

EO 1064 document requirements and S4 capabilities

Site assessment

“Prior to placing students, an assessment of the appropriateness of the internship site as a placement for CSU students shall be conducted. **A written assessment summary of the internship site shall be completed and retained by the responsible campus office and be available for review.**”

How S4 handles: An online Site Assessment as an electronic form can be built into S4 and customized by each campus

- When a new site is created in S4, the form submission is retained in the log entry area of the Site.
- The submission values can be emailed to the contact email that is identified in the form
- The Submission can be turned into a PDF for long term storage, emailing to partner, etc.
- It is also possible to create an account for the community partner and give them direct access to their form submissions (evaluate appropriate support before implementing)

Site Agreement

“Agreement of internship site to meet campus expectations, **including a signed placement agreement between the internship site and the CSU** that addresses both the internship site's and the campus's role in the internship, as well as the student's responsibilities.”

How S4 handles:

If executing paper-based agreements, A log entry area in the site in S4 serves as a repository for a signed agreement, executed either digitally or via paper

- S4 can create a webform that serves as a University-Agency Agreement. In this case:
- The Agreement uses e-signatures (not digital sigs)
- It can be signed by one or both parties
- It cannot be modified (only the standard agreement without changes can be executed in S4)
- One or both parties can be required to login as part of e-signature authentication requirements

Pre-Placement Orientation

“Student orientation that includes conduct expectations, health and safety instructions, and emergency contacts;”

How S4 handles:

- **S4 can build orientation materials into the process of the student registering their placement, so that the orientation material from**
- **S4 can show students risk management/orientation information specific to a particular site in the process of signing up, and the student is required to acknowledge**

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Executive Order:

1064

Effective Date:

September 9, 2011

Supersedes:

No Prior Executive Order

Title:

Student Internships

This executive order is issued pursuant to the Standing Orders of the Board of Trustees, Section II (a) and (c). The California State University 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.

I. Purpose

This executive order establishes guidelines for campus student internship policy and procedures and delegates responsibility for implementation to the campus president.

II. Delegation of Authority

The president is delegated the responsibility for the development, implementation and maintenance of the campus student internship policy, and to ensure there is a means for future review of the policy that is updated and communicated to faculty and staff at appropriate intervals.

III. Terms and Definitions

An internship formally integrates the student's academic study with practical experience in a cooperating organization. It is an off-campus activity designed to serve educational purposes by offering experience in a service learning¹, business, non-profit, or government setting. For the purpose of this executive order "internship" does not include teacher preparation placements or clinical placements such as for nursing, counseling, physical therapy or occupational therapy.

An internship site is the organization at which the internship takes place.

¹See "Managing Risk in Service Learning"

http://www.calstate.edu/cce/resource_center/servlearn_risk.shtml for additional guidance.

IV. Campus Student Internship Policy

Each campus is required to develop, implement, maintain and publish a student internship policy governing internships where the university makes the placement. Electronic copies of internship-related documents are permissible. See technical letter **RM 2011-01** and the accompanying *Release of Liability Handbook*.

General internship policy shall, at a minimum, includes the following:

1. Internship Planning
2.
 - Individual to be responsible for oversight of the policy;
 - Academic policies for establishing an internship;
 - Awarding of academic credit;
 - Accommodation plan for students with special needs;
 - Emergency response plan;
 - Student compensation, if applicable; and

- Minimum requirements for agreements between the internship site and university.

3.

4. Placement Assessment

5. Prior to placing students, an assessment of the appropriateness of the internship site as a placement for CSU students shall be conducted. A written assessment summary of the internship site shall be completed and retained by the responsible campus office and be available for review. That summary shall respond, at minimum, to the following considerations:

- The potential for the internship site to provide an educationally appropriate experience;
- Identification of the potential risks of the internship site;
- Identification of an appropriate individual from the host organization to supervise the student at the internship site;
- Evaluation of the educational environment;
- Evaluation of the potential for student academic experience and its relationship to the student's academic study;
- Selection criteria and basic skills required of the student; and
- Agreement of internship site to meet campus expectations, including a signed placement agreement between the internship site and the CSU that addresses both the internship site's and the campus's role in the internship, as well as the student's responsibilities.

6.

7. Internship Site Visits

8. Campus policy shall include criteria for when to conduct a site visit. The site visit may be bypassed if the campus 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.

9. Placement and Orientation

10. Before the student begins the internship, the following steps shall be completed:

- Student orientation that includes conduct expectations, health and safety instructions, and emergency contacts;
- Student emergency contact form to be completed. 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**); and
- 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).

11. Documentation of the above items shall be retained by the campus supervising office or a designated campus office.
12. Annual Review
13. Campus policy shall include a plan for 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. Document Retention

The campus is expected to retain documents related to each internship consistent with systemwide and campus document retention guidelines. See **Executive Order 1031**.

It is recommended that the instructional agenda, name and contact information for the internship site, student information, and executed liability waiver be retained together after the conclusion of the semester/quarter during which the internship took place. Electronic copies of the documents are permissible. See technical letter **RM 2011-01** and the accompanying *Release of Liability Handbook*.