



**CALIFORNIA STATE POLYTECHNIC UNIVERSITY, POMONA
POLICY NO: 1449**

ACADEMIC CREDIT EARNING INTERNSHIPS

This policy complies with Chancellor Office’s Executive Order 1064, Student Internships, Section IV. Campus Student Internship Policy, issued on September 9, 2011. Executive Order 1064 requires that each campus develops, implements, maintains and publishes a student internship policy governing all internships where the university makes the placement. Placement is defined as those students conducting internships with industry partners/agencies/organizations for the purpose of receiving academic credit. Non-credit earning (non-academic) internships must be paid unless the internship program meets federal guidelines as outlined by the U.S. Department of Labor’s “*Wage and Hour Division Fact Sheet #71: Internship Programs Under the Fair Labor Standards Act.*” Employers of non-academic internship students work directly with the students; contractual agreements are solely between the employer and student. The employer is liable for the interns.

Clinical placements such as nursing, counseling, physical therapy or occupational therapy, and non-credit earning (non-academic) internships as detailed above are exempt from this policy.

An internship is a closely monitored, structured program that complements the academic/classroom experience. An internship merges academic experience, personal development, and career exploration in one course or a set of courses. Internships can be part-time or full-time, paid or unpaid, and generally last one academic term or more. Internships can take place in any sector: nonprofit, for-profit, or government. Although interns are typically learners/trainees, an internship will provide meaningful, professional work experiences and meet specific learning outcomes as detailed in the “Internship Learning Plan”. Internship coursework should include reflection and integration of learning into the course objectives.

Internships are recognized as high impact educational practices and are central to the continuum of real world experience. Cal Poly Pomona encourages all students to gain hands-on learning experience as part of their undergraduate coursework. A quality experience is critical to all internships to enhance student development, meet the sponsor company’s needs, and promote university public relations.

1.0 Academic Internships

- a) The internship student receives academic credit for the experience.
- b) Only Cal Poly Pomona students are eligible for academic internships.
- c) Academic internship credit shall not be granted after the fact or for prior life experience.
- d) The academic internship courses will include significant involvement of the internship students and their internship instructor in planning, processing and evaluating the learning outcomes from their experiences.
- e) The internship student may be paid as an employee of the sponsor company or unpaid.
- f) The sponsor company collaborates with the Center for Community Engagement, the Career Center, and one of Cal Poly Pomona’s academic departments/colleges.
- g) The sponsor company signs an Academic Internship Partners Agreement with Cal Poly Pomona that is facilitated by the Center for Community Engagement - Internship & Cooperative Education Office or by the appropriate academic department/college.

Academic Internship Partners Agreements shall be signed by the Provost (or designee) or by Cal Poly's Procurement and Support Services.

- h) No academic internship shall require the internship student to work "on-site" at an individual's home since an individual's home is not considered to be a safe work environment. If the internship student is asked to work "on site" at an individual's home, the Center for Community Engagement will clarify during a site visit that the internship student will be required to meet with the sponsor company's internship supervisor on a set day, at a set time, and either on campus or at a safe public location.
- i) "Virtual" Internships are not encouraged, however, they will be reviewed on a case by case basis in which internship students may have assignments involving applications of social media, website/internet activities, or assessments/evaluations that do not require them to be "on site". Internship students must seek permission from their internship instructor/liaison that this specific internship placement is acceptable. Sponsor companies must provide details of how the internship students' work will be directed and how mentorship will be given. The sponsor company shall meet on campus or at a safe public location with the internship students.

2.0 Cooperative Education (Co-op):

- a) Cal Poly Pomona students and students from other southern California universities are eligible.
- b) The internship student receives academic credit for the experience.
- c) The internship student is an employee of and paid by the Cal Poly Foundation.
- d) The sponsor company signs a Partner Agreement with the Cal Poly Pomona Foundation. Partner Agreements are negotiated through the Office of Research and Sponsored Programs.
- e) The Internship & Cooperative Education Office assists with screening of applicants, payroll (timesheets), and the respective sponsor company's internship supervisor evaluations.
- f) Cooperative education employment lasts a minimum of six months and can be as long as two years. Internship students may work a maximum of 1,000 hours per year.
- g) The internship student must sign up for the Cooperative Education Program at the Internship & Cooperative Education Office and follow the online application/hiring procedure/time recording process.

