

Office/Contact: Office of Academic Affairs

Source: U.S. Department of Labor issued Fact Sheet #71 (April 2010)

Link: <http://www.dol.gov/whd/regs/compliance/whdfs71.htm>

SOUTH DAKOTA STATE UNIVERSITY
Policy and Procedure Manual

SUBJECT: Internships and Other Experiential Learning Opportunities for University Students

NUMBER: 2:24

1. Purpose

This policy and its procedures set forth standards applicable to internships and other experiential learning opportunities offered for the benefit of students, and as related to the University, to ensure compliance with state and federal laws and regulations as well as SDBOR and University policies.

2. Definitions

- a. Internship: an experience in a work setting for individuals who have been studying in a particular academic field. As compared to practicums, internships take on the characteristics similar to real employment and focus on the independent application of skills and knowledge in the workplace setting. Students are under direct supervision of an on-site professional who manages assigned tasks. Additionally, academic program instructors communicate with the student during the Internship to evaluate their academic progress and performance. Internships are usually considered to be full-time experiences, following the work schedule of the assigned placement.
 - i. Paid Intern: a student participating in an Internship on a paid basis and whose activities constitute employment under the Fair Labor Standards Act (“FLSA”).
 - ii. Unpaid Intern: a student participating in an Internship for their own educational benefit who receives no compensation and whose activities do not constitute employment under the FLSA.
- b. Other Experiential Learning Opportunities (“OELOs”):
 - i. Clinical: supervised education in a healthcare or animal care setting, based on training performed with regular patients and relating to the medical treatment that is provided in hospitals, clinics, and similar environments. A Clinical is distinguished by the involvement of direct observation of the patient and performance of tasks under supervision by university faculty or an on-site professional preceptor.
 - ii. Cooperative Education: a structured method of combining classroom-based education with practical work experience. A Cooperative Education experience, commonly known as a “co-op,” provides a structured job experience as student

- who participate stop taking classes to work full time. Co-ops are typically paid and last anywhere from three (3) to twelve (12) months.
- iii. **Experiential Learning:** the process of learning through experience, more specifically defined as “learning through reflection on doing.” Experiential Learning is distinct from rote or didactic learning where the learner plays a comparatively passive role.
 - iv. **Practicum:** field experience that allows a student to observe and document how working professionals perform their job responsibilities. Students will also participate to a limited extent in performing tasks under supervision by program faculty and on-site professional staff. General characteristics of Practicums include shadowing one or more assigned professional site employees who will guide the on-site experience, observing and correlating practices in the field with theories and methods previously studied, assisting with tasks as directed by on-site personnel, and completing practicum course assignments. Participation at the Practicum site is typically two (2) or three (3) times per week for a few hours per session. No remuneration is expected for a Practicum.
 - v. **Service-learning:** a curriculum-based program that is structured as a class requirement in which students enroll and participate in service to the community. It includes both a classroom and an off-campus experience with a reflective component and meets the objectives and goals set forth by the instructor of record and course. Service-learning must properly connect the traditional classroom experience with the real life education that comes through service.
 - vi. **Student Teaching:** Collaboration between the University and a Pre-K-12 partner to provide teacher candidates supervised, field-based, teaching experience to become competent teachers. Clinical (cooperating) teachers are selected and prepared for their roles as mentors and supervisors and provide continuing support for teacher candidates during their field-based experience.
 - vii. **Undergraduate Research/Scholarship:** the exploration of a specific topic within a field by an undergraduate student that makes an original contribution to the discipline. Students may work independently, collaborate with faculty members, or other students as part of a designated research team. Undergraduate research may be undertaken as a requirement for a program (e.g. Honors designation).
 - viii. **Undergraduate Learning or Undergraduate Teaching Assistantships:** an applied instructional experience where undergraduate students are supervised and mentored by a faculty member who assigns the student to a breadth of activities such as class or lesson preparation, conducting review sessions, or assisting with grading or survey administration. Activities requiring professional judgment (e.g., determining course content, performing subjective evaluations, assigning grades, etc.) are not allowed. Extension programs and other outreach activities targeted at non-traditional audiences may utilize Undergraduate Learning or Undergraduate Teaching Assistants.
- c. **Site Evaluation:** a review of the Internship/OELO site where the student will be placed and completing the Internship or OELO. The evaluation may be completed in person or may take place using other technologies (e.g. phone, e-mail, Skype, etc.). The intent of

the evaluation is to ensure the academic program of a quality site, supervisor, and experiences leading to learning outcomes consistent with the academic requirements related to entry level employment.

