



COMMUNITY ENGAGEMENT CENTER

Academic Internship Toolkit

MISSION:

To engage members of the Sacramento State campus through their educational experiences to become aware of and respond to local and global community concerns through Service Learning, Volunteerism and Academic Internships.

VISION:

To create a campus climate that promotes community awareness and involvement and supports students to become civically minded graduates who are actively engaged in making a difference both locally and globally.



SACRAMENTO
STATE

Redefine the Possible



**COMMUNITY
ENGAGEMENT
CENTER**
AT SAC STATE
connected. engaged. committed.

Introduction

The overarching goal of the Community Engagement Center (CEC) is to facilitate campus and community partnerships that make a difference in the lives of our students and the Sacramento region. Currently, thousands of Sacramento State students participate in Academic Internships at more than 1,000 different sites. The purpose of this Toolkit is to assist Academic Internship Coordinators and faculty members who work with Academic Internship students. It describes key processes which help ensure that all students have access to high-quality Academic Internship experiences tied to their degree goals, and that Departments/Programs place students at university-approved sites. By following the guidelines set forth here, Departments/Programs will be in compliance with the Chancellor's Office Executive Order 1064 governing Academic Internships.

With regard to Academic Internships, the CEC can assist with:

- Publicizing current Partnership Agreements (i.e., Academic Internship/Service Learning Site Agreements) on the CEC website so Departments/Programs know what sites are currently available for Academic Internships.
- Helping manage the process for securing an Academic Internship/Service Learning Agreement by coordinating the communication between Procurement and Contract Services at Sacramento State and the community partner – this process begins with a request issued by Departments/Programs through our website: www.csus.edu/cec.
- Training students, Academic Internship Coordinators, and/or faculty who supervise Academic Interns on how to use CECconnect, the database for placement of Academic Internship students and all mandated risk-management and liability paperwork.

This Toolkit includes:

- A definition of Academic Internships (p. 3)
- University mandated processes and procedures for implementing Academic Internships (p. 4)
- A workflow chart showing the process by which Departments/Programs can create and supervise Academic Internships (p. 5)
- A suggested time frame for implementing Academic Internships (p. 6)
- Forms required by the university and/or CSU for managing Academic Internships (p. 10-18)



DEFINITION – ACADEMIC INTERNSHIPS

What are Academic Internships?

An Academic Internship is an on or off-campus activity designed to serve educational purposes by offering experience in business, non-profit or government settings for academic credit. An Academic Internship is a **stand-alone course** that formally integrates the student's academic study with practical experience in a cooperating organization. Academic Internships differ from Service Learning because they are stand-alone courses vs. Service Learning, which is a teaching strategy and usually one component of a course.

Academic internships can be paid or unpaid and for every one unit of academic credit received, students are expected to work 45 hours. For example a 10-unit internship = 450 hours of work. Those hours can also include some in-class time if a faculty supervisor meets with students regularly to check in about the internship. Some university Departments/Programs require students to do an internship; in other Departments/Programs, students have an option to pursue an internship for academic credit. Additionally, sometimes students look for internship opportunities at the Sac State Career Center. Students should be advised that if they find a site and are seeking academic credit, they should work with their Department/Program to secure a university-community partnership agreement with the site and complete all additional risk management paperwork.

How to Create a Student-Centered Academic Internship Program

Developing a student-centered Academic Internship program is not hard! In fact, you may be surprised by how quickly the process goes, especially if you already have good relationships in place with community partners. By following the guidelines and steps set forth in this Toolkit, you will have a very strong basis for a student-centered Academic Internship program.

Student-Centered Academic Internships are:

Intentionally planned and tied to pedagogy – As stand-alone courses, Academic Internships, like any other course in your curriculum, involve intentional planning, course-specific goals, and rigor. Students appreciate a high quality experience, providing them with valuable knowledge and skills they can use beyond graduation.

Sustainable over time – Academic Internships provide students with the highest quality experience when relationships with community partners are strong and sustained over time. This requires ongoing communication with community partners, and relationships that are established in a formal way, with a clear scope of work for the student and intentional pedagogical goals.

Fair and accessible – When we provide all students with access to opportunities and contacts where Academic Internships exist and/or might be possible, everyone wins. More students get connected to a wider range of community partners, and community partners benefit from access to a larger pool of talented students.

