SJSU Internships for Academic Credit (IAC) Post Enrollment Processes in S4

Created by Dr. Tabitha Hart

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Overview of this Guide

This guidebook describes post-enrollment processes for SJSU internships for academic credit (IAC).

All the information described in this guide applies whenever a student is receiving academic credit for an internship at SJSU, and they are currently enrolled in an SJSU internship course.

IACs Courses at SJSU

At SJSU an *internship* is defined as

"a paid or unpaid, closely monitored, highly structured, strategic, well defined, project-related program that provides professional work experience outside of the classroom environment. An internship merges academic, personal development and career exploration in one."

At SJSU an *internship for academic credit* (IAC) is an internship for which a student receives course credit.

Accordingly, IAC courses are those for which students earn units for participating in an internship, whether as the primary focus of the course or as just one component of it (Figure 1).

Figure 1: Example of an IAC course

COMM 291

Communication Studies Graduate Internship Program

Description
Practical application of communication theory and research methods to real world settings to provide applied capstone experiences. Students demonstrate proficiency in the critical application of core communication requirements to speech acts in engaged and applied settings outside the traditional classroom. Prerequisite: Graduate Standing, Permission of Director

Repeatable
Repeatable for credit

Grading
Credit / No Credit

Units
1-4

Enrolling students in IAC courses

SJSU departments use different approaches — or a combination of approaches — towards placing students in IACs. In some departments, students are responsible for finding and

securing their own internships. Other departments have arrangements with specific organizations and place their students in preselected sites.

The IAC instructor — in cooperation with other departmental personnel, as determined by that department — determines what internships may count for course credit within their department's internship program.

Once a student has secured an internship that they wish to use for academic credit, then the relevant departmental personnel (IAC faculty, internship program director, etc.) determine whether or not the internship is acceptable and may count for course credit within that department.

If the department determines that the internship is eligible for course credit, then:

1. If the internship is with an SJSU department or auxiliary, the departmental IAC faculty and/or admins can proceed to the steps for securing a learning plan (LP) and participation guidelines (PG) from the student. The student can be enrolled in the IAC course directly. For more information on LPs and PGs, see the Fall 2018 guide, *SJSU Internships for Academic Credit (IAC): UOAs, LPs, & PGs.*

2. If the internship is **not** with an SJSU department or SJSU auxiliary; i.e. it is with a non-SJSU organization, then the student cannot yet be enrolled. Instead, the steps for securing a UOA must be taken. For more information on UOAs and the process of securing them, see the, *SJSU Internships for Academic Credit (IAC): UOAs, LPs, & PGs.*

3. **Only once a fully executed UOA is in place with the non-SJSU organization** can the student be enrolled in the internship course.

Controlling enrollment in IAC courses with add codes
To help ensure that students are only enrolled in IAC courses once the proper paperwork is in place, it is advised that all IAC courses require an add code, meaning that students can only enroll with the permission of the IAC instructor.

Handling Late Adds for IAC Students
IAC courses, like all other courses at SJSU, follow the university's deadlines for adding and dropping. As with any other class, late adds may be pursued at the instructor's discretion.

Since enrollment in IAC courses depends on the completion of particular processes, such as securing a UOA for any internship with a non-SJSU department or auxiliary, as well as CPT forms for international students, it may well be the case that some IAC students request late adds.

If and when an IAC instructor accepts a student's request for a late add, then the student should secure the necessary forms from the Registrar's Office. Depending on the date, this will either be a Late Enrollment Petition for All Pre-Census Requests (for pre-census late adds) or a Late Enrollment Petition for all Post-Census and Retroactive Requests (for

post-census late adds). These forms are available on the Registrar's website at
http://www.sjsu.edu/registrar/forms/index.html

Petitioning for a waiver of late fees

Whenever a student pursues a late add, they may choose to petition for a waiver of the late fees. Instructors may support such petitions if they feel the petition is justified.

Since enrollment in IAC courses depends on securing a UOA for any internship with a non-SJSU department or auxiliary, and completion of CPT forms for all international students, IAC instructors may well feel that these petitions are justified.

When supporting a student's petition for waiver of late fees, IAC instructors should write a short explanatory note in support of the student's petition.

Ideally, the explanatory note should explain the circumstances that prevented the student from adding the IAC course during the normal period. For example:

> To whom it may concern,
>
> I am writing this statement on behalf of my student, NAME, who missed the deadline to add into COURSE #, and is therefore requesting a late add.
>
> I fully support NAME'S request to have the late fee waived. NAME did initiate the proper steps to complete the required internship paperwork and get enrolled before the deadline. However, the internal handling of the paperwork took longer than anticipated, which was beyond NAME'S control.
>
> Please contact me if you have any questions about this.
>
> Sincerely,

The instructor's note should be printed on SJSU letterhead and submitted by the student to the Registrar's office with the rest of their late add paperwork.

