



UTAH VALLEY UNIVERSITY

Policies and Procedures

POLICY TITLE	Internship Program Requirements and Implementation	Policy Number	608
Section	Academics	Approval Date	February 21, 2019
Subsection	Instruction and Curriculum	Effective Date	February 21, 2019
Responsible Office	Office of the Senior Vice President of Academic Affairs		

1.0 PURPOSE

1.1 UVU is committed to preparing students for professional life after graduation through meaningful, experience-based learning and career education. Internships give students the opportunity to gain rich professional development experiences that enhance their professional skills and networks in fields they are considering for career paths. This policy will facilitate consistency of quality, data collection, student experience, academic integrity, rigor, and legal compliance of each department’s internship program.

2.0 REFERENCES

- 2.1 UVU Policy 115 *Minors on Campus and at University-Sponsored Events*
- 2.2 UVU Policy 247 *Contract Review and Signature Authority*
- 2.3 UVU Policy 252 *International Travel for Students, Faculty, and Staff*
- 2.4 UVU Policy 522 *Undergraduate Credit and Transcripts*
- 2.5 UVU Policy 524 *Graduate Program Credit and Graduation Requirements*
- 2.6 UVU Policy 541 *Student Code of Conduct*
- 2.7 UVU Policy 601 *Classroom Instruction and Management*
- 2.8 UVU Policy 605 *Curriculum Approval Process*
- 2.9 UVU Policy 610 *Credit Hour*
- 2.10 UVU Policy 635 *Faculty Rights and Professional Responsibilities*
- 2.11 UVU Policy 639 *Adjunct Faculty*



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2.12 UVU Policy 641 *Salaried Faculty Workload—Academic Year*

2.13 UVU Policy 642 *Salaried Faculty Overload*

3.0 DEFINITIONS

3.1 Faculty member: An employee hired into a faculty position categorized as a full-time, benefits-eligible employee.

3.2 Faculty supervisor: A faculty member who teaches an internship course and mentors interns through the internship process.

3.3 Family member: For the purposes of this policy, family members include the individual, parents, spouse, domestic partner, children, dependents, siblings, and each of their respective spouses or domestic partners.

3.4 Intern: A UVU student engaged in an internship as approved by Internship Services.

3.5 Internship: A form of academic experiential learning that integrates knowledge and theory learned in coursework with practical application, skills development, and mentoring in a professional setting.

3.6 Internship coordinator: A staff or faculty member who oversees an internship program, including consultation and internship course registration, for a particular college/school or department.

3.7 Internship provider: The organization providing the internship experience.

3.8 Internship Services: University department comprised of university staff and administration charged with supporting and facilitating internships through the University.

3.9 Remote internship: A work experience program in which the participant (intern) gains experience while working in a remote professional setting and is not physically present at the job location.

3.10 Site supervisor: A supervisor at an internship site who trains and mentors student interns.

3.11 Volunteer: For purposes of this policy, individuals that are not receiving credit or compensation for work performed for an organization.

4.0 POLICY



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4.1 The primary purpose of an internship program is to provide UVU undergraduates with career exploration and preparation, and development of practical, professional skills. Internships should be designed to give students the opportunity to explore a specific career path, gain job experience, and forge professional connections by working with internship providers within a chosen industry. Any current UVU undergraduate student who is 18 years of age or older and not a UVU concurrent enrollment student is eligible to apply for internship credit.

4.1.1 Departments may establish prerequisites or internship requirements in addition to the criteria outlined in this policy.

4.2 UVU Internship Services provides guidance for credit-bearing internships to undergraduate students currently enrolled. Internship Services organizes, promotes, and coordinates the internship process outlined in section 5.0 of this policy. Internship Services coordinates with department/college faculty/internship coordinators.

4.3 To maximize the quality of professional and educational components of an internship experience, paid and non-paid internship programs shall include all of the following specific elements defined by the National Association of Colleges and Employers (NACE):

4.3.1 The experience shall be an extension of the coursework aligned with degree requirements: a learning experience that provides for applying the knowledge gained in the classroom. It shall not be simply to advance the operations of the internship provider or be the work that a regular employee would routinely perform.

4.3.2 The skills or knowledge learned shall be transferable to other employment settings.

4.3.3 The experience shall have a defined minimum time period and a job description with desired qualifications.

4.3.4 There shall be clearly defined learning objectives/goals related to the professional goals of the student's academic coursework.