Safe from harm for everyone involved – Students operate best when they feel they are safe and well supervised at a site. A student-centered Academic Internship provides a knowledgeable supervisor, protects students (and faculty) from harm, and offers protection against liability.

OVERALL EXPECTATIONS FOR BOTH COMMUNITY PARTNERS AND FACULTY:

- Community partners and faculty will work together to identify a shared scope of work that is mutually beneficial.
- Academic Internship students will work the number of hours agreed upon by the community partner and faculty supervisor. One unit of credit is equivalent to a student working 45 hours over the course of a semester.
- Students, faculty, and community partners will adhere to University risk management and liability procedures, which can be found in the CECconnect database, a database for placing and orienting students at Academic Internship sites.
- For record-keeping purposes, students are asked to keep track of their hours and both faculty and community partners are expected to review and sign off on time logs throughout the semester.

Process for Initiating and Implementing an Academic Internship

STEP 1: CREATING INFRASTRUCTURE IN ACADEMIC DEPARTMENTS/PROGRAMS TO EFFECTIVELY SUPERVISE ACADEMIC INTERNSHIPS

Departments/Programs should:

- Identify an Academic Internship Coordinator or the Department Chairperson as the single point of contact between the Department/Program and the CEC or Office of Procurement and Contract Services
- Create an internal process for students to enroll in internship courses, either 195 or 295.
 - » Typically students are hand-enrolled in these courses.
 - » Departments using other numbering for internship courses will have until Fall 2019 to re-number their courses to either 195 or 295.
- Ensure that students enrolled in an Academic Internship complete a Student Learning Agreement (see p. 12 of this Toolkit) upon enrollment.
- Upon enrollment in an Academic Internship, students will need to be placed and complete an orientation in CECconnect, an on-line database for managing Academic Internships (for more information about CECconnect, please see p. 5).
- Ensure that students complete the Assessment of the Academic Internship Site at the end of the semester. The Assessment can be found on p. 13 of the Toolkit.

STEP 2: FINDING A PARTNER: SACRAMENTO STATE AND COMMUNITY PARTNERS

Department/Program Academic Internship Coordinator should:

- Look at the CEC website and click on the Community Partner List to see if there is an Academic Internship/Service Learning Agreement between the University and the Community Partner of interest.
- If a community partner is not on the list, Departments/Programs must begin the process of requesting a partner. Go to the CEC website and click on Request Academic Internship Agreement on the CEC homepage.
- Once you have initiated your on-line request, including the site assessment, then when you click "submit," the request goes immediately to the CEC and Procurement and Contract Services where they will begin the partnership agreement process.

STEP 3: PREPARING STUDENTS TO BE READY TO WORK IN AN ACADEMIC INTERNSHIP

Department/Program Academic Internship Coordinator should:

- Attend CEC-sponsored trainings on CECconnect, a database for placing Academic Internship students and orienting them.
- Assist faculty in their Department/Program who supervise Academic Internships with placing students at community partner sites on CECconnect and completing their required online paperwork.
- Be available to answer questions from faculty who supervise Academic Internships.
- Work with other Internship Coordinators across the colleges and with the CEC to look for best practices and strategies for streamlining procedures
- Remind Community Partners to prepare a student orientation for students' first site visit.

Steps for Creating and Supervising Academic Internships



What is CECconnect?

CECconnect is a database that CEC coordinates which allows faculty members to place students with their internship sites, and once placed, students log-in to get oriented, do risk management/liability paperwork, etc. In terms of faculty placing students at their sites, the database only works when we have an official Academic Internship-Service Learning Agreement (IN-SL) with the community partner. The IN/SL is required by both Sac State and the Chancellor's Office.

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Key Events and Suggested Timeframe for Academic Internship Courses

Prior to Beginning of the Semester

- Identify location of internships -- if relevant community partner is not on current list of approved partners (i.e., they do not have a current Academic Internship/Service Learning Site Agreement), begin process of securing that agreement (see description on previous page). The first step in this process is completing the Request Academic Internship Agreement on the CEC homepage.
 - » For Academic Internships beginning in the **Fall semester**, Departments/Programs should complete their request to initiate an Agreement, which includes completing the Site Assessment by **April 1 of the prior semester**.
 - » For Academic Internships beginning in the **Spring semester**, Departments/Programs should initiate their requests by **November 1 of the prior semester**.
 - » The process of securing an agreement may take only a few weeks or may take several months to secure, depending on the community partner. Thus, Departments/Programs are advised to start early in this partner request process. The CEC cannot guarantee when agreements will be secured.

