

## Guidelines for Applied Academic Learning Experiences

### Section I. Introduction

During the 2009-2010 academic year, the California State University System conducted an internal audit of off campus activities. The audit included service learning programs, study abroad opportunities, internships, field trips, and club sports. As a result of this audit, Executive Orders [1062](#) (field trips) and [1064](#) (internships) were issued in August 2011 to ensure system-wide compliance. EO 1064 defines internships as:

"...An off-campus activity designed to serve educational purposes by offering experience in a service learning, business, non-profit, or government setting. For the purpose of this executive order 'internship' does not include teacher preparation placements or clinical placements such as for nursing, counseling, physical therapy or occupational therapy."

Under EO1064 each campus was tasked with creating a policy that covers planning for internships, assessing the student experience, visiting the placement site, and assuring that any partners provide a safe educational site for all participants. Below are steps we will take at Cal State East Bay to assure that we shape service learning and internship experiences with the care and forethought we give to all of our educational opportunities.

### Section II. Compliance

The term Applied Academic Learning Experiences is used as an umbrella term to include academic or employment learning opportunities (e.g.. internships, externships, community engagement) for Cal State East Bay students. Applied Academic Learning Experiences are considered part of the continuum of learning that integrates real world experience with academic content. Such Applied Academic Learning Experiences may be seen as a full course or a segment of a course for partial credit. All Applied Academic Learning Experiences on or off campus are subject to meeting [Executive Order 1064 \(EO 1064\)](#) guidelines.

1. Both the Office of Internships and the Center for Community Engagement support campus wide compliance with [Executive Order 1064](#). CSUEB will use **CalStateS4** as the tool for reporting and maintaining both types of applied academic learning experiences.
2. Each College or Department should select a data designee for information related to applied academic learning experiences in courses and update the Office of Internships and the Center for Community Engagement when new staff/faculty teach courses that have internship and/or service learning components.
3. Departments or faculty electing not to use the CalStateS4 system have the option to set up their own internal processes and documents for student placements and community partnerships, including the University's required MOU/Partnership Agreement, but they must be in compliance with Chancellor's Office risk management guidelines and meet the expectations of [Executive Order 1064](#) as required by our campus. Departments or faculty opting out of S4 are required to report at the end of each semester on placements and partnerships using the [Department Community-Based Learning Reporting Form](#). Departments or faculty opting out are required to store their documents either in paper or electronic form for five years. These documents must be accessible to campus compliance units for internal and external evidence requests, should the department, course, or campus be audited for Executive Order 1064 compliance. NOTE: Using S4 (a system that presents and stores these documents) is HIGHLY RECOMMENDED.

### Section III. Course-related Applied Academic Learning Experiences:

Course-related applied academic learning experiences include such opportunities as internships, service learning activities, and externships. They are designed to bridge the gap between classroom learning and real world experience. These learning experiences may comprise a whole course, be a part of the requirements for a course, or be offered as an extra credit assignment within a course. They provide students with valuable experience while providing meaningful contributions to the workforce and local community.

- A. On Campus – Students may have the opportunity to meet a course requirement by participating in a professional or academically-related learning experience on campus. These may include an on campus internship or work experience for which a student is receiving academic credit. At East Bay, this does **not** include on campus service learning or community engagement assignments, which by definition, take place **off** campus. Nor does this refer to student attendance at campus events, work study, or student assistant positions for which a student may be paid and is not receiving academic credit. This policy addresses sustained placements or work experiences on campus for which a student is receiving academic credit and/or scholarship funding.

#### Procedure for On Campus Course-related Applied Learning Experiences

- i. See [process map](#)

- B. Off Campus – Off campus professional and academic learning experiences include any course-related activities that take place off campus. These include:

- Internships – Internships at Cal State East Bay are defined as formal work opportunities that integrate a student's academic program with their career aspirations. Through Cal State East Bay-enabled internships, students will strengthen their academic experience as they participate in workplace opportunities and acquire professional skills that will influence their future careers. This includes courses formerly known as “Cooperative Education.” This change was supported by the Cal State East Bay Academic Senate in [CIC 17-18 4](#) and [CIC 17-18 32](#), which changed the course titles and course descriptions for 398, 498, and 698 from “Co-operative Education” to “Internships,” in order to align more closely with [CIC 15-16 4](#) and [Executive Order 1064 \(EO 1064\)](#).
- Service Learning/Community Engagement - Service learning is a teaching method that promotes student success through active participation in meaningful and planned learning experiences in the community (off campus). These activities are intended to contribute to the public good, are directly related to course content, and take place in partnership with a non-profit, school, social service, or governmental agency. Service learning courses and assignments carry learning outcomes related to social responsibility, social justice, civic learning, equity, or inclusion. Reflective activities enhance student understanding of course content and the intersection of self and society.
- Community-based Learning - Community-based learning is defined as any course or course-related assignment that takes place off campus at a designated learning site or learning partner. These may be identified through such indicators as: fieldwork, field studies, applied, practicum, clinical.
- Field Trips - A field trip is a university course-related, off-campus activity led by a faculty or staff member and designed to serve educational purposes. A field trip would include the gathering of data for research (such as at a geological or archaeological site), museum visit, participation in a conference or competition, or visits to an event or place of interest. The

duration of a field trip may be a class period or longer, and could extend over multiple days. This definition does not apply to activities or placements in the context of a teacher preparation program, intercollegiate sports, independent study, internships, clinical placements (nursing, social work, CSD), or service learning/field work placements, all of which are governed by separate policies. The field trip policy is at:  
<http://www.csueastbay.edu/af/departments/risk-management/risk/field-trip/academic.html>

#### Procedure for Off Campus Course-related Learning Experiences

i. See [process map](#)

#### C. Administering Applied Academic Learning Experiences:

- Faculty: See [process map](#)
- Students: See [process map](#)
- Partners/ Employers: See [process map](#)

#### D. How to administer Summer Applied Academic Learning Experiences:

Academic departments offering courses with Applied Academic Learning Experiences must follow the compliance guidelines in section II.