4.3.5 There shall be supervision by a professional employee of the service provider with expertise and educational and/or professional background in the field of the experience.

4.3.6 The site supervisor shall provide routine feedback to the student.

4.4 Resources, equipment, and facilities provided by the internship provider shall support the student's learning objectives/goals as outlined and agreed to in the *Master Internship Agreement*.

4.5 Non-paid internships must meet the "primary beneficiary test" considering the following factors established by the Department of Labor, as determined and approved in writing by the Director of Internship Services:



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- 4.5.1** The extent to which the intern and the employer clearly understand that there is no expectation of compensation. Any promise of compensation, express or implied, suggests that the intern is an employee—and vice versa.
- 4.5.2** The extent to which the internship provides training that would be similar to that which would be given in an educational environment, including the clinical and other hands-on training provided by educational institutions.
- 4.5.3** The extent to which the internship is tied to the intern’s formal education program by integrated coursework or the receipt of academic credit.
- 4.5.4** The extent to which the internship accommodates the intern’s academic commitments by corresponding to the academic calendar.
- 4.5.5** The extent to which the internship’s duration is limited to the period in which the internship provides the intern with beneficial learning.
- 4.5.6** The extent to which the intern’s work complements, rather than displaces, the work of paid employees while providing significant educational benefits to the intern.
- 4.5.7** The extent to which the intern and the employer understand that the internship is conducted without entitlement to a paid job at the conclusion of the internship.
- 4.6** An experience that falls under any of the following situations shall not be considered an internship unless approved in writing by the Director of Internship Services:
- 4.6.1** The intern is an independent contractor or contract employee;
- 4.6.2** The intern is compensated with straight commission;
- 4.6.3** The intern is supervised by a direct family member;
- 4.6.4** The proposed internship is related to a course at another college or university;
- 4.6.5** The internship is an “ambassadorship” or similar function on the UVU campus; or
- 4.6.6** The internship is a remote internship; except in rare circumstances, this type of internship is discouraged.
- 4.7** While a unique experience is preferred for an internship, in some cases students may be allowed to use their employer for an internship experience, as long as the Director of Internship approves the experience in writing and one of the following conditions is met:



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4.7.1 The intern has worked in the proposed internship position for less than 2 months; or

4.7.2 The intern has been employed by the internship provider for longer than 2 months and the intern is assigned additional duties outside of the previously assigned job duties. The new internship shall include only the hours spent on the newly assigned duties for the internship. At its discretion, a university department may establish requirements that are more stringent.

4.8 Each university department shall establish guidelines for internship coursework and assignments in the department; faculty supervisors shall use these guidelines when building an internship course.

4.9 Faculty supervisors shall provide details about coursework and assignments in a course syllabus developed for the internship. At a minimum, this syllabus shall include identification of learning objectives and the supervisor evaluation and internship completion survey templates provided by Internship Services.

4.10 Faculty who supervise credit-bearing internships do so as part of their standard workload credit hour equivalent as instructional credit hours, as long as it does not exceed their allowable hourly workload and they are compensated appropriately by their department in accordance with compensation practices laid out in UVU Policy 641 *Academic Workload—Academic Year* and Human Resources, as well as with Faculty Senate guidelines for compensation for individualized and supervised instruction.

4.11 Only students enrolled in internship credit and working in an internship with an organization that has entered into a *Master Internship Agreement* with UVU are entitled to services provided by the supporting department and Internship Services. UVU students who choose to serve as volunteers for non-university entities or organizations shall be considered as serving as private citizens outside of their university-affiliated status, and are not subject to this policy or entitled to university services under this policy.

4.12 If a student is participating in an internship in which the student will work with minors, the student must comply with university policies that govern working with minors (see Policy 115 *Minors on Campus and at University-Sponsored Events*).

4.13 UVU departments that engage UVU interns must comply with Internship Services requirements, including but not limited to giving prospective interns an offer letter using Internship Services templates that define the scope, length, and other material terms of the internship.

4.14 The University reserves the right to terminate a student's and/or an internship provider's participation in an internship program if the University determines this participation is no longer in the best interests of the student or the University.



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5.0 PROCEDURES

5.1 Students who wish to have a credit-bearing internship experience shall consult with the appropriate internship coordinator assigned to their department/college in Internship Services.

5.2 Students who wish to receive credit for an internship experience shall register for credit prior to beginning internship work and complete the internship during the academic term in which the student is receiving academic credit.

