

Department Internship Contact Toolkit



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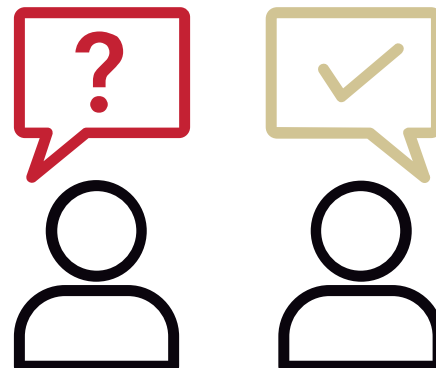
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1 Internships

1A California State University Executive Order 1064 & SDSU's Campus Statement

On September 9, 2011, the California State University (CSU) published Executive Order (E.O.) 1064-Student Internships, "which establishes guidelines for campus internship policy and procedures." In Spring 2017, San Diego State University (SDSU) completed a Campus Statement that addressed how E.O. 1064 is applied. [View E.O. 1064 and SDSU's Campus Statement at goo.gl/Fnm7MT](#) Also, please view the [CSU Managing Risk in Service Learning website](#), which has links to the [CSU Resource Guide for Managing Risk in Service Learning](#), [links to CSU Forms & Templates](#), and [FAQs](#).

1B SDSU's Decentralized Approach to Internships

SDSU has a decentralized approach to approving and managing internships, which gives each department autonomy to partner with internship sites based on their individual and unique educational requirements. Career Services acts as a resource to students, employers, and department internship contacts that need to be connected with each other. One tool managed by Career Services is the [Department Internship Contact List](#), which is updated each semester so students, employers, and department internship contacts can find the correct contact for each academic department.

1C Who is a Department Internship Contact?

Department Internship Contacts are the point(s) of contact identified by each academic department or program as being responsible for internships including:

- » Working with students to identify and/or enroll in the department's internship course(s)
- » Providing internship leads and/or guidance to students seeking internships
- » Teaching an internship course
- » Working with the internship site to vet the educational and risk factors of possible internship opportunities
- » Completing the Service Learning Agreement (SLA) process
- » Working with Contract & Procurement Management and Risk Management offices to be compliant with internship policies and procedures
- » Partnering with the Campus Internship Coordinator and Career Services for internship updates and best practices including training on how to use AdobeSign to complete the online SLA process

1D Internship Definition

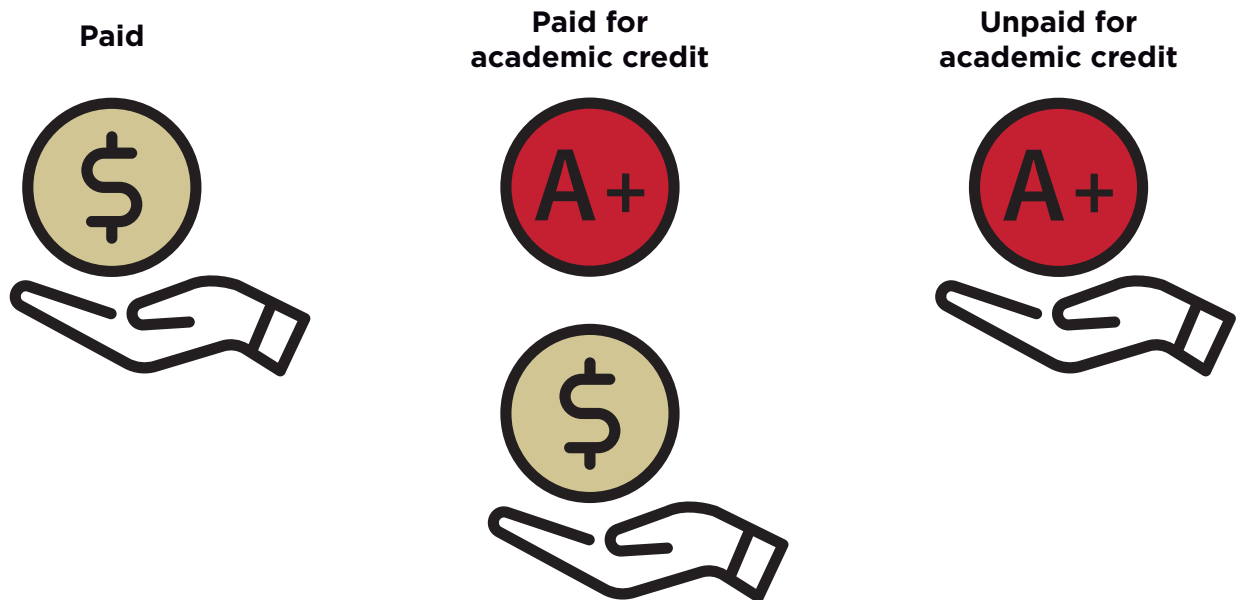
San Diego State University recognizes the [National Association of Colleges and Employers \(NACE\)](#) internship definition. An internship is a form of experiential learning that integrates knowledge and theory learned in the classroom with practical application and skills development in a professional setting. Internships give students the opportunity to gain valuable applied experience and make connections in professional fields they are considering for career paths and give employers the opportunity to guide and evaluate talent. Internships are high impact practices that allow students to develop professionalism and learn how to apply the knowledge needed to transition successfully into the workplace. Internships are hands-on, experiential opportunities that bridge academic work with an industry or field in the professional world.

1E Characteristics of an Internship

To qualify as an internship, an opportunity must include professional experience; and therefore, internships are not primarily unskilled or clerical in nature. An internship experience must relate to academic work and have learning outcomes that are set by and achieved under the guidance of a supervisor. Internships vary according to tasks, work time, and compensation. Standard internships usually require 10 to 20 hours weekly during the semester (10-16 weeks), and up to 40 hours per week in the summer (6-12 weeks).

1F Types of Internships

It is recommended the Department Internship Contacts and Employers refer to the Internship Definition & Characteristics Matrix ([Appendix I](#)) for information on SDSU's best practices on the three categories of internships:



*Please note all unpaid internships require students to be enrolled in an approved internship course, unless the organization is a recognized 501-(c)(3) NON-PROFIT organization.

1G Academic Credit Internships

Both paid and unpaid internships may qualify for academic credit. It is a myth that an internship has to be unpaid to qualify for academic credit. The ideal option is when a student is being paid and earning academic credit.

1H International Internships

Students interested in international internships should be directed to the [Study Abroad Office](#).

1I Virtual/Remote Internships

Virtual/Remote Internships are subject to department approval. Refer to the [CSU Resource Guide for Managing Risk Service Learning Agreement](#).

1J Internship Benefits for Employers

- » Recruit and create a future pipeline of potential employees
- » Interns offer new ideas and are highly motivated pre-professionals
- » Internships create an opportunity to connect with SDSU and increase visibility of your organization on campus
- » Interns can be a great asset to employers by assisting with short-term projects, research and more
- » Connect to SDSU and support future Aztecs

1K Internship Benefits for Students

- » Explore your interests and gain valuable experience before graduating
- » Apply academic knowledge to a work setting
- » Meet people and practice networking with employers and professionals
- » Learn what you like and do not like about a job and/or career
- » Facilitate a successful transition from college to the working world
- » Investigate potential employers' organizations
- » Develop self-confidence, time management, critical thinking, communication teamwork, and decision-making skills
- » Demonstrate experience that will attract future employers
- » Build your resume

2 Screening Internship Sites and Employers

Career Services screens all employers and internship opportunities. All registered employers are screened by the Employer Services Department prior to listing any type of opportunity in Aztec Career Connection. Please note that Career Services does not approve internships related to On-Campus Brand Ambassadors, On-Campus Representatives, or any positions that include solicitation/marketing of any products or services.

2A Identify Between a Job Posting and an Internship

- » Regular job postings are more full time/part time
- » Internships have less hours worked and have an end date
- » Internships have structured learning outcomes related to an academic field

2B Unpaid for Academic Credit Internships

The ideal unpaid internship opportunity meets the following criteria:

- » Provides opportunities for students to gain experience and knowledge that is relevant to their academic field
- » Provides “educational outcomes” or “structured learning outcomes”
- » Specific duration of the internship (e.g. 2 months, 6 months, minimum/maximum hours, etc.)

2C Sample Email Template for Unpaid Internships

Career Services refers unpaid internships for academic credit to the respective academic department internship contact. Employers must proceed through a process to be reviewed and receive approval to offer unpaid internships for credit through an academic department. This process can assist you in finding qualified students in the academic program who can also receive credit for their internship experience. Review the [Department Internship Contact List](#).

2D Paid Internships

Career Services defines an internship as paid when an intern receives at least minimum wage per hour worked. Please refer to the Guidelines for Compensation ([Section 2F](#)).

2E Sample Email Template for Paid Internships

Paid internships and jobs for qualified organizations can be posted at any time on the Career Services [Aztec Career Connection site](#). This is the most flexible option and probably the one most attractive to our students.

2F Guidelines for Compensation

Compensation possibilities can include hourly pay, class credit, or a stipend.

2G Hourly Pay

Compensation is commonly minimum wage (varies by location) to \$15 per hour for undergraduate students and \$18-\$25 per hour for graduate students based on experience and industry/field.

2H Academic Credit

Refer to Unpaid for Academic Credit Internships ([Section 2B](#)).

2I Stipends

Stipends can be considered compensation but only if the total is equal to at least minimum wage per hour worked by the intern. For example, if minimum wage is \$11 and the intern works 20 hours for 10 weeks, the intern is paid a stipend of at least \$2,200. At that point, the internship will be considered paid while meeting the [Fair Labor Standards Act](#). If the intern is paid \$2,199 or less then it is considered an unpaid internship.

- » In order to calculate wage you need to know how many hours per week the applicant would be working and a range for the wage.
- » If the total number of required hours per week exceeds the amount they are claiming to pay, then it does not meet minimum wage requirements.
- » Stipend internships that do not meet minimum wage criteria require a Service Learning Agreement (SLA), especially if they will be paid at the end of the duration of the internship.
- » If at any point during the internship a student will be unpaid, then a Service Learning Agreement (SLA) is required (e.g. first week of training unpaid, unpaid training, etc.). Refer to [SLA Overview \(Section 3\)](#)
- » Internships do not require monetary investment from applicants.

2J Answering Legal Questions

If employers would like more information about legal issues, you can refer them to SDSU Career Service's employer internship website that contains link to the [Fair Labor Standards Act](#) and [SDSU's Internship Definition Matrix](#). Employers can also view the [National Association of Colleges and Employers \(NACE\) website](#) - <http://www.naceweb.org>

2K SDSU Drug, Alcohol & Sexual Harassment Policies

SDSU Drug & Alcohol Policy- <https://sdsuedu.sharepoint.com/sites/BFA/HR/Linked%20Documents/Alcohol%20Abuse%20and%20Illegal%20Drugs.pdf>

On January 1, 2018, California Proposition 64 permitted retail sale of cannabis also known as marijuana. While the new law legalizes personal use and possession of marijuana, a number of marijuana-related activities remain illegal under the state law. For example, it remains illegal to use marijuana in public places, wherever smoking is already prohibited, and if you are under the age of 21. Moreover, possession, use, transport, cultivation, and sale of marijuana remain illegal under the Federal Controlled Substances Act.

Please be advised that it will remain a violation of university policy to possess, sell or use marijuana at San Diego State University. The university does not anticipate a change in policy and existing policies will be enforced.

As a recipient of federal funds, SDSU is required under several federal laws to: (1) maintain a drug-free community; (2) prevent illegal drug use; and (3) discipline students and employees who unlawfully possess, use, or distribute illegal drugs on university property or activities.

Accordingly, SDSU must, consistent with its obligations under federal law, continue to prohibit the use, possession, cultivation, transport, and sale of marijuana on campus, in campus housing and at university sponsored events and activities. **Failure to follow these laws would result in the university losing eligibility for federal financial aid for our students as well as federal grants and contracts.* Marijuana is still defined as an illegal drug under federal law.

There are several federal laws that impose restrictions on recipients of federal funds (including the CSU):

- » Federal Drug-Free Workplace Act, 41 U.S.C. §§ 8100, et seq., requires recipients to maintain a drug-free workplace;
- » Federal Drug and Alcohol Abuse Prevention Act, 20 U.S.C. § 1101i, requires recipients to implement programs for students and employees to prevent the use of illegal drugs;
- » Federal Drug-Free Schools and Communities Act, 34 C.F.R. Part 86, requires recipients to discipline students and employees who unlawfully possess, use, or distribute illegal drugs on university property or at university activities;
- » Federal Anti-Drug Abuse Act of 1988, 34 C.F.R. Part 84, requires recipients to provide a drug-free workplace.

To view the SDSU policy on Alcohol Abuse and Illegal Drugs, please click [here](#).

To view a list of FAQ's for students related to the passage of Proposition 64, please click [here](#).

*Note an academic internship is a "university-sponsored activity"

Please read the SDSU Drug Policy, including section 2.1 The unlawful possession, use, distribution, or manufacture of alcohol or illegal drugs on the campus or during university sponsored activities shall be prohibited.

