

The Task Force is charged with developing campus policies and procedures for internships in accordance with the Chancellor's Executive Order No. 1064. The Task Force will:

- 1) Develop a campus-wide definition of internships that
 - a. differentiates internships from service learning and volunteer work;
 - b. differentiates internships from clinical internships and teacher preparation
 - c. Includes researching other CSU and other definitions to use as guides.
- 2) Create a general policy that addresses:
 - a. How internships are planned including benchmarks for awarding academic credit, accommodation plans for students with special needs, and the implementation of student orientations.
 - b. How internship placement sites are assessed including the identification of potential site risks, securing individuals from host organizations to supervise students, the execution of official placement agreements between the university and internship sites, and ways to evaluate sites' abilities to provide educationally appropriate experiences for students.
 - c. When and how internship site visits must be completed.
- 3) Establish best practices/ criteria for internship courses;
 - a. Examples of criteria may include, but are not limited to, the number of internship hours to be completed and degree of faculty supervision.

The Academic Senate Internship Task Force shall be comprised of:

- 1) Faculty representatives from different colleges/departments with knowledge, expertise, or interest in graduate and/or undergraduate internships;
 - a. Faculty (4)
 - b. Chair, CEPC or designee (1)
- 2) Administrative representatives from different colleges with knowledge about internships
 - a. Dean/ Associate Dean (2)
- 3) Additional representatives with relevant knowledge and expertise
 - a. Executive Director, Career Development Center or designee (1)
 - b. Contract Manager from Contract Services, Division of Administration and Finance or designee (1)
 - c. Executive Director, Center for Community Engagement
 - d. One staff member from the Center for International Education who has relevant knowledge of international internships.
- 4) Student representative with interest and/or experience in internships
 - a. Selected by the Associated Students, Inc. (1)