Beginning of the Semester * – Weeks 1-3:**

- Department Chair makes decisions about which faculty will supervise Academic Interns.
- Students are hand enrolled in Academic Internship course.
- Academic Internship Coordinator – and if desirable, other faculty supervising Academic Internships – obtain training on CECconnect.
- Supervising Faculty or Internship Coordinator places students with internship site via CECconnect.
- Using CECconnect, students can then complete their on-line orientations and all forms.
- Academic Internship Coordinator ensures all students enrolled in Academic Internships complete CECconnect orientation, and print and submit all required forms.
 - Student Learning Agreement should be taken to faculty member to discuss and have the student, faculty member and site supervisor sign off on this agreement. (See template on p. 12 of this Toolkit)
 - Students should download Emergency Contact and Information Form (see p. 18 of this Toolkit), complete it, and leave it with their Academic Internship site supervisor.
 - Students should download Time Log for Academic Internships (see pg. 17 of this Toolkit), and begin tracking hours and filling out Time Log according to Department/Program procedures. We hope to have the Time Logs online for students, faculty and supervisors to use by the Fall of 2019.
- If required, students provide TB test verification, criminal background check, Livescan or fingerprinting (see link on CEC website for more information: www.csus.edu/cec).
- Once supervising faculty give the go ahead, students can begin at their Academic Internship site.

Middle of the Semester – Weeks 3-13:

- Students participate in regular ongoing work at their Academic Internship site and contact their faculty instructor if they have questions and/or need immediate assistance which cannot be resolved by the site supervisor.
 - Faculty supervisor and Academic Internship Site Supervisor should be in regular contact throughout the semester to assess students' progress at the site.
 - Students should continue to track their hours on Time Logs.
 - Sometimes, students may need a different Academic Internship placement than the one initially planned. Students are required to discuss any potential changes to their Academic Internship placement with their supervising faculty member. If there is a problem with the site and the faculty member needs assistance resolving the issue, please contact staff at the CEC who will then work with all parties in an effort to resolve it.

End of the Semester – Weeks 14-15:

- Fall semester ends in December, Spring semester ends in May.
- Students complete Assessment of Academic Internship (see p. 13 of this Toolkit). Department Chair retains these assessments in the Department and makes revisions to future placements if necessary.
- Ensure that students submit their last Time Log to the academic Department/Program. Please note: Beginning in Fall, 2019, Time Logs will be completed and submitted online.

**Fall Semester begins the first week in late August and/or early September, Spring begins the last week in January, or the first week in February.*

***For summer session, this schedule will need to be adjusted according to Department/Program internal deadlines for Academic Internship students.*



Faculty Talking Points about Academic Internships & Risk Management

In terms of risk management and liability concerns and to ensure that students have positive Academic Internship experiences, we have developed talking points for you to discuss Academic Internships with your students.

WE SUGGEST THAT YOU:

- **Talk about Academic Internships in general and in terms of what students will be doing for this class:**
 - » Include the requirements related to Academic Internships on the course syllabus.
 - » Identify deadlines for when they should complete the online risk management forms through CECconnect.
 - » Make sure you clarify how students will submit their coursework -- by hand or through Canvas (formerly SacCT).
 - » Review due dates for assignments and Time Logs.
- **Talk about the community partner:**
 - » What the organization does and with whom they work.
 - » What exactly students will be doing at the site – the specific expectations regarding projects or activities with the community partner.
 - » Whom students should contact if they have any questions or issues of concern (faculty member and/or site supervisor).
- **Recognizing that students serve as representatives of Sacramento State, we encourage you to talk about professionalism in community partner settings. Such discussions should include:**
 - » Expectations about professional behaviors – Reference the Code of Conduct (found on page 14 and in CECconnect).
 - » Conversations about how conflict and disagreement might arise and how students should respond to these issues.
 - » Telling students they need to complete all online forms found on CECconnect, as well as download, print, and complete the Emergency Contact and Information Form and Time Log. Beginning in Fall, 2019, the Time Log should be online. Until then, please download and use paper copies.
 - » Reminders to students to complete the Student Learning Agreement before beginning their Academic Internship as well as the Assessment of Academic Internship form upon completion of the Academic Internship. These forms can be found in the Additional Academic Internship Forms at the end of this Toolkit.