Tagging IAC Courses as "Internships" in the SJSU Catalog

All IAC courses must be officially "tagged" as such in the SJSU Catalog. Only internship courses that are tagged as such will be pulled into the S4 database, enabling instructors to use the features described in this guidebook.

Further, only IAC courses that are tagged will be able to officially record active internship organizations and hours in S4, data which the S4 team will exclusively rely upon to pursue all UOA renewals.

How to ascertain whether a course is tagged as an internship or not

If you are uncertain as to whether or not a particular IAC course has been tagged or not, you can check it by following these steps:

1. Log into one.SJSU, then select and open the app called MySJSU *PeopleSoft-CS* (Figure 2).
2. When PeopleSoft-CS opens, "Faculty Center" may already be visible in the center of your screen. If it isn't, then select "Faculty Center" from the Menu (Figure 3).
3. Once inside "Faculty Center," click on the Search tab (Figure 4).
4. Select the term. (It is recommended that you run this search multiple times for different terms, just to be certain.)
5. Deselect "Show Open Classes Only," making sure that checkbox is unchecked (Figure 5).
6. Next, click on "Additional Search Criteria" (Figure 5).
7. Under Course Attribute, select "High Impact Practices." Under "Course Attribute Value," select "Internship." (Figure 6)
8. Click the Search button (Figure 7).
9. If you see the message "Your search will return over 50 classes, would you like to continue?" click OK.
10. You will now see a list of all the courses tagged as internships for the semester that you searched for. Click the inverted grey triangles next to the course names to hide or reveal the section information (Figure 8).

Figure 2: MySJSU PeopleSoft-CS
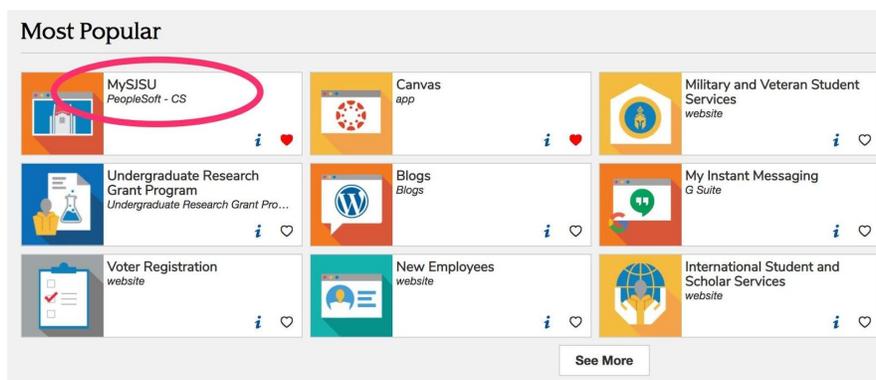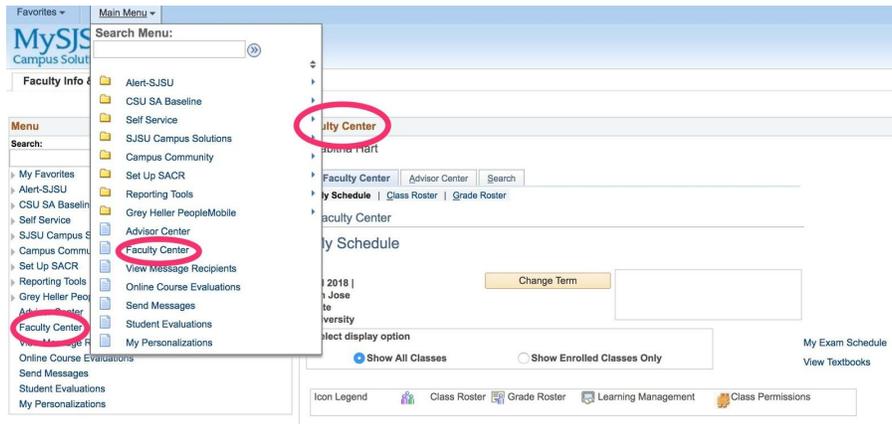
Figure 3: Faculty Center
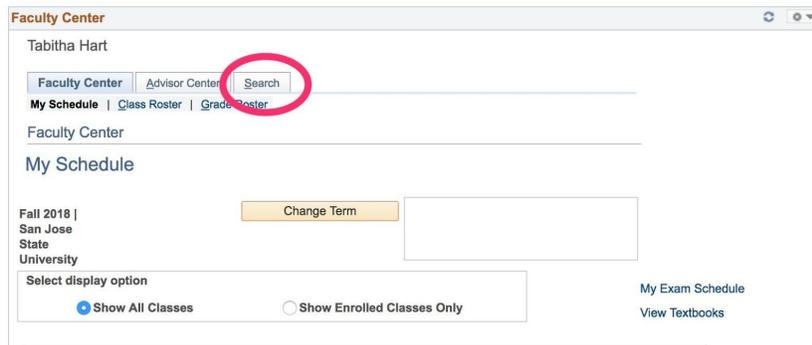

Figure 4: Search tab inside Faculty Center

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Figure 5: Search criteria

Figure 6: Course attribute & course attribute value

Figure 7: Search button

Figure 8: Tagged internship courses

How to get an IAC course tagged as an "internship" course in the catalog

If an IAC course has not yet been tagged as an internship course, departmental personnel (internship instructor, curriculum committee, etc.) can tag the course by completing a minor course change proposal via the Curriculog curriculum management system by following the steps below.

