

# Academic Internships 101 for Faculty

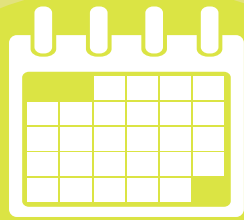


## What is an Academic Internship?

A stand-alone course, typically numbered 195 or 295, that formally integrates the student's academic study with practical experience in a cooperating organization

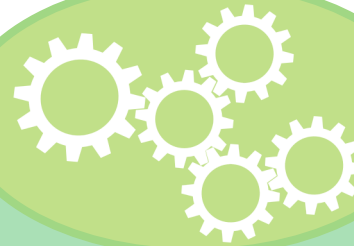
### They are:

- Intentionally planned and tied to pedagogy
- educationally appropriate
- sustainable over time
- fair and accessible
- You and the student are protected through SAFECLIP insurance
- On- or off-campus; in-person or remote
- In non-profit, community, government, or business settings



## How Do You Initiate an Academic Internship?

1. Go to [www.csus.edu/cec](http://www.csus.edu/cec) to check for existing community partner(s)
2. Reach out to potential community partner(s)
3. Obtain a Community Partnership Agreement (CPA) for each partner
4. Enroll students in a 195 or 295 course
5. Place students at approved sites in [CECconnect](#)
6. Have students complete University-required paperwork on [CECconnect](#)



## How Do You Structure an Academic Internship?

### Every department is different, but in terms of general suggestions:

- Build meaningful partnerships in the community
- Establish faculty-driven placements, or if student-driven, make sure there is enough time to establish Community Partnership Agreement (CPA)
- Complete [CECconnect](#) placement and student paperwork in first few weeks of the semester



## Where Can You Find More Information?

### Visit [www.csus.edu/cec](http://www.csus.edu/cec) for:

- Academic Internship Toolkit
- List of current Community Partnership Agreements
- Request for Community Partnership Agreement (CPA)
- Faculty and student trainings for CECconnect
- **Contact:** Dr. Ann Moylan, CEC Faculty Associate for Academic Internships, at [moylan@skymail.csus.edu](mailto:moylan@skymail.csus.edu)



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