Student FAQs- http://go.sdsu.edu/student_affairs/healthpromotion/aodalcoholandotherdrugs.aspx

SDSU Sexual Harassment Policy

<http://bfa.sdsu.edu/hr/oerc/students/sexharrasstu.aspx>

*Note an academic internship is an extension of the academic environment.

3 Service Learning Agreement Process

Per E.O. 1064, whenever a student earns academic credit for an internship, whether paid or unpaid (refer to section 2B), the learning activity site (also referred to as the internship site) must be reviewed by the academic department(s) and receive approval to offer an internship for credit. The Service Learning Agreement process includes two requirements: [Internship Site Questionnaire \(ISQ\)](#) and [Service Learning Agreement \(SLA\)](#). SLA must be fully approved and on file with Contract & Procurement Management before a student starts his/her internship for academic credit.

3A Service Learning Agreement (SLA) Master List

- » It is recommended that departments check the [SLA Master List](#) before initiating new SLAs.
- » If a learning activity site already has a SLA on file, the ISQ is still the first step; however, only a SLA Amendment is needed to add additional departments to the existing agreement (do not initiate a new SLA).
- » To access the SLA Master List, go to <https://goo.gl/n3QxBg> Refer to the [How-to Read SLA Master List Cheat Sheet](#).

3B Step 1 - Internship Site Questionnaire: Reviewing Risk

The [Internship Site Questionnaire \(ISQ\)](#) is used to assess the educational appropriateness of the learning activity site as a placement for SDSU students and to identify potential risks. The ISQ requires two signatures:

1. Learning Activity Site
2. SDSU College Representative.

The purpose of the ISQ is to assess risk and determine if the learning activity site is an organization that is qualified to host SDSU interns. ([Appendix B](#)).

The ISQ is sent to the learning activity site to complete and sign using [Adobe Sign](#). Department Internship Contacts can access the [How-to Guide for Online Service Learning Agreement Process](#) to view the ISQ directions. Once the ISQ is completed and signed by the learning activity site, the SDSU college representative will receive an email via Adobe Sign with a link to view the ISQ and sign. By signing, the SDSU college representative indicates the ISQ has been assessed for risk and can continue to step 2 of the approval process. Depending on the answers on the ISQ, the SDSU college representative may need to follow up with the learning activity site via email to get additional information regarding the site's provided answers before moving forward with the SLA. [View the recommended ISQ follow-up questions](#) that should be asked of the learning activity site for any answers on the ISQ that need clarification and/or more information before sending the SLA. Based on the ISQ and any supplemental information, a department may decide not to move forward with a SLA and not allow the learning activity site to host interns.

3C Recommended Internship Site Questionnaire Follow-Up Questions

It is recommended that follow-up questions are asked of the learning activity site for any answers on the ISQ that need clarification and/or more information before sending the SLA. View the [recommended ISQ follow-up questions](#) on [Appendix A](#).



3D Step 2 - Service Learning Agreement (SLA): Legal Document

Once the risks and educational benefits of a learning activity site have been reviewed using the ISQ, and the department makes the decision to send students to intern at the organization, the [Service Learning Agreement](#) (SLA) process is started. The SLA is the legal document that is initiated by the Department Internship Contact, reviewed and completed by the learning activity site, signed by the Department Chair/Director and Associate Dean, and approved by Contract & Procurement Management (CPM). Once the SLA is approved, Contract & Procurement Management adds the SLA information to the [SLA Master List](#), which is updated monthly.

The SLA is also sent using Adobe Sign. Department Internship Contacts can access the [How-to Guide for Online Service Learning Agreement Process](#) to view the SLA directions. The SLA requires five signatures:

- 1) Department Internship Contact
- 2) Learning Activity Site
- 3) SDSU Department Chair/Director
- 4) Associate Dean
- 5) Contract & Procurement Management

The term of the SLA begins once the agreement has been fully executed (all signatures obtained) and is on file with Contract & Procurement Management. The SLA does not have an expiration date (meaning it is indefinite unless terminated by either party); however, if a learning activity site would like to set up an expiration date, they would need to speak with CPM to negotiate the term. Note: Students may not begin their internship until this agreement is fully executed and on file with CPM.

The SLA gives the learning activity site the ability to recruit students from the College/Department listed on the agreement. Typically, SLAs are set up to cover a specific Department within the College. If the learning activity site would like to recruit from all Departments within a College, the Associate Dean's office should initiate a SLA to cover ALL departments within their specific College. Note: If the agreement is already on file, and the learning activity site would like to recruit from other departments within the College, a SLA Amendment must be filed. See 3A above.

For questions on how to complete a University Wide SLA, contact Heather LaPerle, Associate Director of Experiential Learning at hlaperle@sdsu.edu.

For example, if a learning activity site would like to recruit Social Work and Public Health majors, it is recommended that the College of Health and Human Services Associate Dean's office sets up the SLA for all departments in the college.

3E SLA Amendment

The SLA Amendment allows an additional department or college to be added to an existing SLA. Current agreements can be found on the [SLA Master List](#). To initiate a SLA Amendment, the Department Internship Contact will first send and review the ISQ. After review, the SLA Amendment is sent through Adobe Sign. Department Internship Contacts can access the [How-to Guide for Online Service Learning Agreement Process](#) to view the SLA Amendment directions.

For example, the department of Communications would like to establish an agreement with Target. There is already a SLA between Target and the College of Business. The department of Communications would first follow the steps for the ISQ and then create a SLA Amendment.

3F Inter-Departmental SLAs

When a learning activity site is an SDSU department or program, then an Inter-Departmental SLA will need to be completed instead of the SLA. The Inter-Departmental SLA has legal language that is specific to an SDSU department or program. Please note that just like with the SLA process, the Internship Site Questionnaire is still the first step to be completed before an Inter-Departmental SLA is completed. Note SDSU Axiliaries such as SDSU Research Foundation and Associated Students are not SDSU departments; and therefore, require the standrard SLA not the Inter-Departmental SLA. For questions, contact Contract & Procurement Mangement at cpm.sla@sdsu.edu

3G University Wide SLAs

Career Services is able to create university wide SLAs. University wide SLAs can be utilized by all colleges and departments. They are listed on the SLA Master List as ALL COLLEGES in column B. Please note, it is recommended that the Internship Site Questionnaire be completed by the Department Internship Contact before interns are sent to the learning activity site that has an ALL COLLEGES SLA.

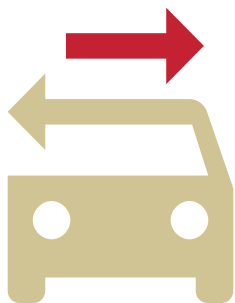
3H Annual Review of SLAs

Per [SDSU's Campus Statement Section E](#) for E.O. 1064, "academic areas placing students in internship sites should conduct on an annual basis a review of the internships affiliated with their area." The purpose of the annual review is to assess the educational and risk factors at each learning activity site to see what has changed since the previous ISQ. Based on the answers to the Annual Review Questionnaire, the department may choose to continue to send students to the learning activity site or cancel the SLA. For instructions on canceling an SLA, please refer to the How-to Guide (step 4, bullet 4). Please review the [Annual Review of Internship Sites Process Overview and How-to Guide](#). For questions on how to complete an annual review, contact Heather LaPerle, Associate Director of Experiential Learning at hlaperle@sdsu.edu.

3I Frequently Asked Questions Regarding the SLA Process

i Changes to the SLA

Learning activity sites that would like to request change to any part of the SLA should contact [Contract & Procurement Management](#). Please note that Contract & Procurement Management is the only office on-campus with the authority to approve changes to the SLA.



ii Driving

Students are not covered with automobile insurance by the University while driving to, from or during an internship. Per the [CSU Resource Guide for Managing Risk in Service Learning](#) and as stated on the ISQ, interns are NOT to use personal vehicles to provide any type of service for internship sites. Questions relating to driving should be directed to [SDSU's Risk Management](#).

iii Liability Insurance Coverage

Questions relating to insurance requirements should be directed to [Contract & Procurement Management](#).

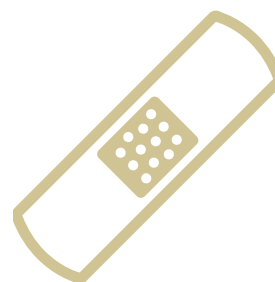


iv Timeframe to Complete the SLA Process

Typically, the SLA process is completed in 7-10 business days when AdobeSign is utilized. However, this timeframe will vary depending on how long the learning activity site takes to complete the ISQ and answer any follow-up questions, if needed.

v Student Injury Reporting

SDSU students are not provided medical coverage by the university while conducting university business (including academic coursework) on or off campus. Student Injury Reporting procedures should be followed to address student injuries that occur during university sponsored on or off campus activities. Visit the Risk Management website to view Student Injury Reporting information at <https://goo.gl/f8H8kR>



3J Adobe Sign

Adobe Sign is the program used to complete ALL five SLA processes, including the ISQ, SLA, SLA Amendment, Inter-Departmental SLA and Annual Review Questionnaire. Please note only the person creating the document to be signed is required to have an Adobe Sign account.

Adobe Sign uses web-based electronic signatures and a Document Management System.

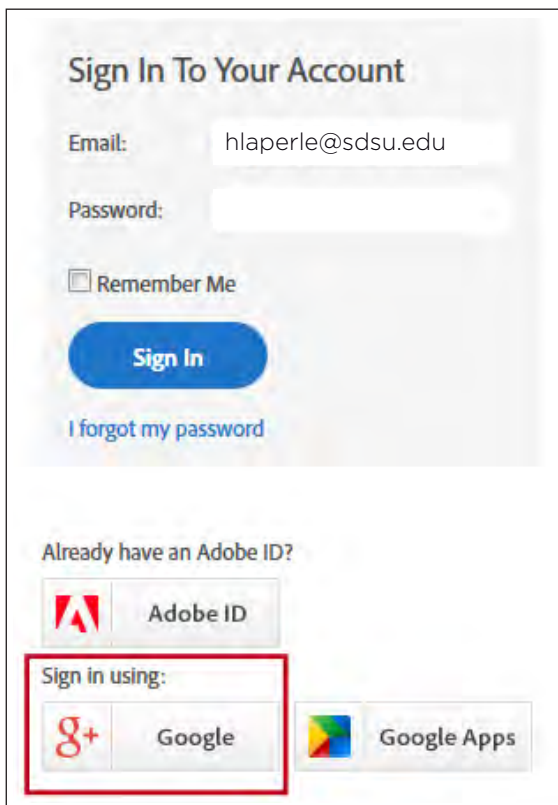
The major features are:

- a) Document is sent and signed electronically.
- b) Tracking and Storing of your document.
- c) Automatically stored for review.

Adobe Sign as an e-sign service is legally binding and fully compliant with the E-SIGN Act of 2000 and Uniform Electronic Transaction Act (UETA). Digital Certificates assure recipients that a document has been issued by Adobe and has not been altered. Adobe Sign requires no special software to download or install and it works with a web browser and Acrobat Pro to create and send.

3K Adobe Sign Tips

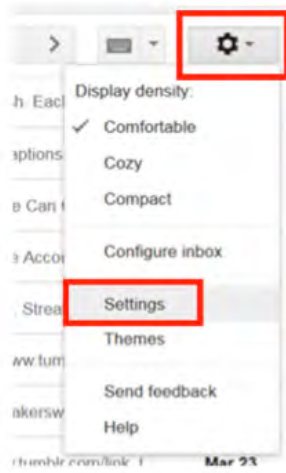
i Google Login - You do not need to remember your password to sign into your Adobe Sign account. Instead, type in the email address your account is linked to and then click Tab. You will then see a Google button under *Sign in using*. As long as your email account is open in the same browser, Adobe Sign will ask you to verify your account and then it will log you into your Adobe Sign account.




The screenshot shows the Adobe Sign login interface. At the top, it says "Sign In To Your Account". Below this are two input fields: "Email:" with the address "hlaperle@sdsu.edu" and "Password:". There is a "Remember Me" checkbox. A blue "Sign In" button is prominent. Below the button is a link that says "I forgot my password". At the bottom, there is a section titled "Already have an Adobe ID?" with an "Adobe ID" button. Below that is a "Sign in using:" section, which is highlighted with a red box. This section contains two buttons: "Google" (with the Google+ logo) and "Google Apps" (with the Google logo).

