



# California University of Pennsylvania

## **POLICY: Internship - 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](http://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