Cal State Fullerton

Academic Internship Course Instructor Guide



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A. Introduction

This guide is intended for faculty and instructors teaching or administering academic internship courses in departments using the services of the Center for Internships & Community Engagement (CICE). It provides details of the procedures in place to ensure compliance with CSU system-wide and campus policies, lists responsibilities of all parties involved and serves as a useful reference for addressing matters concerning academic internships. This document is best viewed as a PDF to access linked resources.

Governing Documents

Executive Order (EO) 1064, issued by the California State University Chancellor's Office, establishes guidelines for CSU campuses to use in the development of policy for administering academic internships. At California State University, Fullerton (CSUF), University Policy Statement (UPS) 411.601 provides specific policy and demarks responsibilities. Any amendments and updates of UPS 411.601 are executed under the review and oversight of the Internship and Service Learning (ISL) Committee, a subcommittee of the Academic Senate, with guidance from the CSUF Office of Risk Management Office.

Role of The Center for Internships & Community Engagement (CICE)

The Center for Internships & Community Engagement (CICE) administers processes developed to observe and ensure compliance with the requirements set forth in UPS 411.601. Academic departments may opt to use CICE services or manage all EO 1064 and UPS 411.601 requirements independently via designated department personnel.

CICE Services/Functions

- Reviews and approves academic internship for positions submitted through Symplicity (Titan Connection).
- Secures Learning Activity Placement Agreement (LAPA) from internship host organizations offering unpaid internships.
- Collects and stores required student academic internship placement documentation.
- Maintains CalstateS4 and Symplicity (Titan Connection) information systems and frequently updates academic internship guides and documentation.
- Assists students and academic internship hosts with navigating the recruitment and placement processes.
- Coordinates with academic departments with discipline-specific requirements to adapt processes and documentation accordingly.
- Provides data and records relating to administered academic internship information.
- Processes student clinical clearances.
- Responds and adapts to special academic internship situations by updating, creating, and/or implementing new procedures.
- Address student and internship host concerns.
- Provides Credit Verification Letters to students.

More information regarding Faculty support can be found on the CICE website at http://www.fullerton.edu/cice/faculty/academicinternships/.

Why are these processes necessary?

- Establish contact with internship host supervisor(s) and prepare them to host students.
- Determine academic suitability of proposed internship opportunities.
- Identify and communicate any risks to student interns.
- Secure liability insurance coverage for unpaid opportunities.
- Gather information for emergency responses.
- Establish a basis for expectations and conflict resolution between students and host sites.

B. Responsibilities

Academic Department/Instructor Responsibilities

Under UPS 411.601, academic departments and internship course instructors have several academic and administrative responsibilities. CICE has developed many systems and processes that facilitate these responsibilities and remove much of the administrative burden from faculty. Those responsibilities that remain are as follows:

Academic

- Ensure students are informed of any selection criteria for internships that are specific to your department (e.g. appropriate settings or any discipline-specific technical or accreditation requirements).
- Develop and/or utilize curriculum that effectively evaluates student learning.
- Manage and screen for pre-requisites.
- Develop and discuss a Learning Plan including defined internship goals with students and ensure all students sign the Learning Plan.
- Meet with students during internship term at least four times per semester.
- Create and solicit student evaluations from student supervisors as required.
- Review and grade student assignments.

Administrative

- Become familiar with CICE systems, processes and documents.
- Direct students to the Academic Internship Instruction Card for their course (e.g. links on syllabus and in Canvas) and provide update information when requested by CICE.
- Permit student enrollment in academic internship courses (where assigned and required by department).
- Ensure students complete the CICE Placement process in CalStateS4 ***before*** commencing their internship hours (see Faculty: CICE Placement Management Instructions (CalStateS4) for instructions on how check student placement status).
- Ensure all required internship hours and assignments are completed by the end of the semester (or by an agreed upon date within one year following the end of the term where an Incomplete is authorized) before assigning a grade.
- Consider and approve/deny student request to use their employment to fulfill their internship course requirements.
- Resolve disputes and concerns regarding eligibility of an internship experience.*

Additionally, some academic departments offer, or in some cases mandate, that students complete an orientation (developed and provided by the department and/or CICE) prior to enrollment.

*Please note: Only CICE and University Risk Management may approve an academic internship opportunity for risk purposes. Faculty may not unilaterally approve any positions. Prior to providing advice, consult with or refer to CICE.

Student Responsibilities

Students are also responsible for completing various requirements pertaining when taking an academic internship course. These responsibilities are:

- Attend required orientations and any required class meetings.
- Prepare appropriate academic internship application materials (resume, cover letters, etc.).
- Apply for and secure an appropriate academic internship opportunity.
- Obtain CICE approval for their academic internship opportunity if it is not already approved.
- Complete any background check or clearance requirements (and pay any associated costs).
- Complete the CICE academic internship Placement process prior to beginning academic internship.
- Complete all requirements for the internship course as directed in the course syllabus.

