

Contract Services Process to Request an Academic Internship and Service-Learning Site Agreement

The following process applies to all Academic Internship and Service-Learning Site Agreements. This process does not cover Agreements for Nursing, Clinical/Allied Health Placements, or Student Teacher Placement Agreements.

Reference: University Office of Academic Affairs Academic Internship and Service Learning Policy and CSU Executive Order 1064.

- For definitions of what constitutes Academic Internships and Service Learning please review the campus Academic Internship and Service Learning Policy.
- All University students being placed at an off-campus Learning Site as part of their coursework under the Academic Internship and Service Learning Policy must be covered under a Site Agreement. The Site Agreement must be signed by both the University and the Learning Site. The Contract Services Section of the Procurement and Contract Services Office has been delegated the authority to enter into such agreements on behalf of the University.
- Note, Open University students are not covered by SAFECLIP and therefore cannot be placed under the Academic Internship and Service Learning Site Agreement.
- If the Academic Internship or Service Learning student wishes to be placed to a site without an existing agreement, please follow the guidelines below:
 - The requesting campus department faculty member or Program Coordinator shall submit their request via the Community Engagement Center (CEC) Connect website using the link on the CEC homepage.
 - Once the Academic Internship/Service Learning Request for Community Partner Agreement form has been completed and submitted it will automatically notify Contract Services via email.

The Contract Services Specialist will review the request and then begin the process of developing an Academic Internship and Service-Learning Site Agreement using the University approved IN-SL template.

If a Learning Site has provided their own agreement template, it must be noted on the submittal and the document will need to be emailed to the Contract Services Specialist at contractservices@csus.edu. The requesting department must indicate they have reviewed the other party's agreement and agrees to the portion relating to their program. The requesting department does not have to worry about reviewing terms, conditions or general provisions.

Upon return of the signed Academic Internship and Service-Learning (IN-SL) Site Agreement from the Learning Site, the Contract Services Specialist will either sign or negotiate terms as needed. Once the agreement has been signed by all parties a copy of the fully executed IN-SL Site Agreement will be emailed to CEC for their files. CEC will notify the requesting department that the agreement has been finalized.

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Deadlines for Submitting Requests

Requests for agreements where the placement will take place in Fall semester are to be submitted into CEC Connect no later than May 1st, for Spring semester the request must be submitted no later than November 1st, and for Summer session the request must be submitted no later than March 1st.

How to determine if a Site Agreement is already in place

Prior to submitting a request for a new Site Agreement check the list of current agreements already in place with the University via CEC Connect on the Community Engagement Center website.

International Student Placements

In addition to the process above international placements fall under Executive Order 1080 and must follow the process for International Student Activities. Programs should contact the campus International Programs and Global Engagement Office as early as possible for further instruction.