

Adopted: June 2, 2015

**ACADEMIC SENATE  
of  
CALIFORNIA POLYTECHNIC STATE UNIVERSITY  
AS-804-15**

**RESOLUTION ON CAL POLY INTERNSHIP POLICY**

1 WHEREAS, CSU Executive Order 1064 sets the minimum requirements for internships and  
2 requires each CSU campus to develop an appropriate internship policy; and  
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4 WHEREAS, CSU Executive Order 1064 supersedes the existing policy on internships outlined in  
5 Cal Poly's Campus Administrative Manual (CAM 456, 1973); therefore be it  
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7 RESOLVED: That the Academic Senate approve the attached Internship Policy; and be it further  
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9 RESOLVED: That the attached Internship Policy replaces CAM 456 where appropriate, and be it  
10 further  
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12 RESOLVED: That the Academic Senate Executive Committee charge the Instruction Committee  
13 to collaborate with University Risk Management and any other appropriate groups to  
14 develop university-wide forms for the colleges to adopt for internships; and be it  
15 further  
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17 RESOLVED: That the Academic Senate charge the Instruction Committee to review this policy  
18 and its implementation within one year; and be it further  
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20 RESOLVED: That the requirements of the Internship Policy and all appropriate forms be available  
21 on one website hosted by Academic Programs and Planning.

Proposed by: Academic Senate Instruction Committee  
Date: May 14, 2015  
Revised: May 27, 2015

California Polytechnic State University, San Luis Obispo  
Internship Policy  
Approved 06.02.15

*In response to California State University Executive Order 1064 (effective August 23, 2011) Cal Poly will follow the following policy on internships. As part of Cal Poly's "learn by doing" philosophy, internships are a significant part of students' learning experience.*

1. Definition of an Internship

An internship is an educational experience that formally integrates the student's academic study with practical experience in a cooperating organization. It is an off-campus activity for which a student receives academic credit. It is designed to serve educational purposes by offering experience in a service learning, business, non-profit, or government setting. An internship site is the organization at which the internship takes place.

2. Scope of this Policy

This policy does not apply to teacher preparation placements or clinical placements, such as counseling, physical therapy, or occupational therapy. In some colleges and programs, internships are also referred to as cooperative education (co-ops). This policy does not apply to educationally related experiences that do not receive academic credit, such as summer employment related to a student's academic program. This policy does not apply to on-campus or off-campus activities that are part of an existing academic course (see AS-767-13).

3. Responsibilities of the Department

- a. Establish academic policies for establishing an internship.
- b. Establish criteria for awarding academic credit.
- c. Establish policies for student compensation, if applicable.
- d. Ensure that students sign Release of Liability, Promise Not to Sue, Assumption of Risk and Agreement to Pay Claims form.
- e. Complete a written summary of the internship site, retain the summary, and make the summary available for review. The summary shall include the following:
  - i. Evaluation of the potential for the internship site to provide an educationally appropriate experience and environment.
  - ii. Evaluation of the potential for student academic experience and its relationship to the student's academic study.
  - iii. Identification of the potential risks of the internship site. This may require a site visit, which may be bypassed if the department can demonstrate and document sufficient knowledge of the internship site. This could be accomplished through online review, published materials, or direct contact with the site. The visit may also be bypassed if the site does not pose an increased risk relative to the campus, e.g., an office or computer laboratory.

- iv. Conduct annual review of the internships, both for educational purposes and for safety to the students. This review should take into account information gathered from on-site supervisors, faculty, university staff, and student experience.
    - v. Identification of an appropriate individual from the host organization to supervise the student at an internship site.
    - vi. Selection criteria and basic skills required of the student.
    - vii. Signed agreement of internship site to meet campus expectations, including internship site's and campus's role in the internship, student responsibilities, non-discrimination practices, anti-harassment policies, and accommodation of special needs.
  - f. Provide a plan to accommodate any students with special needs. For assistance, contact the Disability Resource Center (<http://drc.calpoly.edu>).
  - g. Institute a procedure for orienting students before beginning an internship, which shall include the following:
    - i. A student orientation that includes conduct expectations, health and safety instructions, and emergency contacts;
    - ii. Student emergency contact form to be completed (cite). If the internship placement is not required as part of the student's academic program, the student must complete the liability waiver form (see Executive Order 1051);
    - iii. Learning agreement form signed by the student, internship site supervisor and university representative. The form addresses the work to be provided by the student, the learning outcomes, and the placement logistics (including hours and pay).
  - h. Retain above documents (3d-f and 3g.ii-iii) related to each internship for three years and in a manner consistent with university and system guidelines (see Executive Order 1031). Electronic copies are permissible.
  - i. Forward electronic copies of the above policies and documents (3a-c and e) related to each internship consistent with university and system guidelines to Academic Programs for future assessment.
4. Responsibilities of the College
- a. Designate internship coordinator responsible for implementation, compliance, and reporting of this policy.
  - b. Evaluate risk using the written summary of the internship site.
  - c. Ensure departmental compliance with this internship policy.
5. Responsibilities of Academic Programs
- a. Administer regular reviews to monitor and document compliance with this internship policy; update requirements as necessary at regular intervals;
  - b. Make available online this campus-wide internship policy.
  - c. Retain above documents (3a-c and e) related to each internship for three years and in a manner consistent with university and system guidelines (see Executive Order 1031).
  - d. Make available appropriately redacted internship data available for faculty and administrative assessment.