

Best Practices for For-Credit Internships For Employers & Community Partners

Introduction:

San Diego State University works with many employers and community partners in providing safe, meaningful and productive for-credit internship experiences for students. This sheet provides a basic check-list of items that employers and community partners are encouraged to review before initiating contact with the University about a for-credit internship.

For-Credit Internships:

An informal definition of for-credit internships is as follows: For-credit internships require at a minimum clear relevance to an academic major offered at the University, a project that demonstrates a benefit to the student's learning experience, and meets the University's demonstrated need for planning regarding items such as confidentiality, emergency preparedness and ongoing communications with a University contact. Internships that are primarily clerical or mechanical do not qualify for academic credit. Also, note that internships that provide "free labor" to start or maintain a business do not qualify and may be in violation of the Fair Labor Standards Act.¹

Students looking to do an internship for credit usually will need a site supervisor who will be actively involved in determining projects that will make up the majority of the internship experience, work with a University contact to review the internship site, and provide feedback about the internship experience. To meet the academic component of the internship, students may be required to complete a journal, essay, or presentation to illustrate the knowledge and skills they learned.

Centralized Campus Information Regarding For-Credit Internships:

For a listing of current For-Credit internship programs at San Diego State, use this link: <http://career.sdsu.edu/current/internships.htm>

Note: Many employers and community partners work directly with academic areas to arrange the For-Credit internship. If your organization would like to post an internship on **Aztec Career Connection**, visit <http://career.sdsu.edu/> or contact Sandra Williams, Associate Director, at (619) 594-0445, for more information or referrals to academic departments.

For information regarding formal documentation for For-Credit internships use this link: <http://bfa.sdsu.edu/prosrvcs/servlearning.htm>

¹ Link to the Fair Labor Standards Act:

<http://www.nacua.org/documents/InternshipProgramsUnderFLSA.pdf>