5.3 Students participating in an international internship must meet the following additional requirements:

5.3.1 Complete requirements established by UVU Policy 252 *International Travel for Students, Faculty, and Staff* as well as any procedures required by the Office of Global Engagement.

5.3.2 An international student who wishes to complete an internship shall first consult with International Student Services to determine the requirements for that student's visa.

5.4 Students shall submit an *Application for Academic Credit* to their internship coordinator and complete the internship orientation prior to registering for an internship course and/or beginning an internship experience.

5.4.1 Students shall also obtain a *Master Internship Agreement* and request that their internship provider complete and sign their required portions of the form. All forms can be found on the Internship Services website.

5.4.2 Department chairs shall make the final decision in disputes over the denial of an application for academic credit so long as the decision complies with this policy. Input is encouraged from the Director of Internship Services, the internship coordinator, and the faculty supervisor.

5.5 Each department shall determine the method for evaluating student performance. The standard method for denoting student performance shall be a letter grade.

5.6 Departments shall determine the number of hours of student internship work that equal one academic credit; however, the hours shall fall between 60 and 75 hours per one credit per semester unless otherwise approved by Internship Services.

5.7 Students may not exceed a total of 12 cumulative internship credits in any one department. Students may not exceed a total of 600 working hours on an internship assignment per semester (that is, 40-hour work week). Exceptions may be authorized through the collaborative review and approval by Internship Services and the respective department.



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5.8 The department shall determine further requirements, if any, for students to participate in an internship, such as GPA, matriculation, or prerequisites, if any.

5.9 Academic requirements for the internship and the method(s) of evaluation should be clearly stated on the *Learning Agreement Form* and discussed with the student before the internship begins.

5.10 Requirements for faculty supervisors are as follows:

5.10.1 Faculty supervisors shall have a currently active faculty role in the department;

5.10.2 Faculty supervisors shall be assigned by department chairs or by department vote of voting-eligible faculty members with consideration of the following:

5.10.2.1 Ability, desire, and willingness to mentor students;

5.10.2.2 Experience in the field, either as a professional or as an academic who has studied the field, and current knowledge of the industry.

5.11 The site supervisor's responsibilities are as follows:

5.11.1 Complete the *Master Internship Agreement* and abide by its guidelines;

5.11.2 Familiarize the intern with the workplace facility;

5.11.3 Work with the intern and faculty supervisor to create meaningful learning objectives and assign work to support the objectives;

5.11.4 Provide guidance and remain accessible to the intern;

5.11.5 Meet with intern weekly to review progress and provide feedback;

5.11.6 Communicate effectively with the faculty supervisor as needed; and

5.11.7 Complete the final supervisor evaluation and submit it to the faculty supervisor in a timely manner.

5.12 The University reserves the right to terminate a student's and/or an internship provider's participation in an internship program, and to remove a student from a work assignment at any time, if the faculty supervisor decides, in consultation with the Director of Internship Services, or if the Director of Internship Services independently determines that continued participation is not in the best interests of the University and/or its students.



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5.12.1 Internship Services, in consultation with any relevant university area, shall work with students to determine the appropriate course of action in the instance of a terminated internship. Possible tuition refunds or credit earned may be given depending on the reason for terminating the internship.

POLICY HISTORY		
February 21, 2019	First created and approved.	UVU Board of Trustees



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POLICY APPROVAL PROCESS - STAGE 2
SUMMARY OF COMMENTS

Policy Title: Internships	Policy Number: 608
Sponsor: Jeff Peterson	Steward: Pilar Hays, McKay Isham
Presentation to:	Date Presented:

NOTE: Indicate with X whether the comment is editorial (grammar, punctuation, sentence structure, etc.) or is a substance comment (content, procedure, etc.).

CAMPUS ENTITY	POLICY SECTION	Editorial Comment?	Substance Comment?	CONCERN	SPONSOR/STEWARDS RESPONSE
FACULTY SENATE	4.1		X	The policy does not address potential department prerequisite and other possible requirements for eligibility. We suggest adding language to allow department prerequisites to impact student eligibility	Section 4.8 was meant to address this. However language has been added to clarify that department's may establish more stringent or additional requirements in addition to those in this policy. Section 4.1.1 now reads "Departments may establish prerequisites or internship requirements in addition to the criteria outlined in this policy."
FACULTY SENATE	4.1, 4.12		X	These are redundant. If a student can't even be eligible to apply unless they meet the criteria, this already prevents them from being an intern. Either one of these negates the point of the other. We recommend 4.12 be removed.	Former 4.12 moved to 4.2.1 for flow and consistency.