Credit: Student must enroll in a summer course and follow process map requirements.

No Credit: Students are encouraged to self disclose internships on the **CalState S4** platform.

#### E. Limitations for graduates completing an Applied Academic Learning Experience:

Students may enroll in an Applied Academic Learning Experience in their last semester. However, students must complete their academic experience within two months after the end of their last academic term. Students and site supervisors must complete the registration process using the **S4 system**. (this stricture was approved by the Cal State East Bay Office of Risk Management)

### Section IV. Scholarships

Scholarships may be provided to students who participate in Applied Academic Learning Experiences (e.g.. internships, community engagement, externships, conferences, trainings, speakers, cultural events).

Some salient characteristics of such scholarships are :

- Students are not subject to payroll taxes
- Administrators/Faculty will set required benchmarks for a student to receive funds
- The scholarship opportunities should be advertised through AcademicWorks (the Pioneer Scholarships portal) and Handshake (the campus jobs portal)
- International and AB540 students can be considered for these awards
- The scholarships may help reduce student loan debt (scholarships will be included in a student's award package)
- If a student's fees are already paid in full, the student will receive the funds directly.

- A. How to administer a scholarship:
  1. Determine amount of the award
  2. Determine primary department contact
  3. Establish criteria and award amounts
  4. Contact the Director of Financial Aid to set-up and advertise the scholarship on Pioneer Scholarships [Academic Works] the online portal.
  5. Review candidates and choose award recipients
  6. Send **Scholarship Eligibility** form to the Director of Financial Aid to authorize disbursement of funds.
  7. If the scholarship is funded by a donor be sure to work with the Office of Development.

#### V. External Pay or Research Funding:

Businesses and organizations that are interested in recruiting Cal State East Bay students for paid internships off campus may either pay the student directly or set up an account with a participating Office or Department.

In general businesses and organizations should follow the following steps in establishing an internship:

- 1) Work with a Division/College/Department who can review your needs and help you recruit and select applicants
- 2) Complete and sign a **partner agreement in S4**; the Office of Internships can help businesses or organizations complete this step.
- 3) Opportunities listed as:
  - a) Scholarships
    - i) Opportunities will be advertised on AcademicWorks (Pioneer Scholarship Portal)
    - ii) If donor funded, funds are sent to Cal State East Bay Educational Foundation and then disbursed through the appropriate Donor Fund (to be reviewed by donor accountant along with Advancement Services Manager) and then disbursed to students' accounts
    - iii) Department contact should notify the Financial Aid Director of the award recipients and when the funds should be disbursed
    - iv) Scholarship awards will be included on students' financial aid award letters
  - b) Employment
    - i) Are advertised on Handshake (the Cal State East Bay student employment system)
    - ii) The organizations pays the student directly; or
    - iii) The organization may set up an account with an on-campus office (such as the Office of Research and Sponsored Programs), which will pay the student.
- 4) If a student is receiving course credit:
  - a) Faculty
    - i) See [process map](#) for S4 compliance
  - b) Students
    - i) See [process map](#) for S4 compliance
- 5) Cal State East Bay will communicate with organizations to alert them if a student is no longer enrolled or no longer meets eligibility criteria for a scholarship/employment opportunity

VI. Internal Internship Scholarship Providers: Cal State East Bay on campus internships. For those donor/state/grant funded opportunities on campus, the following steps should be taken:

- 1) Complete the S4 process
- 2) Divisions/Colleges/Departments will review and select applicants
- 3) Students will be required to complete and sign risk and liability forms in Se
- 4) Such Internships may be listed as:
  - a) Scholarship
    - i) The opportunity is advertised on AcademicWorks
    - ii) If donor funded, please make sure the funds are routed through the Cal State East Bay Educational Foundation and then funds will be disbursed through the appropriate Donor Fund (to be reviewed by the donor accountant along with Advancement Services Manager) and then distributed through the student's university account
    - iii) Department contacts should notify Financial Aid of award recipients and when funds should be disbursed
    - iv) Scholarship awards will be included in a student's financial aid award letter
  - b) Employment
    - i) Opportunities are advertised on Handshake
    - ii) Departments pay students directly
- 5) The Divisions/ Departments/Colleges should communicate with a donor to if a student is no longer enrolled or no longer meets eligibility criteria for scholarship/employment opportunities

Notes:

- 1) Human Resources at East Bay may be involved in helping set the appropriate rate of pay for student employment opportunities
- 2) While this policy does not cover Teacher Preparation placement or clinical placements (such as those for nursing, counseling, physical therapy or occupational therapy), programs which have such components are **STRONGLY ENCOURAGED to use S4** and should be mindful of the need to manage risk, assess the student learning experience, screen placement sites, and keep accurate records of student information. **S4**, not paper forms, is the best way to set-up and keep these records.