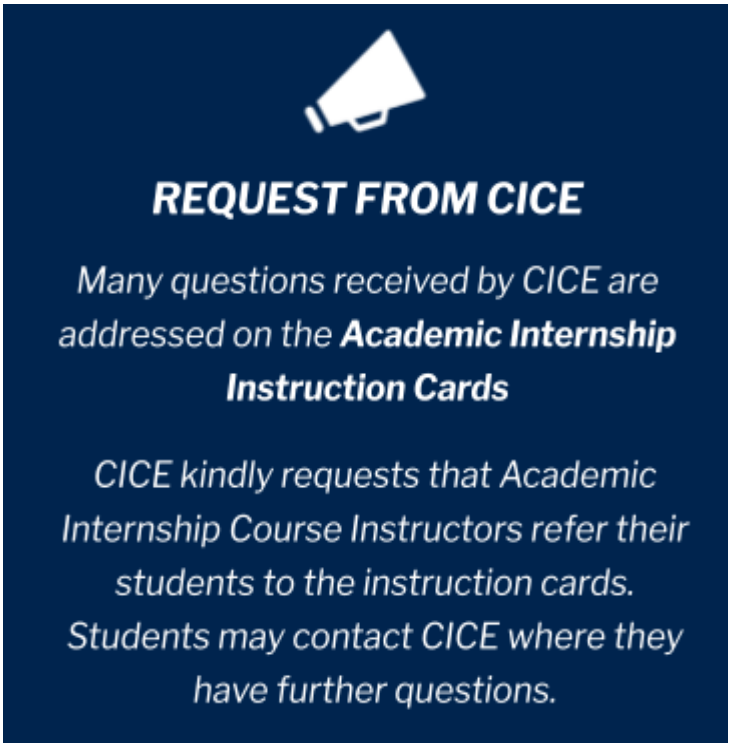
C. Academic Internship Instruction Cards

The purpose of the Academic Internship instruction Card, is to provide students with clear, step by step instructions and guide them through the process of securing an academic internship, obtaining approval, and completing the placement process. Instruction Cards also provide CICE and department contact information for student questions. CICE regularly contacts departments to ensure the information on these instruction cards is regularly updated and accurate.

Instruction Cards are the primary resource for guiding students through CICE and departmental academic internship procedures.

Instruction cards can be found at http://www.fullerton.edu/cice/infocards or using the QR code below.





D. Tracking Hours

All academic internship courses have a minimum number of hours that students are required to complete to pass the course. Course instructors are required to verify that these hours have been completed. How verification of hours occurs is at the discretion of the academic department course instructor. As an option, CICE provides the following time sheet that may be issued to students to track their hours and verify with their supervisor's signature:

http://www.fullerton.edu/cice/_resources/pdfs/Timesheet.pdf

E. CICE Academic Internship Approval

CICE requires academic internship host organizations to post academic internship opportunities in Titan Connection for review and approval. The academic internship opportunities may be reserved if a student has already been identified or made available for student applications. These opportunities include details of tasks, training, and learning outcomes, in addition to information about the supervisor. CICE academic internship opportunity review includes the following:

- Using the Fair Labor Standards Act (FLSA) standards to review and ensure compliance with Fact Sheet #71 criteria for unpaid internships.
- Conducting a baseline for academic suitability assessment on internship postings to ensure that students receive meaningful and beneficial learning experiences.
- Risk management review to identify any risks to students and ensure they are communicated to students prior to application/commencement of internship.
- Determine if issuance of a Learning Activity Placement Agreement (LAPA) is necessary.



IMPORTANT

*Though faculty can approve academic aspects of an internship, risk management approval through CICE is also needed. Faculty approval alone **does not** guarantee that the academic internship will be approved. Please communicate this to students and partners in these situations.*

Though CICE conducts a cursory review of internship opportunities, CICE will always defer to faculty on the academic suitability of an internship for their course. Where approval of a position is in dispute, faculty may give academic approval either when consulted by CICE or by contacting the office. Faculty may also instruct CICE not to approve academic internship positions on academic grounds.

Use of Student Employment for Academic Internship

Though there is no prescribed policy, several departments have developed internal approaches to approving student employment to fulfil or in lieu of completing an academic internship. Please refer to your Department Chair or Faculty Internship Coordinator to determine if such a process is in place. Some departments have elected to waive required internship courses in lieu of an alternative course where students can demonstrate one year of employment in a closely-related field. Others use a set of criteria to evaluate whether the student will gain new skills and knowledge from the experience (as opposed to merely getting credit for doing their job). Example considerations include:

- How recently the student began this employment.
- Relevance to discipline.
- Appropriately-qualified supervision.
- Inclusion of new work duties outside regular assignments.
- Delineation of works hours to be used to fulfil internship requirement.
- Submission of a learning plan detailing tasks and duties, training and learning goals.
- Defined times for regular feedback and supervision.