Remember, you only need an account if you are responsible for preparing forms to gather signatures. Please email Heather LaPerle (hlaperle@sdsu.edu) to set up training and/or ask questions about Adobe Sign.

ii Google Filters - Adobe Sign sends alerts via email to the document sender whenever a document is viewed, signed or completed. If you wish to only receive an email when the document is completed, then you can set up Google filters. If you would like to filter Adobe Sign emails to a folder and bypass inbox, then follow the instructions below:



First Filter Adobe Sign Received (Notification that Documents are sent out for signature)

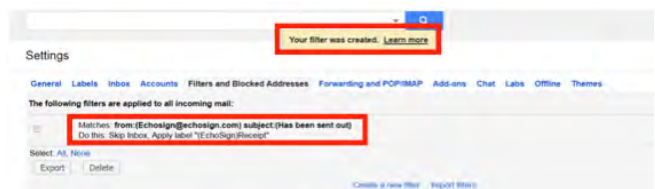
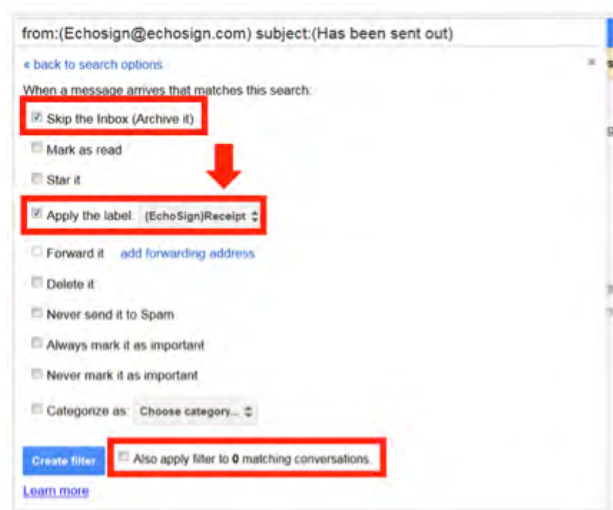
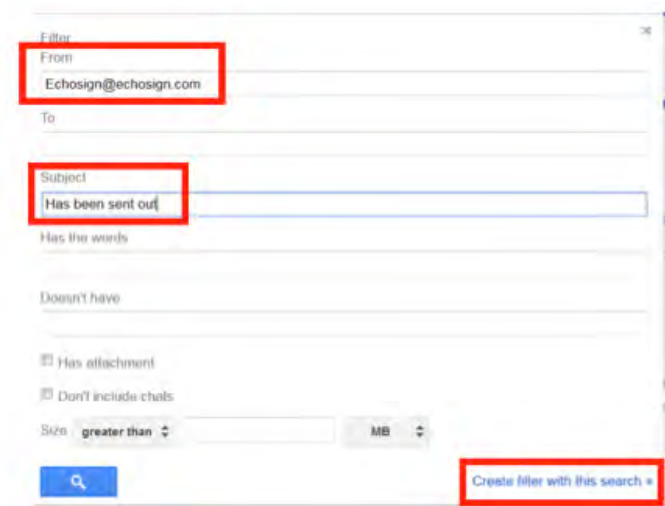
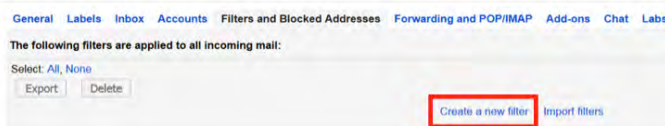
1. Log into [Gmail.com](https://www.google.com)
2. Click the gear  in the top right.
3. Select **Settings**.
4. Click the **Filters and Blocked Addresses** tab.
5. Select **Create a new filter**. Type in the info below

From: Echosign@ECHOSIGN.COM
 Subject: Has been sent out

Then select **Create filter with this search >>**

6. Check **Skip the Inbox (Archive it)**
 Check Apply the Label: <create label name: (EchoSign)Receipt>
 Optional: Check Also apply filter to XX matching conversations.

Then select **Create filter**



Second Filter Adobe Sign Receipt

(Notification that Documents have been signed by all parties)

Repeat Steps 1-4 above

5. Select **Create a new filter**. Type in the info below

From: Echosign@ECHOSIGN.COM

Subject: has signed

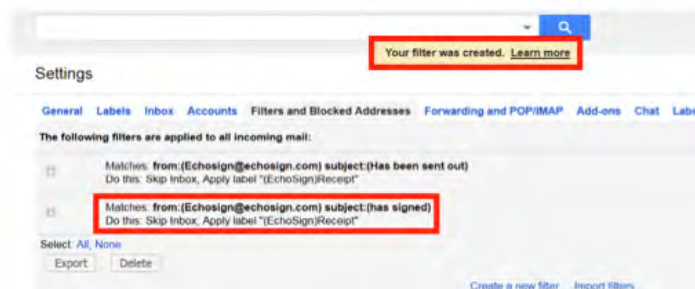
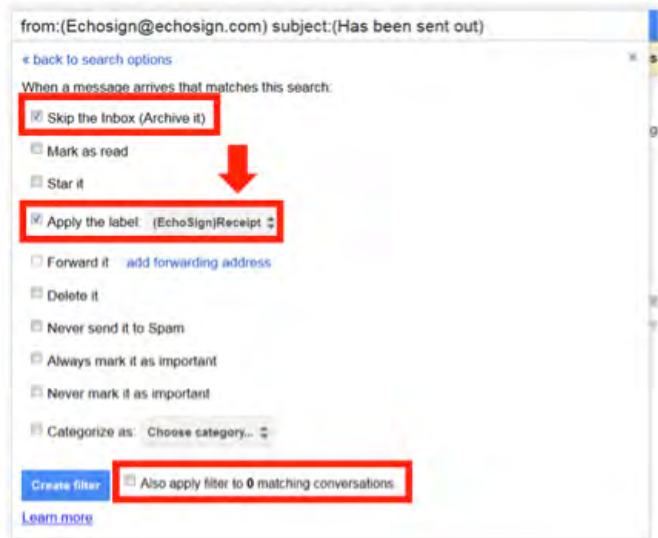
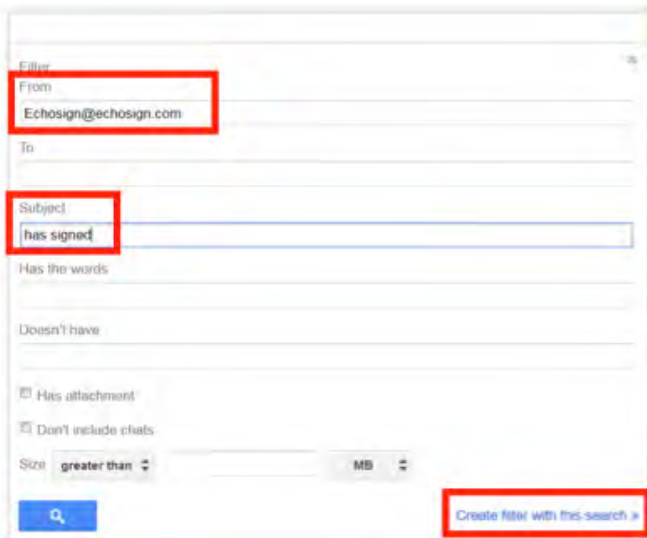
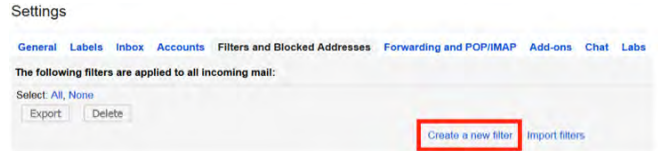
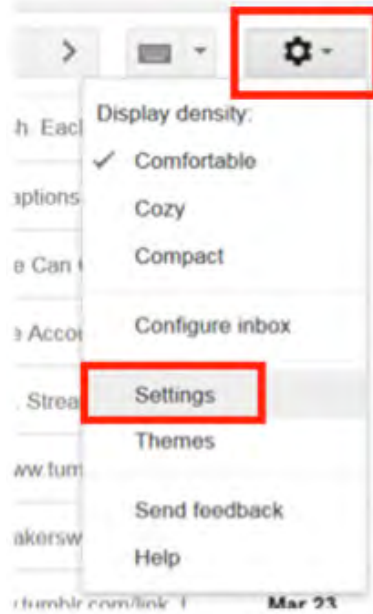
Then select **Create filter with this search >>**

6. Check **Skip the Inbox (Archive it)**

Check Apply the label: <create label name: (EchoSign)Receipt>

Optional: Check Also apply filter to XX matching conversations.

Then select **Create filter**



4 Internship Course Management

4A Release of Liability Waiver

Students participating in university sponsored off campus activities, including internships, must sign the SDSU Release of Liability Waiver acknowledging the risks associated with off campus activities and to protect the university. Signed waivers are to be kept on file in the department organizing the activity for three years. If participants are minors, waivers are to be kept until participants turn 20 or three years, whichever is longer. Please note that Adobe Sign stores documents electronically, reducing the need for storing paper in your department and allowing for a more efficient manner to transition documents when a change in staff occurs. The [SDSU Release of Liability Waiver](#) can be sent through Adobe Sign. The [SDSU Release of Liability Waiver Process Adobe Sign How-to Guide](#) will show you how to send the waiver individually or to multiple students (up to 300) at once. If you would like to set up in-person training and/or if you have questions, please email Heather LaPerle, Associate Director of Experiential Learning at hlaperle@sdsu.edu.

4B Learning Plan

The [CSU Learning Plan](#) is required per E.O. 1064 Section D in order to give students and faculty the opportunity to think clearly about the ways that the internship connects with and reinforces in-class learning. The Learning Plan is considered an internship teaching tool and is most effective when used as part of the course materials, and integrated into the discussion about internship placements, before, during and after the experience. A copy of the completed and executed Learning Plan should be shared with the learning activity site contact/supervisor. The Learning Plan is signed by the student, learning activity site, and faculty member to ensure that the appropriate parties are aware of what students have been asked to think about, what they are specifically interned in, how the placement supports/furtheres the course work, and when they will be performing their internship. Because the Learning Plan is shared with the learning activity site, there should be communication between the faculty member and site supervisor throughout the duration of the internship to determine whether the needs of the student, learning activity site, and faculty are being met.

4C Internship Hours Tracking & Verification

The [Student Tracking Sheet](#) is a tool that may be used by students to keep track of their individual service hours.

4D Internship-Based Project Requirements

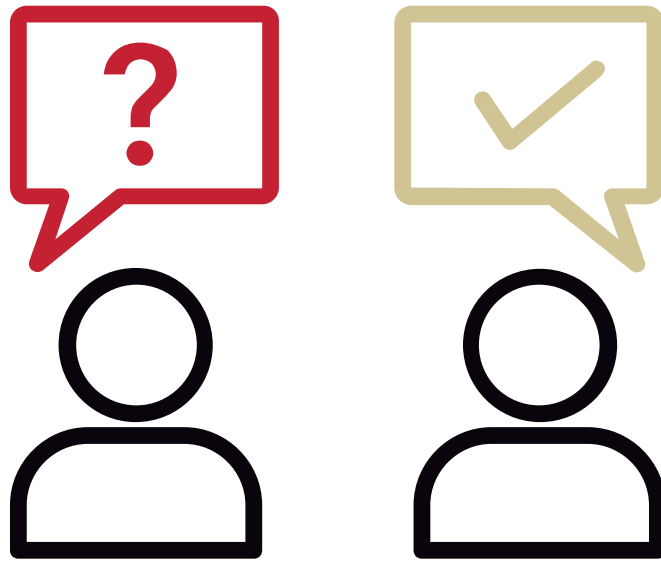
Internship-based projects are central to a for-credit internship experience in that they allow the student internship experience to be tied to learning and keep the focus of the internship on training. For the student intern, the internship-based project allows the intern to understand how classroom learning can be applied and advanced within a learning activity site. For the intern site supervisor, it allows for a chance to understand how to train and work with the next generation of employees. Student interns also get to assess career options and develop their marketability as future job seekers.

4E Learning Activity Site/ Student Evaluations

Department Internship Contacts may choose to have learning activity sites and/or students complete an evaluation. This is not a required part of the internship, but it may be a useful tool to assess the quality of the internship experience for both parties.



5 Student Orientations



5A SDSU Orientation

The SDSU orientation is recommended. This orientation typically takes place on the first day of class and prior to the student starting their internship. As suggested on page 15 in the [CSU Resource Guide for Managing Risk in Service Learning](#), the orientation is an opportune time for the faculty member to review the [Learning Plan](#) with students.

5B Learning Activity Site Orientation

The learning activity site orientation is REQUIRED. This orientation is presented by the learning activity site, preferably on the first day of the internship. This is the most efficient way for students to become aware of emergency policies, accident procedures, and the rules and regulations of the site. The purpose of the orientation is to present internship details, questions can be asked and students can sign the [Learning Plan](#), which contains informed consent language that ensures students are aware of the nature of their placement and agree to the terms. This serves as both an effective learning and risk management tool. A good practice is to encourage the students to supplement the orientations by doing additional research about the learning site. The [CSU Orientation Checklist](#) is a resource tool to help you prepare students for their internship. The checklist can be easily adapted to each campus and internship.



6 Partnerships with Sites

The preferable partnerships are those in which the learning activity site and the Department Internship Contact have open communication and where the site substantially contributes as a co-educator. Per Executive Order 1064, “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.” The completion of the [Internship Site Questionnaire](#) (Section 3B) at least once an academic year allows the Department Internship Contact to assess the risk of the learning activity site and be in compliance with [E.O. 1064](#).