3.0 Center for Community Engagement, Internship & Cooperative Education Office Responsibilities

- a) Serve as the primary academic internship resource center and acts as liaison to students, faculty, and sponsor companies.
- b) Ensure compliance with CSU system and campus risk management requirements and inform academic departments/colleges of internship policies and procedures.
- c) Cooperate with the Office of Academic Affairs to periodically audit compliance with policies and procedures.
- d) Collaborate with sponsor companies and Cal Poly's Procurement and Support Services to obtain Academic Internship Partner Agreements from all sponsor companies participating in internships for academic credit (unless the academic department/college chooses to perform this duty).
- e) Conduct internship site visits, if necessary, to identify any potential risks of the internship site and ensuring that the Site-Self Assessment Form is completed, using the criteria established by risk management (unless the academic department/college chooses to perform this duty).
- f) Review emergency preparedness processes with internship students, internship instructors, and the sponsor company's internship supervisors.
- g) Manage the designated online database system (e.g. BroncoServ S4) to serve as

repository for the Academic Internship Partner Agreements, Site-Self Assessment Form, Emergency Contact Forms, Internship Learning Plans, the Release of Liability Form, and any audio/visual waivers.

- h) Retain the documents listed in Section 3.0 part g for no less than three years.

4.0 Participating Academic Department/College Responsibilities

- a) Participating academic departments/colleges should identify a single contact person for internship inquiries. This individual will be designated the internship liaison for the academic department/college.
- b) Participating academic departments/colleges shall develop Extended Course Outlines (ECOs) for their internship courses with the 4410/4420 course designations or respective graduate level course designation.
- c) Develop and complete any additional procedures identified and agreed upon by the academic department/college.
- d) If an internship course is to be offered, the academic department/college is to assign the internship instructor and schedule the internship class as needed.
- e) If they prefer, participating academic departments/colleges can collaborate with sponsor companies and Cal Poly's Procurement and Support Services to obtain Academic Internship Partner Agreements from all sponsor companies participating in internships for academic credit. The Center for Community Engagement, Internship & Cooperative Education Office will perform these activities otherwise.
- f) If they prefer, participating academic departments/colleges can conduct internship site visits, if necessary, to identify any potential risks of the internship site and ensuring that the Site-Self Assessment Form is completed, using the criteria established by risk management. The Center for Community Engagement, Internship & Cooperative Education Office will perform these activities otherwise.
- g) Store the Internship Learning Plans, Emergency Contact Forms, and Release of Liability Forms for no less than the required three year period. Note that documents will be stored online for those academic departments/colleges using the designated online database system (e.g. BroncoServ S4).

5.0 Internship Instructor Responsibilities

- a) Prior to the internship:
 - i. Consult with the academic department/college and the Center for Community Engagement regarding the necessary procedures and the required documents needed for the internship students.
 - ii. Meet with the internship students to plan, process, develop and complete an Internship Learning Plan.
 - iii. Verify an appropriate sponsor company that is already a university partner. If the sponsor company is not a university partner, the internship instructor must request an Academic Internship Partner Agreement (see Section 1.0 part g) be made with the sponsor company.
 - iv. Provide internship student orientation and include in the course syllabus all required actions and deadlines that the internship students must meet.
 - v. Complete any additional procedures/documents that are required by the academic department/college.
 - vi. Collect the Internship Learning Plan, the Emergency Contact Form, and the Release of Liability Form from all internship students.
 - vii. Direct F-1 and J-1 Visa international students pursuing paid or unpaid academic internships to the International Center.
 - viii. Provide students with special needs with an educational plan that provides reasonable accommodations in consultation with the Center for Community Engagement, the Career Center, and/or the Disability Resource Center if needed.

