

<b>Policy Number:</b>	AA-02-004
<b>Policy Administrator:</b>	Office of the Provost
<b>Policy Initiator:</b>	Office of Career Services
<b>Authority:</b>	<b>Executive Order 1064</b>
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<b>Revised Date:</b>	
<b>Approved:</b>	Thomas A. Cropper
<b>Approval Signature:</b>	/s/

## **Undergraduate Academic Internships**

**Purpose:** This policy establishes guidelines for campus cadet internships and delegates responsibility for implementation to the Provost/Vice President for Academic Affairs. Where possible, any policies concerning cadet internships should be built upon existing policies and practices at the University, especially in areas which have effectively and efficiently addressed issues of risk management.

**Scope:** This policy applies to all undergraduate cadets whose program of study requires or allows a credit-bearing internship. This policy also applies to faculty and staff who work to acquire, develop, and provide these internships.

**Accountability:** The Office of the Provost, in conjunction and consultation with Career Services, is responsible for the maintenance and implementation of this policy.

### **Policy:**

#### **Section 1. Definitions.**

EO 1064 defines an internship as a formal agreement which: “Integrates the student’s academic study with practical experience in a cooperating organization. It is an on-campus or off-campus activity designed to serve educational purposes by offering experience in a commercial enterprise, military, service learning, business, social enterprise, or government setting. The internship site is the organization at which the internship takes place.”

A. *Community Service Learning (CSL)* – this type of internship and its associated risk management policies and procedures are managed by Cal Maritime and follow existing policies Tm0 g0 G(pol)7(i)7(c)7(iTm0 g0

direction of intentional learning goals. Academic Internships earn academic credit, while non-academic internships do not earn academic credit. Internships that are taken for academic credit require tuition payment, a grade, units, in the same way as any course. For academic internships in a state with discriminatory laws as defined by AB 1887<sup>1</sup>, financial aid awarded by the State of California may not be applied toward tuition. There is no tuition charge for non-academic internships. Risk management policies used for Community Service Learning will be applied in full to all academic internships. Some academic internships may include CSL.

Sea-Training II (Commercial Cruise) is covered under separate policies and practices.

Non-academic internships are not subject to this policy, and Cal Maritime Career Services and related programs will continue to act as facilitators for providing information on non-academic internships to cadets and alumni; however, the University will assume no responsibility for these placements. Cadets may pursue them on their own and cadets will not receive academic credit.

## **Section 2. Internship Planning and Responsibilities**

Career Services Department, Risk Management Department, and the Internship Coordinator identified by the participating Academic Departments will work together to develop procedures, minimum requirements, and applicable form templates, consistent with existing policies and best practices for a credit-bearing internship. The following is a list of responsibilities broken down by department:

### **Section 3. The Academic Internship Policy Committee.**

The purpose of the Committee is to:

- Implement Academic Internship and Policies;

- Develop appropriate internal controls to ensure policy compliance;

- Review cadet internship policies and practices, and provide recommendations for any necessary changes;

- Provide an annual report to the Office of the Provost. The report shall include a review of current year's activity, trends, issues and initiatives;

- Hear challenges to existing policy and when appropriate,