



## **Sociology Internship Handbook**

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## Sociology Internship Capstone

CSU's All-University Core Curriculum requires that all majors participate in a senior-level capstone experience. In the Sociology department, this requirement can be fulfilled either through the Capstone Seminar or through participation in the Internship Program.

The Sociology Internship Program consists of an internship that requires 150 hours of work for three academic credits and an accompanying seminar for one academic credit. In total, the internship program provides 4 credits of educational experience. Internships can be either paid or unpaid, must be with a legitimate, established business, and must be within the student's field of academic study<sup>1</sup>.

CSU defines a qualified internship as "a form of experiential learning that integrates knowledge and theory learned in the classroom with practical application and skills development in a professional setting. Internships give students the opportunity to gain valuable applied experience and make connections in professional fields they are considering for career paths; and give employers the opportunity to guide and evaluate talent."

## Handbook Overview

This handbook is available to students, faculty, and experience providers who are involved in qualified internships for the Department of Sociology at Colorado State University. This handbook contains information on how to create, register, and receive credit for an internship. Questions and comments can be directed to the Internship Coordinator, Shawna Bendeck, via email at [shawna.bendeck@colostate.edu](mailto:shawna.bendeck@colostate.edu).

## CSU's Criteria for Qualified Internships:

The goal of the capstone experience is to provide an opportunity for integration and reflection on your nearly completed baccalaureate education. To ensure that an experience is a qualified internship, and thus may be eligible for workers' compensation, the following criteria must be met:

- The experience must be an extension of the classroom: a learning experience that provides for applying the knowledge gained in the classroom. It must not be simply to advance the operations of the employer or be the work that a regular employee would routinely perform.
- The skills or knowledge learned must be transferable to other employment settings.
- There must be a Learning Agreement between the student, experience provider, and university that clearly outlines and documents the roles and responsibilities of each party to ensure the integrity of the internship experience for all parties, which is fulfilled by the Contract.
- The experience has a defined beginning and end, and a job description with desired qualifications.
- There are clearly defined learning objectives related to the professional goals of the student's academic coursework.
- There is supervision by a professional with expertise, educational and/or professional background in the field of the experience.

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<sup>1</sup> Please see the section "Qualified Internship Parameters" for further information.

- Internships include an academic component supervised by a CSU faculty member (the internship coordinator) who monitors and evaluates the academic learning and assigns a grade, which is fulfilled by enrollment in SOC492, the accompanying seminar.
- There is routine feedback by the experience provider supervisor to the student.
- There is an evaluation by the experience provider at the end of the internship, which is sent to the internship coordinator.
- If these criteria are met, then the experience can be considered a qualified internship, and the student may be considered for Workers' Compensation. Other experiences/internships may not entitle the student for Workers' Compensation benefits.

## Qualified Internship Parameters

- One-semester work experience that is either paid or unpaid. Students can earn credit for their internship and can receive compensation for it.
- For academic credit in which the student enrolls, 50 hours of work is equal to 1 college credit. Sociology students can earn up to 3 credits for their internship work.
- The company/organization must be a legitimate established business
- Home-based businesses are not applicable due to liability and risk issues.
- Interns must be given an orientation to the organization, safety procedures, training, ongoing supervision, and evaluation.
- Interns must have an appropriate workspace and tools with which to perform their duties (e.g. access to a computer, software, etc.).
- Interns must be provided with information on any safety risks and potential exposures prior to the start of internship and allowed to make an informed choice regarding the acceptance of the internship.
- Interns must be provided and instructed in the use of any needed Personal Protective Equipment (PPE).
- Students must submit the agreement with the Internship Coordinator.
- If a confidentiality agreement is required, it must be stated in the job description upon posting and be provided to the student before the start of an internship.
- There are no requirements for the student to pay the employer in any form for any part of the experience.

## Experiences that DO NOT Qualify as Qualified Internships:

- Commission-based positions.
- Internship located in home-based businesses.
- Positions in which an intern is unpaid and not registered for academic credit.
- "Independent contractor" relationships that require the intern to set up his/her own business for the purpose of selling products, services and/or recruiting other individuals to set up their own businesses.
- Family-owned businesses or positions supervised by a family member.
- Telemarketing positions.
- Positions in which the employer requires the student to pay a fee or fees to work at the organization. Licensure fees should be covered by employer.

## Non-Qualified Internships

The Internship Coordinator will review these guidelines with the student to ensure the internships meets the criteria outlined herein. Students can still engage in these opportunities, but not-for-credit learning experiences should be viewed as volunteer opportunities.

## International Internships

An international internship needs to meet the same criteria in order to be a qualified internship, and for that student to be covered under CSU's workers' compensation coverage. In addition, there may be other international host country requirements that would have to be met.

There are established international program providers that make all the necessary arrangements to facilitate internship placements, housing, orientation, onsite support, and sometimes excursions, typically for a fee. Students in international placements need to work with the Office of Education Abroad.

