

1 San José State University
2 Academic Senate
3 Curriculum and Research Committee
4 March 13, 2017
5 Final Reading
6

AS 1641

7 **Policy Recommendation:**
8 **Amendment A to University Policy S16-14:**
9 **Clarification of ‘Internship’**

10
11 **Legislative History:** Amends S16-14
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13 **Rationale:** Since the passage of this university policy in Spring 2016, the campus
14 has received additional clarification from the Chancellor’s Office
15 regarding which internships require University-Organization
16 Agreements (UOA).
17

18 **Resolved:** That the following amendments be adopted immediately.
19

20 **Whereas:** CSU Executive Order 1064 “...recognizes the beneficial educational
21 purpose of student internships, as well as the need to maximize the
22 educational experience while mitigating the risks to participants and
23 minimizing the university’s liability exposure;” and furthermore
24 requires each campus “to develop, implement, maintain and publish a
25 student internship policy...;” and
26

27 **Whereas:** Internship is defined as “...an off-campus activity designed to serve
28 educational purposes by offering experience in a service learning,
29 business, non-profit, or government setting” and as further defined by
30 the Chancellor’s Office as excluding teacher preparation placements or
31 clinical placements such as nursing, counseling, physical therapy or
32 occupational therapy and including practicum courses where students
33 work in settings off-campus; and
34

35 **Whereas:** SJSU provides significant opportunities for internships, service learning,
36 and community engagement in many departments (the majority of SJSU
37 departments offer either service learning or internships), some of which
38 are credit bearing or are an academic degree requirements and are
39 therefore covered by Executive Order 1064; and
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41 **Whereas:** CSU Executive Order 1064 requires a student internship policy
42 governing internships where the university makes the placement (e.g.,
43 instructor provides the site(s) from which students must choose their
44 internship, service learning, or off-campus experience); and
45

46 **Whereas:** An ad hoc committee with representation and input from three university
47 divisions, Administration and Finance (Contracts and Purchasing; and
48 Risk Management), Student Affairs (Career Center), and Academic
49 Affairs (Center for Community Learning and Leadership and Graduate
50 and Undergraduate Programs) worked for 4 years on the development
51 of this policy and University-Organization Agreement (UOA), and a
52 larger ad hoc committee (IFAC, Internship Faculty Advisory Committee)
53 created in Fall 2014, including additional representation from the seven
54 academic colleges, has given input on all aspects of this policy and the
55 UOA; therefore be it
56

57 **Resolved:** That a University-Organization Agreement (UOA) template be created,
58 consistent with the CSU system requirements, and overseen and
59 maintained by the Office of Student and Faculty Success and
60 designated offices (e.g., Center for Community Learning and
61 Leadership; CCLL) and when changes are needed in the standard UOA
62 template (not the modifications at the department/program level), these
63 changes will be reviewed and approved by the University Curriculum &
64 Research Committee; and be it further
65

66 **Resolved:** That a department and/or college will utilize the standard UOA template
67 for Internships, Service Learning, and Off-Campus Learning
68 Experiences where the university makes the placement, but can modify
69 it, as needed, in consultation with and upon approval from
70 Administration and Finance (e.g., Contracts and Purchasing, Risk
71 Management) and notification to the Office of Student and Faculty
72 Success; and be it further
73

74 **Resolved:** That if the internship is a degree requirement then students may make
75 their own placement, but the department/program must provide at least
76 one university-approved placement option requiring a UOA or an
77 alternative experience as approved by department/program (e.g.,
78 course, independent study); be it further
79

- 80 **Resolved:** That if an internship is an elective for a degree program, it should be
81 clear (i.e., through catalog description, advising, and other program
82 materials) to the student that he/she will make their own placement and
83 no UOA will be required; be it further
84
- 85 **Resolved:** That when a student makes his or her own internship arrangements, the
86 student must sign a self-placement declaration on the Learning Plan
87 stating that the university did not make the placement and that the student
88 be made aware that the learning site is not covered in terms of liability, but
89 that the student is covered by CSU credit liability insurance (i.e.,
90 SAFECLIP), so long as the student is in good standing while completing
91 the internship and registered/enrolled in a course that requires internship
92 experience; be it further
93
- 94 **Resolved:** That for all internships, the student's individual Learning Plan (LP) and
95 Participation Guidelines (PG) be created at the department level to
96 ensure that the non-SJSU learning site, the faculty member coordinating
97 and overseeing the internship and the students involved are in
98 agreement about the nature of the academic requirements and expected
99 outcomes; and be it further
- 100
- 101 **Resolved:** That the LP define the course expectations and learning outcomes
102 associated with the internship and that the outcomes of the LP relate to
103 the course learning outcomes or the program learning outcomes; and be
104 it further
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- 106 **Resolved:** That the LP is provided to the employer or site supervisor providing the
107 internship; and be it further
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- 109 **Resolved:** That full implementation of UOA, LP, and PG documents; and training
110 as necessary be developed and overseen by the Office of Student and
111 Faculty Success and designated offices (i.e., CCLL); and be it further
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- 113 **Resolved:** That the campus, under the leadership of the Office of Student and
114 Faculty Success, investigate and implement solutions to streamline and
115 develop a simpler process for establishing agreements with partner sites
116 and develop procedures to address unique situations across
117 departments and students; and be it further
118
- 119 **Resolved:** That all learning sites be entered into the CSU database in a timely

120 fashion consistent with the development of this system-wide database,
121 and the training of SJSU faculty and staff with its implementation with
122 particular emphasis on risk management issues; and be it further
123

124 **Resolved:** That the department is responsible for the renewal of its UOA(s) and the
125 oversight of the renewal process of UOAs rests with the Office of
126 Student and Faculty Success; if a site requests modifications to an
127 existing UOA, consultation with and approval from Administration and
128 Finance (Contracts and Purchasing, Risk Management) will be needed.
129

130 **Resolved:** That this policy be effective Fall 2016 and the UOA approval process
131 formalized by Fall 2017.
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133 **Approved (C&R):** March 6, 2017

134 **Vote:** 12-0-0

135 **Present:** Anagnos, Buzanski, Chang, Cargill, Chung, Grindstaff, Medrano,
136 Mathur, Matoush, Rodan, Trulio, Stacks

137 **Absent:** Heil
138
139

140 **Curricular Impact:** This policy will bring SJSU into compliance with the governing
141 CSU
142 Executive Order. It will also establish procedures to document
143 that credit-bearing internships, service learning courses, and off-
144 campus learning experiences have established learning goals.
145

146 **Financial Impact:** Very closely tied to the Workload Impact. Staff resources are
147 needed to process and review UOAs, train and support users, and
148 maintain the CSU database(s).
149

150 **Workload Impact:** Workload will involve time spent orienting students to these
151 requirements; time spent in coordination with SJSU offices and
152 the students in handling/processing the required forms (LP, PG,
153 UOA); and time spent maintaining updated information on the
154 status of these forms and our partnering organizations.
155

156 Workload impact will be closely tied to the following factors:
157 - the number of students enrolled in a given department's
158 internship program
159 - the total number of organizations at which the department's
160 students are interning

161 - the percentage of the organizations with which a department is
162 working already has a non-expired UOA on file
163 -the complexity of the UOA approval process.

164
165 Workload impact will also be tied to the agreed upon processes for
166 handling UOAs within SJSU.
167