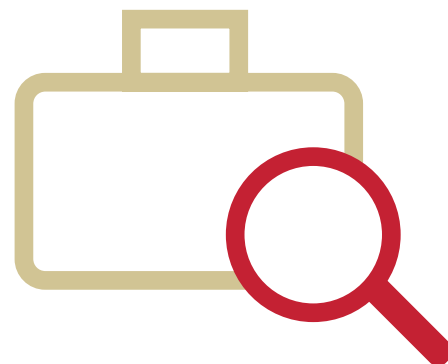
6A In-Person Site Visits

For departments that can perform site visits, the [On-Site Assessment Form](#) has been developed by the CSU to assist campuses with information that should be a resource template for Department Internship Contacts when meeting with a learning activity site representative and conducting a site visit. Most people performing site visits are not risk managers nor are they experienced in assessing risk. This is why it is important to utilize the [On-Site Assessment Form](#) created by the CSU. Whether you create your own form or use the On-Site Assessment Form, any notes taken at the site visit should be kept on file in your department including the date and time of the site visit, who attended, and topics that were covered. In addition, the Internship Site Questionnaire and Learning Plan are forms that allow the Department Internship Contact to assess the risk and educational factors of learning activity sites, respectively.

As a rule of thumb, when conducting a site visit, if you identify or are unsure as to whether there is an inherent risk, you should consult SDSU Risk Management at sdsuriskmanagement@sdsu.edu. The site visit is an informative meeting for the potential learning activity site and the person doing the site visit. If possible, the meeting should include the executive director, internship coordinator and any staff who may supervise interns. Meeting everyone allows all parties to understand the expectations and parameters of the placement. The meeting should include an overview of the internship, expectations for students and the learning site, and the procedures to follow in case a student is injured. Any helpful forms, such as hour logs or evaluations, should be brought and shared with the staff at the learning activity site. The Learning Plan and Internship Site Questionnaire should be reviewed. Ask for a tour of the site and discuss any risk concerns.

6B CSU Managing Risk in Service Learning Website

It is recommended that you review and reference the [CSU Managing Risk in Service Learning website](#). You can access the [CSU Resource Guide for Managing Risk in Service Learning](#) and all of the [CSU Forms & Templates](#) including the [Learning Plan](#), [On-Site Assessment Form](#), and [Student Tracking Sheet](#). Please note, the Service Learning Agreement on this site is a CSU template and not valid for use at SDSU.



6C Contract & Procurement Delegated

The agreement is not enforced until fully executed with a signature by [Contract & Procurement Management](#). Students should not be sent to a learning activity site to participate in an internship until the SLA is full executed with a final signature by Contract & Procurement Management.

7 Internship Resources

7A Websites

[CSU Managing Risk in Service Learning](#)
[Department Internship Contact List](#)
[Study Abroad Office](#)
[Aztec Career Connection](#)
[Career Services](#)
[Internship Central](#)
[Fair Labor Standards Act](#)
[National Association of Colleges and Employers \(NACE\)](#)
[Master SLA List](#)
[Contract & Procurement Management](#)
[SDSU's Risk Management](#)
[SDSU Student Injury Guidelines](#)

7B Guides

[CSU Resource Guide for Managing Risk in Service Learning](#)
[How-to Guide for Online Service Learning Agreement Process](#)
[Annual Review of Internship Sites Process Overview and How-to Guide](#)
[SDSU Release of Liability Waiver Process Adobe Sign How-to Guide](#)
[How to Read the SLA Master List Cheat Sheet](#)

7C Forms & Templates

[CSU Forms & Templates](#)
[SDSU Internship Definition & Characteristics Matrix](#)
[SDSU Release of Liability Waiver](#)
[CSU Learning Plan](#)
[CSU Student Tracking Sheet](#)
[CSU Orientation Checklist](#)
[CSU On-Site Assessment Form](#)

Please note, the Service Learning Agreement on this site is a CSU template and not valid for use at SDSU.

7D Additional Toolkits

[Student Internship Toolkit](#)
[Employer Internship Toolkit](#)

7E Appendix

[A Recommended Internship Site Questionnaire Follow-up Questions](#)
[B Internship Site Questionnaire](#)
[C Service Learning Agreement](#)
[D Inter-Departmental SLA](#)
[E SLA Amendment](#)
[F How to Read the SLA Master List](#)
[G SDSU Release of Liability Waiver](#)
[H CSU Learning Plan Template](#)
[I SDSU Internship Definition and Characteristic Matrix](#)

Appendix A - Recommended Internship Site Questionnaire Follow-up Questions

*Note that **Questions 2, 4, 12, 13, 15, 16, and 18** typically do not require follow-up, unless you would like additional information.

Question #1: How many SDSU students does your organization anticipate having as interns for the upcoming academic year?

Follow-Up Question: You marked that your organization will be recruiting 9+ interns. Please clarify how many total interns you anticipate recruiting this year, if the interns will all work at once, the time frame (i.e. semester, 10 weeks) they will work, and how many interns will be assigned to a site supervisor.

Question #3: Will interns be expected to do any of the following? (Check all that apply)

- Work late nights (9pm or later)
- Work weekend days
- Work weekend evenings
- Not applicable

Follow-Up Question: You indicated that interns will be expected to work late nights (9pm or later), work weekend days, and work weekend evenings. Will students ever be alone and/or unsupervised when working late nights, weekend days and weekend evenings? When leaving late at night, are students walking in well lit and safe areas?

Question #5: This question has 17 sub questions and if any question is answered Yes then a follow-up question is recommended as follows:

Follow-Up Question #5.1: Purchase materials or services as part of the internship (including a uniform, parking). You answered yes. Please let me know what students will need to purchase, at what cost, how they will be using it, and if there is any reimbursement.

Follow-Up Question #5.2: Provide personal information (including driver's license, social security number). You answered yes. What type of personal information are you asking for and how is it used?

Follow-Up Question #5.3: Do you require students to get a Background Check/Fingerprinting/Medical Exam (e.g., TB test)? You answered yes. What do you require of students? Why is this required?

Follow-Up Question #5.4: If you answered yes, to requiring a Background Check/Fingerprinting/Medical Exam (e.g., TB test), does your organization pay for it? You answered yes. Is the student required to cover the cost up front? If reimbursed, how long does it typically take?

Follow-Up Question #5.5: Provide sales leads or contact information for business references? You answered yes. Please let me know how students will have to provide sales leads or contact information, how the information will be used, and if students will be informed of this prior to starting the internship.

Follow-Up Question #5.6: Serve in a capacity (including consultants) where their services are sold to clients? You answered yes. Please explain what services are sold to clients and for what purpose. Do students receive any of the profit?

Follow-Up Question #5.7: Provide personal work equipment (including phone, laptop, tablet, printer, camera, video camera, etc.). You answered yes. What type of personal equipment are you asking students to use and how is it used?

Follow-Up Question #5.8: Drive a vehicle in performing internship duties? (Note: Interns are NOT to use personal vehicle to provide services for internship sites.) You answered yes. Where will students be required to drive and how will vehicle liability be addressed? Will they be transporting people or items?

Follow-Up Question #5.9: Work with children or teens? You answered yes. What are the ages of the children or teens? Will interns ever be working unsupervised or alone with the children or teens?

Follow-Up Question #5.10: Work with behaviorally challenged populations? You answered yes. What populations will students be working with and will students ever be expected to work with these populations unsupervised/be alone with these populations?

Follow-Up Question #5.11: Work with individuals who have a criminal background or history of violent behavior? You answered yes. Please describe the type of criminal background/violent behavior. Will students ever be working unsupervised or alone with the individuals?

Follow-Up Question #5.12: Work in a facility located in a high crime area? You answered yes. What area(s) will students be working in, what type of crime occurs in this area, and at what frequency?

Follow-Up Question #5.13: Work with hazardous materials? You answered yes. What hazardous materials will interns be working with, will safety equipment be provided, and will they work with them unsupervised?

Follow-Up Question #5.14: Work in a facility where physical, environmental or inherent hazards are known but not addressed in a site orientation/training? You answered yes. What are the physical, environmental and/or inherent hazards? How will these hazards affect students? Why are they not addressed in a site orientation or training?

Follow-Up Question #5.15: Work in a facility where parking and facility access are not adequately illuminated? You answered yes. When are students made aware of the parking situation and what safety training is in place for students?

Follow-Up Question #5.16: Operate heavy machinery? You answered yes. What heavy machinery will students be operating? Will they receive training on how to operate the heavy machinery? Will students ever operate heavy machinery unsupervised?

Follow-Up Question #5.17: Will interns ever work with clients unsupervised? You answered yes. In what situations will interns work with clients unsupervised? What clients will students work with unsupervised? What kind of training will students receive before working unsupervised?

Question #6: If requested, would your organization be able to provide accommodations for students with disabilities and/or who require special accommodations?

Follow-Up Question: You answered that your organization will NOT be able to provide accommodations for students with disabilities and/or who require special accommodations. Please explain why your organization is unable to accommodate special accommodations. Will the intern's work space be ADA compliant? If no, please explain in what ways your workspace is not ADA compliant.

Question #7: How many hours per week will interns be expected to complete?

Follow-Up Question: You selected interns will work 20+ hours. Please let me know how many hours interns will be working and do the hours change when classes are in session?

Question #8: This question has 13 sub questions and if any question is answered No then a follow-up question is recommended as follows:

Follow-Up Question #8.1: Provide an educationally appropriate internship experience, which includes a position description, a site orientation, site tour, training overview and emergency preparedness information. You answered no. Please clarify.

Follow-Up Question #8.2: Identify and communicate to the University potential health and safety risks specific to the internship site and/or location/city/country. You answered no. Please clarify.

Follow-Up Question #8.3: Articulate any societal, political and cultural concerns unique to the location/city. You answered no. Please clarify.

Follow-Up Question #8.4: Communicate to the University any change in status of the site supervisor, and when possible, identify a new site supervisor. You answered no. Please clarify.

Follow-Up Question #8.5: Work to coordinate University site visits as needed. You answered no. Please clarify.

Follow-Up Question #8.6: Work with the University to complete requirements including the Service Learning Agreement (SLA). You answered no. Please clarify.

Follow-Up Question #8.7: Provide a general liability insurance certificate (if requested by the University). You answered no. Please clarify.

Follow-Up Question #8.8: Provide the intern with policies and procedures on handling confidential material and information. You answered no. Please clarify.

Follow-Up Question #8.9: Explain safety policies/procedures/injury & illness prevention plan (including parking and harassment prevention). You answered no. Please clarify.

Follow-Up Question #8.10: Provide additional documentation as required by the SDSU Department Internship Contact (required for all for-credit internships). You answered no. Please clarify.

Follow-Up Question #8.11: Provide the intern with policies and procedures for working with the site's clients/population. You answered no. Please clarify.

Follow-Up Question #8.12: Provide the intern with policies and procedures for working at the site (including mandatory reporting on abuse/neglect). You answered no. Please clarify.

Follow-Up Question #8.13: Please note that if you are not the site supervisor, you are expected to communicate SDSU's internship requirements to the site supervisor prior to the intern starting at your organization. You answered no. Please clarify.

Questions #9, 10, 11, 14, and 17: It is recommended that you review the contact information to make sure that the information provided is complete and legitimate, specifically for the internship site address. You may want to Google the address to verify it.

Question #19: Will the intern serve at sites other than at the primary address?

Follow-Up Question: You answered yes, that interns will serve at sites other than at the primary address. What will students be doing at the other sites? How frequently will students be at other sites? Will students be starting their shift at the primary internship site and then going to other sites? If yes, how will students be getting to the other sites?

Question #20: If yes, please list the address(es) of the additional sites (Please note that these addresses will be added to Attachment A on the Service Learning Agreement):

Follow-Up Question: You provided additional sites where students will be interning. Will students receive safety training and/or an orientation for these additional sites? If yes, is your organization or another organization to provide the safety training and/or orientation? If no, please explain why no safety training and/or orientation takes place for the additional sites.

Question #21: Which of the following best describes where interns will complete their experience? (Check all that apply)

- At a single site
- At a single site and doing related assignments at events off site
- At one of several sites (please list all addresses in question 20)
- At a personal residence
- Virtual/remote internship
- International location (Please note that all international internships MUST start with the Study Abroad Office)
- Other

Follow-Up Question: You marked that interns will complete their experience at a single site and doing related assignments at events or off site. How do students get to off site events? How frequently do off site events take place? Where are off site events located? Are interns responsible for transporting items and/or other staff or interns to off site events?

Follow-Up Question: You marked that interns will complete their experience at a personal residence. Please confirm that it meets all state and/or local permitting and/or licensing requirements. Please note this information will be sent to SDSU's Risk Management Office for review and follow-up with you.

Follow-Up Question: You marked that interns will complete a virtual/remote internship. Please explain how students will be supervised virtually/remotely.