IMPORTANT: If students are allowed to proceed with using their employment they must still be approved through the standard CICE processes. Refer students to CICE Instruction Cards Step 2.

F. Systems Used by CICE to Manage Academic Internships

Titan Connection (Symplicity)

Students search Titan Connection to FIND an academic internship.

Titan Connection is the system used by CICE and the CSUF Career Center to manage relations and job/internship position postings with employers and internship host organizations. Faculty may request access to Titan Connection to review opportunities currently available to students by filling out the Titan Connection Faculty Access request form here:

https://app.calstates4.com/fullerton/tcfacultyaccess

Instructions for navigating Titan Connection can be found here:

http://www.fullerton.edu/cice/tcfacultyinstructions

Permit/Course Approval Form (Department Option)

Academic departments may regulate when students are permitted to enroll in academic internship courses. Check with your Department Chair or College Dean to determine if there is a permit requirement prior to student enrollment.

CICE offers the ***Permit/Course Approval Form*** which academic departments may opt to use. This form allows designated academic department personnel or faculty to review the CICE-approved internship proposed by the student prior to authorizing enrollment. The CICE Instruction Card, for your course, will include a link directing students to this form. If your department has decided to use it, please review your information to confirm.

CICE Academic Internship Placement (CalStateS4)

Students should complete the CICE Placement process ONLY AFTER securing, and verifying CICE-approval of, their academic internship experience.

CICE uses the CalStateS4 system to initiate, track and capture critical information about students' academic internship placements according to the course they are enrolled in. The system fulfills several functions including initiating the approval of academic internships that they sourced and secured themselves (Internship Approval Request form) and the CICE Placement process. Students are guided through these processes via the Academic Internship Instruction Cards which themselves are housed within the CalStateS4 system.

The system gathers required information about the student's internship (including description, supervision and location information), and collects information and students' signatures on the following required documentation:

- Emergency Contacts
- Student Conduct Agreement
- Waiver of liability, Assumption of Risk and Promise Not to Sue

Faculty may access this system to ensure their students have completed the placement process and review their placement information. Please follow the user guide for instructions here:

Faculty: CICE Placement Management Instructions (CalStateS4)

Academic Internship Approval Verification

Students and faculty can confirm if an academic internship opportunity has been approved by clicking the link below and search for the organization and position. A link to this verification tool is included on the CRISRR form.

www.fullerton.edu/cice/verify

If the academic internship position is not available, contact CICE for a status update.

G. Special Requirements for Academic Internships

School Districts

Students may only perform unpaid academic internships at a public-school district with a current Learning Activity Placement Agreement. It is the responsibility of the student, to ensure that there is an agreement in place with the district before they begin their placement process. They can find the CICE Approved School District list on the Academic Internship Instruction Card. Students may request an agreement via the Internship Approval Request, however, they must understand that this process typically takes three months to complete and be prepared to seek alternatives.

International Students/Curricular Practical Training (CPT)

International students will almost always (dependent on their visa) be required to secure a Curricular Practical Training (CPT) authorization prior to beginning an internship. CPT is issued by the International Students and Scholars (ISS) office. The CICE Instruction Cards include information on the process for those students who select the appropriate option.

Internships Outside the U.S.

Students who choose to pursue an internship outside the U.S. should be referred to the Study Abroad Office and CICE. Such internships are subject to administrative processes that can take up to six months to complete.

Background Checks and Clinical Clearances

Some academic internship opportunities require students to submit certain information or clearances before they are able to proceed in the academic internship onboarding process. Typical scenarios requiring clearances include:

When students will be working with children:

Students will almost always be required to complete a Live Scan background check and submit a evidence of TB inoculation or immunity. Students have the option to complete a Live Scan at the CSUF Police Department and can receive TB testing through the CSUF Student Health Center. The University and CICE do not provide these pre-clearances to sites or cover associated costs.

When working in medical or clinical settings:

Internships in medical or clinical settings often require a University representative to sign off that a student has completed various background checks, drug screenings and vaccination requirements. Faculty should refer students to CICE where such requirements are necessary. Refer students to CICE to process students' clearances for these internships. Students will be responsible for associated costs.



Please Note

There may be costs incurred for completing clearance requirements.

Any costs are the responsibility of the student.

Students in AB540 Status

If you have a student who reports that they are in AB540 status, they may have some anxiety about their ability to find an academic internship. Students in this status are often undocumented so there may be concerns about background checks and increased stress due to work authorization complications. Please refer these students to CICE and the Titan Dreamers Center for additional support.

