

Effective: July 1, 2017

Administrative Policy
HOSTING ACADEMIC INTERNS from other UNIVERSITIES AND COLLEGES
at MILLERSVILLE UNIVERSITY

Approved: June 27, 2017
Deans' Council, Cabinet

Recognizing the university's commitment to workforce development within the region, Millersville University will support requests from administrative and academic departments seeking to host students enrolled at PASSHE or other regionally-accredited universities in credit-bearing internships. This policy statement describes the university's procedures for hosting a credit-bearing intern from another university or college on our campus during the academic semesters or winter/summer sessions.

Definitions

An External Academic Intern (EAI) is a student from another PASSHE or other regionally-accredited university who agrees to serve at Millersville University in a credit-bearing internship with their home institution and without compensation from Millersville University.

Criteria for Hosting Administrative and Academic Departments

Hosting departments must provide an experience that meets the following criteria:

1. The experience must be a learning experience that provides application of knowledge gained in the classroom. It must not be simply to advance the operations of the hosting department or be work that an employee would routinely perform.
2. The experience has a defined beginning and end, and specific work duties with desired qualifications.
- 3.

External Academic Intern eligibility

External Academic Interns must meet the following minimum criteria to participate with Millersville University as their host site:

1. Be enrolled in a graduate or undergraduate degree program at a regionally-accredited college or university;
2. Be in “good academic standing” at their home institution;
3. Have a minimum CGPA and major/minor GPA of at least 2.0 at their home institution;
4. Have approval from the appropriate academic department at their home institution to participate;
5. All External Academic Intern assignments must be requested and approved by the supervisor/director of the appropriate Millersville University administrative or academic unit, and approved by the appropriate Millersville University vice president;
6. Approval of an External Academic Internship request will not be awarded retroactively for internship hours performed at an earlier time, meaning an EAI cannot complete hours/activities in summer and the supervisor/director requests external academic intern approval for the subsequent fall semester.

Procedure

Administrative or academic units seeking to host an External Academic Intern must complete the following procedures before an External Academic Intern begins their academic internship activities:

1. The supervisor/director of the host administrative or academic unit at Millersville University will submit a completed Request for External Academic Intern to Experiential Learning and Career Management to confirm eligibility requirements have been met; to designate the EAI's Site Supervisor, term of service, work responsibilities, learning objectives of the academic internship; and to establish approval from the appropriate Vice President.
2. The Human Resources Office will initiate the criminal background clearance process. When the EAI's clearance process is successfully completed, Human Resources will notify the Millersville University supervisor/director and Site Supervisor from the hosting administrative or academic unit, and Experiential Learning and Career Management.
3. Upon approval, the External Academic Intern must receive a letter from the supervisor/director of the hosting administrative or academic unit at Millersville University. Such letter should contain the term of service, the scope of the academic internship objectives, and a description of benefits to be received by the EAI. The letter should also have a place for the signature of the EAI to insure both parties understand the conditions under which the External Academic Internship is to be performed.

4. The hosting administrative or academic unit at Millersville University will forward