

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

**SS-F17-3, Sense of the Senate Resolution, Guidance on Implementation of EO 1064 Student Internships, Service Learning, and Off-Campus Learning Experiences**

**Legislative History:** At its meeting of October 23, 2017, the Academic Senate approved the following Sense of the Senate Resolution presented by Senator Schultz-Krohn for the Curriculum and Research Committee.

**SENSE OF THE SENATE RESOLUTION  
Guidance on Implementation of EO 1064 Student Internships,  
Service Learning, and Off-Campus Learning Experiences**

Rationale 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 requires each campus "to develop, implement, maintain and publish a student internship policy governing internships where the university makes the placement". In response to this executive order, SJSU developed S16-14: University Policy, Internships, Service Learning, and Off-Campus Experiences. This policy refers to internships, service learning, and off-campus experiences used for university credit. In spring 2017, S16-14, was amended, Amendment A, to allow student self-placement for internships, service learning and off-campus experiences bypassing the University-Organization Agreement process which could delay students' progress towards their degree and prevent access to valuable learning experiences. Amendment A, developed in consultation with the Chancellor's Office, was passed at the Academic Senate meeting on March 13, 2017. Following the passage of Amendment A, the Chancellor's Office Risk Manager informed the Curriculum and Research Committee that the vendor for the insurance coverage for students and the CSU campuses (SAFECLIP) would ONLY cover students engaged in internships where a UOA was fully executed.

Whereas During the Summer of 2017 the Chancellor's Office informed the SJSU community that all internships must have a University Organization Agreement (UOA) in place in advance of enrollment or students will not be covered by SAFECLIP; and

- Whereas Progress to degree for students in programs with internship/observation requirements can be significantly delayed by the recent interpretation from the Chancellor's Office regarding the timing of the UOA; and
- Whereas The Academic Senate of San José State University acknowledges the importance of internships, service learning, and other off-campus experiences as educational "high impact practices"; and
- Whereas EO 1064 embraces this spirit but San José State University is now severely hampered in its ability to offer this high impact educational method; therefore be it
- Resolved That the Academic Senate of San José State University requests Chancellor's Office provide flexibility and options that will allow students to enroll in internship/experiential coursework once a UOA is in progress; and be it further
- Resolved That Chancellor's Office allow students to obtain SAFECLIP or equivalent packages without a UOA in place or allow students to submit a waiver; and be it further
- Resolved That the Academic Senate of San José State University requests the Chancellor's Office clarify if a UOA is needed for SJSU students completing internships at other California campuses of Higher Education; and be it further
- Resolved That the Academic Senate of San José State University requests that the Chancellor's Office work with the Statewide Academic Senate to coordinate and support the process used among the CSU campuses to comply with EO 1064, such as maintaining a list of approved sites and government agencies; and be it further
- Resolved That the Academic Senate of San José State University requests financial support from the Chancellor's Office to implement and maintain UOAs on the San José State University campus; and be it further
- Resolved That this Sense of the Senate resolution be distributed to the California State University Chancellor, to all campus Academic Senates, the Chair of the Academic Senate of the CSU, the California Faculty Association, and SJSU Faculty.
- Approved: 10/02/2017  
 Vote: 9-0-0  
 Present: Anagnos, Bacich, Cargill, Heil, Liu, Matoush, Rodan, Schultz-Krohn, Stacks  
 Absent: Buzanski, Chung, De Guzman

Curricular Impact: The current CSU requirement that SAFECLIP is only available to students completing an internship where a current UOA is in place severely compromises the use of this best practice educational method

Financial Impact: Very closely tied to the Workload Impact. If the current requirement for a UOA to be in place for every internship site, SJSU will need additional workforce to implement and maintain this requirement

Workload Impact: Workload impact is closely tied to the following factors (from S16-14):

- the number of students enrolled in a given department's internship program (*the more students, the greater the workload*)
- the total number of organizations at which the department's students are interning (*the more organizations involved, the greater the workload*)
- what percentage of the organizations that a department is working with already have a nonexpired UOA on file (*the more new UOAs that have to be secured, the greater the workload*)
- to what extent new organizations in the process of signing a UOA request changes/amendments to their agreements (*the more changes required, the greater the workload*)