3. Policy

- a. Internships and OELOs are offered for the benefit of students to contribute to students' overall academic development.
- b. Student participation for a University offered or coordinated Internship or OELO may occur in any state where the University has been authorized to provide educational opportunities, including states that participate in and hold membership in the State Authorization Reciprocity Agreement ("SARA").
- c. Student participation for a University offered or coordinated Internship or OELO may occur outside of the country in an international context, in which case all international policies and practices must also be followed. This policy, however, does not pertain to study abroad programs which do not meet the criteria of an Internship or OELO.
- d. Internships and OELOs offered or coordinated by the University must be offered for academic credit (Zero (0) credit internships are not allowed) pursuant to the following:
 - i. Individual Internships or OELOs must receive approval by the academic department whose course prefix is being used;
 - ii. The department shall provide students with written documentation including a handbook, syllabus outlining the expectations of the Internship or OELO, and documentation required to be completed during the experience;
 - iii. To assess progress and ensure a quality experience, the department shall facilitate ongoing communication with the student and any site supervisors during the Internship or OELO; and
 - iv. Academic departments may have specific requirements on class standing or other criteria for students who seek to register for academic credit for an Internship or OELO.
- e. Academic programs may identify the number of clinical hours required for a course, competency, or both, in accordance with applicable accreditation requirements. Academic programs without requirements for credit hour limits and other programs will determine the number of credit(s) offered for an Internship or OELO by using the range of one (1) credit for every 40-100 hours of on-site experience.
- f. The Undergraduate and Graduate Catalogs provide information on allowable credit ranges for Internships and other OELOs. Zero (0) credit internships are not allowed. Degree program curriculum will provide further information on the number of required credits for Internships or OELOs.
- g. Internships or OELOs for academic credit will set forth and incorporate liability insurance, health insurance, and other discipline and site requirements into the syllabus,

handbook, or other documentation related to the Internship or OELO. The academic department is also responsible for:

- i. Prior to placement, a site evaluation to ensure that the site offers the student a range of experiences that align with student learning outcomes.
 - ii. Initiating a Memorandum of Understanding (“MOU”), Contract, or Agreement with the site, in absence of a University agreement.
- h. The responsibilities of a faculty member, the student, the site, and site supervisor shall be documented and set forth in a MOU, Contract, or Agreement. Internship and OELO MOUs, Contracts, or Agreements will be reviewed by University Legal Counsel and shall be signed by the Provost, or designee with delegated contract authority. MOUs, Contracts, or Agreements may be initiated at the University, College, or Department level and will be processed in accordance with SDBOR policies and University Policy 5:1.
- i. Internships or OELOs will be structured to comply with any applicable requirements of the FLSA. Consideration will be given to the U.S. Department of Labor guidance related to payment of interns, including also consideration of: 1) the degree of control over the manner in which the work is performed; 2) the intern’s opportunity for profit or loss depending on their managerial skill; 3) the intern’s investment in equipment or materials, or the employment of helpers; 4) whether the service rendered requires a special skill; 5) the degree or permanence of the working relationship; and 6) whether the service rendered is an integral part of the employer’s business. Departments are responsible for ensuring the Internship or OELO complies with the FLSA, as applicable, as well as other guidance from the U.S. Department of Labor and other applicable state and federal laws and SDBOR and University policies.
- j. Internships or OELOs will be required to maintain an approved limited liability insurance policy within the limits set forth by accrediting agencies, SDBOR and University Policy.
- k. The Provost, or designee, upon approval of the Dean of the College, will be responsible for final review and approval of departmental handbooks and protocols related to Internships and OELOs.

4. Procedures

- a. Students planning to enroll in an Internship or OELO should begin the process by conferring with the academic department.
- b. The academic department will:
 - i. Coordinate approval of the Internship and OELO for students;
 - ii. Develop handbooks for Internships and OELOs and obtain handbook approval from the Dean of the College, or designee, prior to the beginning of the Internship or OELO;
 - iii. Identify if there is a SDBOR or University approved MOU, Contract, or Agreement for the Internship or OELO and, in the absence of such governing

document, initiate an appropriate MOU, Contract, or Agreement for negotiation, review and final approval in accordance with SDBOR policies, this policy and University Policy 5:1, and obtain the final executed MOU, Contract, or Agreement prior to student participation;

- iv. Ensure that the internship or OELO is in compliance with state authorization requirements if the location of the experience is outside of the State of South Dakota. The current status of operation in other states is available from the Office of Continuing and Distance Education;
 - v. Ensure the Internship or OELO has an appropriate course number activated for registration and is included in the SDSU course listing for the assessment of liability insurance or professional program liability insurance. Ensure that the assigned instructor places on D2L or E*Value a syllabus and course assignment materials prior to student participation;
 - vi. Obtain site review and completion of all applicable governing documents prior to student participation;
 - vii. Oversee and implement the Internship or OELO before, during, and after student participation, and ensure communication is established between the University instructor, student and Internship or OELO supervisor, or designee, periodically throughout the internship experience.
- c. Students will complete academic readings and assignments as outlined in the syllabus. The instructor of record will evaluate the academic work, engage with the site supervisor, and post the grade in accordance with SDBOR and University policies, program accreditation standards, and the Internship or OELO handbook.

5. Responsible Administrator

The Provost, or designee, is responsible for biennial and ad hoc review of this policy and procedures. The University President is responsible for approval of this policy.

SOURCE: Approved by President on 05/05/2016.