



Academic Credit Internship Checklist

CSU Channel Islands (CI) and Career Development Services look forward to partnering with your organization to enhance the learning experiences of our students. To offer an academic credit internship, the following criteria are required: (Initial each line to verify that you have read and will comply with each statement).

\_\_\_\_ **Meaningful Learning Experience:** The Internship Site will provide a student-focused learning experience. Students must be provided with transferable skills (e.g., teamwork, time management, leadership, critical thinking, etc.) that can be used in multiple employment settings, as well as offered job shadowing opportunities.

\_\_\_\_ **Position Description:** The Internship Site will develop a position description for each internship opportunity. Clerical or non-professional tasks may consist of no more than 20% of the student’s total responsibilities.

\_\_\_\_ **Learning Agreement:** The Internship Site supervisor must sign a Learning Agreement, also signed by the student and sponsoring faculty. The Learning Agreement will state the start and end date, list specific learning outcomes of the internship, the duties and responsibilities of each party, and a description of conditions for receiving academic credit.

\_\_\_\_ **Fair Labor Standards Act (FLSA):** The employer must not be dependent on the work of the student for the organization to run, and the student is not entitled to a job upon completion.

\_\_\_\_ **Hours:** The internship shall not exceed 20 hours per week.

\_\_\_\_ **Driving:** Students will not be required to drive any vehicles as part of their internship activities or assignments.

\_\_\_\_ **Work Space:** Students will have an appropriate space at the Internship Site in which to conduct their work.

\_\_\_\_ **Site Supervision:** Prior to the start of the internship, the Internship Site will designate a supervisor responsible for the student’s training and safety while on site. The site supervisor will be a professional staff member, qualified to train and mentor the student. The supervisor will meet regularly with the student to provide performance feedback. The intern does not displace regular employees but works under close supervision of existing staff.

\_\_\_\_ **Training & Orientation:** The Internship Site will provide students with an orientation and specific training needed prior to their working with clients or providing service. The employer that provides the training should derive no immediate advantage from the activities of the student, and on occasion, the operations of the employer may be impacted (e.g., time spent training the intern, checking the intern’s work, etc.). The internship, even though it includes actual operation of the facilities of the employer, is similar to training which would be given in an educational environment.

\_\_\_\_ **CSU Policies:** The Internship Site agrees to abide by all CSU policies to the extent such policies apply to students including [Executive Order No. 1064](#), CSU policies prohibiting discrimination, harassment, and retaliation of students, employees and third parties in CSU educational programs and activities.

\_\_\_\_ **Insurance:** The Internship Site will provide evidence of insurance. The Internship Site will maintain General Liability Insurance, comprehensive or commercial form, with at least \$1,000,000 minimum limit for each occurrence and at least a minimum limit of \$2,000,000 General Aggregate; Worker’s Compensation Insurance covering its employees and interns at statutory minimum levels; and Employer’s Liability Insurance with at least a \$1,000,000 minimum limit for each occurrence.

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Print Name

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Sign Name

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Date