Follow-Up Question: You marked that interns will complete their experience at an international location. Is the entire internship in an international location or do interns do international visits.

Follow-Up Question: You marked other. Please clarify.

Appendix B - Internship Site Questionnaire

SDSU Internship Site Questionnaire

Welcome to the San Diego State University (SDSU) Internship Site Questionnaire. This questionnaire allows SDSU to assess the educational experience and potential risk associated with having students complete internships with your organization. Please note this is the first REQUIRED step in the Service Learning Agreement approval process and the information will allow the University to evaluate your internship site.

The questionnaire takes approximately 10-15 minutes to complete. Be sure to complete the entire questionnaire as data cannot be saved and returned to at a later time. For inquiries about the Internship Site Questionnaire, please email me.

Thank you.

1. How many SDSU students does your organization anticipate having as interns for the upcoming academic year?

- 1 2 3 4 5 6
7 8 9 or more

2. How are internship(s) offered? (Select all that apply)

- Paid
 Unpaid for academic credit
 Other

3. Will interns be expected to do any of the following? (Check all that apply)

- Work late nights (9 p.m. or later) Work weekend days
 Work weekend evenings Not applicable

4. To your knowledge, does your organization have any of the following on file with SDSU (or any department or division within the University)? (Check all that apply)

- Service Learning Agreement (SLA)/Internship Agreement with an Academic Department
 Aztec Career Connection Employer Account (SDSU Career Services)
 None/I do not know
 Other

5. Will students be required to do any of the following as an intern with your organization?

	YES	NO
Purchase materials or services as part of the internship (including a uniform, parking)?	<input type="radio"/>	<input type="radio"/>
Provide personal information (including driver's license, social security number)	<input type="radio"/>	<input type="radio"/>
Do you require students to get a Background Check/Fingerprinting/Medical Exam (e.g., TB test)?	<input type="radio"/>	<input type="radio"/>
If you answered yes, to requiring a Background Check/Fingerprinting/Medical Exam (e.g., TB test), does your organization pay for it?	<input type="radio"/>	<input type="radio"/>
Provide sales leads or contact information for business references?	<input type="radio"/>	<input type="radio"/>
Serve in a capacity (including consultants) where their services are sold to clients?	<input type="radio"/>	<input type="radio"/>
Provide personal work equipment (including phone, laptop, tablet, printer, camera, video camera, etc.)?	<input type="radio"/>	<input type="radio"/>
Drive a vehicle in performing internship duties? (Note: Interns are <u>NOT</u> to use personal vehicles to provide services for Internship sites.)	<input type="radio"/>	<input type="radio"/>
Work with children or teens?	<input type="radio"/>	<input type="radio"/>
Work with behaviorally challenged populations?	<input type="radio"/>	<input type="radio"/>
Work with individuals who have a criminal background or history of violent behavior?	<input type="radio"/>	<input type="radio"/>
Work in a facility located in an area that is high in crime?	<input type="radio"/>	<input type="radio"/>
Work with hazardous materials?	<input type="radio"/>	<input type="radio"/>
Work in a facility where physical, environmental or inherent hazards are known but not addressed in a site orientation/training?	<input type="radio"/>	<input type="radio"/>
Work in a facility where parking and facility access are not adequately illuminated?	<input type="radio"/>	<input type="radio"/>
Operate heavy machinery?	<input type="radio"/>	<input type="radio"/>
Will interns ever work with clients unsupervised?	<input type="radio"/>	<input type="radio"/>

6. If requested, would your organization be able to provide accommodations for students with disabilities and/or who require additional accommodations?

Yes No

7. How many hours per week will students be expected to intern?

1-4 5-9 10-14 15-19 20 or more

8. Please review SDSU's Internship requirements below that includes items that SDSU requires of internship site supervisors. Will your organization and/or internship site supervisor do the following?

	YES	NO
Provide an educationally appropriate internship experience, which includes a position description, a site orientation, site tour, training overview and emergency preparedness information.	<input type="radio"/>	<input type="radio"/>
Identify and communicate to the University potential health and safety risks specific to the internship site and/or location/city.	<input type="radio"/>	<input type="radio"/>
Articulate any societal, political and cultural concerns unique to the location/city.	<input type="radio"/>	<input type="radio"/>
Communicate to the University any change in status of the site supervisor, and when possible, identify a new site supervisor.	<input type="radio"/>	<input type="radio"/>
Work to coordinate University site visits as needed.	<input type="radio"/>	<input type="radio"/>
Work with the University to complete requirements including the Service Learning Agreement (SLA)	<input type="radio"/>	<input type="radio"/>
Provide a general liability insurance certificate (if requested by the University).	<input type="radio"/>	<input type="radio"/>
Provide the intern with policies and procedures on handling confidential material and information.	<input type="radio"/>	<input type="radio"/>
Explain safety policies/procedures/injury & illness prevention plan (including parking and harassment prevention).	<input type="radio"/>	<input type="radio"/>
Provide additional documentation as required by the SDSU Department Internship Contact (required for all for-credit internships).	<input type="radio"/>	<input type="radio"/>
Provide the intern with policies and procedures for working with the site's clients/population.	<input type="radio"/>	<input type="radio"/>
Provide the intern with policies and procedures for working at the site (including mandatory reporting on abuse/neglect).	<input type="radio"/>	<input type="radio"/>
If you are not the site supervisor, you will communicate SDSU's internship requirements to the site supervisor prior to the intern starting at your organization.	<input type="radio"/>	<input type="radio"/>

For Reference Only

9. INTERNSHIP SITE INFORMATION

Organization Name: _____
Internship Site Address: _____
City: _____
State: _____
Zip Code: _____
Phone Number
(xxx-xxx-xxxx): _____
Fax Number: _____
Organization Website: _____

10. Mailing address, if different from the address above

Organization Name: _____
Internship Site Address: _____
City: _____
State: _____
Zip Code: _____
Phone Number
(xxx-xxx-xxxx): _____
Fax Number: _____
Organization Website: _____

11. Point of Contact for the Organization

Name: _____
Title: _____
Email Address: _____
Phone Number
(xxx-xxx-xxxx): _____
Fax Number: _____

12. Is the Point of Contact for the Organization an SDSU Alumna/us? Yes No

For Reference Only

13. Will the Point of Contact also serve as the Site Supervisor?
Yes No

14. If No, provide the contact information for the Site Supervisor

Name: _____
Title: _____
Email Address: _____
Phone Number
(xxx-xxx-xxxx): _____
Fax Number: _____

15. Is the Site Supervisor an SDSU Alumna/us? Yes No

16. Will Additional Staff also supervise interns?
Yes No

17. If Yes, please provide the information for Additional Staff

Name: _____
Title: _____
Email Address: _____
Phone Number
(xxx-xxx-xxxx): _____
Fax Number: _____

18. Is the Additional Staff an SDSU Alumna/us? Yes No

19. Will the intern serve at sites other than at the primary address? Yes No

20. If yes, please list the address(es) of the additional sites (Please note that these addresses will be added to Attachment A on the Service Learning Agreement):

21. Which of the following best describes where interns will complete their experience? (Check all that apply)

- At a single site
- At a single site and doing related assignments at events off site
- At one of several sites (please list all addresses in question 20)
- At a personal residence
- Virtual/remote internship
- International location (Please note that all international internships MUST start with the Office of International Programs)
- Other

By signing, I understand under penalty of perjury that the information provided on this Internship Site Questionnaire is true and correct. I verify that I have completed this Internship Site Questionnaire.

Completed by

Print Name	Internship Site Signature	Date

**If you would like to recruit other majors, go to the Department Internship Contact list at <http://goo.gl/Jwnfyw>*

SDSU Review by College Representative

Print Name	College Representative Signature	Date

Appendix C - Service Learning Agreement

SDSU Agreement No. XXXX
Page 1 of 5

Service-Learning Agreement University and Learning Activity Site

This agreement entered into by and between the Trustees of the California State University on behalf of San Diego State University, (College XXXX / Department(s) XXXX), referred to as "University," and XXXX, referred to as "Learning Activity Site."
(Legal entity name)

I. General Provisions

A. Program Activities

1. The Learning Activity Site will provide the University's student(s) with a student-focused learning experience that also meets the stated needs of the Learning Activity Site.
2. The Learning Activity Site and the University will meet as necessary to facilitate a mutually beneficial experience for all involved, or at the request of any of the parties involved.
3. The University will work closely with the Learning Activity Site to meet the expectations and priorities of the Learning Activity Site as well as the student outcomes.

B. Safe and Productive Learning Environment

1. To achieve its desire to provide a safe and productive environment for the University's student(s), the Learning Activity Site will:
 - a. Give student(s) a tour of the site as necessary and provide information regarding all emergency procedures.
 - b. Provide information on the unique nature of the population of the program.
 - c. If appropriate, discuss with students the reasonably foreseeable risks associated with the Learning Activity Site and the tasks and responsibilities the student(s) have been assigned.
 - d. Determine **if** a student(s) must be fingerprinted. **If** fingerprinting is necessary, the Learning Activity Site will obtain the fingerprints, request criminal background clearance from the appropriate agency(ies), and maintain the confidentiality of any results as required by federal or state law.
 - e. Notify the University's supervising faculty as soon as is reasonably possible of any injury or illness to a student(s) participating in a learning activity offered by the Learning Activity Site.
2. University will advise the student(s) of following:
 - a. To abide by Learning Activity Site rules and regulations while on site and working with Learning Activity Site clients.
 - b. That his/her interactions with clients are expected to be appropriate.
 - c. To maintain the confidentiality of the Learning Activity Site's proprietary information, records and information concerning its clients.

II. Structure and Support of Service-Learning Student(s)

- A. **Site Supervision.** Prior to the start of the learning activity, the Learning Activity Site will inform the student(s) who will be responsible for their supervision and safety while on site. The supervisor will meet with the student(s) as necessary to facilitate the student(s) learning experience and professional development, provide support and review progress on

assignments and activities. The supervisor will communicate as necessary during the semester with the University staff or faculty member who assigned the learning activity.

- B. **Training and Orientation.** The Learning Activity Site will provide student(s) with a general orientation and any specific training needed prior to their working with clients or providing service.
- C. **Work Space.** Student(s) will have an appropriate space at the Learning Activity Site site in which to conduct their assigned work. The Learning Activity Site will provide access and training for any and all equipment necessary for student(s) to fulfill their service role.
- D. **Evaluation.** The Learning Activity Site supervisor will fill out survey(s) regarding quality of service performance of the student(s) if requested by the University or the student.
- E. **Payment (If Applicable – For paid positions only)** – The Learning Activity Site will pay student(s) according to applicable law including any required withholding and reporting whether payment is wage, stipend, or payment under a grant. If required by law, the Learning Activity Site shall consider student(s) employees and, as such, shall provide workers' compensation insurance.

III. Length of Agreement Term

This agreement shall become effective upon execution and shall continue until terminated by either party after giving the other party 30 days advance written notice of the intention to so terminate; provided further, however, that any such termination by Learning Activity Site shall not be effective against any student(s) who at the date of mailing of said notice by Learning Activity Site was participating in said program until such student(s) has completed the program as mutually agreed upon provided such student(s) is performing satisfactorily. If either party wishes to terminate due to non-performance or failure to meet expectations, the party requesting termination shall consult with the other party to seek resolution prior to termination.

It is the responsibility of all parties to review the agreement annually to ensure that the agreement terms are current. Any changes to this agreement must be in writing via amendment and executed by all parties.

Notices

All notices and correspondence herein provided to be given, or which may be given by either party to the other, shall be sent to the following:

To Learning Activity Site:	Name	<u>XXXX</u>
	Mailing Address	<u>XXXX</u>
	City, State Zip	<u>XXXX</u>
	Attention	<u>XXXX</u>

To University: San Diego State University
 5500 Campanile Dr.
 San Diego, CA 92182-1616
Attention: Contract and Procurement Management and Department Internship Coordinator

The attached General Provisions, consisting of two pages, is incorporated by reference and made a part of this agreement.

This document reflects my understanding of the relationship.

LEARNING ACTIVITY SITE

XXXX
Learning Activity Site Name

XXXX
Authorized Signatory

XXXX
Print Name

XXXX
Date

XXXX
*Street Address

XXXX
City State Zip

XXXX
Email

XXXX
Phone

XXXX
Fax

XXXX
Site Contact Name

SAN DIEGO STATE UNIVERSITY

5500 Campanile Dr.
San Diego, CA 92182

XXXX
Department Internship Contact

XXXX
Print Name

XXXX
Date

XXXX
Department Chair

XXXX
Print Name

XXXX
Date

XXXX
Associate Dean

XXXX
Print Name

XXXX
Date

XXXX
Contract and Procurement Management

XXXX
Print Name

XXXX
Date

*If students may be participating in service learning at a location other than listed above, please complete Attachment A.

