



Policy Number:	AA-02-004
Policy Administrator:	Office of the Provost
Policy Initiator:	Office of Career Services
Authority:	Executive Order 1064
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Revised Date:	
Approved:	Thomas A. Cropper
Approval Signature:	/s/

Undergraduate Academic Internships

Purpose: This policy establishes guidelines for campus cadet internships and delegates responsibility for implementation to the Provost/Vice President for Academic Affairs. Where possible, any policies concerning cadet internships should be built upon existing policies and practices at the University, especially in areas which have effectively and efficiently addressed issues of risk management.

Scope: This policy applies to all undergraduate cadets whose program of study requires or allows a credit-bearing internship. This policy also applies to faculty and staff who work to acquire, develop, and provide these internships.

Accountability: The Office of the Provost, in conjunction and consultation with Career Services, is responsible for the maintenance and implementation of this policy.

Policy:

Section 1. Definitions.

EO 1064 defines an internship as a formal agreement which: “Integrates the student’s academic study with practical experience in a cooperating organization. It is an on-campus or off-campus activity designed to serve educational purposes by offering experience in a commercial enterprise, military, service learning, business, social enterprise, or government setting. The internship site is the organization at which the internship takes place.”

A. *Community Service Learning (CSL)* – this type of internship and its associated risk management policies and procedures are managed by Cal Maritime and follow existing policies and procedures established by CSL.

B. *Academic internships* – are characterized by whether or not they earn academic credit. An internship is on-the-job experience at an on or off-campus work setting directly related to career interests and major field of study. It is typically paid or volunteer work experience that is supervised, where a cadet learns about the demands and requirements of a profession and industry under the

direction of intentional learning goals. Academic Internships earn academic credit, while non-academic internships do not earn academic credit. Internships that are taken for academic credit require tuition payment, a grade, units, in the same way as any course. For academic internships in a state with discriminatory laws as defined by AB 1887¹, financial aid awarded by the State of California may not be applied toward tuition. There is no tuition charge for non-academic internships. Risk management policies used for Community Service Learning will be applied in full to all academic internships. Some academic internships may include CSL.

Sea-Training II (Commercial Cruise) is covered under separate policies and practices.

Non-academic internships are not subject to this policy, and Cal Maritime Career Services and related programs will continue to act as facilitators for providing information on non-academic internships to cadets and alumni; however, the University will assume no responsibility for these placements. Cadets may pursue them on their own and cadets will not receive academic credit.

Section 2. Internship Planning and Responsibilities

Career Services Department, Risk Management Department, and the Internship Coordinator identified by the participating Academic Departments will work together to develop procedures, minimum requirements, and applicable form templates, consistent with existing policies and best practices for a credit-bearing internship. The following is a list of responsibilities broken down by department:

Career Services Department Responsibilities in consultation with Risk Management Department

- A. Develop, maintain, and distribute an emergency response plan to all cadets;
- B. Maintain a record of cadet compensation (if applicable);
- C. Develop and implement a form for the formal agreement between the sponsoring organization and the university;
- D. Conduct a Placement Assessment, which evaluates the internship site;
- E. Ensure that the employer requires that the following items are addressed during placement and/or orientation:
 - i. Expectations, health and safety instructions, and emergency contacts
 - ii. Completed cadet emergency contact form;
- F. Develop, implement, collect, and ensure each cadet submits a completed Internship Training Agreement signed by cadet, internship site supervisor, and a university representative;
- G. If required, develop an accommodation plan for cadets with special needs in collaboration with the Disability Services Office and the employer (in accordance with ADA and Section 503);
- H. Retain documents listed under “Career Services Department Responsibilities” for no less than five (5) years, with electronic copies being permissible.

Internship Coordinator Responsibilities

- A. Development and distribution of a course syllabus that complies with Academic Affairs Policy AA 02-003;
- B. Develop, implement, collect, and ensure every cadet has submitted an Internship Learning Plan;
- C. Support Career Services by posting all paperwork required of cadets on the course learning management system;
- D. Retain documents listed under “Participating Academic Department Responsibilities” for no less than five (5) years, with electronic copies being permissible.

¹ <https://oag.ca.gov/ab1887>

Section 3. The Academic Internship Policy Committee.

The purpose of the Committee is to:

- Implement Academic Internship and Policies;
- Develop appropriate internal controls to ensure policy compliance;
- Review cadet internship policies and practices, and provide recommendations for any necessary changes;
- Provide an annual report to the Office of the Provost. The report shall include a review of current year's activity, trends, issues and initiatives;
- Hear challenges to existing policy and when appropriate, recommend exceptions to policy.

The Committee consists of the following members:

- Associate Provost of Academic Affairs (Chair);
- Each School Dean or their designee;
- Faculty representatives, appointed by the Provost in consultation with the Academic Senate;
- Campus Risk Manager or designee;
- Director, Career Services or designee.

The Committee shall meet once per semester with an annual report to the Provost due in June each year.

Section 4. Document Retention

Cal Maritime will retain documents related to each internship consistent with system-wide and campus document retention guidelines (see **Executive Order 1031**). Information retained includes the instructional agenda, name and contact information for the internship site, cadet information, and executed liability waiver be retained together after the conclusion of the semester/quarter during which the internship took place. Electronic copies of the documents are permissible.

Section 5. Policy Review

This policy is subject to review every three years.

Appendix:

1. [AB 1887](#)
2. [EO 1031](#)
3. [EO 1064](#)
4. [Internship/Cooperative Education Training Agreement](#)
5. [Learning Site Agreement](#)