



Guide to Internships, Service Learning, and Volunteer Programs

***For Employers, Community Partners, Faculty,
Staff, and Students***



CSUB Center for Career Education and Community Engagement
Empowering CSUB students to dream, plan, engage, and succeed.

661- 654-3033 // www.csub.edu/cece

CSUB Center for Career Education and Community Engagement Mission Statement

The CSUB Center for Career Education and Community Engagement serves as the bridge for the employment and community engagement interests of CSUB students, the larger CSUB community, employers, and community organizations. We are CSUB's central hub for full-time and part-time employment, internships, and volunteer opportunities for students. By providing events and programs, we facilitate recruiting relationships with employers and community organizations and help students prepare for career success and on-going community engagement.

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Internships, Service Learning, and Volunteer Programs: Policy & Process Guidelines

1. PURPOSE OF THE GUIDE

The CSUB Center for Career Education and Community Engagement (CECE) is responsible for the University's comprehensive career counseling services, job postings, and community service opportunities such as service learning and volunteering for CSUB students. Our staff members work directly with students to explore their educational and career plans, helping them create an academic- and community-oriented professional road map for success.

CECE facilitates student internships, service learning, and volunteer opportunities that earn academic credit. This guide presents processes and procedures that align with CSUB's mission and reflects the CSU Chancellor's Office Student Internships Executive Order 1064 (September 9, 2011).

2. CSUB INTERNSHIP, SERVICE LEARNING AND VOLUNTEER PROGRAM OFFICERS

CSUB President, Dr. Horace Mitchell, delegates the authority to coordinate and oversee internships, service learning, and volunteering that earn academic credit to the Director of CECE, Dr. Markel Quarles, until otherwise indicated. In addition, Dr. Bre Evans-Santiago, faculty coordinator of community engagement, is available to assist faculty in developing and implementing service learning courses.

Contact information:

Dr. Markel Quarles: mquarles1@csub.edu, (661) 654-3033

Dr. Bre Evans-Santiago: bevans9@csub.edu, (661) 654-3958

****Exceptions to the internship, service learning and volunteer program administrative authority include teacher preparation placements and clinical placements (e.g., nursing, counseling, and social work).***

3. SELECTING THE BEST FIT – INTERNSHIPS, SERVICE LEARNING AND VOLUNTEERS

Students have a variety of options for applied experiences including paid internships, academic internships, service learning, and volunteering while receiving academic credit. To determine the best fit, please review the options below.

3.1 Types of Applied Experiences

	Internship	Service Learning	Volunteer
Definition	A form of experiential learning that integrates classroom knowledge and theory with hands-on experience (application and skills development) in a professional setting. Students gain valuable applied experience and make connections in professional fields they are considering for their career paths; employers providing an internship get the opportunity to guide and evaluate talent. (See 3.2 and 3.3 for types of internships)	A form of experiential learning in which students engage in activities that address human and community needs. This includes a reflection component designed to achieve desired course learning outcomes. (Jacoby & Howard, 2014) May be a part of a “regular” course or a requirement in the course.	A form of experiential learning where students provide volunteer service hours in the community and receive academic credit through the GST 2840 Community Service Learning course.
Time Commitment Beginning academic year 2016-2017, CSUB operates on the 16 week semester system	1 credit – 35-45 hrs. 2 credits - 46-90 hrs. 3 credits – 91-115 hrs. *Note, these are suggested number of hours	Per CSUB guidelines, to qualify as Service Learning, a course must require at least 15 hours of course-related community service with a reflection activity.	Determined by course instructor (not less than 35 hours and no more than 45 hours.)
Best Fit for Non-Profits and For-Profits	Non-Profit (unpaid / academic credit)	Non-profit	Non-profit

	Internship	Service Learning	Volunteer
	For Profit (paid internship)		
Beneficiaries	Experiential learning primarily benefits students.	Reciprocal relationship - student and organization benefit equally.	Primary beneficiary is the organization but can be reciprocal.
Student Experience	60 – 70% of the experience includes professional development for student	Hourly basis or project basis	Determined by organization and student.
Academic Requirements	Academic internship course requirements are determined by Instructor or Internship Coordinator. <i>(Paid Internships do not require academic credit.)</i>	Must include assignment in which students reflect on service experience. Details determined by instructor.	Assignments determined by instructor.
Contract Requirements	Academic Internship (CSUB 3-Year Contract or Extended Learning Plan, and CSUB Standard Waiver) Paid Internship (no contract required)	CSUB 3-Year Contract or Extended Learning Plan, and CSUB Standard Waiver	CSUB 3-Year Contract or Extended Learning Plan, and CSUB Standard Waiver
Process	Students apply for internships using CECE's Handshake system.	Faculty connect with organizations to develop projects. CECE can provide guidance and connections.	Students apply for volunteer postings in Handshake.

3.2 Paid Internships

A paid internship is the preferred practice with for-profit companies.

- Employers and community partners: To post a paid internship, open a Handshake account at <https://csub.joinhandshake.com/> and post the job. The internship is typically approved within 2 business days.
- Student resumes are sent to the employer/community agency through the Handshake system. In addition, students can contact the agency directly to inquire about opportunities.
- CECE provides internship evaluation forms and other related services if desired by the company.
- Paid interns are employed with the understanding that the same legal responsibilities and protections for regular or temporary employees within the organization also apply to paid interns.

Please Note: For-profit companies considering UNPAID internships should be aware of the US Department of Labor's Fair Labor Standards Act (FLSA) criteria. According to the FLSA, an unpaid internship offered by a for-profit company must meet the following:

- The internship, even though it includes actual operation of the facilities of the employer, is similar to training which would be given in an educational environment;
- The internship experience is for the benefit of the intern;
- The intern does not displace regular employees, but works under close supervision of existing staff;
- The employer that provides the training derives no immediate advantage from the activities of the intern, and on occasion its operations may actually be impeded;
- The intern is not necessarily entitled to a job at the conclusion of the internship; and
- The employer and the intern understand that the intern is not entitled to wages for the time spent in the internship.

For more information about Internships and the Fair Labor Standards Act, please visit
<http://www.dol.gov/whd/regs/compliance/whdfs71.pdf>

3.3 Unpaid Internships (Student Earns Academic Credit)

Offering a student an unpaid internship or other forms of unpaid applied experiences (service learning, volunteering) is reserved for non-profit organizations. Unpaid internships most commonly include academic credit for the student. Unpaid academic internships and other experiences where academic credit is involved require students to be enrolled in a related course *and* the organization and CSUB must complete a formal agreement.

Two options for an agreement are possible:

Short-Term Agreement (Two Academic Semesters)

- Offers a specific project / short-term learning activity to students
- The experience is short-term (maximum two semesters)
- For an internship, the task/activity includes 60% to 70% professional development
- Experience supports the Bakersfield and/or regional community
- A short-term agreement takes 3 to 4 weeks to develop and creates a temporary relationship

Three-Year Contract

- Offers a wide range of tasks / projects
- The program is ongoing
- For internships - the tasks/projects include 60% to 70% professional development
- Can engage diverse majors
- Experience supports the Bakersfield and/or regional community
- A 3-year contract is developed (requires approximately 3 months to process)

3.4 Other Unpaid Applied Experiences (Student Does Not Earn Academic Credit)

Non-profit organizations with established volunteer programs may list non-academic credit volunteer opportunities in the University CECE management system, Handshake. Organizations may also post unpaid internships in Handshake. CECE reserves the right to decline postings (including but not limited to third party recruiters, private child care, postings requiring fees, and any other questionable postings - CSUB is not considered a partner in these instances).

If academic credit becomes a possibility for students, a short-term agreement and/or a 3 year contract must be established before the student can initiate enrollment in the appropriate course, and before the student can begin service hours.

