

# Undergraduate Academic Internship Policy

(Approved April 11, 2012)

Internships that allow students to earn academic credit must meet credit hour and faculty workload standards (<http://www.csun.edu/epc/documents/Course%20Classification.pdf>) related to required hours and additional pedagogical and risk management standards required by the California State University and Cal State Northridge. Each College is responsible for maintaining data that will assure compliance with current academic standards, risk management and audit policies (<http://blogs.csun.edu/ugs/>).

## I. Definitions

- A. For the purposes of this policy Academic Internship refers to undergraduate academic internships.
- B. Academic Internships are one category of classes in which experience is the predominant teaching-learning mode and include applied and practical experiences that are linked to students' academic study and professional preparation. This faculty-approved and -facilitated experience shall normally be in organizations other than the academic departments offering the courses. These courses shall include significant involvement of students and faculty in planning, processing, and evaluating the learning resulting from these experiences. Normally, Academic Internship courses shall be at the upper division level.
- C. For the purpose of hours and unit requirement related to this policy, Academic Internships shall not include supervised student teaching, required work in credential pathways, or clinical experiences (the specific nomenclature of which is determined by the accrediting or licensing agency which regulates the profession). Programs excluded through this provision must comply with credit hour standards, risk management and audit policy.

## II. Course Elements

- A. Academic Internships shall include the following elements:
  - 1. Identified relationship to the academic discipline(s) offering the course.
  - 2. Screening or selection procedures for students seeking to enroll in these courses, which shall be designated as restricted.
  - 3. An orientation to experiential learning concepts.
  - 4. In addition to a syllabus, a written learning agreement or contract accepted by the student, faculty member and on-site supervisor describing the rules and regulations, activities, learning processes, and evaluation methods used in the course.
  - 5. At minimum, student performance shall be evaluated by the instructor at the middle and end of the semester. Input from the on-site supervisor is advisable.
  - 6. Students will be required to evaluate the quality of the field experiences.
  - 7. Facilitation of student learning by the CSUN instructor during the on-going experience.

8. Compliance with all risk management requirements.

III. Credit and Grading

- A. Academic credit shall be granted upon the faculty member's determination of student learning. This process for final determination of academic credit shall be defined in the learning agreement and may include contributions by the student and on-site supervisor.
- B. Normally, students' performances in Academic Internships shall be evaluated on a Credit/No Credit basis. For new courses, upon justification by the academic department and approval by Educational Policies Committee (EPC), a different basis of grading may be added.
- C. Academic Internship credit shall not be granted after the fact or for prior life experience.

IV. Internship Hours and Units (See I C for exemptions)

- A. 12 hours minimum of contact with CSUN faculty is required per course.
- B. 45 student hours per unit per semester is expected and may not be exceeded without approval of EPC.
- C. A maximum of three units of internship credit is normally permitted per semester.
- D. Normally, a student may count no more than 6 units of Academic Internship course credit toward an undergraduate major. However, upon justification by the department, EPC may allow up to a total of 12 units. A student may count no more than 12 units of Academic Internship course credit toward a baccalaureate degree.

V. Course Designation

Departments may not offer Academic Internships under a 499 designation as Independent Study. Departments seeking new internship courses for the first time should use the 494 designation, if available.

VI. Non-Discrimination

The University and the participating organizations shall adhere to all current CSUN and CSU non-discrimination policies.

VII. Date of Implementation

This policy will be included in the next edition of the CSUN University Catalog. However, this policy is effective immediately.