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Additional Academic Internship Forms

Included in this Academic Internship Toolkit are several different types of forms that are required for compliance with the Chancellor's Office Executive Order 1064 which sets forth requirements for Academic Internships. Several of these forms can be found on the CEC website: csus.edu/cec. The required forms for an Academic Internship program include:

1. **Sacramento State Site Assessment Form (Parts 1 and 2)** – This form can be accessed by clicking: Request Academic Internship Agreement on the CEC home page. By completing and submitting this form, you will initiate the process of creating an Academic Internship/Service Learning Site Agreement for the University. Securing and finalizing this agreement is required before students can be sent to any Academic Internship site. The Site Assessment form can be completed via an in-person visit, a telephone call, or in some cases, website research.
2. **Student Learning Agreement** – this is a template for your students to complete. This Agreement should be done by all students participating in Academic Internships.
3. **Assessment of Academic Internship** - this is a form students can use to assess their Academic Internship experience. It provides useful feedback to supervising faculty when considering future Academic Internship placements at the same site.
4. The following five documents relate to risk management and will be viewed and digitally signed by your students through the CECconnect database. We are providing copies of them in the Toolkit so that you are aware of the paperwork that your students complete through CECconnect and you can discuss these forms with them. The forms include:
 - » **Code of Conduct Guidelines and Limitations**
 - » **Informed Consent, Agreement, Release, Waiver of Liability, and Assumption of Risk**
 - » **Student Consent for Release of Records for Student Placement (FERPA)**
 - » **Weekly Academic Internship Time Log** (Students will download and print out this form from CECconnect for tracking their hours and both the supervising faculty member and Academic Internship site supervisor need to review and sign off before submitting to the CEC office, Library 4028).
 - » **Academic Internship Student Emergency Contact and Information Form** – students download and print out this form from CECconnect and leave it with their Academic Internship site supervisor.

Sacramento State Site Assessment Form

To be completed by a faculty member or the Academic Internship Coordinator. This form can be found by clicking Request Academic Internship Agreement on the CEC home page. To be submitted to the Community Engagement Center when requesting an Academic Internship/Service Learning Agreement (Use this form with in-person site visits and site visits done virtually, electronically, or by phone).

Site Visit Date: _____ Facility/Site Name: _____

PART I – Please respond to all questions below:	Notes (Provide as much detail as possible to respond to the questions)
<p>1. Discuss the potential for the site to provide an educationally appropriate experience and its relationship to the student’s academic area of study.</p> <p>a. What would the students be doing? Responsibilities?</p> <p>b. Assess educational value (Check one box below):</p> <p><input type="checkbox"/> Direct service – Working directly with clients at an agency for a set number of hours per week during the semester (e.g. tutoring/mentoring students in an after school program, helping in a homeless shelter, etc.)</p> <p><input type="checkbox"/> Project based – Project for the agency (e.g. walking tour guide, creating a website, writing a grant proposal, developing design plans, a research project, etc.).</p> <p><input type="checkbox"/> Both direct service and project based</p>	
<p>2. Determine selection criteria and basic skills required of the student.</p> <p>a. How many students can the site accommodate per semester?</p> <p>b. How and who will select the students?</p> <p>c. What skills would students need for the Service Learning or for the Academic Internship?</p>	
<p>3. Identify an appropriate individual from the host organization to supervise the student at the site.</p> <p>a. Include contact information</p>	
<p>4. Evaluate the willingness of site to meet the following campus expectations:</p> <p>a. Enter into an Academic Internship/Service Learning Site Agreement with the CSU, and</p> <p>b. Follow a Student Learning Agreement developed between the CSU and student, which will outline the respective roles of the campus, site and student</p>	
<p>5. Identify potential risks of site (e.g., risks related to physical location and/or access) through observation and questioning of the organization.</p> <p>a. Ask for a tour of the site and assess work environment. Please note if work at the agency also involves off-site work (e.g. working at the river, at parks, walking around in neighborhoods, etc.) and where it would occur/ level of supervision when off-site.</p> <p>b. Is there any potential risk to student based on location of sites and/or population with whom the student will work/engage?</p> <p>c. Confirm direct supervisors on site will conduct orientation for the students that will include safety procedures and confirm who will be responsible for doing so.</p> <p>d. If the individual conducting the assessment has any concerns regarding potential risks, he or she should contact Risk Management: (916) 278-7233.</p> <p>e. Ask for a tour of the site*</p>	