1. Sign into Curriculog at sjsu.curriculog.com.
   a. If you find that you do not have access, please email your College Associate Dean with your Name, ID and email address so that they can request access for you from GUP.
2. Once signed into Curriculog, you will submit a minor course change proposal form.
3. A minor course change is required for each internship course.
4. There is required information to input for each course, even if that information is not changing.
5. To tag the course as an internship, the key change that you will make will be to check the box indicating that the course is an internship course. This checkbox is towards the end of the form.
6. A current syllabus is needed for each course.
7. It's recommended that an explanatory note be added in the "comments" section so that the associate dean understands the intent behind the minor course change proposal.

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For greater detail on completing a minor course change proposal, see Appendix A, SJSU Curriculog Creating A Minor Course Proposal.

To learn more about Curriculog, visit
http://www.sjsu.edu/gup/ugs/faculty/curriculum/curriculog/index.html

Confirming site listings (i.e. internship organization listings) in S4

Listings for non-SJSU internship organizations vs. SJSU departments or auxiliaries
If the internship organization is a **non**-SJSU department or auxiliary, then the student can only enroll once a fully executed UOA is in place with that non-SJSU organization.

Presumably then, once an IAC student is enrolled, their non-SJSU department or auxiliary will already be listed in S4. (For more information on UOAs and the process of securing them, see the Fall 2018 guide, *SJSU Internships for Academic Credit (IAC): UOAs, LPs, & PGs.)*

If, however, the internship is with an SJSU department or auxiliary, then the IAC instructor should ascertain whether or not there is already a listing for that SJSU department or auxiliary in S4.

Searching for an SJSU department or auxiliary in S4
1. Visit the S4 database at https://app.calstates4.com/sjsu/
2. From the S4 home page (Figure 9), click the "Sites" tab (top left of Figure 9).
3. From the Sites landing page (Figure 10), do a search for the SJSU department or auxiliary in question.
4. Figure 11 shows a successful search — a listing for the SJSU department or auxiliary in question (SJSU Wellness Center) already exists.
5. Figure 12 shows an unsuccessful search — there is no listing yet for Spartan Athletics.

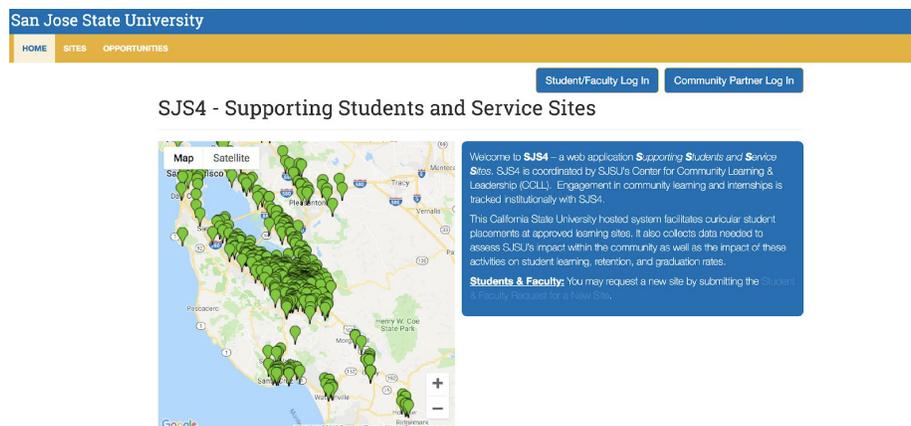*Figure 9: S4 landing page with Sites tab at upper left*

Figure 10: S4 Sites page, with various fields that can be used for the search

Figure 11: A successful search showing UOA for SJSU Wellness Center

Figure 12: An unsuccessful search - no listing yet for Spartan Athletics

Having an SJSU Department or Auxiliary Added to S4

If S4 does not yet show a listing for the SJSU department or auxiliary in question, then the IAC instructor or departmental admin can request that one be created by the S4 team.

The IAC instructor or departmental admin should send an email to community.learning@sjsu.edu with the subject line, "Request for a new SJSU site in S4: SJSU [department or auxiliary NAME]."

The email should contain all of the following information:

a) Complete Name of SJSU department or auxiliary (ex: SJSU ACCESS Center)
b) Brief summary of their work (ex: provides advising for undergraduates majoring in any department in the College of Social Sciences)
c) Contact person from that department or auxiliary
d) Contact person's phone number
e) Contact person's email

The S4 team will create the new listing and publish it in S4.