4. EMPLOYERS AND PARTNERS – PARTNERSHIP OPTIONS AND GETTING STARTED

4.1 Establishing a Long-Term Internship, Service Learning or Volunteer Program – Academic Credit

Developing a long-term internship, service learning or volunteer program where academic credit is offered to the student requires a formal contractual partnership between an organization and the University. The process to initiate and finalize the contract includes the following steps:

1. The organization completes the **Partnership Request & Risk Assessment Form** available at https://csub.co1.qualtrics.com/jfe/form/SV_9Bl7b4svowuUmri
2. Learning activities, objectives and risks are initially reviewed by CECE and a determination is made whether to create a working relationship.
3. A visit to the learning site (organization, employer, agency) is scheduled to further discuss goals, risks, and to take photos of the site in preparation for receiving interns and/or volunteers.
4. Relevant materials are collected by CECE and reviewed by the CSUB Risk Management and Procurement Offices. Materials include: Partnership and Risk Assessment Form, the Risk Assessment Rubric, the General Liability Certificate, and photos of the site.
5. If approved, a three-year contract is generated by the university to formalize the partnership. This process requires up to three months to complete.
6. After the contract is generated internships and volunteer opportunities that include academic credit are announced on the University CECE management system, Handshake.

Please note: If the learning site would like an intern/volunteer to start prior to the finalization of a contract, then it is possible using the Short-Term Agreement, (detailed in the Short-Term Experience Section, 4.2).

4.2 Establishing a Short-Term Internship, Service Learning or Volunteer Experience – Academic Credit

Developing a short-term internship, service learning or volunteer experience (for a maximum of 2 semesters where academic credit is offered to the student requires a short-

term agreement between the organization and the University. This process includes the following steps:

1. The organization completes the **Partnership Request & Risk Assessment Form** available at https://csub.co1.qualtrics.com/jfe/form/SV_9BI7b4svowuUmri
2. Learning activities, objectives and risks are reviewed by CECE using a Risk Management Rubric and a determination is made regarding the appropriate relationship.
3. If approved, a Short-Term Agreement is generated to establish temporary partnership.
4. Internships and volunteer opportunities that include academic credit are announced on the University CECE management system, Handshake.

4.3 Establishing an Internship with a Stipend/Honorarium – Academic Credit

Developing a short-term internship that includes a stipend/honorarium and academic credit (for a maximum of two semesters) where academic credit is offered to the student requires a Short-Term Agreement between the organization and the University. This process includes the following steps:

1. The organization completes the **Partnership Request & Risk Self-Assessment Form** available at https://csub.co1.qualtrics.com/jfe/form/SV_9BI7b4svowuUmri
2. Learning activities, objectives and risks are reviewed by CECE using a Risk Management Rubric and a determination is made regarding the appropriate relationship.
3. If approved, a Short-Term Agreement is generated to establish the temporary partnership.
4. Internships and volunteer opportunities that include academic credit are announced on the University CECE management system, Handshake.

5. STUDENT RESPONSIBILITIES

5.1 Responsibilities when Academic Credit is Received

Students who will earn academic credit for participating in an internship or volunteer experience must participate in a *mandatory* orientation offered by CECE. Additionally, students must meet with the learning site supervisor prior to beginning service hours to

develop the learning and service objectives. The learning and service objectives are reported in the Handshake system using the electronic Internship/Volunteer Placement Form. Students must also sign a standard university waiver collected at the time of orientation (see: https://csub.co1.qualtrics.com/jfe/form/SV_6sssFF7VLiCPVg9). Enrollment for internship courses is processed through the academic department, and course grades are the responsibility of the internship course instructor.

The Internship/Volunteer Student Guide (see Appendix G) provides the step-by-step process for students who plan to enroll in a course associated with an internship or volunteer experience. Students participating in a service learning experience embedded in a course must engage in a similar orientation offered by the faculty instructor teaching the course and sign the standard university waiver.

5.2 Responsibilities when No Academic Credit is Received

If a student participates in an internship or volunteer experience where no academic credit is received, the student engages in this experience independent of California State University, Bakersfield. Handshake may be used as a source to review volunteer announcements but the following caution statement is posted on Handshake:

“California State University, Bakersfield (CSUB) makes no guarantees about opportunities listed in the Handshake system. CSUB and the Center for Community Engagement and Career Education (CECE) are not responsible for safety, wages, working conditions, or other aspects of off-campus employment and volunteer opportunities that do not include academic credit. It is the responsibility of Handshake users to research the integrity of the organizations to which they are applying. Handshake users are advised to use caution and common sense when applying for any position with an organization or a private party. You should not go alone to a residential address to apply for a job. Do not put yourself in a vulnerable position. Even the best job opportunity is not worth jeopardizing your personal safety.”

6. FACULTY RESPONSIBILITIES

Faculty are required to approve the learning and service objectives reported by the student and reviewed by the site supervisor. Faculty and/or academic departments are responsible for enrolling students in the appropriate major-related internship course. Faculty design the course requirements for internship and service learning courses. Faculty offering service learning courses and those who are designated as the internship coordinator for an academic department are given access to the Handshake system where they can review individual student internship / volunteer placement reporting forms and evaluations. CECE has prepared a Faculty Handbook for Service Learning available at:

<http://www.csub.edu/cece/Faculty%20and%20Staff/Internship,%20Service%20Learning/index.html>

7. ACCOMMODATION PLAN FOR STUDENTS WITH SPECIAL NEEDS

A request to accommodate students with special needs is included in the *Partnership Request & Risk Assessment Form*. Accommodations will be reviewed and determined on an individual and as needed basis for students who have special needs. CECE will work directly with the Services for Students with Disabilities Office to ensure appropriate protocol is established in support of the needs of the individual within the parameters of the Americans with Disabilities Act.

8. EMERGENCY RESPONSE PLAN

Emergency plan information is required as part of the partnership request form, an emergency preparedness orientation for the student at the learning site is required, and the agency must keep emergency contact information for the student on file and accessible in the case of an emergency. CSUB also requires a copy of the general and professional liability insurance document demonstrating a minimum amount of \$1,000,000 per occurrence, \$2,000,000 general aggregate. The student is required to attend an orientation offered by CECE prior to beginning the internship which includes discussion of risk management issues and emergency protocols.

9. RISK MANAGEMENT

CSUB is supportive of internships and service learning that enhance the academic experience and support the needs of the community. The primary concern associated with applied experiences (internships, service learning, and volunteer experiences that include academic credit) is student safety. Long-term and short-term agreements between CSUB and community organizations must include understanding and adherence to risk management issues initiated in the *Partnership Request and Risk Assessment Form* and articulated in the short-term and long-term agreements generated by CSUB and ultimately signed by the University and the partner organization. As such, all organizations that enter into agreements with CSUB agree to hold California State University, Bakersfield, its employees and agents, free and harmless from any claims and causes of action resulting from the voluntary participation in an agreement. Organizations must agree to provide a general work site orientation and student supervision, and to make every reasonable effort to provide a safe working environment. The organization hosting a CSUB student does so accepting the student as a volunteer without providing wages. The organization does agree to assist CSUB by certifying that the student completed the minimum hours of service required by the service learning or academic internship course.

The organization is responsible for damages caused by the negligence of its directors, officers, agents, employees and duly authorized volunteers occurring in the performance of this agreement. CSUB shall be responsible for damages caused by the negligence of its directors, officers, employees and duly authorized volunteers. CSUB does provide professional and general liability insurance for students enrolled in service learning and academic internship courses. The Student Academic Field Experience for Credit Liability Insurance Program (SAFECLIP) summary of coverage can be made available to organizations upon request. The coverage commences when the student begins the agreed upon service-learning or internship activities and is valid throughout the time the student is performing service. This time period must be in alignment with the University academic calendar. It is important to note that generally, students are not volunteers of the CSU, but rather volunteers of the organization. Students are not permitted to drive a vehicle to perform duties for the organization and the University does not provide auto liability coverage for students. If a student is injured during their service assignment, they should contact the Center for Community Engagement at 661-654-3033 or campus police 661-654-2111.