*While the site inspection may be conducted in advance, when and if a student with physical disabilities may be at the site, the student should be given the opportunity to take a tour with the site evaluator to identify any physical barriers and at that point engage in an interactive process with Sacramento State’s Office of Services for Students with Disabilities (SSWD) to determine an appropriate accommodation. In addition, SSWD should also be consulted/involved for any other accommodations that may be required by students that do not relate to physical accessibility.

Sacramento State Site Assessment Form

PART II

PART II

Was an in-person site visit conducted?

- Yes Date: _____ If yes, please sign and date below.
- No If no in-person site visit was conducted, please explain "why" and complete the rest of this form:

If no in-person site visit is to occur, the assessment should be based on **at least three (3) of the following sources, and you must still fully complete the paperwork on Part I of this form:**

- Review of Site's website
- E-mail exchanges with Site Personnel
- Telephone contact with Site Personnel
- Prior academic internship history with the Site
- Documents reviewed relating to the site

PART III

Identify all sources relied upon for completion of Site Assessment in addition to Site Visit. Sources include information located on the Site's website, email exchanges with Site personnel, telephone contact with Site personnel, prior Internship history with the Site, documents reviewed relating to the Site. You also may attach information you find relevant to your assessment.

Completed by: _____ Date: _____

Title: _____

Academic Program/Department: _____

(Be sure to make copies of this form and any additional documents for your Program/Department.)

Student Learning Agreement Template – Academic Internship

Course number (e.g., RPTA 195E) _____

Faculty name: _____

Directions:

1. Faculty distribute to students;
2. Students complete it and sign it;
3. Faculty review and sign off;
4. Students have Academic Internship site supervisor review and sign;
5. Students submit fully signed document back to faculty member.

1. Student information:

Student Name: _____

Cell phone: _____ SacLink E-mail: _____

In case of Emergency, please notify:

Name: _____ Relationship: _____

Cell phone: _____ Home phone: _____

2. **Estimated number of Academic Internship hours required during the semester** (determined in consultation with faculty member): _____

3. **Scope of Work to be completed by student during Academic Internship placement*** (completed in consultation with faculty member and site supervisor) -- Please provide an overview of the type of work you (the student) will be doing at the site and be as specific as possible (e.g., working directly with clients; working with the public; program planning, implementation and evaluation; project development; database and website development; marketing plans, etc.) _____

4. **Identify 2-3 anticipated learning outcomes – be as specific as possible:** (e.g., by the end of this semester, I will be familiar with the process of planning, implementing and evaluating a program for seniors/children/youth; by the end of this semester, I will understand how to create a marketing plan for an agency; by the end of the semester, I will better understand what it's like to work with children in an after-school program). _____

5. Academic Internship Agency Name: _____

Site Supervisor & Title: _____

Site supervisor's email: _____ Phone number: _____

Site supervisor's signature: _____ Date: _____

By signing below, I acknowledge that I have read and agree with the above described information, as well as agree to authorize the University to share any information directly related to my performance in Academic Internship with the Site that would otherwise be protected from disclosure by the federal Family Educational Rights and Privacy Act (FERPA).

Student Signature

Date

Faculty Signature

Date

* If needed, the student and faculty member, in consultation with the office of Services for Students with Disabilities (SSWD), will create and attach an accommodation plan to this Student Learning Agreement.