Confirming IAC student "placements" (i.e. internships) in S4

All IAC courses that are properly tagged as internship courses will be automatically pulled into S4 each semester.

When IAC courses are pulled into S4, IAC course instructors and/or students can confirm which organizations IAC students are currently interning at and input students' intended number of internship hours. Having this information (internship organization & intended number of hours) recorded in S4 is very important because **the S4 team requires it in order to renew expiring UOAs**.

This information can be entered into S4 in either of two ways:

1) IAC students can confirm their placements & intended number of hours.
2) IAC instructors can confirm students' placements & intended number of hours.

IAC students confirm their own "placements" (internships) in S4

Ideally, the confirmation of which organizations IAC students are interning at as well as their anticipated number of hours should be inputted at the **beginning** of each semester.

To learn how to confirm their internship placements in S4 themselves, IAC students should be directed to the following guide, created by SJSU's S4 team, which provides detailed instructions:

http://www.sjsu.edu/ccll/sjs4/Student%20Placement%20Guide%20SJS4.pdf

Alternatively, students can be directed to the CSU guide for students at: https://docs.google.com/presentation/d/1tXhR3cLUp2H7g2aNuYkVDfrgkdymOeLSsZ5Ui4w2cng/pub?start=false&loop=false&delayms=3000&slide=id.p

The CSU guide can also be navigated to the help pages within S4 by following these steps:

1) Go to the S4 database at https://app.calstates4.com/sjsu/

2) Click the "Student/Faculty Log In" button and sign in using SJSU credentials.
3) Once signed in, click on the "Need Help" link that appears at the top right of the S4 screen (Figure 13).
4) On the Support Main Page, click "Support for Students" (Figure 14).
5) On the "Support for Students" page, click on the tutorial "How to make a placement" (Figure 15).

When a student has successfully confirmed their internship organization and anticipated number of hours in S4, this information will appear under the "Placements" section of that student's profile in S4 (Figure 16).

Figure 13: Need Help link at top right

Figure 14: S4 support for students

Figure 15: S4 student tutorial on how to make a placement

Figure 16: Placement confirmation

IAC instructors confirm student "placements" (internships) in S4

For information on how to confirm students' placements, IAC instructors should refer to the CSU tutorials for faculty at: https://app.calstates4.com/sjsu/support/faculty, particularly the Faculty Tutorial and the Faculty User Guide CalState S4 .

These materials can also be navigated to from within S4 by following these steps:

1) Go to the S4 database at https://app.calstates4.com/sjsu/

2) Click the "Student/Faculty Log In" button and sign in using SJSU credentials.
3) Once signed in, click on the "Need Help" link that appears at the top right of the S4 screen (Figure 13).
4) On the Support Main Page, click "Support for Faculty" (Figure 17).
5) On the "Support for Faculty" page, click on the tutorials "Faculty Tutorial" and/or "Faculty User guide CalState S4" (Figure 18).

When a faculty member has successfully confirmed their student's internship organization and anticipated number of hours in S4, this information will appear under the "Placements" section of that student's profile in S4 (Figure 16).
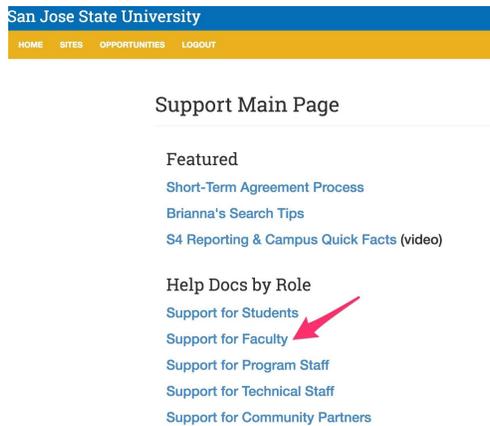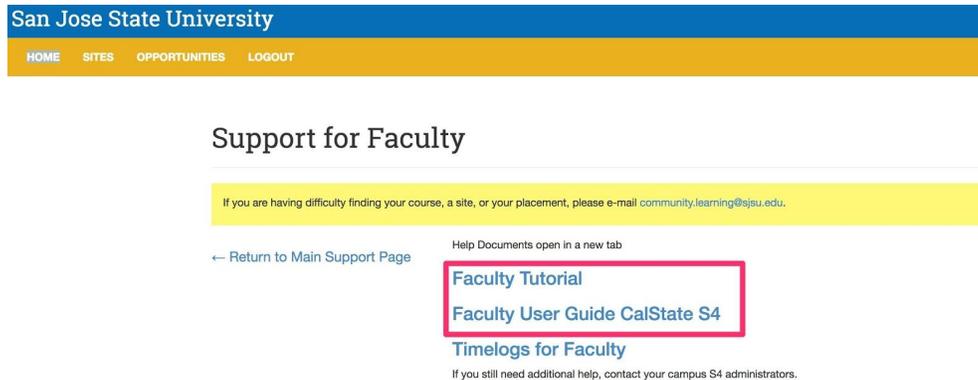
Figure 17: Support for faculty

Figure 18: Faculty tutorials in S4

"Release of Liability, Internship" form in S4

When confirming their internship organizations and anticipated number of hours, IAC students will also be prompted to complete the *Release of Liability, Internship* form in S4 (Figure 19). Although this form somewhat duplicates the Participation Guidelines, please have your students complete it as it serves as another layer of risk management.