10. CONTINUOUS REVIEW

CECE will utilize student and supervisor evaluations as a mechanism to continuously review and assess learning sites, safety issues, and the quality of experiences at each site.

11. DATA STORAGE

University waivers signed by students are physically housed in CECE for two years, and retained in storage for seven years from the end date of participation. Internship and volunteer placement forms and evaluations are stored electronically in the Handshake system and are downloaded and stored electronically. Contracts are stored and maintained in the CSUB Procurement Office with a copy located in CECE. Short-term agreements (Extended Learning Plans) are physically stored at CECE for seven years.

APPENDIX A: EXECUTIVE ORDER 1064 – STUDENT INTERNSHIPS

THE CALIFORNIA STATE UNIVERSITY OFFICE OF THE
CHANCELLOR

BAKERSFIELD CHANNEL ISLANDS CHICO DOMINGUEZ HILLS EAST BAY FRESNO FULLERTON HUMBOLDT LONG BEACH LOS ANGELES MARITIME ACADEMY MONTEREY BAY NORTHRIDGE POMONA SACRAMENTO SAN BERNARDINO SAN DIEGO SAN FRANCISCO SAN JOSÉ SAN LUIS OBISPO SAN MARCOS SONOMA STANISLAUS
401 GOLDEN SHORE • LONG BEACH, CALIFORNIA 90802-4210 • (562) 951-4700 • Fax (562) 951-4986 •
creed@calstate.edu

September 9, 2011

MEMORANDUM

TO: CSU Presidents

FROM: Charles B. Reed Chancellor

SUBJECT: Student Internships—Executive Order No. 1064

Attached is a copy of Executive Order No. 1064, which establishes guidelines for campus internship policy and procedures. In accordance with policy of the California State University, the campus president has the responsibility for implementing executive orders where applicable and for maintaining the campus repository and index for all executive orders. If you have questions regarding this executive order, please contact the Office of International Programs at (562) 951-4790.

Executive Order: 1064

Effective Date: September 9, 2011

Supersedes: No Prior Executive Order

Title: Student Internships This executive order is issued pursuant to the Standing Orders of the Board of Trustees, Section II (a) and (c). The California State University recognizes the beneficial educational purpose of student internships, as well as the need to maximize the educational experience while mitigating the risks to participants and minimizing the university's liability exposure.

- I. Purpose** This executive order establishes guidelines for campus student internship policy and procedures and delegates responsibility for implementation to the campus president.
- II. Delegation of Authority** The president is delegated the responsibility for the development, implementation and maintenance of the campus student internship policy, and to ensure there is a means for future review of the policy that is updated and communicated to faculty and staff at appropriate intervals.
- III. Terms and Definitions** An internship formally integrates the student's academic study with practical experience in a cooperating organization. It is an off-campus activity designed to serve educational purposes by offering experience in a service learning¹, business, non-profit, or government setting. For the purpose of this executive order "internship" does not include teacher preparation placements or clinical placements such as for nursing, counseling, physical therapy or occupational therapy. An internship site is

the organization at which the internship takes place. ¹ See “Managing Risk in Service Learning” http://www.calstate.edu/cce/resource_center/servlearn_risk.shtml for additional guidance.

IV. Campus Student Internship Policy Each campus is required to develop, implement, maintain and publish a student internship policy governing internships where the university makes the placement. Electronic copies of internship-related documents are permissible. See technical letter RM 2011-01 and the accompanying *Release of Liability Handbook*.

General internship policy shall, at a minimum, include the following:

A. Internship Planning

- Individual to be responsible for oversight of the policy;
- Academic policies for establishing an internship;
- Awarding of academic credit;
- Accommodation plan for students with special needs;
- Emergency response plan;
- Student compensation, if applicable; and
- Minimum requirements for agreements between the internship site and university.

B. Placement Assessment

Prior to placing students, an assessment of the appropriateness of the internship site as a placement for CSU students shall be conducted. A written assessment summary of the internship site shall be completed and retained by the responsible campus office and be available for review.

That summary shall respond, at minimum, to the following considerations:

- The potential for the internship site to provide an educationally appropriate experience;
- Identification of the potential risks of the internship site;
- Identification of an appropriate individual from the host organization to supervise the student at the internship site;
- Evaluation of the educational environment;
- Evaluation of the potential for student academic experience and its relationship to the student’s academic study;
- Selection criteria and basic skills required of the student; and
- Agreement of internship site to meet campus expectations, including a signed placement agreement between the internship site and the CSU that addresses both the internship site’s and the campus’s role in the internship, as well as the student’s responsibilities.

C. Internship Site Visits

Campus policy shall include criteria for when to conduct a site visit. The site visit may be bypassed if the campus can demonstrate and document sufficient knowledge of the internship site. This could be accomplished through online review, published materials or direct contact with the site.

D. Placement and Orientation

Before the student begins the internship, the following steps shall be completed:

- Student orientation that includes conduct expectations, health and safety instructions, and emergency contacts;
- Student emergency contact form to be completed. If the internship placement is not required as part of the student’s academic program, the student must complete the liability waiver form (see Executive Order 1051); and

- Learning agreement form signed by the student, internship site supervisor and university representative. The form addresses the work to be provided by the student, the learning outcomes, and the placement logistics (including hours and pay).

Documentation of the above items shall be retained by the campus supervising office or a designated campus office.

E. Annual Review

Campus policy shall include a plan for annual review of the internships, both for educational purposes and for safety to the students. This review should take into account information gathered from on-site supervisors, faculty, university staff, and student experience.

V. Document Retention The campus is expected to retain documents related to each internship consistent with systemwide and campus document retention guidelines. See Executive Order 1031.

It is recommended that the instructional agenda, name and contact information for the internship site, student information, and executed liability waiver be retained together after the conclusion of the semester during which the internship took place. Electronic copies of the documents are permissible. See technical letter RM 2011-01 and the accompanying *Release of Liability Handbook*.

**APPENDIX B:
PARTNERSHIP REQUEST &
RISK ASSESSMENT FORM
(WORD VERSION)**

PARTNERSHIP REQUEST AND RISK SELF-ASSESSMENT FORM

This form is used to determine the most appropriate option for organizations interested in hosting students who will receive academic credit for unpaid internships, service learning and volunteer activity.

Please note that unpaid experiences are best suited for non-profit organizations. For-profit organizations SHOULD carefully review federal fair labor standards and offer paid opportunities to students. **For more information about Internships and the Fair Labor Standards Act, please visit:** <http://www.dol.gov/whd/regs/compliance/whdfs71.pdf>

Please review your options for hosting student interns and volunteers:

Option 1: The SHORT-TERM OPTION (used for a maximum of two academic semesters) is developed for Internships, Service Learning or Volunteer Experiences where academic credit is offered to the student, and a *specific project or short-term learning activity* has been identified.

Option 2: The LONG-TERM OPTION (three-year contract) is developed for Internship, Service Learning or Volunteer Programs where academic credit is offered to the student and *ongoing projects and learning activities* have been identified. The long-term relationship requires a site-visit and the completion of forms used to generate a three-year contract.

Option 3: PAID INTERNSHIPS and any other PAID opportunities DO NOT require an agreement between the organization and CSUB. If you select a Paid Internship please **STOP HERE**. Please exit this site and visit <https://csub.joinhandshake.com/> to open a Handshake Employer account and to post the paid opportunity. For additional assistance, please contact (661)654-3033.

If you are unsure of the most appropriate option for your organization, please contact CECE at (661) 654-3033.

Question 1

PLEASE SELECT YOUR PREFERRED OPTION TO HOST STUDENT INTERNS AND VOLUNTEERS. The Short-Term Option creates a temporary agreement between CSUB and the organization. The Long-Term Option creates a three-year contract whereby the organization regularly receives interns and volunteers.