Assessment of Academic Internships

TO BE COMPLETED BY STUDENTS AND RETURNED TO THEIR DEPARTMENT CHAIR

Name of Academic Internship Site _____

Please circle the number that corresponds most closely to your thoughts on the following questions:

At my internship:	Strongly Disagree	Disagree	Neutral	Agree	Strongly Agree
My supervisor cared about my opinions.	1	2	3	4	5
My supervisor really cared about my well-being.	1	2	3	4	5
My supervisor strongly considered my goals and values.	1	2	3	4	5
My supervisor showed very little concern for me.	1	2	3	4	5

Please circle the number that corresponds most closely to your thoughts on this second set of questions:

The work I did for my internship:	Strongly Disagree	Disagree	Neutral	Agree	Strongly Agree
Was related to the information I learned for my major.	1	2	3	4	5
Was related to a job I hope to get following graduation.	1	2	3	4	5
Met my expectations regarding what I was told would be my tasks and responsibilities.	1	2	3	4	5
Met my expectations regarding what I hoped to learn.	1	2	3	4	5

Again, please circle the number that corresponds most closely to your thoughts on the following questions:

At my internship:	Very False	Moderately False	Slightly False	Neutral	Slightly True	Moderately True	Very True
I felt certain about how much authority I had.	1	2	3	4	5	6	7
I had clear, planned goals and objectives for my work activities.	1	2	3	4	5	6	7
I knew that I divided my time properly.	1	2	3	4	5	6	7
I knew what my responsibilities were.	1	2	3	4	5	6	7
I knew exactly what was expected of me.	1	2	3	4	5	6	7
Explanations were clear of what had to be done.	1	2	3	4	5	6	7

Finally, please respond to the following questions with a few sentences describing your thoughts.

1. What was the most important thing you learned from your internship experience?

2. Would you recommend this internship site to future students? Why or why not?

3. Is there anything else you'd like to add, that your department should know about your internship experience?

Code of Conduct 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 in your determining the best way to respond to difficult or uncomfortable situations. Feel free to contact your instructor with questions concerning your placement.

Be punctual and responsible: You are participating in the organization as a reliable, trustworthy and contributing member of the team. Both the administrators and the persons whom you serve rely on your punctuality and commitment to completing your hours/project throughout your partnership.

Call if you anticipate lateness or absence: Call the site supervisor, or the designated contact person, 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 persons with whom you are providing service (i.e. organizational files, diagnostics, personal stories, etc.), it is vital that you treat it as privileged information. Ask for directions from your instructor as to the appropriate method of referring to "clients," or the people you work with at the sites, in providing presentations or written materials.

Show respect for the organization which sponsors your Academic Internship: Placement for an Academic Internship 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.

Be appropriate:

- Treat supervisor(s) and others with courtesy and kindness.
- Dress neatly, comfortably, and appropriately. Many of the placement sites will have dress codes.
- Use formal names unless instructed otherwise.
- Set a positive standard for other students to follow.

Be flexible: The level of intensity of activity at a site is not always predictable. Your flexibility to changing situations can assist the partnership in working smoothly and producing positive outcomes for everyone involved. Notify your supervisor if you require special accommodation in order to participate in an activity.

LIMITATIONS:

Do Not:

1. Report to your site under the influence of drugs or alcohol.
2. Give or loan a client money or other personal belongings.
3. Make promises or commitments that you cannot keep.
4. Give a client or agency representative a ride in your personal vehicle.
5. Tolerate verbal exchange of a sexual nature or engage in behavior that might be perceived as sexual with a client or community organization representative.
6. Tolerate verbal exchange or engage in behavior that might be perceived as discriminating against an individual on the basis of his/her age, race, gender, sexual or gender identity, ability or ethnicity.
7. Engage in any type of business with clients during the term of your Academic Internship.
8. Enter into personal relationships with a client or community partner representative during the term of your Academic Internship.

If you feel that your rights have been violated, or that any of the above stated limitations have been violated, please contact your instructor immediately.

Name: _____

Code of Conduct Confirmation:

I have read, understood and agree to all terms of this Student Code of Conduct Guidelines and Limitations Form.

Informed Consent, Agreement, Release, Waiver of Liability, and Assumption of Risk

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, Sacramento 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 or death), illness, damages, or economic or emotional loss that 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 and from 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 will 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, and (c) 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.

