



CSUSB Public and Oral History Program Internships: INFORMATION FOR HOSTING ORGANIZATIONS

The following guidelines explain some of our basic internship requirements and expectations. Hosting organizations may add their own set of expectations for interns. Please provide a copy of all additional requirements (such as codes of conduct, dress, etc) to the internship coordinator at the beginning of the internship period.

- A. The internship must consist of a **MINIMUM** of 120 hours, but may not exceed 200 hours, preferably during the academic quarter (10 weeks) in which the student is enrolled in the internship course. However, it is possible that this prescribed number of hours (or the number of hours required by the organization in excess of 120) may not be completed by the end of the designated quarter. Such instances should normally result at the request of the organization, but in cases where there is a serious and/or compelling reason (e.g., illness, or other unavoidable situations) the student may request an extension of time of up to one quarter in which to complete the internship. The grade for the internship will be recorded as Incomplete until the work is completed. If the work is not completed within the allotted extension, the grade will become an "F." Both the organization and the Internship Coordinator must agree to the extension before it is approved.
- B. The number of hours required breaks down to approximately 12-20 hours per week. However, the agency and the student intern involved shall agree upon the actual distribution of the required number of hours per week.
- C. Students applying for an internship may be subject to background screening by the organization. Such background screening may include, but is not limited to, employment history, previous residence, academic record, drug and/or alcohol use, etc.
- D. CSUSB and the department expect student interns to adhere to and exhibit the highest and most professional moral and ethical standards. Such standards include, but are not limited to, adhering to all laws, ordinances, and organization rules/regulations; maintaining confidentiality; and maintaining appropriate interpersonal relationships, etc. Please contact the Internship Coordinator immediately if any concerns arise in this regard.
- E. The university carries workman's compensation insurance on each intern. However, the university does not automatically provide liability insurance. Should the organization require liability insurance, it should contact the CSUSB Office of Risk Management (880-5983) to determine limits and how the organization can obtain such insurance.

- F. The organization or its representative(s) determine the actual duties of student interns. Potential student interns must agree to complete these duties, with final approval resting with the Internship Coordinator. Duties will vary depending on the type of organization involved. However, duties of student interns must benefit both the student intern, and the organization, and may include, but are not limited to, the following:
1. Learning policies and procedures governing the long-term objectives and day-to-day operations of the organization.
 2. Observation (including participant observation) of the day to day activities of organization personnel, and their pursuit of organizational objectives
 3. Carrying out of projects specified by the organization, which will provide data/information seen as desirable by the organization, and which will increase the awareness of the student intern regarding the actual operation/functioning of the organization.
 4. Assisting organizational personnel in carrying out appropriate duties such as cataloging, interviewing, or preparing appropriate paperwork. Other activities could include such things as assisting in dealing with questions from the public or other organizations; assisting with the implementation and/or monitoring of programs, etc.
- G. Student interns must take responsibility for informing internship supervisors or other appropriate agency personnel when they have finished a task, or are otherwise available for assignment to other or additional duties.
- H. Internship supervisor will be asked for a mid-term and final assessment of the intern's work, professional conduct, and overall performance during the internship experience.

Thank you for providing our students with this important learning opportunity. Please do not hesitate to contact us with any questions or concerns regarding this internship or anything else relating to our program.

Public and Oral History Program Office

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