Date: September 12, 2011

To: Human Resources Officers

From: Evelyn Nazario
Assistant Vice Chancellor
Human Resources Management

Subject: Campus Review – Draft Classification Standard: Student Intern (Non-represented)

Overview

Audience: Human Resources Officers, Classification/Compensation Managers

Action Item: Review of draft classification standard and provide feedback by September 30, 2011

Affected Employee Group(s)/Unit(s): CSU and non-CSU students performing intern activities

Summary

This Technical Letter requests campus management feedback on a proposed Student Intern classification. This classification will be used for CSU and non-CSU students performing intern activities for a set period of time, usually in coordination with the campus’ academic calendar.

Based on requests from the campuses expressing a need to properly classify both CSU and non-CSU students who perform intern activities, Human Resources Management has created a new classification, Student Intern.

Your input is critical to the development of the final classification standard and assists us in ensuring that the new standard meets campuses' operational needs. For your reference, the draft classification standard is attached.

Following are highlights of the proposed classification standard:

- This classification may be used for CSU and non-CSU students.
- The internship experience is for the benefit of the student to gain practical work experience in a career field.
- The incumbents have well defined goals and objectives and are responsible for the final results.
- Ineligible for retirement, benefits, and leave programs.
- Permanent status cannot be achieved in this classification.
Campus Review: As you review the attached draft, please keep in mind the following:

- Does the proposed classification standard provide flexibility to meet the needs of all campuses?
- Is the definition for the Student Intern clear? Is it distinguishable from the Casual Worker, Helper/Aid and Student Assistant classifications?

Sending in Feedback: Thank you in advance for your time and effort in reviewing the draft classification standard. We look forward to hearing from you by Friday, September 30, 2011. We request that campus human resources coordinate their response with the appropriate campus management and submit consolidated feedback. Please provide written comments to Charlene Tsunezumi, Manager, Compensation and Classification, via e-mail to ctsunezumi@calstate.edu.

Next Steps: Campus feedback will be reviewed and revisions will be made, as appropriate. The salary range will be developed and communicated after the classification standard is finalized.

Should you have any questions regarding this technical letter, please contact Charlene Tsunezumi in Human Resources Management at (562) 951-4344.

Attachment

EN/ct
Draft Classification Standards – 9/2/11
Student Intern

<table>
<thead>
<tr>
<th>Classification Title</th>
<th>Class Codes</th>
</tr>
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<tbody>
<tr>
<td>Student Intern - NEW</td>
<td>xxxx</td>
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OVERVIEW:
An internship provides a student with an educational opportunity to identify skills, gain practical work experience and integrate on-the-job learning to a career field. The opportunity contributes to a student’s personal and professional development to prepare the student for professional positions in a particular field. The student intern works under supervision with well defined goals and learning objectives, identified projects and activities, and is responsible for expected results. The Student Intern classification is non-exempt and eligible for overtime pay. This classification may be used for a CSU or non-CSU student.

Internships are for a period of one year, usually in coordination with the campus’ academic calendar, while the student is pursuing college studies. Permanent status cannot be achieved in this classification. No full-time appointments can be made upon completion of the internship.

The Student Intern classification is distinguished from the Casual Worker, Helper/Aid and Student Assistant classifications in that the internship experience is for the benefit of the intern; have well defined goals and objectives with expected results; and used for CSU and non-CSU students. The Student Intern classification is distinguished from the Instructional Student Assistant, Graduate Assistant and Teaching Associate classifications in that the Student Intern works in administrative units and performs non-academic related work.

TYPICAL AREAS AND ACTIVITIES:
The following examples of typical work areas and activities are meant to illustrate the general range of work functions that may be performed by Student Interns; they are not meant to be all-inclusive or restrictive. Assignments may involve other related activities within the scope of each area.

Athletics – areas such as sports information, marketing, compliance. Examples of work performed: assist in an assigned area or support activities to a specific sport or sports.

Accounting/Finance – areas such as accounting, budget, finance. Examples of work performed: assist with month-end financial reports; accounts payable/receivable; audits; post journal entries.

Administrative/Operations – areas such as a school, department or unit. Examples of work performed: work with a staff member in the area of assignment related to their field of study; conduct research; compile and summarize data; prepare reports; coordinate special events.

Human Resources – areas such as benefits, employment, compensation, safety, training. Examples of work performed: day-to-day activities in support of a specific program or area; assigned projects to address specific business needs with HR compliance, programs, policies and practices.

Information Technology – areas such as network administration, applications programming, desktop support. Examples of work performed: technical, analytical, programming in the operation of computer systems and networks; documentation and testing of new software applications; assessment of new application ideas; develop applications (coding, programming).

TYPICAL QUALIFICATIONS:
Enrolled in a college curriculum leading to a degree in a particular field or completion of coursework in a major applicable to the internship.
The skills, knowledge and abilities for the Student Intern position will require little or no previous work experience as the focus of the internship is to develop these knowledge and abilities, and provide on-the-job experience. Previous work experience may include student and/or volunteer appointments.

**Abilities:**
Ability to use current computer word processing and applicable software programs; work independently to complete assignments; establish and maintain effective working relationships with others; communicate effectively with others; read and write English at a level appropriate to the position.

**Special Qualification:**
Registration as a student at CSU or an accredited college or university.