General Provisions

Indemnification

The Learning Activity Site shall be responsible for damages caused by the negligence of its directors, officers, agents, employees and duly authorized volunteers occurring in the performance of this agreement. San Diego State University shall be responsible for damages caused by the negligence of its directors, officers, employees and duly authorized volunteers occurring in the performance of this agreement. It is the intention of the Learning Activity Site and the University that the provision of this paragraph be interpreted to impose on each party responsibility for the negligence of their respective directors, officers, employees and duly authorized volunteers.

Insurance

The Learning Activity Site shall procure and maintain General Liability Insurance, comprehensive or commercial form with \$1,000,000.00 minimum limit for each Occurrence and minimum limit of \$2,000,000.00 General Aggregate, as mutually agreed upon for this placement.

The California State University system has elected to be insured for its General Liability exposure through the self-insured CSU Risk Management Authority.

The State of California has elected to be self-insured for its vehicle liability and Workers' Compensation and property exposures. As a State agency, the California State University, Office of the Chancellor, the Trustees, and the CSU system of campuses are included in this self-insured program.

The University shall provide professional and personal general liability coverage for students performing community service or volunteer work for academic credit, through the Student Academic Field Experience for Credit Liability Insurance Program (SAFECLIP). The coverage limits under this program are \$2,000,000.00 for each Loss and \$4,000,000.00 Aggregate for all Covered Parties, and not per student. Any affiliate institution to whom the Named Insured is obligated by written agreement to provide such coverage as is afforded by this policy, shall be named as an additional insured.

The University shall provide professional, personal general liability, and educator's errors and omissions liability coverage for students enrolled in Nursing, Allied Health, Social Work, or Education credential programs performing community service or volunteer work for academic credit, through the Student Professional Liability Insurance Program (SPLIP). The coverage limits under this program are \$2,000,000.00 for each Loss and \$4,000,000.00 Aggregate for all Covered Parties, and not per student. Any affiliate institution to whom the Named Insured is obligated by written agreement to provide such coverage as is afforded by this policy, shall be named as an additional insured.

Status of Students

Students shall at no time throughout this agreement be considered officers, employees, agents or volunteers of the University.

Governing Law

All contracts and purchase orders shall be construed in accordance with, and their performance governed by, the laws of the State of California. Further, Learning Activity Site shall comply with any state or federal law applicable to Learning Activity Site's performance under this Contract.

Assignments

Without written consent of the CSU, this agreement is not assignable by the Learning Activity Site either in whole or in part.

Agreement Alterations & Integration

No alteration or variation of the terms of the agreement shall be valid unless made in writing and signed by the parties hereto, and no oral understanding or agreement not incorporated herein shall be binding on any of the parties hereto.

Endorsement

Nothing contained in this Agreement shall be construed as conferring on any party hereto any right to use the other party's name as an endorsement of product/service or to advertise, promote or otherwise market any product or service without the prior written consent of the other parties. Furthermore nothing in this Agreement shall be construed as endorsement of any commercial product or service by the University, its officers or employees.

Survival

Upon termination of this contract for any reason, the terms, provisions, representations and warranties contained in this agreement shall survive expiration or earlier termination of this agreement.

Severability

If any provision of this agreement is held invalid by any law, rule, order of regulation of any government or by the final determination of any state or federal court, such invalidity shall not affect the enforceability of any other provision not held to be invalid.

Entire Agreement

This agreement constitutes the entire agreement and understanding of the parties with respect to the subject matter hereof and supercedes all prior agreements, arrangements, and understandings with respect thereto. No representation, promise, inducement, or statement of intention has been made by any party hereto that is not embodied herein, and no party shall be bound by or liable for any alleged representation, promise, inducement, or statement not set forth herein.

LEARNING ACTIVITY SITE LOCATIONS
ATTACHMENT A

(Required only if students may participate in service learning at multiple locations)

Street Address _____

City State Zip _____

E-mail _____

Phone _____

Fax _____

Site Contact Name _____

Street Address _____

City State Zip _____

E-mail _____

Phone _____

Fax _____

Site Contact Name _____

Street Address _____

City State Zip _____

E-mail _____

Phone _____

Fax _____

Site Contact Name _____

Street Address _____

City State Zip _____

E-mail _____

Phone _____

Fax _____

Site Contact Name _____

Street Address _____

City State Zip _____

E-mail _____

Phone _____

Fax _____

Site Contact Name _____

Street Address _____

City State Zip _____

E-mail _____

Phone _____

Fax _____

Site Contact Name _____

Appendix D - Inter-Departmental SLA

SDSU Agreement No. XXXX

Page 1 of 4

Service-Learning Agreement SDSU Inter-Departmental

This agreement entered into by and between the Trustees of the California State University on behalf of San Diego State University, (College XXXX / Department(s) XXXX), referred to as "University," and XXXX, referred to as "Inter-Department."
(SDSU Department name)

I. General Provisions

A. Program Activities

1. The Inter-Department will provide the University's student(s) with a student-focused learning experience that also meets the stated needs of the Inter-Department.
2. The Inter-Department and the University will meet as necessary to facilitate a mutually beneficial experience for all involved, or at the request of any of the parties involved.
3. The University will work closely with the Inter-Department to meet the expectations and priorities of the Inter-Department as well as the student outcomes.

B. Safe and Productive Learning Environment

1. To achieve its desire to provide a safe and productive environment for the University's student(s), the Inter-Department will:
 - a. Give student(s) a tour of the site as necessary and provide information regarding all emergency procedures.
 - b. Provide information on the unique nature of the population of the program.
 - c. If appropriate, discuss with students the reasonably foreseeable risks associated with the Inter-Department and the tasks and responsibilities the student(s) have been assigned.
 - d. Determine **if** a student(s) must be fingerprinted. **If** fingerprinting is necessary, the Inter-Department will obtain the fingerprints, request criminal background clearance from the appropriate agency(ies), and maintain the confidentiality of any results as required by federal or state law.
 - e. Notify the University's supervising faculty as soon as is reasonably possible of any injury or illness to a student(s) participating in a learning activity offered by the Inter-Department.
2. University will advise the student(s) of following:
 - a. To abide by Inter-Department rules and regulations while on site and working with Inter-Department clients.
 - b. That his/her interactions with clients are expected to be appropriate.
 - c. To maintain the confidentiality of the Inter-Department's proprietary information, records and information concerning its clients.

II. Structure and Support of Service-Learning Student(s)

- A. **Site Supervision.** Prior to the start of the learning activity, the Inter-Department will inform the student(s) who will be responsible for their supervision and safety while on site. The supervisor will meet with the student(s) as necessary to facilitate the student(s) learning experience and professional development, provide support and review progress on

assignments and activities. The supervisor will communicate as necessary during the semester with the University staff or faculty member who assigned the learning activity.

- B. **Training and Orientation.** The Inter-Department will provide student(s) with a general orientation and any specific training needed prior to their working with clients or providing service.
- C. **Work Space.** Student(s) will have an appropriate space at the Inter-Department site in which to conduct their assigned work. The Inter-Department will provide access and training for any and all equipment necessary for student(s) to fulfill their service role.
- D. **Evaluation.** The Inter-Department supervisor will fill out survey(s) regarding quality of service performance of the student(s) if requested by the University or the student.
- E. **Payment (If Applicable – For paid positions only)** – The Inter-Department will pay student(s) according to applicable law including any required withholding and reporting whether payment is wage, stipend, or payment under a grant. If required by law, the Inter-Department shall consider student(s) employees and, as such, shall provide workers’ compensation insurance.

III. Length of Agreement Term

This agreement shall become effective upon execution and shall continue until terminated by either party after giving the other party 30 days advance written notice of the intention to so terminate; provided further, however, that any such termination by Inter-Department shall not be effective against any student(s) who at the date of mailing of said notice by Inter-Department was participating in said program until such student(s) has completed the program as mutually agreed upon provided such student(s) is performing satisfactorily. If either party wishes to terminate due to non-performance or failure to meet expectations, the party requesting termination shall consult with the other party to seek resolution prior to termination.

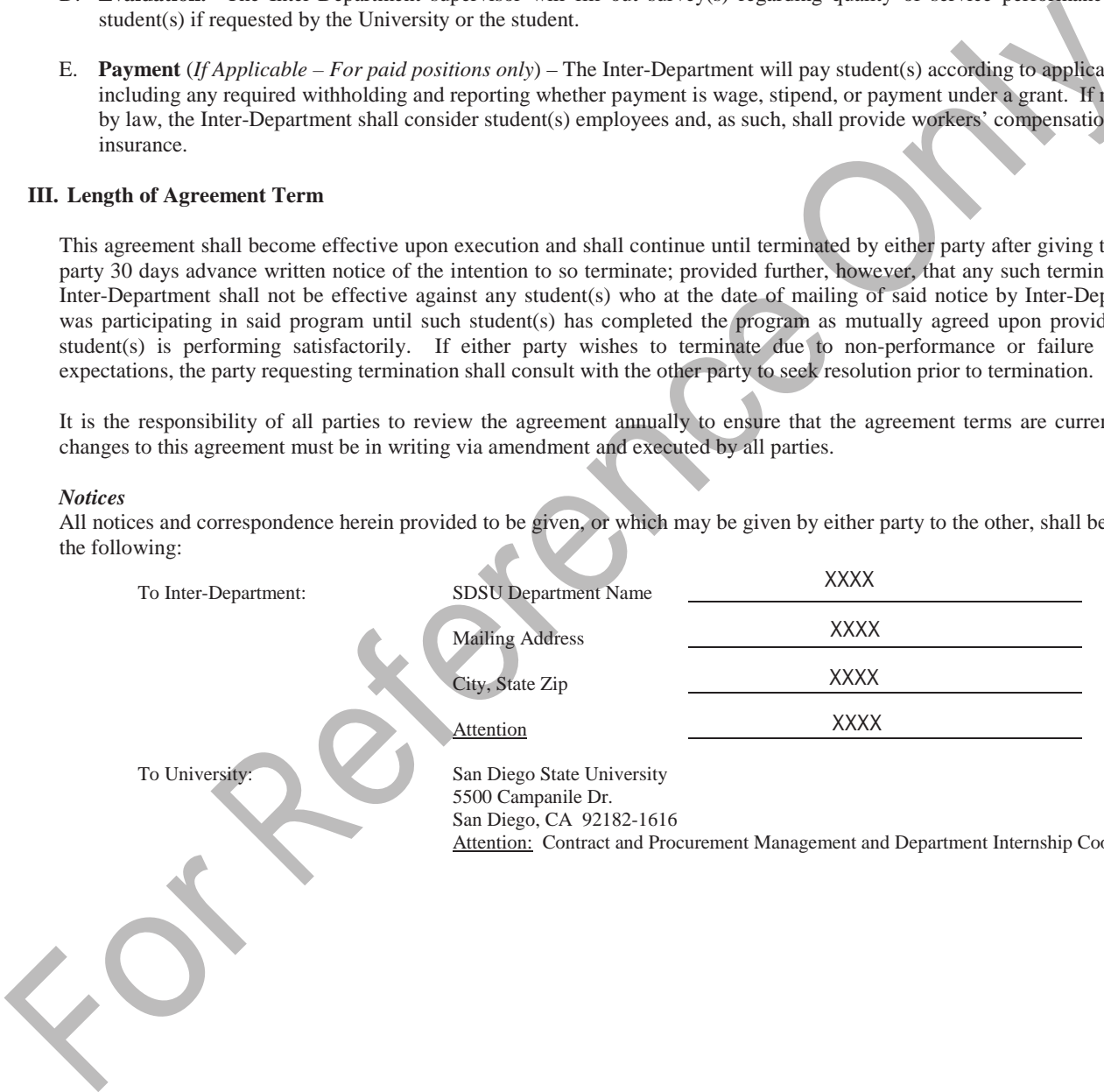
It is the responsibility of all parties to review the agreement annually to ensure that the agreement terms are current. Any changes to this agreement must be in writing via amendment and executed by all parties.

Notices

All notices and correspondence herein provided to be given, or which may be given by either party to the other, shall be sent to the following:

To Inter-Department:	SDSU Department Name	<u>XXXX</u>
	Mailing Address	<u>XXXX</u>
	City, State Zip	<u>XXXX</u>
	<u>Attention</u>	<u>XXXX</u>

To University:	San Diego State University 5500 Campanile Dr. San Diego, CA 92182-1616 <u>Attention:</u> Contract and Procurement Management and Department Internship Coordinator
----------------	---



The attached General Provisions, consisting of two pages, is incorporated by reference and made a part of this agreement.

This document reflects my understanding of the relationship.