When a student has completed the *Release of Liability, Internship* form in S4, it will appear under the "Submissions" section of that student's profile in S4 (Figure 20). The completed form, which will be time-stamped, can be downloaded as a PDF if so desired.

Figure 19: "Release of Liability, Internship" form in S4

RELEASE OF LIABILITY, PROMISE NOT TO SUE, ASSUMPTION OF RISK AND AGREEMENT TO PAY CLAIMS

In consideration for being allowed to participate in this Activity, on behalf of myself and my next of kin, heirs and representatives, **I release from all liability and promise not to sue** the State of California, the Trustees of The California State University, California State University, San Jose State University and their employees, officers, directors, volunteers and agents (collectively "University") from any and all claims, **including claims of the University's negligence**, resulting in any physical or psychological injury (including paralysis and death), illness, damages, or economic or emotional loss I may suffer because of my participation in this Activity, including travel to, from and during the Activity.

I am voluntarily participating in this Activity. I am aware of the risks associated with traveling to/from and participating in this Activity, which include but are not limited to physical or psychological injury, pain, suffering, illness, disfigurement, temporary or permanent disability (including paralysis), economic or emotional loss, and/or death. I understand that these injuries or outcomes may arise from my own or other's actions, inaction, or negligence; conditions related to travel; or the condition of the Activity location(s). **Nonetheless, I assume all related risks, both known or unknown to me, of my participation in this Activity, including travel to, from and during the Activity.**

I agree to **hold** the University **harmless** from any and all claims, including attorney's fees or damage to my personal property, that may occur as a result of my participation in this Activity, including travel to, from and during the Activity. If the University incurs any of these types of expenses, I agree to reimburse the University. If I need medical treatment, I agree to be financially responsible for any costs incurred as a result of such treatment. I am aware and understand that I should carry my own health insurance.

I understand the legal consequences of signing this document, including (a) releasing the University from all liability, (b) promising not to sue the University, (c) and assuming all risks of participating in this Activity, including travel to, from and during the Activity.

I understand that this document is written to be as broad and inclusive as legally permitted by the State of California. I agree that if any portion is held invalid or unenforceable, I will continue to be bound by the remaining terms.

I have read this document, and I am signing it freely. **No other representations concerning the legal effect of this document have been made to me.**

Name of Participant Joseph Kay

Signature of Participant

Confirmation of Age I confirm that I am 18 years of age or older.

Figure 20: Confirmation that student has completed the Release of Liability form

Joseph's Courses

Fall 2018

Course	Program	Faculty
COMM 198 (04): Comm Applied Activity	Internship	Hart, Tabitha

Joseph's Placements

Fall 2018

	Program	Course	Site	Site staff	Opportunity	Estimated Hours	Reported Hours
Placement #66731	Internship	COMM 198 (04): Comm Applied Activity	Athletics Department, Track and Field	Jeff Petersmeyer	none	100	100

Total estimated hours: 100 | Total reported hours: 100

Joseph's Submissions

Form	Submitted ▾	
Student Final Service Hours Completed Form, Internships	12/07/2018 - 2:01pm	View Your Submission
Release of Liability, Internship	08/31/2018 - 11:08am	View Your Submission

Making S4 registration an IAC student assignment

IAC instructors can make the confirmation of internship sites, the inputting of anticipated number of IAC hours, and the signing of IAC release forms in S4 into an assignment for IAC students to complete at the beginning of the semester.

Here is a sample placement assignment:

> ### S4 Registration (10 points)
>
> For this assignment, you must complete your internship "site placement" in S4. Instructions are given below. If you prefer visual instructions, you can download and view this pdf instruction sheet: <u>S4 how to place yourself in S4.pdf</u>.
>
> 1. Use your SJSU student credentials to log in to SJS4 at <u>https://app.calstates4.com/sjsu</u>
> 2. Navigate to your Internship course page (COMM 190, COMM 198, and/or COMM 291).
> 3. Search for your internship organization and place yourself at your internship site.

4. Enter the term and your anticipated number of hours. (Your number of hours corresponds to the number of internship units you are doing, and equals #units x 50.)
5. Next, sign the *Release of Liability, Internship* form.
6. Once you are finished, take a screenshot of your "Placement #" on the final screen. Take a second screenshot of your *Release of Liability, Internship* form.
7. Submit the screenshots to receive your credit.

