

## MEMORANDUM

TO: CAP

FROM: Steering Committee

RE: Undergraduate Internship Policy

DATE: October 16, 2019

**Background:** The [Undergraduate Internship Policy](#) (Section C) refers to an "internship contract" that consists of two parts: (1) the proposal and (2) the enrollment form to be developed by the Office of Records and Registration. Items 1 through 11 under Section C of the policy refer only go to the "proposal", however.

**Charge:** Steering asks CAP to review Section C of the undergraduate internship policy for clarity. Specifically, Steering requests that CAP review whether the policy would be more clear if references to the "proposal" in items 1 through 11 were revised to refer to the "internship contract", which includes both the proposal *and* Records and Registration enrollment form. In reviewing the policy, CAP should seek input from Records and Registration, the Council of Deans, Academic Leaders, and Department Chairs.

**Timeline:** CAP should begin work immediately on the charge, with the goal of submitting to Steering its recommendation by December 2019.

**Testimony Tier:** Tier I

The issue requires minimal testimony from the campus community. The assigned council or committee should consult with relevant stakeholders before preparing the final recommendation, but there is no need for surveys or open fora.

### TCNJ Governance Processes

*Step 1–Steering issues a charge*

*Step 2–Governance prepares a Preliminary Recommendation*

Once the appropriate standing committee or council has received the charge, it should start by collecting data needed to make a preliminary recommendation. It should receive input from affected individuals and all relevant stakeholder groups prior to making a preliminary

recommendation. For issues that have broad implications or that affect a large number of individuals, initial testimony should be solicited from the campus community at large. For some issues, sufficient initial testimony may come from input through committee membership or solicitation from targeted constituent groups. When, in the best judgment of the committee, adequate clarity of the principles contributing to the problem are known, a preliminary recommendation should be drafted and disseminated to the campus community.

#### *Step 3—The Relevant Stakeholders provide Testimony*

Once a preliminary recommendation has been completed, the standing committee or council should seek testimony from the campus community. The testimony should be gathered in accordance with the Testimony Tier (see below) assigned to the issue by Steering.

For issues that require public testimony from the campus community, the chair of the standing committee or council should approach the president of the appropriate representative bodies to schedule the next available time slot at a meeting of that body.

Testimony should be gathered in a way that allows stakeholders to weigh in fully on the issue. Members of the standing committee or council that wrote the preliminary recommendation should be present to hear and record the testimony.

#### *Step 4—Governance prepares a Final Recommendation*

Once the standing committee or council has received appropriate testimony, it should revise the preliminary recommendation into a final recommendation. Once the final recommendation is complete, the standing committee or council should use sound judgment to determine whether or not more public testimony is required. If, in its feedback to the original preliminary recommendation, a stakeholder representative body requests to review an issue again, the committee or council is bound to bring it back to that body. If a full calendar year has passed since the formal announcement of the preliminary recommendation, the committee must re-submit a preliminary recommendation to the campus community. When the committee or council has completed the final recommendation, it should forward it to the Steering Committee. The final recommendation should be accompanied by a cover memo that summarizes the initial charge, how testimony was gathered and the nature of that testimony, and how the committee responded to that testimony, including a description of how the preliminary recommendation evolved as a result of testimony.

#### *Step 5—Steering considers the Final Recommendation*

#### *Step 6—The Provost and/or President and Board consider the Final Recommendation*

#### *Step 7—Steering notifies the Campus Community Testimony*

*For a complete description of all steps and of the testimony tiers, see Governance Structures and Processes, 2017 Revision, pages 21–24.*