

**Effective:** July 1, 2017

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

**Approved:** June 27, 2017  
Deans' Council, Cabinet

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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. There are clearly defined learning objectives/goals related to the professional goals of the External Academic Intern and their academic coursework.
4. There is supervision by a professional with expertise and educational and/or professional background in the field of the experience and routine feedback is provided by the experienced supervisor.
5. Resources, equipment, and facilities are provided that supports the External Academic Intern's learning objectives/goals.

## 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 Affiliation Agreements from the External Academic Intern's home institution to Experiential Learning and Career Management for execution by the appropriate university signatory authority.

### **Conditions of External Academic Intern Approval**

External Academic Interns serve at the discretion of the Millersville University Site Supervisor or appropriate Vice President, responsible for the approval.

External Academic Interns will not be assigned hazardous work or work in hazardous areas. External Academic Interns should not be assigned work that has been designated as bargaining unit work without prior notification of the Human Resources Office.

External Academic Interns are not entitled to wages for the time spent in the internship nor are they entitled to a job at the conclusion of the internship.

Before engaging in university activities, all External Academic Interns must obtain a criminal background clearance in accordance with the university's "Policy on the Protection of Minors." The required three (3) PA clearances that must be obtained are as follows:

- Act 151 - Child Abuse History
- Act 34 - Criminal Background Check
- Act 114 - Fingerprinting Procedure

External Academic Interns may not operate university vehicles. They may be transported in such vehicles. They will be reimbursed for authorized travel expenses in line with existing travel regulations.

External Academic Interns are provided limited insurance coverage for illnesses or injuries incurred as a direct result of providing service to the university. Such insurance is administered through the State System Worker's Compensation Claims Administrator.

Coverage is limited to medical and hospital benefits. Coverage does not include disability or catastrophic loss, nor property damage or loss incurred while in university service.

External Academic Interns may be entitled to legal defense and indemnification if acting within the scope of their duties at the time of the alleged act or omission which led to the relevant claim.