

EPC
924

POLICY STATEMENT

POLICY RE: ACADEMIC INTERNSHIPS. At its September 17, 1992 meeting, the Faculty Senate discussed this item; following discussion, the Faculty Senate voted to recommend approval of the proposed policy, as follows:

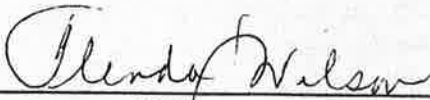
POLICY ON ACADEMIC INTERNSHIPS

- I. Academic Internships shall be defined as undergraduate courses in which experience is the predominant teaching-learning mode. This faculty-approved experience shall be in organizations other than the academic departments offering the courses. These courses shall include significant involvement of students and hosts with faculty in planning, processing, and evaluating the learning resulting from these experiences. Normally, Academic Internship courses shall be at the upper division level. Upon justification by the department, however, exceptions may be granted by EPC to allow for lower division Academic Internships.
- II. Academic Internships shall not include Supervised Student Teaching.
- III. Academic Internship credit shall not be granted after the fact or for prior life experience.
- IV. The University and the participating organizations shall adhere to Affirmative Action Guidelines.
- V. 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. A written learning agreement accepted by students, faculty, and host describing the activities, learning processes, and evaluation methods used in the course.
 5. In addition to activities required by the instructor, a minimum of 120 work hours per semester is expected for a three unit course. Individual courses may require work hours beyond this minimum.


6. A mid-semester evaluation of each student and the internship experience by the instructor.
 7. Facilitation of learning by the instructor throughout the experience, including both a written element: educational journal, reports, and/or portfolios; and a student contact element: seminars or group meetings.
 8. Academic credit shall be granted upon instructors' determination of students' learning. This process for final determination of academic credit shall be defined in the learning agreement and include contributions by student and host.
- VI. Departments may not offer Academic Internships under a 499 designation as Independent Study.
 - VII. All Academic Internship courses shall be given the same number, i.e. X94, in all departments that offer them.
 - VIII. Normally, students' performances in Academic Internships shall be evaluated on a Credit/No Credit basis. However, upon justification by the department and approval by EPC, a different basis of grading may be added (e.g., A-F, CR/NC/U).
 - IX. Normally, a student may count no more than 6 units of Academic Internship course credit toward a 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.
 - X. Staffing shall be at an S-Factor appropriate to the level of involvement of the course instructor. (S-36 or S-48 must include seminars and regular student contact, while S-78 may focus instructor's involvement through group meetings and written methods of communication).

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

Approved:



Blenda J. Wilson, President



Date