



# ADMINISTRATIVE PROCEDURE

SAN DIEGO UNIFIED SCHOOL DISTRICT

NO: 4127

PAGE: 1 OF 4

CATEGORY: **Instruction, Community Resources**

EFFECTIVE: **9-16-98**

SUBJECT: **Internships**

REVISED: **2-02-2001**

## A. PURPOSE AND SCOPE

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

Career and vocational education .....	4125
Work experience education .....	4126
Job shadowing for students .....	4583
Leaving school grounds, 7–12 .....	6156

## B. LEGAL AND POLICY BASIS

1. **Reference:** Board policy: 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 School-to-Career Department, Institute for Learning.
2. **Definition. Internship:** A work-based learning experience tied to a student’s educational and career goals. An internship consists of a minimum of 30 hours of paid or unpaid work for career exploration and on-the-job training.
3. **Internship** is part of the curriculum/career exploration sequence in an effective school-to-career transition strategy.
4. **Workers’ Compensation Insurance**
  - a. The district’s workers’ compensation insurance covers students only while they are in an *unpaid* internship when enrolled in Exploratory Work Experience Education (course code 8501) or Exploratory Work Experience Education within another course.
  - b. ROP students in an unpaid internship are covered by the County Office of Education’s workers’ compensation insurance while at an internship site.
  - c. Students in *paid* internship must be covered under the employer’s workers’ compensation insurance.

## 5. Requirements

- a. Internship recognition on a student transcript is given under the following three options:
  - (1) Students may enroll in a Regional Occupational Program (ROP) course which has a community classroom (unpaid internship) or cooperative vocational education (paid internship) component. See the *ROP Internship Handbook* (E.2.) for details.
  - (2) Students may enroll in a Work Experience Education course (Procedure 4126). Work Experience Education courses include General Work Experience Education (8502), Exploratory Work Experience Education (8501), Vocational Work Experience Education (8503), Student Apprenticeship Program (7366 and 7369), and Summer Employment Program (8075).
  - (3) Students may participate in an *unpaid* internship through district-approved course (Exploratory Work Experience Education within a course) other than those mentioned in C.5.a.(1) and C.5.a.(2) if all of the following requirements are met:
    - (a) Preparation of students prior to the internship experience. At a minimum, this shall include instruction on appropriate dress and behavior at an internship site.
    - (b) Completion of a formal agreement signed by the parent or guardian, employer, student, and 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) prior to or during the internship; 30 to 75 hours of unpaid internship at a worksite; and at least a satisfactory evaluation from the worksite/internship supervisor.
- 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 as stated in Procedure 4126 if internships are to be completed through Work Experience Education Program.
2. **Teacher Responsible for Internship**
  - a. Completes necessary paperwork and processing as outlined in *ROP Internship Handbook* (E.2.) if internship is to be completed through an ROP course.
  - b. Obtains signed training agreements, monitors students at internship site, and offers related instruction in accordance with appropriate regulations.
  - c. Requests a class roster from registrar.
  - d. Assigns a letter grade to each student who has successfully completed an internship.
  - e. Returns completed roster to registrar.
3. **Registrar** inputs appropriate information (course code 8014) to ensure internship recognition on student transcript.

#### **E. FORMS AND AUXILIARY REFERENCES** (available through the School-to-Career Department)

1. Exploratory Work Experience Education within a Course Training Agreement
2. ROP Internship Handbook, available through ROP
3. Work Preparedness Training Units
4. Work Preparedness Training Instructor's Guide
5. Related Instruction Units for Work Experience Education

SUBJECT: **Internships**

NO: **4127**

PAGE: **4 OF 4**

EFFECTIVE: **9-16-98**

REVISED: **2-02-2001**

---

**F. REPORTS AND RECORDS**

**G. APPROVED BY**



---

Chief of Staff, Terrance L. Smith  
For the Superintendent of Public Education