



Guidelines for Supervisors

UC San Diego Academic Internship Program

Students participating in UC San Diego's Academic Internship Program enroll to earn credit for internships related to their academic and/or career interests. We are committed to ensuring that internships are envisioned, developed, and upheld by our internship partners as meaningful learning experiences that build on the UCSD educational experience and yield new knowledge and skills for our students. Policies and procedures for partner organizations offering academic internships are detailed below.

Internship criteria

An academic internship is first and foremost a learning opportunity for the student. All internships posted and awarded credit through UC San Diego's Academic Internship Program must meet the following criteria:

- Interns must be professionally supervised, and receive ongoing direction, oversight, and feedback from a professional with expertise in the field.
- Supervisors work with interns to establish clear learning objectives for the internship and provide opportunities for interns to work toward achieving their objectives.
- Interns are given substantive, hands-on projects or assignments.
- "Grunt" work and routine office tasks should be avoided, including tasks like filing, photocopying, preparing mailings, making deliveries, running personal errands, etc. Repetitive tasks that do not contribute to a student's learning should also be kept to a minimum.
- Interns should be exposed to the "big picture" of how the organization and industry operate. Participation in meetings and events, and opportunities to interact with individuals representing various levels and roles within the organization assist with achieving this goal.

Additional guidelines:

- Interns may not participate in telemarketing, cold calling, or soliciting.
- Interns must attend a work site rather than work "virtually" from home. The organization should provide the resources needed to perform assignments (office space, computers, software, etc.).
- Interns may not work from a supervisor's home office.
- Interns must be supervised by a professional in the field, not by peers. Students should learn from the supervisor/mentor, rather than serve as "resident experts".
- Interns may not be supervised by a relative.
- The internship must be a new learning experience for the intern. Students requesting credit for internships at organizations with which they have previous experience must show a substantive change in responsibilities from one quarter to the next. Students may not work with the same organization for more than three quarters.
- Internships are short-term learning experiences for a pre-defined timeframe. AIP does not award credit for jobs or training programs.
- If an internship is unpaid, this should be made explicitly clear to the student, and the internship should adhere to [Fair Labor Standards Act](#) guidelines.

Student requirements

Required internship hours correspond with the number of units elected by the student. The timeline must correspond with one of UCSD's ten-week quarters. Most students earn four units of credit. Higher unit options require special approval by AIP and the student's faculty advisor.

- 2 units (summer only) 50 hours
- 4 units minimum 10 hours/week (100 total)
- 8 units minimum 20 hours/week (200 total)
- 12 units minimum 30 hours/week (300 total)

AIP students write an analytical research paper related to the internship under the guidance of a UC San Diego faculty advisor, and complete guided reflection assignments. Students may ask to interview supervisors or others at the organization. When sharing confidential or proprietary information with students, please be explicit about your organization's policies protecting such information.

Procedures for selecting and supervising interns

1. Post an internship via InternLink, AIP's internship database found at <https://aip-ucsd-csm.symplicity.com/employers>. Interested students will apply during the quarter prior to the internship. Unless you specify differently, students will email you their resumes via InternLink.
2. Contact students directly to arrange an interview. When you offer a student an internship, discuss the internship assignment and learning objectives. These must be outlined before the student begins the internship.
3. Sign the student's Learning Agreement describing the proposed assignments and learning objectives. AIP and the student's faculty advisor review the Learning Agreement to approve the internship for academic credit.

Note: If a student wishes to earn credit for more than one quarter with an organization, a new Learning Agreement must be completed each quarter, and must indicate a substantive progression in the intern's role and/or responsibilities.

4. At the start of the internship, verify with the student that he/she has enrolled in the Academic Internship Program course. Students who fail to enroll as required are no longer affiliated with AIP.
5. Establish a clear understanding with the student regarding organizational policies, especially guidelines on confidential information.
6. Notify AIP if there are significant changes to the student's internship description.
7. Consult with AIP if a serious conflict or concern arises during the internship so that a mutually acceptable plan of action can be determined.
8. Evaluate the student's performance at the end of the quarter via the form provided by AIP. The evaluation is required to verify satisfactory completion of the internship.

The selection criteria for an intern are eligibility and qualifications without discrimination due to race, creed, national origin, sex, age, disability, or sexual orientation.

Contacting AIP

Partnership with organizations offering quality internship opportunities is essential to AIP's ability to provide meaningful learning experiences to students. If you have questions about the program or an AIP intern, please contact our office at (858) 534-4355 or aipinfo@ucsd.edu to be referred to a counselor. Thank you for your interest in working with UC San Diego students.