I would like to: Initiate a Short-Term Relationship Initiate a Long-Term Relationship

Question 2

Organization name

Question 3

Is your Organization: Non-Profit, Government, For-Profit, K-12 School, Other - please specify

Question 4

Please provide a brief description of your organization / mission statement.

Question 5

Contact person

Question 6

Email address for contact person

Question 7

Mailing address for contact person

Question 8

Telephone number for contact person

Question 9

Website address for organization

Question 10

Issues addressed by the organization (check all that apply):

Advocacy, Agriculture, Animal Welfare, Arts & Culture, Community / Economic Development, Community Gardening, Conflict Resolution / Peace & Justice, Economic Development, Education – Pre K, Education K- 12, Education – Literacy, Education – Other, Environmental Sustainability, Food Security, Global Issues, Health / Health Care, Health – Policies & Practices, Housing, Homelessness, Immigration & Naturalization, Labor / Employment Development, Legal Assistance / Social Justice, Media, Poverty, Public Safety, Social Services – Adults, Social services – Children & Youth, Technology, Transportation, Urban Planning & Development, Voter Information & Registration, Women’s Rights, Other – please specify

Question 11

What is the minimum number of hours you would prefer from a student in service per 16-week semester?

Question 12

Days and Hours your organization will accept students for service.

Question 13

Please include name, title, email address and telephone number for all individuals who will supervise students.

Question 14

Do you have multiple service sites?

Question 15

If you have multiple sites, will students serve at other sites?

Question 16

Please describe project(s) and other possible learning activities for student interns and volunteers.

Question 17

Does your organization require fingerprinting and/or a background check for student interns and volunteers?

Question 18

If your organization does require fingerprinting and/or a background check, who is responsible for paying for the process?

Question 19

Can your organization accommodate CSUB students with special needs?

Question 20

Are there specific majors you prefer (please check all that apply)
CSUB List of Majors

Question 21

Will the student(s) be supervised at least 50% of the time?

Question 22

Will the student(s) be working with “behaviorally challenged” populations?

Question 23

Will students be working unsupervised with minors?

Question 24

Will the students be working with individuals who have a known criminal background or history of violent behavior?

Question 25

Would the learning site location be described as a high-crime area, or are there concerns about the parking and work areas being secure or adequately illuminated?

Question 26

Have there been any incidents of criminal activity at the organization within the last year?

Question 27

Are there concerns with the site's physical location; such as physical, environmental, or inherent hazards that are not addressed adequately by training and security measures?

Question 28

Does the placement require working with any hazardous materials, heavy equipment, or heavy machinery?

Question 29

Are there any concerns as to the Learning Site's Emergency plan or regarding non-working fire-rated doors or blockages to the exits and hallways?

Question 30

Will the Learning Site's emergency plan be made available to CSUB upon request?

Question 31

Is there anything else not covered that might impact the safety and well-being of the students?

Question 32

The organization will provide the general liability certificate to CSUB upon request.

Question 33

The organization agrees to keep emergency contact information for the student learner for the duration of the learning experience.

Question 34

CSUB provides an orientation to all students in service who are earning academic credit. Will the organization also provide an orientation to the learning site?

Question 35

In the event that additional, unforeseen risks become apparent, the organization must agree to timely communicate all risk-related concerns to the university. Please indicate the organization's acceptance of this requirement.

Question 36

By providing my E-signature below, I verify that to the best of my knowledge all responses on this form are accurate and true.

Question 37

Please include today's date.

APPENDIX C: CSUB RISK MANAGEMENT RUBRIC

Learning Site Risk Assessment Rubric (for CSUB use only)

Organization Name: _____

Website: _____

Partnership Contact & Title: _____

Contact Phone & Email: _____

Will the students be supervised at least 50% of the time?	<input type="checkbox"/> YES ↓	<input type="checkbox"/> NO →	SITE VISIT REQUIRED PRIOR TO STUDENT PLACEMENT
Will the students be working with “behaviorally challenged” populations?	<input type="checkbox"/> NO ↓	<input type="checkbox"/> YES → <input type="checkbox"/> YES →	SITE VISIT REQUIRED PRIOR TO STUDENT PLACEMENT
Will students be working unsupervised with minors?	<input type="checkbox"/> NO ↓		
Will the students be working with individuals who have a known criminal background or history of violent behavior?	<input type="checkbox"/> NO ↓	<input type="checkbox"/> YES →	SITE VISIT REQUIRED PRIOR TO STUDENT PLACEMENT
Would the location be described as a high-crime area, or are there concerns about the parking and work areas being secure or adequately illuminated?	<input type="checkbox"/> NO ↓	<input type="checkbox"/> YES →	SITE VISIT REQUIRED PRIOR TO STUDENT PLACEMENT
Have there been any incidents of criminal activity at the organization within the last year?	<input type="checkbox"/> NO ↓	<input type="checkbox"/> YES →	SITE VISIT REQUIRED PRIOR TO STUDENT PLACEMENT
Are there concerns with the site’s physical location; such as physical, environmental, or inherent hazards that are not addressed adequately by training and security measures?	<input type="checkbox"/> NO ↓	<input type="checkbox"/> YES →	SITE VISIT REQUIRED PRIOR TO STUDENT PLACEMENT
Does the placement require working with any hazardous materials, heavy equipment, or heavy machinery?	<input type="checkbox"/> NO ↓	<input type="checkbox"/> YES →	SITE VISIT REQUIRED PRIOR TO STUDENT PLACEMENT
Are there any concerns as to the Learning Site’s Emergency Plan or regarding non-working fire-rated doors or blockages to the exits and hallways?	<input type="checkbox"/> NO ↓	<input type="checkbox"/> YES →	SITE VISIT REQUIRED PRIOR TO STUDENT PLACEMENT
Is there anything else not covered that might impact the safety and well-being of the students? **Describe	<input type="checkbox"/> NO ↓	<input type="checkbox"/> YES →	SITE VISIT REQUIRED PRIOR TO STUDENT PLACEMENT
Will the Learning Site’s emergency plan be made available to CSUB upon request?	<input type="checkbox"/> YES	<input type="checkbox"/> NO	
The organization will provide the general liability certificate to CSUB upon request.	<input type="checkbox"/> YES	<input type="checkbox"/> NO	
The organization agrees to keep emergency contact information for the student learner for the duration of the learning experience.	<input type="checkbox"/> YES	<input type="checkbox"/> NO	
CSUB provides an orientation to all students in service who are earning academic credit. Will the organization also provide an orientation to the learning site?	<input type="checkbox"/> YES	<input type="checkbox"/> NO	
In the event that additional, unforeseen risks become apparent, the organization must agree to timely communicate all risk-related concerns to the university. Accept?	<input type="checkbox"/> YES	<input type="checkbox"/> NO	

Campus Review Signature: _____

Assessment Date: _____

****Note** _____

APPENDIX D: SHORT- TERM AGREEMENT SAMPLE



California State University, Bakersfield
Center for Career Education & Community Engagement (CECE)

Short-Term Agreement
(Extended Learning Plan)

Student Name: _____ Student ID#: _____

Address: _____

Phone # _____ Email: _____

Faculty Supervisor /
Course Instructor: _____ Semester and Year: _____

Organization/
Company Name: _____ Site
Supervisor: _____

E-Mail: _____ Phone #: _____

Address: _____

Total Number of Hours for the
Semester _____ Start Date: _____ End Date: _____

Learning Objectives: What are the learning objectives of this service experience? What do you want to learn as a result of this service experience?

Service Objectives: Identify and describe the nature of the service activities in which you will be engaged. The service objectives should be designed to help you work toward your learning objectives.

THE SITE SUPERVISOR (COMMUNITY BASED ORGANIZATION):

Agrees to guide this student's work and to submit a brief final evaluation of his/her achievement upon request.
Agrees to discuss any concerns about the student's performance with him/her directly, and with the course



supervisor, a CECE staff member, or other appropriate university personnel as necessary.



