

SDSU Service Learning Agreement Process

Per California State University Executive Order 1064, whenever a student earns academic credit for an internship (paid or unpaid), the internship site must be reviewed for qualification by the academic department and receive approval to offer an internship for academic credit.

The Service Learning Agreement process requires two forms to be completed:

- 1) Internship Site Questionnaire (ISQ)
- 2) Service Learning Agreement (SLA)

The SLA must be approved and on file with SDSU Contract & Procurement Management before a student starts the internship for academic credit.

1) Internship Site Questionnaire: Reviewing Risks

The Internship Site Questionnaire (ISQ) is used to assess the educational appropriateness of the internship site as a placement for SDSU students and to identify potential risks.

The ISQ requires two signatures:

1. Internship Site Representative
2. SDSU College Representative

The ISQ is sent to the internship site representative to complete and sign (using Adobe Sign). Once the ISQ is completed, the SDSU college representative will review the ISQ to assess risks and evaluate the quality of the educational experience. Based on the review, the academic department will determine to move forward with the SLA for the internship site.

2) Service Learning Agreement (SLA): Legal Document

Once the academic department makes the decision to send students to intern at the organization, then the SLA process is started. The SLA is a legal document that requires the signatures of the internship site representative, SDSU college representative, Department Chair/Director and College Associate Dean. The final signature is approval from SDSU Contract & Procurement Management.

The SLA is also sent using Adobe Sign.

Note: Students may not begin their internship until this agreement is fully executed and on file with SDSU Contract & Procurement Management.