

Office/Contact: Office of Academic Affairs

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**SOUTH DAKOTA STATE UNIVERSITY**  
**Policy and Procedure Manual**

SUBJECT: Internships and Other Experiential Learning Opportunities for University Students

NUMBER: 2:24

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1. Purpose

This policy and its procedures set forth standards applicable to internships and other experiential learning opportunities offered for the benefit of students, and as related to the University, to ensure compliance with state and federal laws and regulations as well as SDBOR and University policies.

2. Definitions

- a. Internship: an experience in a work setting for individuals who have been studying in a particular academic field. As compared to practicums, internships take on the characteristics similar to real employment and focus on the independent application of skills and knowledge in the workplace setting. Students are under direct supervision of an on-site professional who manages assigned tasks. Additionally, academic program

who participate stop taking classes to work full time. Co-ops are typically paid and last anywhere from three (3) to twelve (12) months.

- iii. Experiential Learning: the process of learning through experience, more

the evaluation is to ensure the academic program of a quality site, supervisor, and experiences leading to learning outcomes consistent with the academic requirements related to entry level employment.

### 3. Policy

- a. Internships and OELOs are offered for the benefit of students to contribute to students' overall academic development.
- b. Student participation for a University offered or coordinated Internship or OELO may occur in any state where the University has been authorized to provide educational opportunities, including states that participate in and hold membership in the State Authorization Reciprocity Agreement ("SARA").
- c. Student participation for a University offered or coordinated Internship or OELO may occur outside of the country in an international context, in which case all international policies and practices must also be followed. This policy, however, does not pertain to study abroad programs which do not meet the criteria of an Internship or OELO.
- d. Internships and OELOs offered or coordinated by the University must be offered for academic credit (Zero (0) credit internships are not allowed) pursuant to the following:
  - i. Individual Internships or OELOs must receive approval by the academic department whose course prefix is being used;
  - ii. The department shall provide students with written documentation including a handbook, syllabus outlining the expectations of the Internship or OELO, and documentation required to be completed during the experience;
  - iii.

handbook, or other documentation related to the Internship or OELO. The academic department is also responsible for:

- i. Prior to placement, a site evaluation to ensure that the site offers the student a range of experiences that align with student learning outcomes.
- ii. Initiating a Memorandum of Understanding (“MOU”), Contract, or Agreement with the site

document, initiate