Agrees to hold the California State University, Bakersfield, its employees and agents, free and harmless from any claims and causes of action resulting from our voluntary participation in this short-term agreement. We agree to provide general work site orientation and supervision and to make every reasonable effort to provide a safe working environment. We understand that we are accepting the student as a volunteer, that we are not responsible for providing wages, but agree to assist California State University, Bakersfield by certifying that the student completed the minimum hours of service required by the service learning or academic internship course.

The community-based organization (CBO) shall be responsible for damages caused by the negligence of its directors, officers, agents, employees and duly authorized volunteers occurring in the performance of this agreement. California State University, Bakersfield shall be responsible for damages caused by the negligence of its directors, officers, employees and duly authorized volunteers occurring in the performance of this agreement. It is the intention of the community-based organization and the University that the provision of this paragraph be interpreted to impose on each party responsibility for the negligence of their respective directors, officers, employees and duly authorized volunteers. The University does provide professional and general liability insurance for students enrolled in service-learning and academic internship courses. The coverage commences when the student begins the agreed upon service-learning or internship activities and is valid throughout the time the student is performing service. This time period must be in alignment with the university academic calendar. Students **MUST** sign in at the CBO each time they provide service and may only serve at the site during the specified dates noted in this document. **Generally, students are not volunteers of the CSU, but rather volunteers of the community-based organization.** Students may not engage in the service learning / internship until all signatures are collected and the learning plan is complete. Students are not permitted to drive a vehicle to perform duties for the CBO. *Please note, the university does not provide auto liability coverage for students. If a student is injured during their service assignment they should contact the Center for Career Education & Community Engagement at 661-654-3033 or campus police 661-654-2111.*

My signature below indicates I have thoroughly reviewed the information contained in this document and agree to the terms for a short-term relationship between my organization and CSU Bakersfield.

Site Supervisor Signature: _____ Date: _____

(Note to Site Supervisor: If you are aware of specific and/or considerable risk factors present at this agency and/or placement, it is advisable to list them here.)

- 1.
- 2.
- 3.

THE STUDENT:

The Student agrees to abide by the following Guidelines and Limitations:

Guidelines:

- **Ask for help when in doubt:** Your site supervisor understands the issues at your site and you are encouraged to approach him/her with problems or questions as they arise. He/She can assist you in determining the best way to respond to difficult or uncomfortable situations. Feel free to contact your professor or the service learning office with questions concerning your placement.

- **Be punctual and responsible:** Although you are volunteering your time, you are participating in the organization as a reliable, trustworthy and contributing member of the team. Both the administrators and the person(s) whom you serve rely on your punctuality and commitment to completing your service hours/project throughout your partnership.
- **Call if you anticipate lateness or absence:** Call the site supervisor if you are unable to come in or if you anticipate being late. Be mindful of your commitment; people are counting on you.
- **Respect the privacy of all clients:** If you are privy to confidential information with regard to the person(s) with whom you are working (i.e. organizational files, diagnostics, personal stories, etc.), it is vital that you treat it as privileged information. You should use pseudonyms in your course assignments if you are referring to clients or the people you work with at the service site.
- **Show respect for the community-based organization you work for:** Placement within community programs is an educational opportunity and a privilege. Keep in mind, not only are you serving the community but the community is serving you by investing valuable resources in your learning. Inappropriate behavior, as defined by your organization's guidelines and operating procedures, can be grounds for reassignment or termination of your service assignment.
- **Be appropriate:** You are in a work situation and are expected to treat your supervisor and others with courtesy and kindness. Dress neatly and appropriately. Use formal names unless instructed otherwise. Set a positive standard for other students to follow as part of CSUB's ongoing Service Learning and Internship Program.
- **Be flexible:** The level or intensity of activity at a service site is not always predictable. Your flexibility to changing situations can assist the partnership in working smoothly and producing positive outcomes for everyone involved.

Limitations

- DON'T report to your service site under the influence of drugs or alcohol.
- DON'T give or loan a client, money or other personal belongings.
- DON'T make promises or commitments to a client you cannot keep.
- DON'T give a client or agency representative a ride in a personal vehicle.
- DON'T tolerate verbal exchange of a sexual nature or engage in behavior that might be perceived as sexual with a client or community organization representative.
- DON'T tolerate verbal exchange or engage in behavior that might be perceived as discriminating against an individual on the basis of their age, race, gender, sexual orientation, ability, or ethnicity.
- DON'T engage in any type of business with clients during the term of your service.
- DON'T enter into personal relationships with a client or community partner representative during the term of your service.

* If you feel that your rights have been or may be violated, or that any of the above stated limitations have been violated please contact the site supervisor and/or instructor.



The Student:

I _____ (student name) agree to the following:

- To act in a responsible manner while representing California State University at the service learning / internship site, and abide by all rules and regulations that govern the site in which he/she has been placed.
- I understand the connection between the service-learning / academic internship course, and the service and learning objectives to be fulfilled at the service site.
- Have or will participate in an orientation.
- Have read the above stated guidelines and limitations and understands his/her role as a service-learning student / intern in working with the community partner.
- Understand and acknowledge the risks involved with this service placement, and enter into this service-learning / intern placement fully informed and aware. *(Note to Faculty: If you are aware of specific and/or considerable risk factors present at this agency and/or placement, it is advisable to list them here.)*
 - 1.
 - 2.
- Agree to devote a total of _____ hours during the _____ semester in order to fulfill the service objectives described above.
- Agree to complete any forms, evaluations or other paperwork required by either the course or the site supervisor.
- I have read and understand the entire learning plan.

Student Signature: _____ Date: _____

FACULTY/COURSE SUPERVISOR:

I have examined and approved this learning plan.

Faculty/Course Supervisor
Signature: _____ Date: _____

CECE Representative
Signature: _____ Date: _____

**APPENDIX E:
SAMPLE CONTRACT
(THREE-YEAR AGREEMENT)**



Service-Learning and Internship Agreement

This agreement (“Agreement”) is between the Trustees of the California State University on behalf of **California State University, Bakersfield** (“University”) and _____ (“Learning Site”). In consideration of the mutual promises set forth below, the University and Learning Site (“parties”) agree as follows:

I. Learning Site’s Responsibilities

- A. Identify the student’s supervisor. The supervisor agrees to meet with the student regularly to facilitate the student’s learning experience, provide support, review progress on assigned tasks, verify service hours and give feedback.
- B. Provide an orientation that includes a site tour; an introduction to staff; a description of the characteristics of and risks associated with the Learning Site’s operations, services and/or clients; a discussion concerning safety policies and emergency procedures; and information detailing where students check-in and how they log their time.
- C. Provide student with a written description of the student’s tasks and responsibilities.
- D. Provide appropriate training, equipment, materials and work area for students prior to students performing assigned tasks or working with the Learning Site’s clients.
- E. Inform student of the need for a background check, fingerprinting and/or a tuberculosis test; obtain the student’s fingerprints, background check and/or tuberculosis test; and maintain the confidentiality of any results as required by federal and state law.
- F. Evaluate the student if requested by the University and contact the University if the student fails to perform assigned tasks or engages in misconduct.
- G. Notify the University as soon as is reasonably possible of any injury or illness to a student participating in a learning activity at the Learning Site.

II. University’s Responsibilities

- A. The University will advise the student(s) of their responsibility to:
 - 1. Participate in all training required by the Learning Site.
 - 2. Exhibit professional, ethical and appropriate behavior when at the Learning Site.
 - 3. Complete all assigned tasks and responsibilities in a timely and efficient manner.
 - 4. Abide by the Learning Site’s rules and standards of conduct.
 - 5. Maintain the confidentiality of the Learning Site’s proprietary information, records and information concerning its clients.
- B. The University will advise student that neither the University nor the Learning Site assumes any financial responsibility in the event he/she is injured or becomes ill as a result of his/her participation a learning activity at the Learning Site.
- C. Provide the student with general and professional liability insurance in the amount of \$1,000,000 per occurrence, \$2,000,000 general aggregate. This insurance only applies if both parties have signed this Agreement.



