiential learning process allowing students to integrate their curriculum with practical experiences to enhance their learning, personal development, and professional preparation. Academic Internships at CSUDH are principally coordinated through the Center for Service Learning, Internship, and Community Engagement (SLICE).

Students may earn academic credit for internships under these conditions: Internships should take place under supervision and should be discussed between faculty members and students to determine if the student is academically prepared for the internship and that there are expected learning outcomes. The supervising faculty member should be responsible for the oversight of the experience at the site.

Liability and Emergency Contact Information

Internship activities require that students sign a liability waiver and provide emergency contact information. A copy of the signed waiver and student emergency contact information will be kept on file.

Site Agreements

In order to comply with SAFECLIP insurance requirements, sites are evaluated, using credible published site materials and/or a site visit, and reviewed for safety and quality. Working with Procurement and Contracts, SLICE develops site agreements between the agency site and the university to ensure each site has reasonable insurance and follows internship policies regarding health, safety, and learning objectives.

Student Orientation

Prior to the internship, students will be given an orientation by the site supervisor to include an outline of activities, code of conduct at the site, health and safety information, and emergency procedures. Reasonable accommodations will be made for students with special needs.

Students and supervisors must be provided information about, and must comply with, University policy for the use of private vehicles and student travel.



A Learning Agreement that is signed by the students, site supervisor, and university representative and a job description, including hours of service and student learning outcomes, is required and retained by the initiating department and/or by the Center for Service Learning, Internships, and Community Engagement.

The Center for Service Learning, Internships, and Civic Engagement will provide easily accessible information, including internship best practices and internship guidelines as well as student timesheets and student performance evaluation forms on its website:

<http://www4.csudh.edu/slice/internships/index>