

**SAN JOSÉ STATE UNIVERSITY  
ONE WASHINGTON SQUARE  
SAN JOSÉ, CA 95192**

**S16-14, University Policy, Internships, Service Learning, and Off-Campus Learning Experiences**

**Legislative History:**

At its meeting of April 25, 2016, the Academic Senate approved the following policy recommendation presented by Senator Mathur for the Curriculum and Research Committee. This policy creates a University-Organization Agreement (UOA) template, consistent with CSU requirements, overseen and maintained by the Office of Graduate and Undergraduate Programs and designated offices, that departments will use for their Internships, Service Learning, and Off-Campus Learning Experiences.

**Effective: Fall 2016**

**Approved and signed by Interim President Susan W. Martin on May 2, 2016.**

**University Policy  
Internships, Service Learning, and Off-Campus Learning Experiences**

**Whereas;** CSU Executive Order 1064 "...recognizes the beneficial educational purpose of student internships, as well as the need to maximize the educational experience while mitigating the risks to participants and minimizing the university's liability exposure;" and furthermore requires each campus "to develop, implement, maintain and publish a student internship policy...;" and

**Whereas;** Internship is defined as "...an off-campus activity designed to serve educational purposes by offering experience in a service learning, business, non-profit, or government setting" and as further defined by the Chancellor's Office as excluding teacher preparation placements or clinical placements such as nursing, counseling, physical therapy or

occupational therapy and including practicum courses where students work in settings off-campus; and

**Whereas;** SJSU provides significant opportunities for internships, service learning, and community engagement in many departments (the majority of SJSU departments offer either service learning or internships), most of which are credit bearing or are an academic requirement and are therefore covered by Executive Order 1064; and

**Whereas;** An *ad hoc* committee with representation and input from three university divisions, Administration and Finance (Contracts and Purchasing; and Risk Management), Student Affairs (Career Center), and Academic Affairs (Center for Community Learning and Leadership and Graduate and Undergraduate Programs) worked for 4 years on the development of this policy and University-Organization Agreement (UOA), and a larger *ad hoc* committee (IFAC, Internship Faculty Advisory Committee) created in Fall 2014, including additional representation from the seven academic colleges, has given input on all aspects of this policy and the UOA; therefore be it

**Resolved;** That a University-Organization Agreement (UOA) template be created, consistent with the CSU system requirements, and overseen and maintained by the Office of Graduate and Undergraduate Programs (GUP) and designated offices (e.g., Center for Community Learning and Leadership; CCLL) and when changes are needed in the general UOA template (not the modifications at the department/program level), these changes will be reviewed and approved by the University Curriculum & Research Committee; and be it further

**Resolved;** That a department and/or college will utilize the UOA template for its Internships, Service Learning, and Off-Campus Learning Experiences but can modify it, as needed, in consultation with Administration and Finance (e.g., Contracts and Purchasing, Risk Management) and the Office of Graduate and Undergraduate Programs; and be it further

**Resolved;** That the student's individual Learning Plan (LP) and Participation Guidelines (PG) be created at the department level to ensure that the non-SJSU learning site, the faculty member coordinating and overseeing the internship, service learning, or off-campus experience and the students involved are in agreement about the nature of the academic requirements and expected outcomes; and be it further

**Resolved;** That the outcomes of the LP relate to the course learning outcomes or the program learning outcomes; and be it further

**Resolved;** That full implementation of UOA, LP, and PG documents; and training as necessary be developed and overseen by GUP and designated offices (i.e., CCLL); and be it further

**Resolved;** That the campus, under the leadership of GUP, investigate and implement solutions to streamline and develop a simpler process for establishing agreements with partner sites; and be it further

**Resolved;** That all learning sites be entered into the CSU database in a timely fashion consistent with the development of this system-wide database, and the training of SJSU faculty and staff with its implementation with particular emphasis on risk management issues; and be it further

**Resolved;** That this policy be effective Fall 2016 and the UOA approval process formalized by Fall 2017.

**Approved (C&R):** April 21, 2016 (electronic vote)

**Vote:** 12-0-0

**Present:** Anagnos, Bacich, Backer, Buzanski, Clements, Heil, Mathur, Matoush, Sarras, Schultz-Krohn, Sibley, Stacks

**Curricular Impact:** This policy will bring SJSU into compliance with the governing CSU Executive Order. It will also establish procedures to document that credit-bearing internships, service learning courses, and off-campus learning experiences have established learning goals.

**Financial Impact:** Very closely tied to the Workload Impact.

**Workload Impact:** Workload will involve time spent orienting students to these requirements; time spent in coordination with SJSU offices and the students in handling/processing the required forms (LP, PG, UOA); and time spent maintaining updated information on the status of these forms and our partnering organizations.

- Workload impact will be closely tied to the following factors:
- the number of students enrolled in a given department's internship program
  - the total number of organizations at which the department's students are interning
  - what percentage of the organizations that a department is working with already have a non-expired UOA on file

- to what extent new organizations in the process of signing a UOA request changes/amendments to their agreements

Workload impact will also be tied to the agreed upon processes for handling UOAs within SJSU.