III. General Provisions

- A. This Agreement will become effective as of the date last written below and continue for a period of 3 years unless terminated by either party after giving the other party 30 days written notice of the intent to terminate. If the Learning Site terminates this Agreement, it will permit any student working at the Learning Site at the time of termination to complete his/her work. At the 3 year termination date the agreement can be renewed once it has been reviewed, updated as applicable and executed by the appropriate parties.
- B. The Learning Site and the University agree to indemnify, defend and hold harmless each other from any and all liability for any personal injury, damages, wrongful death or other losses and costs, including but not limited to reasonable attorney fees and defense costs, arising out of the negligence or willful misconduct of their respective officers, employees, agents or volunteers in the performance of this Agreement. This paragraph will survive expiration or termination of this Agreement.
- C. Each party agrees to maintain general liability coverage of at least \$1,000,000 per occurrence, \$2,000,000 aggregate and to provide evidence of coverage upon request. Insurance must be placed with insurers with a current A.M. Best rating of at least A: VII.
- D. The Learning Site and the University will meet upon request or as necessary to resolve any potential conflicts and to facilitate a mutually beneficial experience for all involved.
- E. The Learning Site may dismiss a student if the student violates its standards, mission or goals. The Learning Site will document its rationale for terminating a student and provide the University with a copy of the rationale upon request.
- F. Students participating in a learning activity at the Learning Site are not officers, employees, agents or volunteers of the University or the Learning Site.
- G. Nothing contained in this Agreement confers on either party the right to use the other party's name without prior written permission, or constitutes an endorsement of any commercial product or service by the University.
- H. This Agreement may not be altered unless both parties agree in writing. The parties agree to follow all applicable federal, state and local laws and regulations, including but not limited to laws prohibiting discrimination and harassment.
- I. Any notices required by this Agreement will be deemed to have been duly given if communicated to the following individuals:

UNIVERSITY:

Name:
Director, Service Learning:
Telephone Number:
Email Address:



LEARNING SITE:

Name:
Director, Service Learning:
Telephone Number:
Email Address:

IN WITNESS WHEREOF, this Agreement has been executed by the parties as of the date last written below.

CALIFORNIA STATE UNIVERSITY

By: _____
Authorized Signature Date

Printed Name and Title

NAME OF LEARNING SITE

By: _____
Authorized Signature Date

Printed Name and Title



APPENDIX F: SUMMARY OF STUDENT COVERAGE: SAFECLIP INSURANCE PROGRAM



Student Academic Field Experience for Credit Liability Insurance Program (SAFECLIP)

COVERAGE SUMMARY

INSURER:
Lloyd's of London

POLICY TERM:
July 1, 2016 to
July 1, 2017

POLICY NO:
B0621PCSUR000616



QUESTIONS:

Robert Leong
(415) 403-1441
rleong@alliant.com

Van Rin
(415) 403-1408
vrin@alliant.com

Hsan Htein
(415) 403-1452
hhtein@alliant.com

INSUREDS:

1. California State University (CSU)
2. All campuses of the CSU
3. Employees, Faculty, Staff of the CSU
4. CSU Students enrolled in required credited coursework such as Service Learning programs and other courses of the CSU where the internship experience is required by the course in which students earn academic units, but not including CSU students enrolled in Nursing, Allied Health, Social Work, or Education credential programs of the CSU (refer to SPLIP).

* Enrolled Students mean students who are enrolled and in good standing while completing an internship and registered/enrolled in a course that requires the internship experience, including academic breaks during the policy period. Enrolled Students also include students who have not received a letter grade in a course (e.g., assigned an "Incomplete"), but remain registered for that course until the Incomplete objectives are met, but for no more than one (1) year from the granting of the Incomplete.

ADDITIONAL INSUREDS:

Any affiliate institution to whom the Named Insured is obligated by written agreement to provide such coverage as is afforded by this policy.

COVERAGES:

1. General Liability
2. Professional Liability

COVERAGE DESCRIPTION:

Covers General Liability and Professional Liability of CSU enrolled students performing community service or volunteer work for academic credit; and students enrolled in radio, television or film credential programs of the CSU.

COVERAGE TERRITORY:

Worldwide, suit must be brought to USA

LIMITS:

- \$2,000,000 Each Loss
- \$4,000,000 Aggregate for all Covered Parties, and not per student

MEMBER'S DEDUCTIBLE:

\$0 Per Claim

PREMIUM RATE:

1. \$5.00 per student performing community service or volunteer work for academic credit and/or students in Radio, Television or Film academic programs.
2. This flat rate is non-refundable, and is not subject to a prorated premium return if student is enrolled for less than one year.

While we believe this Summary of Insurance fairly represents the terms, conditions and exclusions found in your insurance policies, in the event of any differences between the policies themselves and this summary, the policy provision will direct any resolution. This summary is not intended to replace or supersede any of your insurance contracts.

csurma **Student Academic Field Experience for Credit Liability Insurance Program (SAFECLIP)**
California State University Risk Management Authority

COVERAGE SUMMARY

COVERAGE EXTENSION:

1. **Legal Representation:** defense cost included for covered claims.
2. **Personal Injury Liability:** protects up to the Coverage Limits against covered claims arising from charges of privacy violation, libel, slander, assault & battery, and other alleged personal injuries.
3. **School Grievance/ Academic Disciplinary Hearings:** reimburses for expenses incurred for defense of a school grievance or academic disciplinary hearing or proceeding; \$5,000 per proceeding; \$100,000 aggregate.
4. **Damage to Property of Others:** for damage caused accidentally by a Covered Party to the property of others at your location; \$5,000 per incident; \$100,000 aggregate.
5. **Assault Coverage:** covers your medical expenses or reimburses you for damage to your property if you are assaulted at your location; \$5,000 per incident; \$100,000 aggregate.
6. **Medical Payments:** reimbursement of medical expenses to others injured on your location; \$5,000 per incident; \$100,000 aggregate.
7. **First Aid Expenses:** for expenses you incur in rendering first aid to others; \$5,000 per defendant; \$100,000 aggregate.
8. **Defendant Expense Benefits:** reimburses you for lost wages and other expenses incurred when you attend a required trial, hearing or proceeding as a defendant in a covered claim; \$5,000 per defendant; \$100,000 aggregate.

NO EXCLUSION FOR:

1. Sexual Harassment
2. Abuse or Molestation
3. Corporal Punishment

COMMENTS / CONDITIONS:

1. This is a "claims-made" policy. Coverage is only provided for claims which are both: (1) first made against the Insured during the Policy Period; and (2) reported to the Carrier as soon as practicable, but not later than 3 years after the Policy Period. Coverage is only provided for claims arising from Professional Services which are rendered or Incidents which occurred during the Policy Period.
2. CSU students performing community service or volunteer work for academic credit and students enrolled in radio, television or film academic programs of the CSU are covered by the Student Academic Field Experience for Credit Liability Insurance Program (SAFECLIP).
3. Other CSU Students enrolled in Nursing, Allied Health, Social Work, or Education credential programs of the CSU who also perform community service or volunteer work for academic credit are covered by this Student Professional Liability Insurance Program (SPLIP) at no additional premium. Please refer to SPLIP summary for details.

While we believe this Summary of Insurance fairly represents the terms, conditions and exclusions found in your insurance policies, in the event of any differences between the policies themselves and this summary, the policy provision will direct any resolution. This summary is not intended to replace or supersede any of your insurance contracts.