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FACULTY SENATE	4.2		X	<p>Internship Services support process is ill-defined. Define process.</p> <p>Internships should be faculty approved - the process and policy should support that.</p>	<p>4.2 updated to read “UVU Internship Services provides guidance for credit-bearing internships to undergraduate students currently enrolled. Internship Services organizes, promotes, and coordinates the internship process outlined in Section 5 of this policy. Internship Services coordinates with department/college internship faculty/coordinators.”</p>
FACULTY SENATE	4.3.1		X	<p>‘Degree requirements’ is missing. Modify to read: “The experience shall be an extension of the coursework aligned with degree requirements: a learning experience ---”</p>	<p>4.3.1 now reads: “The experience shall be an extension of the coursework aligned with degree requirements: a learning experience that provides for applying the knowledge gained in the classroom. It shall not be simply to advance the operations of the internship provider or be the work that a regular employee would routinely perform.”</p>
FACULTY SENATE	4.3.5		X	<p>Supervisory body unclear: Does “supervision by a professional” refer to employee or faculty or both? Clarify supervisory body.</p>	<p>4.3.5 now reads: “There shall be supervision by a professional employee of the service provider with expertise and educational and/or professional background in the field of the experience.”</p>
FACULTY SENATE	4.4		X	<p>No mention of contractual obligations: Do employees sign a contract agreeing to an internship with clear understanding of expectations? Add language on contractual obligations.</p>	<p>4.4 now reads: “Resources, equipment, and facilities provided by the internship provider shall support the student’s learning objectives/goals as outlined and agreed to in the Master Internship Agreement.”</p>



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FACULTY SENATE	4.6.1		X	<p>There should be a better check than what tax form is filed by the company. Companies can file the wrong tax form and if they do, that could incorrectly disqualify a legitimate internship. It's also bad practice in general to cite a form that could potentially change number.</p> <p>We suggest removing the reference to the tax form and replace with language to the effect that the company must consider the student an independent contractor or contract employee.</p>	4.6.1 now reads: "The intern is an independent contractor or contract employee:"
FACULTY SENATE	4.9		X	<p>No mention of student involvement in evaluation. We recommend that students need to be involved in the evaluation.</p>	Section 4.9 is only referring to the supervisor evaluation template provided by Internship Services as opposed to stating how the evaluation is performed.
FACULTY SENATE	4.10		X	<p>Clarification needed on the following: Faculty who supervise credit-bearing internships do so as part of their standard workload credit hour equivalent as instructional credit hours, as long as it does not exceed their allowable hourly workload and they are compensated appropriately by their Department in accordance with compensation practices laid out in UVU Policy 641...</p> <p>So faculty who supervise such internships can only do so if it doesn't exceed their workload? Or is it saying that if it does exceed their workload, then they need to be compensated?</p>	The answer to the first question is yes. This section was meant to explain that supervising an internship is considered part of the regular workload as opposed to being an additional responsibility outside of that established workload. The compensation portion of this section is meant to be sure that faculty are compensated appropriately for their regular workload, which should include internship supervision, in accordance with the appropriate guidelines.



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FACULTY SENATE	4.14		X	Meaning of 4.14 is unclear. Can the language be clarified?	The number referenced is inconsistent with the policy numbering, however, the following change was made in relation to what is believed to be the section referred to. Section 4.11 now reads: “ University community members who choose to serve as volunteers for non-university entities or organizations shall be considered as serving as private citizens outside of their university-affiliated status, and are not subject to this policy or entitled to university services under this policy except in rare circumstances as determined by Internship Services.”
FACULTY SENATE	5.8		X	Prerequisite missing from the list of requirements. Add prerequisites to the list of requirements.	5.8 now reads: “The department shall determine further requirements, if any, for students to participate in an internship, such as GPA, matriculation, or prerequisites, if any. ”
FACULTY SENATE	5.10.2.1	X		Missing extra space after line.	Corrected.
FACULTY SENATE	5.11.2		X	How is orientation facilitated? Is the supervisor involved? Suggest adding language pertaining to orientation and supervisor’s role in it.	This is not meant to refer to a formal orientation, but rather the site supervisor’s role in introducing the intern to the work space and team. “Orient” changed to “Familiarize” for clarification.
UVUSA					No Comments
AAC					No Comments
PACE	2.8	Y		There is a space between U and VU in this section.	Corrected
PACE	4.5	X		(line 70) Second quotation mark in the wrong place (should directly follow “test”)	Corrected
PACE	4.12	X		(line 123-124) “and may not be concurrent enrollment students”	Corrected



