

Faculty Council on Academic Standards (FCAS) Policy on Service Learning and Internships

FCAS supports efforts to increase the number of internships and service learning opportunities available to students and simultaneously wishes to ensure that these experiences are high quality through adequate unit-level and centralized support. The goal in establishing a policy on service learning and internships is to help academic units position students for success in securing and maximizing these opportunities. This policy pertains to all degree programs and classes that require or include the option for students to work outside the classroom with an off-campus partner.

Prior to UW Curriculum submission of courses and 1503 submission to FCAS, programs/classes involving service learning or internships should:

1. Speak with the internship contact at UW's Career & Internship Center or the service learning contact at the UW Carlson Center to discuss best practices in establishing an internship or service learning component in their curriculum.
2. Contact the UW Office of Risk Services to address liability associated with providing the experience.

Programs are encouraged to consider the following questions prior to UW Curriculum or 1503 submission:

1. How is the program defining the internship or service learning experience?
 - a. How is the focus of the experience centered on student learning?
 - b. How will students be advised and evaluated before, during, and after the experience?
 - c. How will the program work to ensure the rigor of the experience?
2. Are there a sufficient number of relevant internships in the region to support the requirement?
 - a. How will students find these experiences – on their own, from a unit-curated list, through a placement model, etc.?
3. What is the program's bandwidth to manage enrollment and/or facilitate the relationship with the organization(s) hosting the internship?
 - a. How will capacity constraints/resources be managed to ensure the program can meet demand?
4. If an internship/service learning experience is required, and the available opportunities are unpaid, how will the program address the equity challenge for students with limited financial resources?
5. What will the program do in the case of students who are not able to satisfy the requirement?
 - a. If an internship/service learning experience is required, how will the program address students that cannot secure a position?

- b. How will international and undocumented students be accommodated and advised when citizenship presents a challenge to eligibility for a position?

Approved by FCAS June, 9, 2017