Student Academic Field Experience for Credit Liability Insurance Program (SAFECLIP)

COVERAGE SUMMARY

SERVICE LEARNING COURSES (INCLUDING NOT LIMITED TO):

Accounting	Human Services
Afro American Studies	Humanities
Agricultural Education	Hutchins School
Agricultural Mechanics	Industrial Arts
Animal Science	Information Systems
Anthropology	Inter, Multi Studies
Apparel Merchandising and Management	Japanese
Art	Jewish Studies
Asn, Eur Arm/American Studies	Journalism
Biology	Landscape Architecture
Broadcast Communication Arts	Liberal Arts
Business	Liberal Studies
Chemistry	Library Science
Child Development	Linguistics
Chinese	Management
City and Regional Planning	Marketing
Communications	Mathematics
Community Services	Mexican American Stds
Computer Sciences	Music
Creative Arts	Native American Studies
Creative Writing	Natural Resources
Criminology	Philosophy
Curriculum and Instruction	Physical Education
Dance	Police Science
Design and Industry	Political Science
Drama	Public Administration
English	Public Relations
Environmental Studies	Quantitative Methods
Foreign Languages	Radio Television
French	Small College
Geography	Social Science
Geology	Sociology
Gerontology	Spanish
Government	Special Major
History	Tutorials, General, Experiential Studies
Holistic Health	Urban Studies
Home Economics	Women's Studies
Hotel and Restaurant Management	World Business
Human Development	

While we believe this Summary of Insurance fairly represents the terms, conditions and exclusions found in your insurance policies, in the event of any differences between the policies themselves and this summary, the policy provision will direct any resolution. This summary is not intended to replace or supersede any of your insurance contracts.

APPENDIX G: INTERNSHIP STUDENT GUIDE



Center for Career Education & Community Engagement (CECE)

54 CAF (just next to the Runner Café), (661) 654 – 3033,
www.csub.edu/cece

INTERNSHIP STUDENT GUIDE

Thank you for seeking an internship. If you will receive **academic credit** for your internship you must participate in **MANDATORY ORIENTATION**.

Students complete orientation electronically!

Look for the Orientation PowerPoint Presentation in the Handshake Resource link (left side of page)

INSTRUCTIONS

1) Login to your Handshake Account at <https://csub.joinhandshake.com/login>

2) Complete the **MANDATORY Electronic Orientation & Quiz**

○ Review the Orientation Presentation – located in the **Resources Section** of Handshake

● **The orientation presentation is a PowerPoint**

○ Take the Mandatory Orientation Quiz (Quiz link is available on the last slide)

● **View the Powerpoint as a slideshow to access the Quiz link**

** Once the quiz is successfully completed you will receive course enrollment information by email*

3) Use Handshake to Apply for Internships

○ Log into your Handshake account at <https://csub.joinhandshake.com/login>.

○ Upload your resume in Handshake (requires 5-7 business days for resume activation)

○ Apply to Internship Postings in Handshake

○ Receive and Accept an Internship Offer

** You may Skip Step 3 if you found an internship independent of Handshake (please be sure your course instructor approves the internship site)*



4) Meet with your Site Supervisor before you start your hours (within first four weeks of the semester)

- Meet with Site Supervisor to discuss learning objectives, and unusual risks

5) Report your Internship Placement in Handshake & Complete the Liability Waiver

- Report your placement using the Experiences link in Handshake
- Complete and e-sign the WAIVER (included in the Experiences report) before you start your internship

6) Time Log and Final Evaluation (End of Semester Requirements)

- Submit time log in Handshake by the last day of class for the semester
(Go to the Experience section and upload into the Attachment section)
- Complete student evaluation sent by Handshake at the end of the semester

INTERNSHIP COURSE ENROLLMENT DETAILS

Psychology majors are enrolled in Psych 4860/4870 by completing a contract ***provided once the orientation quiz is complete.***

All other majors, complete the orientation quiz and contact the internship coordinator for your major or your faculty advisor to process enrollment for the appropriate internship course. ***(Please note: CECE does not enroll students for internship courses. Course enrollment happens through your academic department.)***

REQUIRED ORIENTATION & QUIZ

Orientation is REQUIRED and is completed ELECTRONICALLY. The Orientation Presentation is available in the ***Resource link on Handshake***, located at <https://csub.joinhandshake.com/login>.

The Orientation Quiz is MANDATORY. The link to the quiz can be found in the Orientation Presentation.

APPLYING FOR A POSITION

A. Log into Handshake at <https://csub.joinhandshake.com/login>.

B. UPLOAD your resume into the Handshake system.

Hover over your name and in the drop down menu click the ***Documents link*** and follow instructions to add your resume. (Please note: the resume review requires 5-7 business days to review and make active.)

C. REVIEW INTERNSHIPS & VOLUNTEER POSTINGS IN Handshake

Click the ***Jobs link*** at the top of the page on Handshake. Locate **Job Type – Click on Internships.**

Select from **approved agencies and organizations for your internship experience**

Identify an **approved agency** by looking for “AC” noted near the position title.

D. APPLY to 3 – 5 approved organizations by submitting your resume through Handshake.

Please include a message identifying yourself as a CSUB student seeking an academic internship when you submit your resume.

E. ACCEPTING AN OFFER – Organizations use a variety of selection criteria, which may include an interview. The



organization will inform you of your acceptance. Confirm your acceptance. Once you accept an opportunity, you must stay with that organization. **Refusing an offer once accepted is unacceptable and unprofessional.**

MEET WITH YOUR SITE SUPERVISOR

Meet with your site supervisor before you start your internship hours and discuss your LEARNING OBJECTIVES, as well as any UNUSUAL RISKS at this placement site. **OBTAIN your Site Supervisor's EMAIL ADDRESS.**

REPORT YOUR EXPERIENCE IN HANDSHAKE & E-SIGN THE RELEASE OF LIABILITY (WAIVER)

Log in to your Handshake Account at <https://csub.joinhandshake.com/login>.

Hover over the **Career Center** tab and choose the **Experiences** link in the drop down menu on your homepage in Handshake (left side of the page)

Report your Experience in Handshake before you begin your internship hours and **within the first four weeks of the start of the semester**, and include your site supervisor name and email address.

Review and E-Sign the **University Liability Release (WAIVER) (in the Experiences section) before you begin your hours.**

CECE TIME LOG, COURSE ASSIGNMENTS & EVALUATIONS

The Time Log, available in the **Resources Section of Handshake**, is completed by you and signed by your site supervisor.

*Upload your completed and signed time log into Handshake by the last day of classes – **See steps below:**

- 1- Login to Handshake (<https://csub.joinhandshake.com/login>)
- 2- Hover over the **Career Center** tab and choose the **Experiences** link in the drop down menu
- 3- Click View Details
- 4- On the left side of the page select "New Attachment" and then upload your completed and signed time log

APPENDIX H: STANDARD UNIVERSITY WAIVER



**RELEASE OF LIABILITY, PROMISE NOT TO SUE, ASSUMPTION OF RISK
AND AGREEMENT TO PAY CLAIMS**

Activity: _____

Activity Date(s) and Time(s): _____

Activity Location(s): _____

In consideration for being allowed to participate in this Activity, on behalf of myself and my next of kin, heirs and representatives, **I release from all liability and promise not to sue** the State of California, the Trustees of The California State University, California State University, Bakersfield and their employees, officers, directors, volunteers and agents (collectively “University”) from any and all claims, **including claims of the University’s negligence**, resulting in any physical or psychological injury (including paralysis and death), illness, damages, or economic or emotional loss I may suffer because of my participation in this Activity, including travel to, from and during the Activity. I am voluntarily participating in this Activity. I am aware of the risks associated with traveling to/from and participating in this Activity, which include but are not limited to physical or psychological injury, pain, suffering, illness, disfigurement, temporary or permanent disability (including paralysis), economic or emotional loss, and/or death. I understand that these injuries or outcomes may arise from my own or other’s actions, inaction, or negligence; conditions related to travel; or the condition of the Activity location(s). **Nonetheless, I assume all related risks, both known or unknown to me, of my participation in this Activity, including travel to, from and during the Activity.**

I agree to **hold** the University **harmless** from any and all claims, including attorney’s fees or damage to my personal property that may occur as a result of my participation in this Activity, including travel to, from and during the Activity. If the University incurs any of these types of expenses, I agree to reimburse the University. If I need medical treatment, I agree to be financially responsible for any costs incurred as a result of such treatment. I am aware and understand that I should carry my own health insurance.