Confirming completed IAC hours in S4

At the end of each semester, the actual number of hours that IAC students completed at their internship organizations should be confirmed in S4. This information is important because **the S4 team requires it in order to renew expiring UOAs**.

This action can only be completed by IAC students.

1. At the end of the semester, when students log in to SJS4 they will see a Pending Task to Report Hours. They should click on the Report Hours link (Figure 21).
1. Students will be taken to a screen titled Edit Placement. On this screen they should enter their "completed number of hours" and then click save (Figure 22).

When a student has entered their final number of hours, the *Student Final Service Hours Completed, Internship* form will show as "submitted" under the "Submissions" section of that student's profile in S4 (Figure 23). The completed form, which will be time-stamped, can be downloaded as a PDF if so desired.

Figure 21: Students confirm their final hours, step 1

Figure 23: Confirmation that student has completed the Final Hours form

Making S4 closeout an IAC student assignment

IAC instructors can make the confirmation of IAC hours (i.e. the completion of the "Student Final Service Hours Completed Form, Internships") an assignment for IAC students to complete at the end of the semester.

Here is a sample S4 closeout assignment:

S4 Closeout (10 points)

Earlier this semester you registered in S4 via the S4 registration assignment. Now you will close out your S4 registration. To complete this assignment, do the following:

1. Log in to SJS4 at https://app.calstates4.com/sjsu

2. You will see a Pending Task to Report Hours. Click on the Report Hours link.
3. You will be taken to a screen titled Edit Placement. On this screen enter your "completed number of hours" and then click save.
4. Take a screenshot.
5. Submit your screenshot to receive credit for this assignment.

Linking to S4 from an IAC course Canvas shell

IAC course instructors can create a link to S4 in their IAC course Canvas shells, as in Figure 24. For complete instructions on how to do this, see Appendix B, *SJS4 in Canvas - adding the redirect tool*. Alternatively, a tutorial on this process can be viewed at: https://vimeo.com/302162086

Figure 24: Link to S4 from a Canvas shell

RESOURCES

Faculty in Residence (FIR) for Internships

The SJSU FIR for Internships is currently vacant. An application for Spring 2020 will be coming out to all faculty soon. Dr. Stacy Gleixner is filling in this role for Fall 2019. For questions regarding IACs, email Stacy.Gleixner@sjsu.edu

S4

The S4 team manages the S4 database, which houses active UOAs and is used to track student IAC placements and hours.

Learn more about S4 at http://www.sjsu.edu/ccll/sjs4/index.html

For help with S4, email the S4 team at community.learning@sjsu.edu

Canvas

Canvas is the learning management system (LMS) in use at SJSU. It is supported by SJSU's eCampus team.

Learn more about Canvas at http://www.sjsu.edu/ecampus/teaching-tools/canvas/index.html

For help with Canvas, email the eCampus team at ecampus@sjsu.edu

Appendix A: SJSU Curriculog Creating A Minor Course Proposal

SJSU Curriculog
Creating A MINOR Course Proposal

1. Once you Log into the system you will see your dashboard, which automatically shows your "My Tasks" tab. The "My Task" tab will list any task you have related to a proposal or approval step. Any proposals you may have already created will post under "My Proposals", you can set certain proposals on a "Watch List" and all requests/proposals submitted across campus will show under "All Proposals".
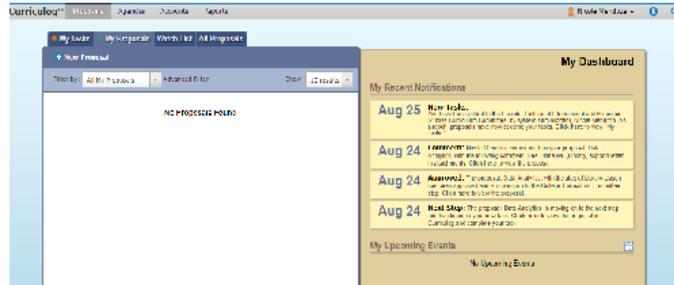
2. Just under the tabs you will see a "**+New Proposal**"
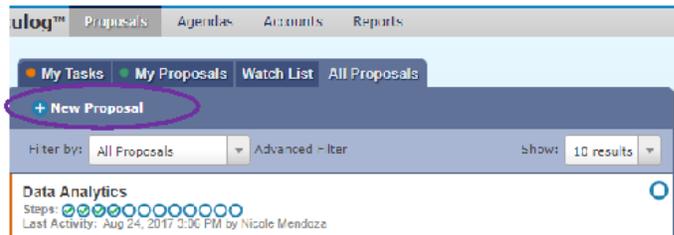
3. Proposals will now be submitted based on Academic Level, Graduate or Undergraduate program/course requests. You will find forms for:
   a. Program Revisions (which includes submission of Academic Year Catalog updates)
   b. New Program Proposals
   c. Program Discontinuations
   d. Minor Course Change
   e. New Course Proposals
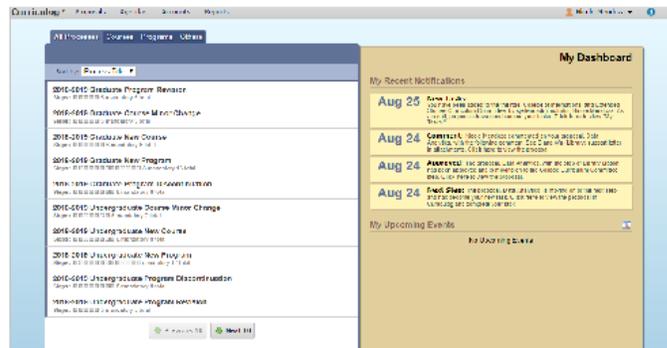
4. For this example, we will look at the process for a Minor Course Proposal. Select the appropriate form for level of course you will be submitting a proposal.