Each internship agreement or relationship with the experience provider may be different and may require review. CSU's International Travel Risk Manager and CSU's Workers' Compensation Manager can assist to determine whether the internship is a Qualified Internship and whether the student may be considered for Workers' Compensation coverage. Please contact Derek Smallwood, [Derek.Smallwood@colostate.edu](mailto:Derek.Smallwood@colostate.edu), and Kenda Weigang, [Kenda.Weigang@colostate.edu](mailto:Kenda.Weigang@colostate.edu) for assistance. To file a workers' compensation claim, see the [CSU Risk Management and Insurance File an Incident form \(Links to an external site.\)](#).

## Out-of-State Internships

In order for an out of state internship to be a qualified internship, the same criteria will apply.

### ***Workers' Compensation for Out-of-State Internships***

Students injured while completing the duties of an unpaid/non-remuneration qualified internship out of state should file a [Workers' Compensation claim](#)

*Note: room and board is considered remuneration.*

Workers' Compensation coverage for paid, out of state, qualified interns varies from state to state as to what qualifies a person as an employee and when student interns are covered. Students injured in the course and scope of their internship functions should consider filing a claim in both states, one against the employer or host site in the state of internship and one against CSU in Colorado.

CSU Workers' Compensation Program Manager, Kenda Weigang [kweigang@colostate.edu](mailto:kweigang@colostate.edu), Tel. # (970) 491-4832 should be contacted immediately so that there is coordination of communication with multiple states' adjusters and responsibilities for injury benefits can be assessed and assigned.

## Internship Documents

All documents are available on the Sociology Website at CSU and included in the [Internship](#) section.

[Internship Contract](#)

[Internship Registration Form](#)

[Internship Evaluation Form](#)



# Colorado State University

## Department of Sociology Internship Program

Fort Collins, Colorado 80523-1784

(970) 491-6044

FAX: (970) 491-2191

<https://sociology.colostate.edu>

### **SOCIOLOGY INTERNSHIP PROGRAM: INTERNSHIP PLACEMENT ACCEPTANCE CONTRACT**

This contract establishes a relationship between a named agency and a student from the Sociology Department at Colorado State University for the purpose of student internship placement. For a sociology major to receive academic credit for the internship, the student is required to complete 150 hours of work at the interning agency, and receive an evaluation of performance by the agency at the end of the academic semester. The agency agrees to complete the Evaluation Form or provide a letter of recommendation that satisfies the evaluation requirements. The purpose of the evaluation is to confirm the successful completion of internship requirements and to monitor the quality of work performed by the student for the purpose of assigning academic credit. The evaluation or letter of recommendation is to be submitted by the primary supervisor at the internship to the Sociology internship coordinator or to the Sociology Department.

No on-site supervision or training of the student is to be expected from, or provided by, administrators, faculty, or any employee of CSU for CSU students working at an external agency or performing duties required of him/her by the said agency. Internship placement experiences are arranged by direct negotiation between the student and the agency. Registration for academic credits is arranged with, and subject to, the approval of the Department. The student shall not be required to participate in potentially dangerous circumstances to earn academic credits associated with this internship.

Workers' Compensation insurance is provided to student interns serving in internships at/with a cooperating agency either by the cooperating agency if the student is remunerated in any way (including salary, or stipend, or room and/or board), or by the University if the student is not remunerated by the cooperating agency. Workers' Compensation insurance covers all University paid employees, including students paid by CSU. This includes interns and graduate assistants performing work for which they are paid through the payroll. Students serving in unremunerated internships at/with Colorado State University are not covered by Workers' Compensation. (Also see the Internship Liability Statement in the Sociology Internship Handbook.)

The undersigned agree to this contract for internship placement for the named student in the named agency.

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Supervisor Name at Agency (Print)

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Student Name (Print)

---

Agency Name

---

Student Email

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Supervisor Phone Number

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Student Signature

---

Supervisor Email

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Date

---

Supervisor Signature

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CSU Sociology Internship Coordinator

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Date

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Date



**Colorado State University**  
Department of Sociology Internship Program

## **SOCIOLOGY INTERNSHIP PROGRAM: REGISTRATION FORM**

**Directions:** To register for the Sociology Internship Program and its accompanying courses, SOC487 and SOC492, complete this form along with the Contract and submit them to the Sociology Main Office in Clark B258, or to the Sociology Internship Coordinator in Clark B263 or [shawna.bendeck@colostate.edu](mailto:shawna.bendeck@colostate.edu). The Internship Coordinator will contact you when the internship is approved and you are able to register for SOC487 and SOC492.

Name: \_\_\_\_\_ CSU ID#: \_\_\_\_\_

CSU Email: \_\_\_\_\_

Internship Organization: \_\_\_\_\_

Semester/Year you would like to register for SOC487 and SOC492: \_\_\_\_\_ / \_\_\_\_\_

Anticipated Graduation Semester/Year: \_\_\_\_\_ / \_\_\_\_\_

**Prerequisites:** Please indicate your completion of the prerequisite courses. Mark each course with a C if complete, I if incomplete, and an S if you are taking it during the same semester as SOC487 and SOC492.