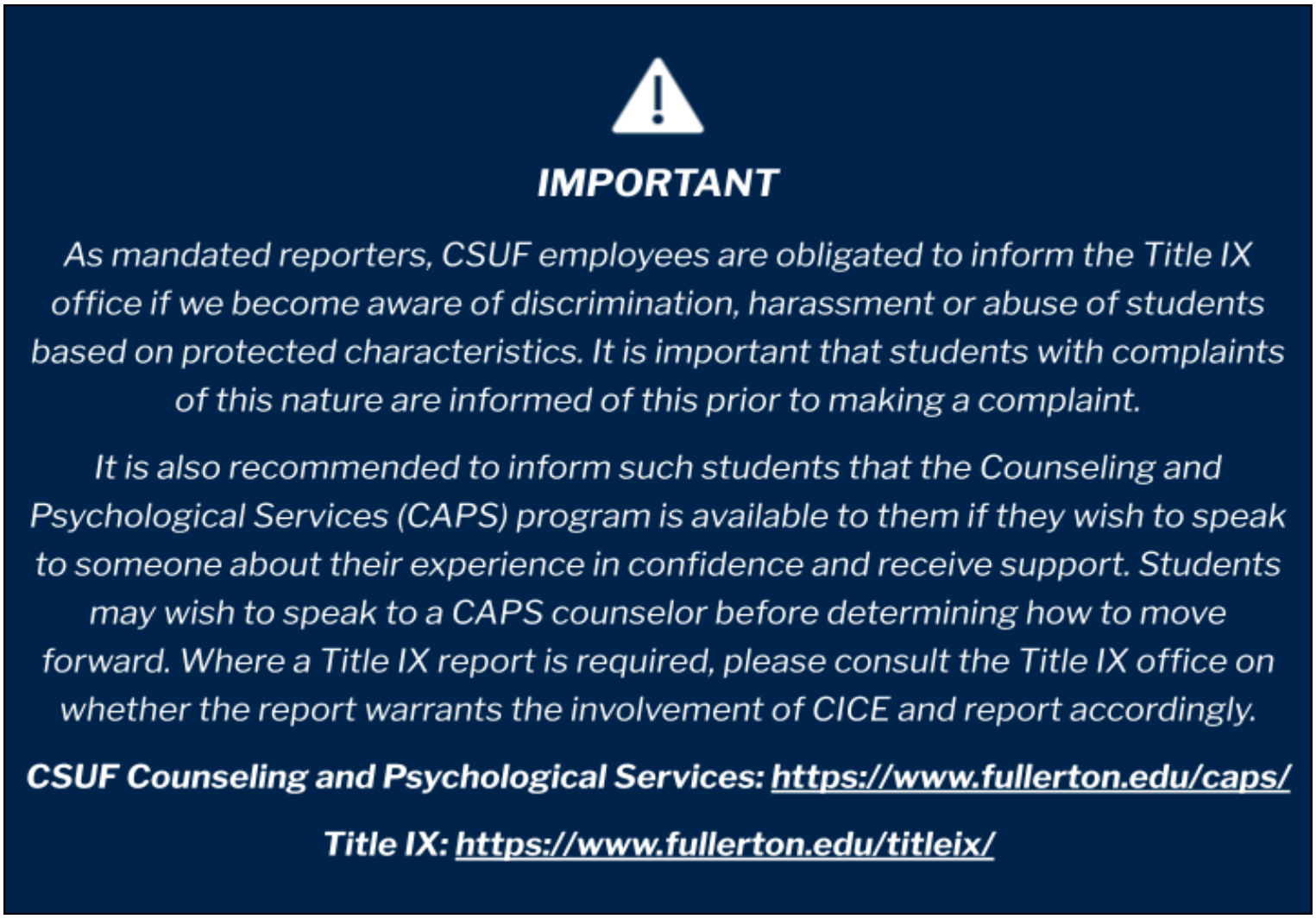


IMPORTANT – REQUESTS FOR FACULTY SIGNATURES

Please always consult CICE for guidance before signing any documents relating to academic internships. Often a specific, authorized campus signatory is required.

H. Student and Academic Internship Host Complaints

If you receive complaints from students or their host organizations related to the academic internship, please contact CICE so that we can mutually address concerns, take the appropriate action necessary to resolve the matter, and prevent future recurrence.



I. CICE Contact for Faculty

Main Phone: (657) 278-3746

Email: cice@fullerton.edu

Office Location: Langsdorf Hall 206 (LH-206)

J. Additional Documents and Resources

University Policy Statement 411.601

Risk Management in Experiential Learning

Approval & Placement Process Overview

S4 Faculty Access Guide

Titan Connection Faculty Access Guide