POLICY: Interns - Required Training

A. Purpose and Scope:
The purpose of this policy is to define required trainings for university student interns.

B. Definition(s):
Cal U has instituted required trainings for all students participating in for-credit internships.

C. Policy:
In addition to any training offered through a student’s academic department, students are required to complete the following on-line programs prior to the start of any internship:

- Safety and Security
- Professional Development: Making the Most of Your Internship
- Sexual Harassment
- Diversity
- Employment Discrimination

D. Procedure:
Students will be directed by department faculty and Internship Center staff to access the required training through the Cal U website. Links to the trainings can be found at www.calu.edu, search Internship Center. Verification of participation will be provided by the Internship Center and be included as part of the application process.

E. Effective date: January 20, 2009
Updated date: August 15, 2010
Adopted: