

Suggestions for Faculty When Talking with Students About Academic Internships & Risk Management

We offer these talking points for you to discuss Academic Internships and risk management and liability concerns with your students. Working with students during the semester prior to their internship is HIGHLY RECOMMENDED. We suggest that you cover the following:



ACADEMIC INTERNSHIPS -- Talk about Academic Internships in general and in terms of what students will be doing for this class:

- How do students enroll in an internship course? Who is the faculty supervisor?
- Include the requirements related to Academic Internships in the course syllabus.
- Identify deadlines for when they should complete the online *student orientation forms (aka risk management forms)* through *CEC Connect*. Students should complete all forms PRIOR to starting their placement, including the *Emergency Contact and Information Form*. The *Time Log* should be downloaded and submitted to faculty based on departmental practice.
- For students who will work with minors, please visit the [Youth Protection Program](#).



COMMUNITY PARTNERS -- Talk to students about the community partner/s:

- Will the process of matching the student with a community partner be faculty driven or student driven or both? Make clear to the student what is expected of them in the process of researching and selecting a site, reaching out to a site, committing to a site.
- Faculty can provide a list of approved placements and have students research the organizations with a focus on the following questions:
 - What does the organization do and with whom does the organization work?
 - What exactly can students expect to be doing at the site?
 - What are the specific expectations regarding internship projects or activities?
 - Who will supervise the student on site and whom should the student contact if they have any questions or issues of concern (faculty member and/or site supervisor)?



PROFESSIONAL BEHAVIOR -- 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* (in *CEC Connect*).
- Conversations about how conflict and disagreement might arise and how students should respond to these issues in a professional manner while advocating for their educational goals.
- Reminders to students to complete the *Student Learning Agreement* before beginning their Academic Internship as well as the *Academic Internship Survey* (sent by the CEC) near the end of the semester.