5. Click on the check button to start the proposal

6. Once you select a proposal, you will see the form on the left (you can confirm the right form is being used under the bold "New Proposal" header). The approval workflow for this specific form will be on the right.

   a. Icons on the top left corner of form, allow for import of data for minor course change forms, a save icon, and a launch button (looks like a play button). On the right side of the form, you have a "Help" button that highlights the sections with helpful information, as well as a print button and a toggle button to adjust the form size.

   b. **Please read the instructions at the top of the form.** NOTE: The form questions are still the same as the old SJSU Curricular forms. If you want to prepare your content prior to filling out the online request, there are planning forms available on the GUP form website.
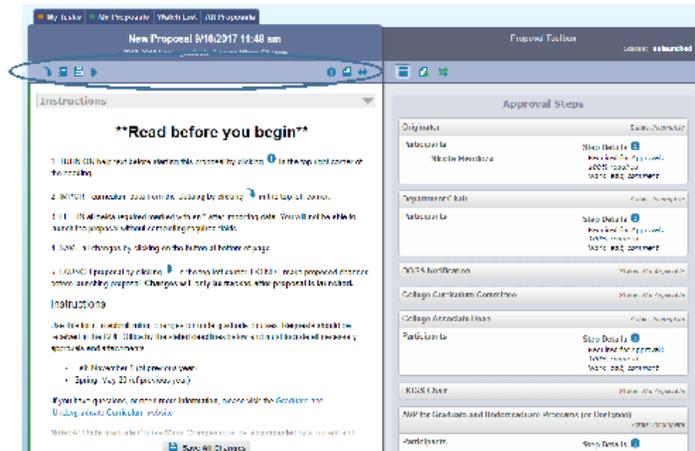
7. To start a Minor Course Proposal

   a. Click on the **import button** to import current CMS data for a particular course.

   b. A tan "Import Data" screen appears and you want to select "peoplesoftsjsu" for the curriculum data.

   c. You will now search for your course. Click on the filter to select "**Subject**" as the field to search on, then enter the subject you want to search for and click "**search available curriculum**"
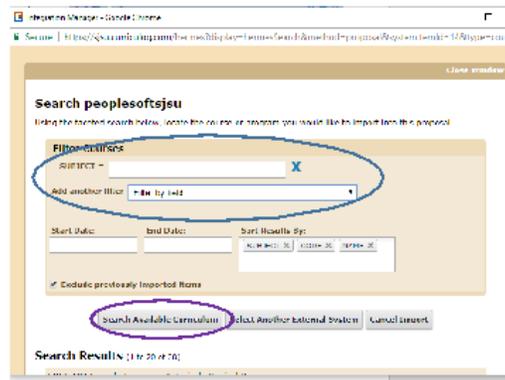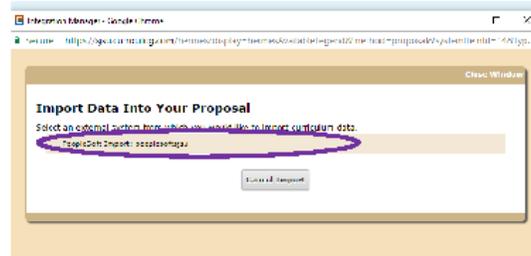
8. After clicking "Search Available Curriculum", a list of active courses in that subject will appear below.
   a. Select the course you want to change.
   b. The data to import will appear, scroll to bottom and click "**Import this item**"
   c. Your form will not populate with available information.