INTER-DEPARTMENT

XXXX
SDSU Department Name

XXXX
Authorized Signatory

XXXX
Print Name

XXXX
Date

XXXX
Mailing Address

XXXX XXXX XXXX
City State Zip

XXXX
Email

XXXX
Phone

XXXX
Fax

XXXX
Department Contact Name

SAN DIEGO STATE UNIVERSITY

5500 Campanile Dr.
San Diego, CA 92182

XXXX
Department Internship Coordinator

XXXX
Print Name

XXXX
Date

XXXX
Department Chair

XXXX
Print Name

XXXX
Date

XXXX
Associate Dean

XXXX
Print Name

XXXX
Date

XXXX
Contract & Procurement Management

XXXX
Print Name

XXXX
Date

For Reference Only

General Provisions

Indemnification

The Inter-Department shall be responsible for damages caused by the negligence of its directors, officers, agents, employees and duly authorized volunteers occurring in the performance of this agreement. San Diego State University shall be responsible for damages caused by the negligence of its directors, officers, employees and duly authorized volunteers occurring in the performance of this agreement. It is the intention of the Inter-Department and the University that the provision of this paragraph be interpreted to impose on each party responsibility for the negligence of their respective directors, officers, employees and duly authorized volunteers.

Insurance

The Inter-Department shall procure and maintain General Liability Insurance, comprehensive or commercial form with \$1,000,000.00 minimum limit for each Occurrence and minimum limit of \$2,000,000.00 General Aggregate, as mutually agreed upon for this placement.

The California State University system has elected to be insured for its General Liability exposure through the self-insured CSU Risk Management Authority.

The State of California has elected to be self-insured for its vehicle liability and Workers' Compensation and property exposures. As a State agency, the California State University, Office of the Chancellor, the Trustees, and the CSU system of campuses are included in this self-insured program.

The University shall provide professional and personal general liability coverage for students performing community service or volunteer work for academic credit, through the Student Academic Field Experience for Credit Liability Insurance Program (SAFECLIP). The coverage limits under this program are \$2,000,000.00 for each Loss and \$4,000,000.00 Aggregate for all Covered Parties, and not per student. Any affiliate institution to whom the Named Insured is obligated by written agreement to provide such coverage as is afforded by this policy, shall be named as an additional insured.

The University shall provide professional, personal general liability, and educator's errors and omissions liability coverage for students enrolled in Nursing, Allied Health, Social Work, or Education credential programs performing community service or volunteer work for academic credit, through the Student Professional Liability Insurance Program (SPLIP). The coverage limits under this program are \$2,000,000.00 for each Loss and \$4,000,000.00 Aggregate for all Covered Parties, and not per student. Any affiliate institution to whom the Named Insured is obligated by written agreement to provide such coverage as is afforded by this policy, shall be named as an additional insured.

Status of Students

Students shall at no time throughout this agreement be considered officers, employees, agents or volunteers of the University.

Governing Law

All contracts and purchase orders shall be construed in accordance with, and their performance governed by, the laws of the State of California. Further, Inter-Department shall comply with any state or federal law applicable to Inter-Department's performance under this Contract.

Assignments

Without written consent of the CSU, this agreement is not assignable by the Inter-Department either in whole or in part.

Agreement Alterations & Integration

No alteration or variation of the terms of the agreement shall be valid unless made in writing and signed by the parties hereto, and no oral understanding or agreement not incorporated herein shall be binding on any of the parties hereto.

Endorsement

Nothing contained in this Agreement shall be construed as conferring on any party hereto any right to use the other party's name as an endorsement of product/service or to advertise, promote or otherwise market any product or service without the prior written consent of the other parties. Furthermore nothing in this Agreement shall be construed as endorsement of any commercial product or service by the University, its officers or employees.

Survival

Upon termination of this contract for any reason, the terms, provisions, representations and warranties contained in this agreement shall survive expiration or earlier termination of this agreement.

Severability

If any provision of this agreement is held invalid by any law, rule, order of regulation of any government or by the final determination of any state or federal court, such invalidity shall not affect the enforceability of any other provision not held to be invalid.

Entire Agreement

This agreement constitutes the entire agreement and understanding of the parties with respect to the subject matter hereof and supercedes all prior agreements, arrangements, and understandings with respect thereto. No representation, promise, inducement, or statement of intention has been made by any party hereto that is not embodied herein, and no party shall be bound by or liable for any alleged representation, promise, inducement, or statement not set forth herein.

Appendix E - SLA Amendment

SDSU Agreement No. XXXX
Amendment No. XX, Page 1 of 1

Service-Learning Agreement Amendment University and Learning Activity Site

This Amendment No. XX is entered into by and between the Trustees of the California State University on behalf of San Diego State University, referred to as "University", and XXXX, referred to as "Learning Activity Site",
(Legal entity name)
and amends Service Learning Agreement No. XXXX, dated XXXX, referred to as "Agreement". All terms used herein shall have the meaning ascribed to them in the Agreement, unless otherwise specifically defined herein. Whenever the terms of this Amendment No. XX are inconsistent with the Agreement, the terms of this Amendment No. XX shall be controlling.

The Agreement is hereby amended as follows:

1. The following College/Department(s) shall be added to this Service Learning Agreement:
 - a. College XXXX / Department(s) XXXX
 - b. Each Program added by this Amendment shall develop a Learning Plan and shall have completed the Internship Site questionnaire specific to their program.
2. Other than the modifications set forth above, the Agreement remains unchanged.

This amendment shall become effective upon execution.

The parties acknowledge they have read the referenced Agreement and this Amendment No. XX, understand them, and agree to be bound by their terms and conditions.

LEARNING ACTIVITY SITE

XXXX
Learning Activity Site Name

XXXX
Authorized Signatory

XXXX
Print Name

XXXX
Date

XXXX
Street Address

XXXX State Zip

XXXX
Email

XXXX
Phone

XXXX
Fax

SAN DIEGO STATE UNIVERSITY
5500 Campanile Dr.
San Diego, CA, 92182

XXXX
Department Internship Contact Signature

XXXX
Print Name

XXXX
Date

XXXX
Department Chair Signature

XXXX
Print Name

XXXX
Date

XXXX
Associate Dean Signature

XXXX
Print Name

XXXX
Date

XXXX
Contract & Procurement Management Signature

XXXX
Print Name

XXXX
Date

Appendix F - How to Read the SLA Master List Cheat Sheet

How to Read the SLA Master List

Agreement	Description	Supplier	Site	Effective From	Effective To	Supplier Contact
40113198	<p>College and department are listed as abbreviations from the Course Catalog.</p> <p>An "indefinite" end date indicates that the agreement currently has no expiration date.</p> <p>College: CBA - B A; 3/1/18 - INDEFINITE</p>	<p>The Learning Activity Site Name is indicated in this field.</p> <p>BUTLER AMUSEMENTS</p>	<p>The Learning Activity Site address on the SLA is indicated in this field.</p> <p>42215 PALM DESE</p>	1-Mar-18		ROGUE, JESSE
40085581	<p>If there is only a College listed, any department within that College can use this agreement.</p> <p>SLA: COED; 10/9/12 - INDEFINITE</p>	OCEANSIDE UNIFIED SCHOOL DIST	OCEANSIDE	9-Oct-12		
40113138	<p>"Inter-Department" agreements are always with a San Diego State University on-campus department. These agreements do not apply to departments that are part of a SDSU auxiliary.</p> <p>SDSU Department</p> <p>SLA (INTER-DEPARTMENT - FACILITY SERVICES); CBA - B A; 2/26/18 - INDEFINITE</p>	SAN DIEGO STATE UNIVERSITY	FACILITIES SERV	26-Feb-18		ABRAM, THOMAS
40113076	<p>Only one Learning Activity Site address can be listed on the Master List. If "multiple locations" is indicated, a complete list of addresses can be found on the agreement or amendment as applicable. If you are unable to access the original agreement or amendment in Oracle, contact Contract & Procurement (x45243) for assistance.</p> <p>SLA: (MULTIPLE LOCATIONS - SEE AGREEMENT) COED - CFD; 2/20/18 - INDEFINITE</p>	DIEGO HILLS CHARTER PUBLIC SCHOOL	177 LANCASTER	20-Feb-18		TOOMEY, BILL
40112474	<p>"Modified" indicates that the agreement has terms that have been modified from the original template and can only be used by the college/department listed. No amendments are accepted. If you want to send a student to a Learning Activity Site with a "modified" agreement on file, a new SLA needs to be submitted.</p> <p>SLA (MODIFIED); COED - CFD; 1/3/18 - INDEFINITE</p>	LA MAESTRA FOUNDATION	4185 SAN DIEGO	3-Jan-18		MARSELIAN, ZARA
40111002	<p>"Affiliation Agreement" (or any other agreement name after SLA) indicates that we are using the Learning Activity Site's agreement template. If your college/department is listed on this agreement it needs to be reviewed prior to sending students to confirm that you can comply with the agreement terms. These agreements can only be used by the college(s)/departments(s) named and amendments will not be accepted</p> <p>SLA/AFFILIATION AGREEMENT; CHHS - ENS (DPT) 1/1/18 - 12/31/20</p>	TIRR MEMORIAL HERMANN	1333 HOUSTON	1-Jan-18	31-Dec-20	ABBOTT, RHONDA
40110270	<p>"All Colleges" indicates that the agreement can be used by all departments. No amendment is needed to add a department.</p> <p>SLA: ALL COLLEGES; 5/10/17 - INDEFINITE</p>	CHILD AND ADOLESCENT SERVICES RESEARCH CENTER	3665 SAN DIEGO	10-May-17		SUHRHEINRICH, JESSICA
40110007	<p>"Amend" indicates that the original agreement has been amended to add a college and/or department or to add additional Learning Activity Site addresses. The number "1" indicates that it was the first amendment. This particular agreement was amended to add CAL - ECON</p> <p>SLA: CBA - B A, CAL - ECON (AMEND 1); 5/31/17 - INDEFINITE</p>	GOSITE	2815 SAN DIEGO	31-May-17		WALKER, VICTORIA

3.12.18

Appendix G - SDSU Release of Liability Waiver



RELEASE OF LIABILITY, PROMISE NOT TO SUE, ASSUMPTION OF RISK AND AGREEMENT TO PAY CLAIMS

Activity: _____

Activity Date(s) and Time(s): _____

Activity Location(s): _____

In consideration for being allowed to participate in this Activity, on behalf of myself and my next of kin, heirs and representatives, **I release from all liability and promise not to sue** the State of California, the Trustees of The California State University, California State University, San Diego State University, their employees, officers, directors, volunteers and agents (collectively "University") from any and all claims, **including claims of the University's negligence**, resulting in any physical or psychological injury (including paralysis and death), illness, damages, or economic or emotional loss I may suffer because of my participation in this Activity, including travel to, from and during the Activity.

I am voluntarily participating in this Activity. I am aware of the risks associated with traveling to/from and participating in this Activity, which include but are not limited to physical or psychological injury, pain, suffering, illness, disfigurement, temporary or permanent disability (including paralysis), economic or emotional loss, and/or death. I understand that these injuries or outcomes may arise from my own or other's actions, inaction, or negligence; conditions related to travel; or the condition of the Activity location(s). **Nonetheless, I assume all related risks, both known or unknown to me, of my participation in this Activity, including travel to, from and during the Activity.**

I agree to **hold** the University **harmless** from any and all claims, including attorney's fees or damage to my personal property, that may occur as a result of my participation in this Activity, including travel to, from and during the Activity. If the University incurs any of these types of expenses, I agree to reimburse the University. If I need medical treatment, I agree to be financially responsible for any costs incurred as a result of such treatment. I am aware and understand that I should carry my own health insurance.

I am 18 years or older. **I understand the legal consequences of signing this document, including (a) releasing the University from all liability, (b) promising not to sue the University, (c) and assuming all risks of participating in this Activity, including travel to, from and during the Activity.**

I understand that this document is written to be as broad and inclusive as legally permitted by the State of California. I agree that if any portion is held invalid or unenforceable, I will continue to be bound by the remaining terms.

I have read this document, and I am signing it freely. **No other representations concerning the legal effect of this document have been made to me.**

Participant Signature: _____ Date: _____

Participant Name (print): _____ Red ID (SDSU employee/student): _____

If Participant is under 18 years of age:

I am the parent or legal guardian of the Participant. **I understand the legal consequences of signing this document, including (a) releasing the University from all liability on my and the Participant's behalf, (b) promising not to sue on my and the Participant's behalf, (c) and assuming all risks of the Participant's participation in this Activity, including travel to, from and during the Activity.** I allow Participant to participate in this Activity. I understand that I am responsible for the obligations and acts of Participant as described in this document. I agree to be bound by the terms of this document.

I have read this two-page document, and I am signing it freely. **No other representations concerning the legal effect of this document have been made to me.**

Signature of Minor Participant's Parent/Guardian

Name of Minor Participant's Parent/Guardian (print)

Date

Minor Participant's Name

Appendix H - CSU Learning Plan Template

Learning Plan

Section I: Student Data

Student's Name: _____ Student ID: _____

Email: _____ Telephone Number: _____

Primary Emergency Contact: _____ Relation: _____

Daytime Telephone: _____ Cell Phone Number: _____

Secondary Emergency Contact: _____

Daytime Telephone: _____ Cell Phone Number: _____

Section II: Learning Site

Learning Site: _____

Contact Name: _____

Address: _____

Email: _____ Telephone Number: _____

Section III: Course Data

Course Title: _____ Faculty Name: _____

Service Objectives (list your primary responsibilities at the Learning Site): _____

Learning Objectives (describe how your primary responsibilities support/further your course work): _____

Planned Number of Service Hours: _____ Start Date: _____ End Date: _____

I have reviewed and approve the Learning Plan set forth above.

