

The California State University International Programs

INTERNSHIP GUIDELINES

An internship is designed to provide the student with an opportunity to supplement the academic learning experience with real world experience related to their area of study. Where internships are available, the following guidelines are used:

1. Internships require that students perform duties directly for an organization, and under their supervision. (Throughout the Internship Guidelines and Application, the person from the organization who supervises the student will be referred to as the internship supervisor.)
2. Internships will be appropriately supervised by the host university, normally by a faculty member, internship coordinator, Resident Director or on-site program coordinator. (Throughout the Internship Guidelines and Application, this person will be referred to as the host university supervisor.)
3. When available, faculty oversight is provided to assist in the learning experience and to ensure appropriate application of academic theories and principles to the experience.
4. Generally, one unit of credit requires at least 3 hours per week of work for the duration of a 15-week period.
5. Internships will not exceed six semester units for the academic year.
6. Internships are offered on a Credit/No Credit (CR/NC) basis only.
7. Internship course credit is not available for performing work activities which are not related to the student's course of study.
8. The student may not complete an internship by filling a position in which the student has previously been employed either as an occupation or actual position of employment.
9. Internships require a written component to be stipulated by the host university supervisor. Additional requirements may apply. (See notation at the bottom of this page.)
10. The procedure for enrolling for the internship first requires the completion of the application form and attachment of supporting materials as outlined in the Internship Application (Section II). It is then the student's responsibility to obtain the signatures of his/her internship supervisor and host university supervisor.
11. The student should retain a copy of the Internship Application and provide a copy to the host university supervisor. The original form with supporting documents must be submitted to the Office of International Programs for final approval within the first four weeks of the semester.
12. A letter of assessment from the internship supervisor along with final reports, papers, project results, or other deliverables must be submitted to the host university supervisor as agreed but no later than the last class day of the applicable semester. The host university supervisor then submits the final grade and the letter of assessment from the internship supervisor to the Office of International Programs (via the on-site program or international office at the host university) when all other grades for the semester are reported. Assignments must be submitted by the given deadline dates in order for the student to receive a grade for the internship; otherwise the grade of WU (Withdrawal Unauthorized) is assigned which is equivalent to an F in GPA calculations.

Note: Students seeking internship credit in their major or minor must comply with all the policies and procedures on their home campus for internships and have approval of the major department.