

MEMORANDUM

TO: Steering
FROM: CAP
RE: Undergraduate Internship Policy
DATE: June 8, 2020

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: On October 16, 2019, Steering asked 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.

Methods: In Fall 2019 and Spring 2020, CAP addressed the issues requested in the charge by differentiating the elements within a proposal for undergraduate internships. Specifically, CAP defined an Internship Contract to consist of two parts, the student proposal and enrollment form developed by Records and Registration. Aligning with what was previously outlined in the policy, CAP adjusted wording and descriptions to clarify the steps and materials to be submitted by students. CAP received feedback from R&R, Council of Deans, Academic Leaders, and Department Chairs to inform our final recommendation that is outlined in the policy.

Final Recommendation

It is our final recommendation that clarifying wording and distinguishing the components of the student proposal and R&R enrollment form to together complete the Internship Contract offers clarity and consistency in the submission materials for the processing of undergraduate internships.

Additional Notes: Please note that CAP's edits outlined in this policy are in track changes (in purple text). We also received changes from General Counsel to implement into the policy, including a definition of "Internship Provider", removal of passive voice, and updates to reimbursement. Those notes are integrated in green text; however, please be aware that CAP neither reviewed nor solicited testimony on these changes from General Counsel. The points seemed appropriate to integrate in because they do not change the process outlined in the policy and vetted by CAP, so they are included in a different color in the document. However, we leave that final decision to Steering as it was outside the scope of our charge. Please also note that there are a few comments embedded in the document that General Counsel might want to revisit, but we did not want to hold up the charge to CAP on those more minor semantic or definitional points.

Finally, please note that both Center for Global Engagement and Career Services had questions about the scope of the Undergraduate Internship Policy. Specifically, their queries were in relation to international internships and how Career Services might be incorporated helpfully into this process for students. CAP answered questions about the policy as it exists but encouraged them to reach out to Steering if they would like to formalize a review.