

Guidelines for Coursework with Internship Components
Committees on Educational Policy and Courses of Instruction
March 28, 2011

Overview:

Criteria for an academic internship: an approved and monitored learning experience in an approved off-campus site with an assigned instructor that meets specific learning goals and is related to an academic field of study. The work at the internship site under the direction of a site supervisor is part of academic coursework; this might be a dedicated academic course with its own course number or a special studies course such as field study (numbered 197).

There are currently no requirements for courses that have internship components, although it is common to follow procedures used for Field Study courses, as set out in Berkeley Division Regulation A230:

- A written proposal for each Field Studies Course (197), signed by the faculty sponsor, must receive approval by the Chair of the Department.

Rather than establishing new requirements for all courses with internship components, COCI and CEP have adopted the following guidelines for the approval of new courses with internship components.

Guidelines:

- Academic internship courses must provide academic material related to the internship experience and structured activities and assignments that are related to learning experiences; examples include in-class discussion, a topical paper that integrates the student's experience from the academic discipline and the internship experience, a portfolio of student work done at the internship site, or a reflection journal. Faculty should be directly involved in determining the course content and learning goals and in assessing and evaluating the student's learning through the internship experience. Students should be evaluated on their academic learning based on the course's objectives through papers or examinations and not solely on their performance at the internship as demonstrated in a portfolio or work log.
- The internship should be selected specifically to meet the student's learning goals and to provide a continuous active learning experience for the student. Students should not be put in a situation in which they must work on menial tasks and gain little knowledge through the work experience.
- Selected internship projects should have defined, measurable benefits for the internship site. Site supervisors should have formal mechanisms for evaluating student performance as well as the quality of the partnership between the site and course.

- Students should be chosen for a particular internship through a selection process in which they are able to demonstrate that they have the necessary knowledge and skills for the internship and participation in the course. The instructor is responsible for this in an academic course, and the supervisor of the intern at the site is responsible in a field study.
- In departments in which there are many internship opportunities and/or many students competing for them, the mechanism for the selection of internship sites under the supervision of UC faculty, of the site supervisors, and of student placements should be made public in those departments.
- Before a student begins an internship, a learning agreement must be written and signed by the instructor, the internship supervisor, and the student. This agreement should state the conditions of the work assignments, learning goals, number of credits, and methods of evaluation of the student's work. Samples of such agreements can be found at:
http://socialwelfare.berkeley.edu/FieldWork/docs/Learning_Agreement_2009_DP.doc
<http://www.haas.berkeley.edu/advantage/health/Internship%20Guidelines%202004.doc>
- At the beginning of the course, students should be provided with the appropriate training to ensure their safety at the site, to ensure they have the required skills and knowledge for the internship, and to ensure that they are clear about both their rights and responsibilities. The instructor is responsible for this in an academic course, and the supervisor of the intern at the site is responsible in an internship course.
- One unit is given for each three hours of work per week at the internship site and in class assignments and meetings during the regular fall/spring semesters (unit hours are calculated on a relative scale for shorter term lengths). Most structured academic internship courses require 5-8 hours a week at the internship site and 1.5-3 hours of academic coursework each week unless special circumstances warrant additional hours. COCI and CEP recommend caution before departments approve internship courses that require more than 5-8 hours of work at the internship site per week.
- It is recommended that students be limited to a maximum of eight units of internship coursework towards fulfilling graduation requirements.
- It is recommended that students should have completed at least one semester at UC Berkeley, and have a minimum 2.0 GPA to participate in an academic internship course (corresponding to the minimum GPA requirement for field study courses). Departments should ensure adequate mentorship for all participating students.

Liability Information (This information is provided to ensure that all courses fulfill legal requirements for the University to be covered by its liability insurance.)

Faculty and staff are not permitted to sign off on any liability forms (or waivers thereof) provided by a company or other organization. The University has liability insurance, which automatically covers faculty and staff within the scope of their employment. It does not have

such insurance for students because Regents' regulations only allow coverage for those things over which it has control.

There is, however, a limited University program of liability coverage for students with internships when the internship situation meets all of the following criteria:

- the student is enrolled while participating in the internship
- the student is receiving academic credit during the same semester as the internship
- the internship is a required part of the course
- the course is not an independent study
- there is a written document between the course instructor and the internship host accurately defining the student's responsibilities
- the student's responsibilities conform with ethical standards applicable to the profession

The above coverage only includes property damage and injury to others. Personal injury coverage is the responsibility of the student.

- If students receive academic credit for internships, employers may classify them as volunteers (paid or unpaid) rather than regular employees. Thus, employers may not have to cover them for liability or grant them other rights of employee status.

More information on Internships and Liability Coverage can found at <http://career.berkeley.edu/internships/InternshipLiabilityInfo.pdf>

Additional support for faculty or students looking for potential internship sites can be found at the Career Center (<http://internships.berkeley.edu>) and at the Cal Corps Public Service Center (<http://publicservice.berkeley.edu/>)