Faculty Signature: _____ Date: _____

Student Initial: _____

PARTICIPATION GUIDELINES

1. I will devote _____ hours per week towards completion of the service and learning objectives listed in my learning plan for a total of _____ service hours, effective from _____ to _____ (“learning activity”). I agree to complete any paperwork and orientations required by my professor or site supervisor as part of this learning activity.
2. I understand and acknowledge that there are potential risks associated with this learning activity, some of which may arise from (a) my assigned tasks and responsibilities, (b) the location of the learning activity, (c) the physical characteristics of the Learning Site, (d) the amount and type of criminal activity or hazardous materials at or near the location of the learning activity, (e) any travel associated with the learning activity, (f) the time of day when I will be present at the Learning Site, (g) the criminal, mental and social backgrounds of the individuals I will be working with or serving, and (h) the amount of supervision I will receive. I further understand and acknowledge that my safety and well being are primarily dependent upon my acting responsibly to protect myself from personal injury, bodily injury or property damage.
3. Being aware of the risks inherent in this learning activity, I nonetheless voluntarily choose to participate in this learning activity. I understand that I may stop participating if I believe the risks become too great.
4. While participating in this learning activity, I will **(a)** exhibit professional, ethical and appropriate behavior; **(b)** abide by the Learning Site’s rules and standards of conduct, including wearing any required personal protective equipment; **(c)** participate in all required training; **(d)** complete all assigned tasks and responsibilities in a timely and efficient manner; **(e)** request assistance if I am unsure how to respond to a difficult or uncomfortable situation; **(f)** be punctual and notify the Learning Site if I believe I will be late or absent; and **(g)** respect the privacy of the Learning Site’s clients.
5. While participating in this learning activity, I will not **(a)** report to the Learning Site under the influence of drugs or alcohol; **(b)** give or loan money or other personal belongings to a client; **(c)** make promises to a client I cannot keep; **(d)** give a client or representative a ride in my personal vehicle; **(e)** engage in behavior that might be perceived as harassment of a client or Learning Site representative; **(f)** engage in behavior that might be perceived as discriminating against an individual on the basis of their age, race, gender, sexual orientation, mental capacity, or ethnicity; **(g)** engage in any type of business with clients during the term of my placement; **(h)** disclose without permission the Learning Site’s proprietary information, records or confidential information concerning its clients; or **(i)** enter into personal relationships with a client or Learning Site representative during the term of my placement. I understand that the Learning Site may dismiss me if I engage in any of these behaviors.
6. I agree to contact the University’s Director of XX at (xxx) xxx-xxxx if I believe I have been discriminated against, harassed or injured while engaged in this learning activity.
7. I understand and acknowledge that neither the University nor the Learning Site assumes any financial responsibility in the event I am injured or become ill as a result of my participating in this learning activity. I understand that I am personally responsible for paying any costs I may incur for the treatment of any such injury or illness. I acknowledge that the University recommends that I carry health insurance.

I have read, understand and agree to comply with these guidelines.

Student Signature: _____ Date: __/__/____

Parent/Guardian Name: _____ Date: _____

Parent/Guardian Signature: _____ (Required if student is under the age of 18.)

Appendix I - SDSU Internship Definition and Characteristic Matrix



SAN DIEGO STATE UNIVERSITY

Career Services
Division of Student Affairs

SDSU Internship Definition and Characteristic Matrix

San Diego State University Recognizes the NACE Internship Definition: An internship is a form of experiential learning that integrates knowledge and theory learned in the classroom with practical application and skills development in a professional setting. Internships give students the opportunity to gain valuable applied experience and make connections in professional fields they are considering for career paths; and give employers the opportunity to guide and evaluate talent.

Internship Characteristics Matrix

It is recommended that employers, students, and faculty/staff refer to the Internship Characteristics Matrix below in order to find information that SDSU requires, recommends, and finds not applicable to the three categories of internships: paid, paid for academic credit, and unpaid for academic credit.

Characteristics of the Experience	Internship Paid	Internship Paid for Academic Credit	Internship Unpaid for Academic Credit
The student and employer clearly understand that there is no expectation of compensation	Not Applicable	Not Applicable	Required by SDSU Refer to the Updated Fair Labor Standards Act
The internship provides training that would be similar to that which would be given in an educational environment, including the clinical and other hands-on training provided by educational institutions	Recommended	Required by SDSU Refer to the Updated Fair Labor Standards Act	Required by SDSU Refer to the Updated Fair Labor Standards Act
The internship is tied to the student's formal education program by integrated coursework or the receipt of academic credit	Recommended	Required by SDSU	Required by SDSU Refer to the Updated Fair Labor Standards Act

SDSU Internship Definition and Characteristic Matrix

Characteristics of the Experience	Internship Paid	Internship Paid for Academic Credit	Internship Unpaid for Academic Credit
The internship accomodates the intern's academic commitments by corresponding to the academic calendar	Recommended	Required by SDSU Refer to the Updated Fair Labor Standards Act	Required by SDSU Refer to the Updated Fair Labor Standards Act
The internship's duration is limited to the period in which the internship provides the intern with beneficial learning	Recommended	Required by SDSU Refer to the Updated Fair Labor Standards Act	Required by SDSU Refer to the Updated Fair Labor Standards Act
The student's work complements, rather than displaces, the work of paid employees while providing significant educational benefits to the student	Recommended	Recommended	Required by SDSU Refer to the Updated Fair Labor Standards Act
The student and employer understand that the internship is conducted without entitlement to a paid job at the conclusion of the internship	Not Applicable	Recommended	Recommended Refer to the Updated Fair Labor Standards Act
Student works under close supervision of existing staff	Recommended	Required by SDSU	Required by SDSU
Supervisor is a full time salaried professional in the student's intended career field	Recommended	Recommended	Recommended
Employer provides student the opportunity to develop career readiness competencies (see page 5) that can be used in multiple employment settings	Recommended	Recommended	Recommended



SDSU Internship Definition and Characteristic Matrix

Characteristics of the Experience	Internship Paid	Internship Paid for Academic Credit	Internship Unpaid for Academic Credit
Employer is providing job shadowing opportunities that allow a student to learn certain functions	Recommended	Recommended	Recommended
The internship has a clear start and end date that corresponds to the semester schedule in which they are enrolled agreed on prior to the start date	Recommended	Required by SDSU	Required by SDSU
Employer provides student with a clear position description	Required	Required by SDSU	Required by SDSU
Student is provided with specific learning outcomes	Recommended	Required by SDSU	Required by SDSU
Employer provides students with an opportunity to make professional connections	Recommended	Recommended	Recommended
Full time (12+ units) students should work 10-15 hours per week and it is recommended not to exceed 20 hours per week	Recommended	Recommended	Recommended
One unit of academic credit is equal to 45 hours (may vary by department)	Recommended	Recommended	Recommended
Student meets with site supervisor regularly and receives feedback on performance	Recommended	Required by SDSU	Required by SDSU



Career Services
Division of Student Affairs

Updated February 5, 2018



Internship Definition and Characteristic Matrix

The following types of internships need to be discussed with the Department Internship Contact in the academic department. View contact information at: <https://goo.gl/Jwnfyw>

- **Virtual/Remote Internships**
- **International Internships**
- **Internships governed by accrediting bodies**
(for example, Council on Social Work Education)
- **Student learning opportunities**
(practicums or clinical training)

ARE YOU CAREER READY?

Employers are looking to hire college students and recent graduates who know how to use their talents, strengths, and interest. These students are Career Ready.

How do you become Career Ready?

Mastering these Career Readiness Competencies will prepare you to a successful transition into the workplace.



CRITICALLY THINKING/PROBLEM SOLVING

Exercise sound reasoning and analytical thinking; use knowledge, facts, and data to solve problems and make decisions.



ORAL/WRITTEN COMMUNICATION

Articulate thoughts and ideas clearly and effectively in written and oral forms to persons inside and outside of the organization. The individual has public speaking skills; is able to express ideas to others; and can write/edit memos, letters, and complex technical reports clearly and effectively.



TEAMWORK/COLLABORATION

Build collaborative relationships with colleagues and customers representing diverse cultures, races, ages, genders, religion, lifestyles, and viewpoints. The individual is able to work within a team structure and can negotiate and manage conflict.



DIGITAL TECHNOLOGY

Select and use appropriate technology to accomplish a given task. The individual is also able to apply computing skills to solve problems.



LEADERSHIP

Leverage the strengths of others to achieve common goals, and use interpersonal skills to coach and develop others. The individual is able to assess and manage his/her emotions and those of others; use empathetic skills to guide and motivate; and organize, prioritize and delegate work.



PROFESSIONALISM/WORK ETHIC

Demonstrate personal accountability and effective work habits, e.g. punctuality, working productively with others and time workload management, and understand the impact of non-verbal communication on professional work image. The individual demonstrates integrity and ethical behavior, acts responsibly with the interests of the larger community in mind and is able to learn from his/her mistakes.



CAREER MANAGEMENT

Identify and articulate one's skills, strengths, knowledge and experiences relevant to the position desired and career goals, and identify areas necessary for professional growth. The individual is able to navigate and explore job options, understand and can take the steps necessary to pursue opportunities, and understand how to self-advocate for opportunities in the workplace.



GLOBAL/INTERCULTURAL FLUENCY

Value, respect, and learn from diverse cultures, races, ages, genders, sexual orientations and religions. The individual demonstrates openness, inclusiveness, sensitivity and the ability to interact respectfully with all people and understand individuals' differences.

Fact Sheet #71: Internship Programs Under The Fair Labor Standards Act

This fact sheet provides general information to help determine whether interns and students working for “for-profit” employers are entitled to minimum wages and overtime pay under the Fair Labor Standards Act (FLSA).¹

Background

The FLSA requires “for-profit” employers to pay employees for their work. Interns and students, however, may not be “employees” under the FLSA—in which case the FLSA does not require compensation for their work.

The Test for Unpaid Interns and Students

Courts have used the “primary beneficiary test” to determine whether an intern or student is, in fact, an employee under the FLSA.² In short, this test allows courts to examine the “economic reality” of the intern-employer relationship to determine which party is the “primary beneficiary” of the relationship. Courts have identified the following seven factors as part of the test:

1. The extent to which the intern and the employer clearly understand that there is no expectation of compensation. Any promise of compensation, express or implied, suggests that the intern is an employee—and vice versa.
2. The extent to which the internship provides training that would be similar to that which would be given in an educational environment, including the clinical and other hands-on training provided by educational institutions.
3. The extent to which the internship is tied to the intern’s formal education program by integrated coursework or the receipt of academic credit.
4. The extent to which the internship accommodates the intern’s academic commitments by corresponding to the academic calendar.
5. The extent to which the internship’s duration is limited to the period in which the internship provides the intern with beneficial learning.
6. The extent to which the intern’s work complements, rather than displaces, the work of paid employees while providing significant educational benefits to the intern.
7. The extent to which the intern and the employer understand that the internship is conducted without entitlement to a paid job at the conclusion of the internship.

¹ The FLSA exempts certain people who volunteer to perform services for a state or local government agency or who volunteer for humanitarian purposes for non-profit food banks. WHD also recognizes an exception for individuals who volunteer their time, freely and without anticipation of compensation, for religious, charitable, civic, or humanitarian purposes to non-profit organizations. Unpaid internships for public sector and non-profit charitable organizations, where the intern volunteers without expectation of compensation, are generally permissible.

² E.g., *Benjamin v. B & H Educ., Inc.*, --- F.3d ---, 2017 WL 6460087, at *4-5 (9th Cir. Dec. 19, 2017); *Glatt v. Fox Searchlight Pictures, Inc.*, 811 F.3d 528, 536-37 (2d Cir. 2016); *Schumann v. Collier Anesthesia, P.A.*, 803 F.3d 1199, 1211-12 (11th Cir. 2015); see also *Walling v. Portland Terminal Co.*, 330 U.S. 148, 152-53 (1947); *Solis v. Laurelbrook Sanitarium & Sch., Inc.*, 642 F.3d 518, 529 (6th Cir. 2011).

Courts have described the “primary beneficiary test” as a flexible test, and no single factor is determinative. Accordingly, whether an intern or student is an employee under the FLSA necessarily depends on the unique circumstances of each case.

If analysis of these circumstances reveals that an intern or student is actually an employee, then he or she is entitled to both minimum wage and overtime pay under the FLSA. On the other hand, if the analysis confirms that the intern or student is not an employee, then he or she is not entitled to either minimum wage or overtime pay under the FLSA.

Where to Obtain Additional Information

This publication is for general information and is not a regulation. For additional information, visit our Wage and Hour Division Website: <http://www.wagehour.dol.gov> and/or call our toll-free information and helpline, available 8 a.m. to 5 p.m. in your time zone, 1-866-4USWAGE (1-866-487-9243).

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