- b) After internship student is placed:
 - i. Meet with and supervise the internship students as detailed in the syllabus.
 - ii. Collect evaluations from the sponsor company's internship supervisor for consideration in the determination of course grades/academic credit.
 - iii. The instructor on record for the internship course will be responsible for the posting of the official internship course grade during the normal grading period at the end of the academic term.

6.0 Internship Student Responsibilities

- a) Meet with the internship instructor to plan, process, develop, and complete an Internship Learning Plan and verify an appropriate sponsor company.
- b) Officially enroll in the respective "Internship" or "Co-Op" course in accordance with the normal registration established timelines.
- c) Follow Cal Poly Pomona and academic department/college requirements for documentation.
 - i. Complete and submit risk management forms (Internship Learning Plan, Release of Liability, and the Emergency Contact Form. Submit Academic Internship Partners Agreement with sponsor company's signature and Site-Self Assessment Form) using the designated online database system (e.g. BroncoServ S4) in order to receive academic credit.
 - ii. Cooperative Education internship students must sign up for the Cooperative Education Program at the Internship & Cooperative Education Office and follow the online application/hiring procedure/time recording process.
- d) Track hours or log activities relative to internship as required by the internship instructor/Cooperative Education Program.
- e) Notify the Center for Community Engagement regarding hiring/employment outcomes if they arise once the internship has been completed.

7.0 Relationship between the Career Center and Center for Community Engagement

- a) The Career Center is responsible for "courting" potential sponsor companies, and determining whether they are interested in academic internships or the cooperative education program. The Career Center shall explain to potential sponsor companies federal and state regulations related to internships.
- b) The Career Center shall post information about all types of internships. The Center for Community Engagement shall post cooperative education opportunities on the Career Center website and shall arrange to have them posted at other universities.
 - i. When it has been determined that the sponsor company is interested in an academic internship or the Cooperative Education Program, contact information will be forwarded to the Center for Community Engagement.
- c) The Center for Community Engagement may also be a point of first contact for potential sponsor companies (academic internships and the cooperative education program).
 - i. If it is determined that a sponsor company is interested only in a non-academic internship, contact information will be forwarded to the Career Center.
- d) The Career Center and the Center for Community Engagement will work together to determine appropriate marketing strategy for all internships and cooperative education opportunities.
- e) The Career Center shall be responsible for preparing students for internships - interviews, resume writing, federal and state regulations related to internships, etc. This may involve visiting internship classes or providing seminars at the Career Center.

8.0 Sponsor Company's Responsibilities

- a) Academic Internships
 - i. Use the designated online database system (e.g. BroncoServ S4) to complete the necessary risk management internship forms (Internship Learning Plan, Release of

- Liability, and the Emergency Contact Form).
- ii. Sign and submit the Academic Internship Partner Agreement and the Site-Self Assessment Form.
- iii. Provide internship student evaluations needed to measure learning outcomes as detailed on the Internship Learning Plan.
- iv. Provide internship hours and attendance.
- v. Provide any additional requirements that were set by Academic Affairs, Academic Programs, the academic department/college, or the Center for Community Engagement in the Academic Internship Partner Agreement.
- b) Cooperative Education Internships
 - i. The Industry Partner must sign a contract with the Cal Poly Pomona Foundation.
 - ii. Internship hours shall not be more than 20 hours per week during the academic year and 40 hours per week during the summer months with a 1,000 hour maximum during July 1 – June 30 fiscal year.
 - iii. Organize a hiring timeline with the Center for Community Engagement - Internship & Cooperative Education Office.
 - iv. Submit the internship students' timesheets to the Center for Community Engagement - Internship & Cooperative Education Office.

9.0 Annual Review

- a) Report student hiring/employment outcomes.
- b) Student internship review for educational and safety purposes.
 - i. The Center for Community Engagement or designated unit shall conduct an annual review and assessment of the educational appropriateness, identification for potential risk, identification of an appropriate sponsor company internship supervisor, evaluation of educational environment relations of internship activities to course goals, placement criteria, and the signed required documents listed in Section 3.0 part g.