9. Scroll through form to select items that are required, but not populated. **DO NOT ADJUST YOUR COURSE CONTENT YET.**

10. Once all areas have been answered Save the form

11. Add your syllabus and another other support materials by clicking the document with plus sign on the Proposal toolbox on right hand pane and save again.
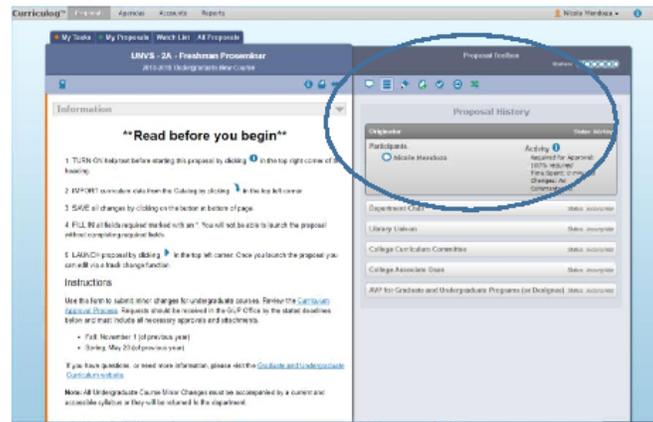
12. Next launch the proposal (play looking button at top) so you can go and edit the data for your new request.
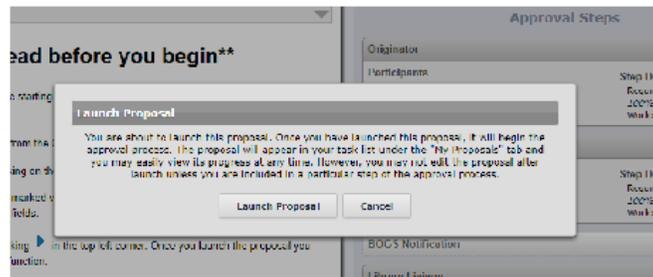
13. After launching your proposal, you will now be able to adjust the content to what you want changed. Only adjust the items you want updated. Make sure the proposal is how you want it to before you move it forward.

14. As the originator of the proposal, you begin the approval workflow by approving your proposal to move forward.
   a. Your edits will be seen like in track change format at like in Microsoft Word. When you are ready to finalize your proposal you will make a decision.
    b. Click on the decision button to approve your proposal to move forward. The decision button is the **check mark icon** in the proposal toolbox.
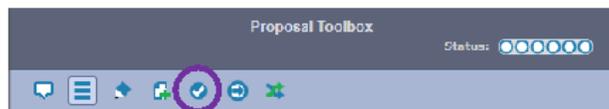
c. Approve your proposal, and submit your decision to move it onto the Department Chair step to continue the approval process.
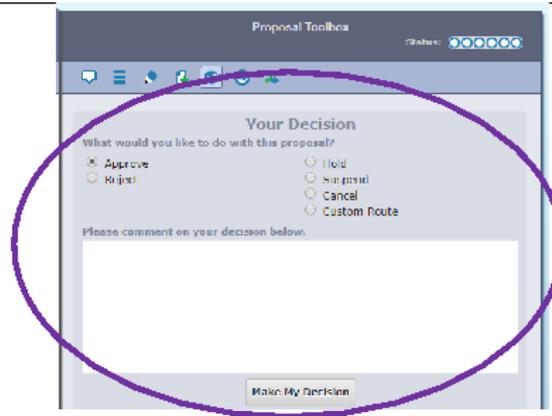
15. Once you approve your decision, it moves forward through the approval process. You will be able to track where it is in the approval process via the "My Proposal" tab, and will receive notifications as it completes each approval step. You will be notified if there is a rejection from any approval step, with access to comments on what needs to be adjusted.

Appendix B: SJS4 in Canvas - adding the redirect tool

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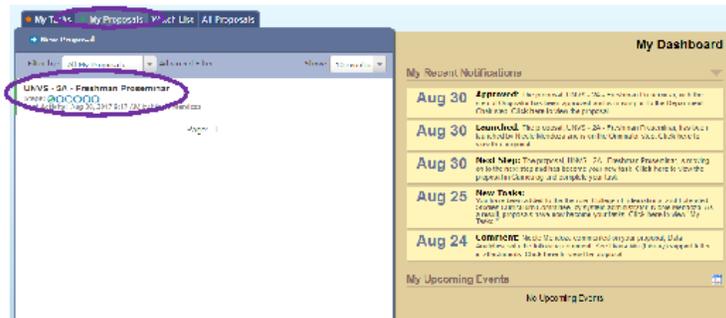
Canvas: Adding the Redirect Tool

1. To begin, click on "Settings" on the course navigation menu and then select the "Apps" Tab.

2. Next, click on the redirect tool icon on the apps page. You can type in *redirect* to locate it quickly.

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3. Then, click on the "Add App" button.

4. Next, complete the information in the "Add App" window by adding a name and desired URL. Also, check the box for "Force open in new tab (For External Links Only)" and "Show in Course Navigation.." For example, the Name is SJS4 and the URL Redirect is: https://app.calstates4.com/sjsu.

5. Finally, to confirm your setup, go back to the home page and select "SJS4" from the course navigation tab. Click on "Open in New Tab" and the URL will open up in a new browser tab.

Created by Tabitha Hart, last updated 9/2019