



## **ADMINISTRATIVE PROCEDURE**

CATEGORY: **Instruction, Community Resources**

SUBJECT: **Internships**

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### **A. PURPOSE AND SCOPE**

1. To outline administrative procedures governing student internships.
2. **Related Procedures:**

Work Experience Education .....	4126
Job Shadowing for Students .....	4583
Leaving School Grounds, Secondary 6-12 .....	6156

### **B. LEGAL AND POLICY BASIS**

1. **Reference:** Board Policies F-1500, F-2000, F-2200, H-3500, H-7920, H-8400; Education Code sections 51769, 52372.1; California Code of Regulations, Title 5, Sections 10070 *et seq.*, 10080 *et seq.*, and 10100 *et seq.*

### **C. GENERAL**

1. **Originating Office.** Suggestions or questions concerning this procedure should be directed to the Office of College, Career and Technical Education.
2. **Definition.**
  - a. **Internship:** A work-based learning experience tied to a student’s educational and career goals. An internship consists of a minimum of 40 hours of paid or unpaid work for career exploration and on-the-job training. Internship, also referred to as community classroom or cooperative vocational education, is part of the curriculum/career exploration sequence in an effective college or career preparatory program.
3. **Workers’ Compensation Insurance.**
  - a. The district’s workers’ compensation insurance covers students only while they are in *unpaid* internships when enrolled in Exploratory Work Experience Education (Course Number 8501) or Exploratory Work Experience Education within another course.
  - b. Approved Regional Occupation Program (ROP) students in unpaid internships are covered by the County Office of Education’s workers’ compensation insurance while at an internship site.
  - c. Students in *paid* internships must be covered under the employer’s workers’ compensation insurance.
4. **Requirements.**
  - a. Internship recognition on student transcript is issued under the following three (3) options:
    - (1) Students may enroll in a Regional Occupational Program (ROP) course which has a community classroom (unpaid internship) or cooperative vocational

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education (paid internship) component. See "Guidelines for ROP Internships" for details.

- (2) Students may enroll in a Work Experience Education course (see Administrative Procedure 4126). Work Experience Education courses include General Work Experience Education (Course Number 8502), Exploratory Work Experience Education (Course Number 8501), Vocational Work Experience Education (Course Number 8503), and Student Apprenticeship Program (Course Numbers 7366 and 7369).
- (3) Students may participate in unpaid internships through a district-approved course (Exploratory Work Experience Education within a course) other than those shown in C.5.a.(1) and C.5.a.(2) if all of the following requirements are met:
  - (a) Preparation of students has occurred prior to the internship experience. At a minimum, this shall include instruction on appropriate dress and behavior at an internship site.
  - (b) A formal agreement signed by the parent/guardian, employer, student, and teacher has been completed and is on file with the teacher.
  - (c) Completion of appropriate Work Preparedness Training Units (Personal Profile, Career Goal, The Resume, Job Application, Transportation, Personal Appearance, The Job Search, Interviewing Skills, Employer Expectations, and Customer Service) is scheduled prior to or during the internship; 40 to 75 hours of unpaid internship is scheduled at a worksite; and at least one (1) evaluation assessment by the worksite/internship supervisor is scheduled.
- b. Students shall not be placed in internships that endanger their health, education, welfare, or morals.
- c. Students in unpaid internships shall not displace paid workers.

#### **D. IMPLEMENTATION**

1. **Principal** completes a Plan for Work Experience Education if internships are to be completed through the Work Experience Education Program (see Administrative Procedure 4126).
2. **Teacher Responsible for Internship:**
  - a. Completes necessary paperwork and processing as outlined in the "Guidelines for ROP Internships" if internship is to be completed through an ROP course.
  - b. Obtains signed training agreements, monitors students at internship site while student is interning, and offers related instruction in accordance with appropriate regulations.
  - c. Requests a class roster from the registrar.
  - d. Assigns a letter grade to each student who has successfully completed an internship.

- e. Returns completed roster to the registrar.
- 3. Registrar enters appropriate information (Course Number 8014) to ensure internship recognition on student transcript.

**E. FORMS AND AUXILIARY REFERENCES** (available through the Office of College, Career and Technical Education and online at <http://www.sandi.net/page/446>).

- 1. Exploratory Work Experience Education within a Course Training Agreement
- 2. Guidelines for ROP Internships
- 3. Relevant Work Preparedness Training Units
- 4. Related Instruction Units for Work Experience Education

**F. REPORTS AND RECORDS**

- 1. Student transcripts

**G. APPROVED BY**



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General Counsel, Legal Services  
As to form and legality

**H. ISSUED BY**



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Chief of Staff