



Academic Credit Internships-Guide for Faculty

CSU Channel Islands' Academic Credit Internship Definition and Standard:

Definition:

Academic Credit Internships integrate the students' academic study with practical experience in cooperating organizations. Through the integration of practical and academic experience, students enhance their academic knowledge in their area of study, their personal development, and their professional preparation. The teaching faculty and the on-site supervisors share in the educational process of interns. Any academic department/program/unit/faculty can develop their appropriate guidelines and procedures and structure regarding internships. However, for the purposes of legally minimizing the risk of liability and ensuring a safe and effective internship program for the University, students, faculty, and partner organizations, the following policy should be incorporated into any University-related internship program (CSU Channel Islands, 2011-2012 University Catalog).

All internships should:

Include a signed agreement with a senior representative of the partner agency or corporation and the University procurement officer as designated signature authority. In this agreement, it must be stated that the University assumes no risk or liability and that the sponsoring agency/corporation assumes full responsibility for the liability of the intern, affirming that they have requisite insurance to cover any potential harm to the intern, and include basic information such as location, contact person, and organization description (CSU Channel Islands, 2011-2012 University Catalog).

Include a learning agreement signed by the student, sponsoring faculty, and placement supervisor listing the learning goals of the internship and the duties and responsibilities of each party, notifying the student of the assignment of liability, terms and conditions and the listing of relevant agency policies, and the date the internship begins. This includes mention of whether the intern is paid and conditions for receiving academic credit. Faculty and/or programs must maintain a file of the aforementioned signed forms. The Dean of Faculty will also retain a sample copy of internship forms that are used (CSU Channel Islands, 2011-2012 University Catalog).

[Student Internships Executive Order No 1064](#) (CSU Office of the Chancellor)

Academic Credit Internship Process:

Academic Credit Internships: An academic credit internship is arranged between the intern, employer, and sponsoring faculty. The prospective intern must take the initiative to prepare the paperwork and documents necessary for academic credit. Academic credit for internships is available only as arranged on an individual basis by students and their academic department.

Steps to Complete Academic Credit Internships (Faculty):

1. Obtain the *Academic Internship Agreement* located on Risk Management's website at: <http://www.csuci.edu/hr/riskmgmt.htm>
2. Complete the *Academic Internship Agreement*
3. Submit the agreement to Procurement & Contract Services to complete the "authorized signatory" section at the end on behalf of CSU Channel Islands.
4. Procurement & Contract Services will maintain record of the agreement and submit a copy of the executed agreement to the academic departments for recordkeeping.

*Please note, a two-week minimum is required for review and processing from the time it is received by Procurement & Contract Services before the agreement is enforced. Finalizing a written agreement may involve proof of insurance coverage required by both parties and/or negotiation of agreement elements with the placement site. A student should **not** begin their internship until the signed and executed agreement is received from Procurement & Contract Services to the academic department.*

A learning agreement should be completed and signed by the student, sponsoring faculty, and placement supervisor. This document should be retained within each academic department and by the sponsoring faculty.