I am 18 years or older. **I understand the legal consequences of signing this document, including (a) releasing the University from all liability, (b) promising not to sue the University, (c) and assuming all risks of participating in this Activity, including travel to, from and during the Activity.**

I understand that this document is written to be as broad and inclusive as legally permitted by the State of California. I agree that if any portion is held invalid or unenforceable, I will continue to be bound by the remaining terms.



I have read this document, and I am signing it freely. No other representations concerning the legal effect of this document have been made to me.

Participant Signature: _____

Participant Name (print): _____ Date: _____

If Participant is under 18 years of age:

I am the parent or legal guardian of the Participant. I understand the legal consequences of signing this document, including (a) releasing the University from all liability on my and the Participant's behalf, (b) promising not to sue on my and the Participant's behalf, (c) and assuming all risks of the Participant's participation in this Activity, including travel to, from and during the Activity.

I allow Participant to participate in this Activity. I understand that I am responsible for the obligations and acts of Participant as described in this document. I agree to be bound by the terms of this document.

I have read this two-page document, and I am signing it freely. No other representations concerning the legal effect of this document have been made to me.

Signature of Minor Participant's Parent/Guardian: _____

Name of Minor Participant's Parent/Guardian (print): _____

Minor Participant's Name: _____ Date: _____

APPENDIX I: INTERNSHIP / VOLUNTEER PLACEMENT REPORTING FORM



Details

Term:

Student Name:

Assigned to:

Status:

Employer

Employer:

Location:

Industry:

Employer Phone Number:

Employer Email Address:

Job

Job Title:

Department:

Date:

Job Type:

Employment Type:

Salary:

Offer Date:

Offer Accepted:

General

Internship Questions



* Course Title (Psych 4860, Comm 4860, GST 2840, Soc 4920):

* Total # of hours I agree to devote for the semester:

* Number of Course Units:

* Course Instructor Name:

* Course Instructor Email:

Risks:

* Emergency Contact Name (Relative, Friend, Spouse, Partner):

* Emergency Contact Number:

* Learning Objectives:

Release of Liability Form (Waiver) and Guideline and Limitations Document

Release of Liability Form (Waiver) - Click this link

:(http://www.csub.edu/cece/_files/Release%20of%20Liability%20Text.docx); Guideline and Limitations document - Click this link

(http://www.csub.edu/cece/_files/Guidelines%20and%20Limitations.docx)--BY REVIEWING THESE DOCUMENTS AND PROVIDING YOUR E-SIGNATURE BELOW, YOU AGREE TO THE PROVISIONS IN THESE FORMS

* Participant Name: (Your first and last name):

* Date:

APPENDIX J: SUPERVISOR & STUDENT EVALUATIONS



Supervisor's Evaluation of Student

Student: _____ Semester & Year: _____

Supervisor (Please Print): _____ Site: _____

Please evaluate the work performance of the student that you supervised. In addition to providing a verification of the student's service learning experience, your candid feedback may provide information that will help the student identify both strengths and weaknesses. Please feel free to discuss any of your comments with the student. If you have any questions or concerns, contact the CSUB Center for Career Education and Community Engagement (CECE) at (661) 654-3033.

Attitude

- Outstanding
- Very interested and industrious
- Average in diligence and interest
- Somewhat indifferent
- Definitely not interested

Judgment

- Exceptionally mature
- Above average in making decisions
- Usually makes the right decision
- Often uses poor judgment
- Consistently uses bad judgment

Dependability

- Completely dependable
- Above average in dependability
- Usually dependable
- Sometimes neglectful or careless
- Unreliable

Relations with Others

- Exceptionally effective with others
- Works well with others
- Works at an acceptable level with others
- Occasionally works poorly with others
- Works very poorly with others

Quality of Work

- Excellent
- Very good
- Average
- Below average
- Very poor

Ability to Work Independently

- Excellent
- Very good
- Average
- Below average
- Very poor

Responsibility in Group Settings

- Accomplished—active in group; takes responsibility for end product; encourages and acknowledges work of other group members

Ethical Behavior

- Always adheres to professional ethical standards
- Usually adheres to professional ethical standards

- Developing—gives input confidently; completes tasks on time; respects differing points of view; helps to build consensus
- Beginner—joins group cooperatively; listens to group members; prepared for group meetings; contributes to end product

Interpersonal Skills

- Exemplary—almost always displays empathy, self-control, friendliness, generosity, cooperation, helpfulness, and respect
- Accomplished—Usually displays empathy, self-control, friendliness, generosity, cooperation, helpfulness, and respect
- Developing—Sometimes displays empathy, self-control, friendliness, generosity, cooperation, helpfulness, and respect
- Beginning—Rarely displays empathy, self-control, friendliness, generosity, cooperation, helpfulness, and respect

- Sometimes adheres to professional ethical standards
- Rarely adheres to professional ethical standards

Recommendation for Course Credit

- Student met or exceeded the hours expected for course credit
- Student did not meet the hours expected for course credit

Explain:

What would you say are the student's strongest assets?

In your view, what areas might the student improve upon?

Other comments (use additional page if necessary):

Supervisor's Signature: _____ Date: _____



Student Evaluation of Applied Experience

Student: _____ Semester/Year: _____

Immediate Supervisor: _____ Title: _____

Company/Agency: _____

This evaluation will be important in determining the value of your work experience, both for yourself and for future students in future assignments. The evaluation should be honest and indicate problems as well as your progress during the period. Please add your evaluative remarks on the reverse side so that we can counsel with you and the organization to improve and maintain the program.

Rate yourself and the placement experience on the following items by placing an "X" in the appropriate box.

Educational value of placement

- Exceptional opportunity
- Worthwhile experience
- Not very useful for me; might help some
- Probably of no value

My technical skills

- Were more than required
- Were adequate
- Were less than they should have been

My full potential

- I eagerly sought to gain the maximum from the experience
- I usually tried to get the most from the experience
- I did not do anything extra
- I did as little as possible

Position's relationship to initial job description

- Experience closely matches description
- Experience mostly matches description
- Little relationship between experience and description
- No relationship between experience and description

Relation of experience to major

- Very closely related; clarified topics
- Usually illustrated theories/concepts
- Seldom offered opportunity to relate
- No relationship between major and placement

Supervisor's attitude toward student

- Encouraged spirit of inquiry, helpful
- Willing, but did not go out of his/her way
- Seemed to see students as "in the way"
- Actively rejected students

My attitude

- I showed real enthusiasm and initiative

- I was willing when told to do something
- I lacked interest and initiative
- I refused all but assigned duties



Supervisor's availability when needed for questions

- Always
- Sometimes
- Hardly ever
- Never; had to seek help elsewhere



Supervisor's willingness/capacity to answer questions

- Helpful and informative
- Somewhat informative
- Unhelpful, uncommunicative
- Don't know—I did not seek much help

Self-Knowledge

- I learned a great deal about myself as a result of this experience
- I learned a little bit about myself through this experience
- I learned nothing about myself as a result of this experience

Supervisor's receptiveness to new ideas you might have had

- Implemented suggestions
- Gave reasonable thought without implementation
- Did not want to hear them
- I did not offer any new ideas

Value of experience in terms of career planning

- Exceptional opportunity
- Worthwhile experience
- Not very useful for me; might help some
- Probably of no value

Briefly describe Placement Assignment(s).

Briefly describe how your work assignments relate to academic courses taken in school.

What were your learning objectives? Did you accomplish them?

Did you experience any problems in the placement?

Briefly describe any improvements you feel are needed with your placement and/or the program.

Please evaluate your overall performance:

Outstanding **Above Average** **Average** **Below Average** **Unsatisfactory**

Student's Signature: _____ **Date:** _____

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