Name: _____

Phone #: _____

Student Sac Link ID: _____

Sac Link Email Address _____

Risk and Liability Confirmation:

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

Student Consent for Release of Records for Student Placement (FERPA)

The federal **Family Educational Rights and Privacy Act of 1974**, as amended, seeks to guarantee both a student's right of access to education records, financial aid records and financial records, and the confidentiality of student information. Institutions may not disclose information contained in education record without the students' written consent except under certain conditions. A student's record may be released to parents, guardians or other parties by providing a written authorization or consent.

In order to enable Sacramento State and my Academic Internship and/or Service Learning placement (Placement) to monitor my performance in my Placement, **I hereby authorize Sacramento State and the Placement identified herein to release only those education records (as defined by FERPA) relating to the University's expectations concerning my performance and/or my actual performance in the Placement identified herein, to each other through their authorized representatives.**

Such disclosure may include any conditions placed by the University on my placement as well as information relating to any reasonable accommodation I am requesting as a result of any disability at my placement. I also waive any rights to privacy I may have in such records under any applicable state and federal law. The purpose of this consent to release information is to enable Sacramento State and the Placement to establish the conditions and/or expectations of and monitor my performance in the Placement.

I understand this Release, and the authorization given above, is effective immediately and ***expires at the completion of my placement and in no event will it remain in effect for more than one year after the date of its execution*** and I may revoke this Release, in writing, at any time, but If I revoke, I may no longer be eligible for a placement, and my placement could be terminated. I understand I may receive a copy of all records released pursuant to this Release, upon my request. This Release does not apply to any other third party requestor of my education records and neither Sacramento State nor Placement may release my education records to any third party without my expressed written consent.

By clicking this box, I understand and agree to all terms of this Student Consent for Release of Records for Student Placement.

Name of Student



Weekly Academic Internship Time Log

Dates of work for this week (e.g., January 15-19th): _____

This Time Log will help you track how you spent your time at the internship. Please complete this time log for every week of work at your internship site. **PLEASE HAVE YOUR SUPERVISOR SIGN OFF ON THE FORM.**

Date	Number of hours worked at internship site	Brief Description of Tasks (e.g., attended management meeting, observed students, worked on a budget for an event, etc.)

Total number of hours worked for this week: _____

Student Name: _____

Student Signature: _____ Date Signed: _____

Site Supervisor Name: _____

Site Supervisor Signature: _____ Date Signed: _____

Once signed by you and your supervisor, either photograph, scan or take hard copy to your department faculty academic internship supervisor.

Academic Internship STUDENT EMERGENCY CONTACT and INFORMATION FORM

An Emergency Contact and Information Form must be on file at the Academic Internship placement site prior to the student starting service hours. You may use either this form or one provided to you by the placement site. **Please complete and submit directly to the placement site; this form is not submitted to your supervising faculty member.**

Students are responsible for notifying the placement site of any medical information or emergency contact changes. All information provided is kept confidential and will only be used should you need medical assistance in the case of an emergency.

STUDENT INFORMATION:

Student Name: _____

Address: _____ City: _____ Zip: _____

Phone Number: (_____) _____ Email: _____

INSTRUCTOR INFORMATION:

Course Instructor Name: _____

Phone Number: (_____) _____ Email: _____

MEDICAL INFORMATION:

Name of Insurance: _____

Name of Subscriber: _____

Policy Number: _____

Are you currently taking any prescribed medications? Yes No

If yes, please identify: _____

Please identify any medical information the community partner agency should be aware of: _____

Are you allergic to any medications? Yes No

If yes, please identify: _____

EMERGENCY CONTACT INFORMATION:

Please provide information for primary and alternative contact persons who may be notified in case of an emergency.

Name of Primary Contact: _____ **Relation:** _____

Address: _____ City: _____ Zip: _____

Phone: (_____) _____ Alternate Phone: (_____) _____

Name of Alternate Contact: _____ **Relation:** _____

Address: _____ City: _____ Zip: _____

Phone: (_____) _____ Alternate Phone: (_____) _____

To the best of my knowledge, the information provided on this form is true, complete, and accurate.

Signature: _____ Date: _____

This Academic Internship Toolkit (2018) was created by:
Rachel August, Renee Fabiano, Dana Kivel, Francine Redada
*and all of the faculty and community partners who read it and gave us feedback. **Thank You!***



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