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PACE	5.12.1	X		(line 195) Is “credit-earned” a legal term or industry jargon? I don’t understand why it doesn’t just say “. . .or earned credit may be given . . .”	Hyphen removed from “credit-earned”
PACE	4.3 line 54	X		There might be an extra space after Employers.	Corrected
PACE	4.3.6		X	Is the "experienced supervision" the "site supervisor", or is there a site supervisor and then other supervisors? How often will feedback be provided?	“Experienced” replaced with “site”. Section 5.11.5 calls for weekly meetings.
PACE	4.8 line 109	X		Missing period at the end of this line.	Corrected
PACE	4.9		X	What is the "faculty supervisor" vs. "site supervisor" vs. "experienced supervisor"?	“Experienced supervisor” refers to the site supervisor. The faculty supervisor is the faculty member who will give a grade or other measure of performance for the internship on the student’s academic record.
PACE	4.1		Y	Why can only 18 year olds and older participate? Is there a regulation that should be referenced?	According to NACE, it is not best practice to include minors in internships. Moreover, it was determined under several policies including this one that participation of minors may expose minors to vulnerable circumstances as well as create undue burdens on the university to ensure that those interacting with minors are properly screened and supervised. Students will have the opportunity to participate in internships in their subsequent years at the university as most minors on campus are freshman.
PACE	4.3	Y		There are two spaces rather than one between Employers and (NACE).	Corrected



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PACE	4.3.1		Y	If the work the employee regularly performs is actually an extension of the coursework, why can that employee not get internship credit for it?	Employees may get internship credit if in addition to the work they have been regularly performing, they are assigned new duties or projects which create an opportunity for them to learn something new. Internships are meant to be learning experiences. Employees using work duties they have previously become familiar with lacks the learning element.
PACE	4.5	Y		There is a space between test and “ and a space is missing between “ and considering.	Corrected
PACE	4.7.2		Y	Like in 4.3.1, if the employee’s regular work (longer than 2 months) is actually an extension of the coursework, why can that employee not get internship credit for it? This has the likely outcome of causing a working student to have to get an additional “internship job” in order to get credit for work they are already doing at their regular job – taking more time away from school, work, and family. Do we not care that our students have a balanced life?	Employees may get internship credit if in addition to the work they have been regularly performing, they are assigned new duties or projects which create an opportunity for them to learn something new. Internships are meant to be learning experiences. Employees using work duties they have previously become familiar with lacks the learning element.
PACE	4.8	Y		Missing a final period.	Corrected
PACE	4.11		Y	While this is an understandable limitation to impose, the “rare circumstances as determined by Internship Services” seems to leave a wide berth for requests. Can some guidance be given to help those seeking this type of internship to know the parameters under which they may appeal?	The following sentence was added as an effort to provide some direction: “A university community member seeking services under this policy related to volunteer work should contact Internship Services for more information.”



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PACE	4.12		Y	Again, why 18? Is there some regulation that requires this, or is it an arbitrary age we assigned? We should document the reason for this.	In consultation with the Office of General Counsel, it was determined under several policies including this one that participation of minors may expose minors to vulnerable circumstances as well as create undue burdens on the university to ensure that those interacting with minors are properly screened and supervised. Students will have the opportunity to participate in internships in their subsequent years at the university as most minors on campus are freshman.
PACE	5.12		Y	This sub-section may be appropriate for section 4. Alternatively, a sub-section of section 4 should be created to put in policy the option to terminate either students or internship provider.	Section 4.14 added: "The University reserves the right to terminate a student's and/or an internship provider's participation in an internship program if such participation is deemed no longer in the best interests of the student or the university."
PACE	Policy History	Y		The date of the first item listed is "Date of Last Action" and appears to be a heading. Should the other column headings also be generic rather than specific as they are?	This comment was referred to the Policy Office as this table is an inclusion on all policies for purpose of Policy Office business.
Policy Office VP Makin Niki Swan Pilar Hays	4.11	Y	Y	Section 4.11 is very unclear.	Revision made: Only students enrolled in internship credit and working in an internship with an organization that has entered into a Master Internship Agreement with UVU are entitled to services provided by the supporting department and Internship Services.



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