1. Purpose
The purpose of this policy is to establish guidelines for educationally enriching internship experiences for Sonoma State University (SSU) students. Additionally, the policy is designed to comply with CO Executive Order 1064, mitigating potential risk to students, staff, faculty, the university, and its partners.

2. Definition
Internships integrate a student’s academic study with practical career-related experience in a cooperating organization.

- Internships are designed to serve educational purposes by offering experience in a business, non-profit, or government setting.
- Internships regulated and administered by SSU must receive academic credit.\(^1\)
- Internships can be on-campus or off-campus, and paid or unpaid.
  - Salaried financial compensation for internship activities, if applicable, must be no less than minimum wage.
  - Internships with for-profit businesses must be paid except when they meet all six criteria set by the US Department of Labor, Wage and Hour Division.
  - Students participating in paid on-campus internships must not exceed 20 hours/week of work, inclusive of any other on-campus paid positions.
- An internship site is the organization or SSU department at which the internship takes place irrespective of whether they are state-funded or not state-funded; and whether they are campus-based, online, or offered at a distant location.
- For the purposes of this policy the terms, ‘internship’ and ‘internships’, refer to undergraduate and graduate academic internships.
- For the purposes of this policy, the terms, ‘internship’ and ‘internships’, do not include service-learning courses, the Community Involvement Program (CIP) teacher preparation placements, or clinical placements that are mandatory components of progress toward a degree or certificate.\(^3\)

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\(^1\) Illustration of how internships relate to other types of community engaged experiential education can be found at: [http://bit.ly/2b9T2ES](http://bit.ly/2b9T2ES).

\(^2\) Paid positions that do not receive academic credit are jobs. Unpaid positions with nonprofit and governmental organizations that do not receive academic credit are volunteer/community service.

\(^3\) The Departments or Programs requiring such student placements have the option of partnering with and utilizing software of the Center for Community Engagement (CCE) to support student internship placement, risk management and compliance (see Process).
• This policy does not apply to experiential learning that involves only student-teacher interactions, such as laboratory or field trip experiences.

3. Academic Requirements for Internships
1. No more than 12 units of internship credit shall be among the units applied toward the Bachelor's Degree, with no more than 8 units applied in a department.
2. The majority of the internship activities should be scheduled within the academic semester or session in which the student registers for the internship.
3. If a grade of incomplete is to be assigned, the faculty supervisor coordinates with the site supervisor to outline the remaining work to be completed for the assignment of a final grade.
4. Internships in Summer and Winter sessions are offered through the School of Extended and International Education (SEIE). Departments may negotiate enrollment minimums and faculty compensation with SEIE. The faculty sponsor determines what pay model to apply for Winter and Summer session internships. Any courses offered must comply with University and Departmental internship policies.

4. Academic Programs Responsibilities for Internships
Departments/programs/supervising faculty members determine the awarding of academic credit for internship experience under supervised conditions.
The supervising faculty or department is responsible for the following:
1. Verify that the internship is undertaken only by students with sufficient academic background to benefit from the experiences (minimum GPA, class status, major, etc.).
2. Collaborate with the appropriate internship supervisor of the host organization ensuring that the internship opportunity provides an educationally appropriate experience.
3. Verify that the internship takes place outside the traditional classroom and that the practical learning component of an internship assignment shall total at least forty-five hours per unit of credit.
4. Develop and approve the Internship Agreement form with the student prior to the end of registration.
5. Designate mechanisms that guarantee oversight of the internship experience during the semester, including progress on academic learning objectives and providing for integration of academic and practical learning. Keep adequate records of the scope, objectives, and criteria for evaluation of all academic internships.
6. Collect and review evaluations by the students and on-site supervisors.
7. Upon completion of internship, evaluate student’s performance and assign a final grade.
8. Remind students to follow 5, 6, and 7 in administrative responsibilities (6.).

5. Academic Programs Responsibilities for Internship Planning - Program Specific Policy
An academic Department or School may implement a program-specific internship policy. The policy must include, at a minimum, the above, and it must be published in the Catalog and on the program’s website. Additional areas addressed in program specific internship policies may include:
1. Whether and in what way internships are required for a degree in a given major
2. Limits on the repetition of internships
3. Guidelines for the transfer of internship units earned elsewhere and the way in which they satisfy major unit and course requirements
4. The requirements necessary to satisfy more than one internship under the same course number
5. The number of internship units permitted in a major
6. Grading options applicable to internships
7. Whether internship credit is appropriate in an organization where a student is already employed
8. Whether internships involving potential conflict of interests (such as working in a small family business) are appropriate
9. Special requirements for internships

6. Administration Responsibilities for Internship Planning
1. Ensure compliance with CSU system and campus risk management requirements, including retaining all required documentation.
2. Annually informing all department chairs and deans of the campus policy.
3. Annually review this policy.
4. Provide a student orientation that includes expectations on conduct, health and safety instructions, and emergency procedures and contacts.
5. Ensure that if a qualified intern with a verified disability identifies the need for an accommodation, the site, in collaboration with SSU Disability Services for Students (DSS) and the faculty member, should provide an accommodation that will allow the individual equal access to perform the essential functions of the position.
6. Direct domestic students interning abroad to obtain insurance information from the Center for International Education.
7. Direct international students in either F-1 or J-1 visa status to obtain the appropriate work authorization prior to accepting a paid internship off-campus. Even if the work is unpaid, international students must consult with their
Designated School Official (DSO) or Alternate Responsible Officer (ARO) in the Center for International Education before working off-campus.

8. Assess off-campus sites for risk management, including providing necessary Sonoma County site visits (See Process for more information).

9. Provide training, including mileage and travel for business forms and procedure, to faculty on how to conduct site visits, if appropriate.

10. Manage an online database accessible to SSU students and faculty which lists available internships and provides information about applying for those internships.

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4 The site visit is an informative meeting for the potential learning site and the person doing the site visit. If possible, the meeting should include organization leadership and any staff who may supervise students; meeting everyone allows all concerned to understand the expectations and parameters of the placement. In addition, the meeting should include an overview of internships, expectations for students and the learning site, and the procedures to follow in case a student is injured. Forms and information should be brought and shared with the staff at the learning site. Agreements should be reviewed as well. The site visit includes a tour of the site and discussion of any risk concerns. (Adapted from 2011 CSU Resource Guide for Managing Risk in Service Learning).