\_\_\_\_\_ SOC210: Quantitative Sociological Analysis OR STAT201 or above

\_\_\_\_\_ SOC301: Development of Sociological Thought OR

SOC302: Contemporary Sociological Theory

\_\_\_\_\_ SOC311: Methods of Sociological Inquiry

\_\_\_\_\_ SOC314 Sociological Approaches to Quantitative Data OR

SOC 315 Applications of Qualitative Methods

This Section For Sociology Internship Coordinator
Date of approval: _____
Notes: _____
_____
_____
_____



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## **Sociology and Criminal Justice Internship Student Evaluation Form**

**Student Intern's Name:**

**Internship Organization:**

**Position Title:**

**Internship Start Date:**

**Internship End Date:**

**Current Date:**

***Evaluator Instructions:*** Please complete the following questions in order to evaluate the student's performance at your internship/business. You may also substitute your own form or provide a letter of recommendation. When you have completed the evaluation or letter of recommendation, please mail or fax it to the address/number at the top of this page, Attn: Shawna Bendeck. You may also email the form directly to: [shawna.bendeck@colostate.edu](mailto:shawna.bendeck@colostate.edu). Alternately, you may place the form in a sealed envelope, sign your name across the seal and give it to the student to deliver in person to the sociology department.

Has the student completed the required 150 hours? ☐ Yes ☐ No

If No, how many hours have they completed and when do you anticipate they will complete the remaining hours?

How would you describe the student's adherence to their work schedule? You may want to address issues of promptness (or lack of) and dependability.

Were tasks and assignments completed in a professional and timely manner?

Describe the overall performance of the student. You may want to address areas such as: Was the student suited for the position? Did the student meet or exceed your expectations? Was the student a value to your agency? Would you write a recommendation for the student if they asked you? What did the student do exceptionally well? What were the student's weaknesses or areas that need improvement?

Any additional comments (Please feel free to attach additional sheets of paper):

Evaluator (please print): \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Evaluator's signature \_\_\_\_\_

Thank you for your cooperation. The Sociology Department at Colorado State University would like to extend their sincere thanks for helping enrich our students' educational experience. If the department can be of any service or if you have any questions, please do not hesitate to contact the Sociology Department, (970) 491-6044.



## Roles and Responsibilities

### FOR THE INTERNSHIP COORDINATOR

- Review the student's eligibility for participating in an academic internship (senior-level standing, prerequisites, etc.)
- Maintain copy of host site's certificate of insurance, if necessary.
- Maintain a copy of safety training given, if necessary.
- Maintain a copy of all agreements between the parties of this internship.
- Act as primary liaison between the student and the host organization.
- Administer the internship evaluation process for all parties.
- Ensure that all agreements and documents are in place prior to the start of the internship.
- Serve as liaison for any issues that arise during an internship – e.g. workplace conflicts or problems with supervisors or co-workers, injuries, not getting the agreed onsite hours, ensuring the opportunity to fulfill the requirements of the internship – number of work hours, learning goals, etc.
- Collect employer's final evaluation and assign a grade for the student's internship.

### FOR THE STUDENT INTERN

#### **Prerequisites of the Sociology Internship Program**

To qualify for the Sociology Internship Program, students should be of senior standing and have completed the following coursework:

SOC210, SOC301 or SOC302, SOC311, and SOC314 or SOC315

If you are taking these concurrently with the seminar or shortly thereafter, you may request an override from the internship coordinator.

#### **Step-by-Step Instructions to Completing the Internship Program**

##### ***Find an Internship***

It is the student's responsibility to find an internship that aligns with their academic field of study and career goals following graduation. There are several avenues to finding an internship, here are a few.

- Talk to Sociology faculty. Faculty often have connections in the community, at research centers on campus, or can connect you to one of our vested alumni who are occasionally able to offer internships to our undergraduate students.
- CSU offers [Handshake](#) as a student resource for jobs and internships. You can personalize your searches within Handshake to internships that are specific to sociology, criminal justice, location, etc. An educational video for using Handshake is available on the Sociology Internship Website.
- The Sociology department maintains a [list of popular internships](#) on its website.

### ***Contract and Registration Forms***

Once you have a confirmed Internship, fill out and turn in the Contract and the Registration form in this packet. The Contract will require the contact information and signature of your internship supervisor. Turn your completed paperwork into the Sociology main office in Clark B258 or to the Sociology Internship Coordinator.

### ***Already Completed Internships:***

If you have already completed 150 hours at an internship that you would like to use for the Internship program, you can apply to use the internship retroactively through the Retroactive Internship Form. Please contact the [Sociology Internship Coordinator](#) to obtain the Retroactive Internship Form. Fill out the Registration Form and have your internship supervisor fill out the Retroactive Evaluation Form and submit it to the Sociology Department at CSU. Once these two forms are turned in to the Sociology Main Office at Clark B258 or to the Sociology Internship Coordinator, your internship will be considered for approval.<sup>2</sup>

### ***Register for SOC487 and SOC492***

Once your Contract and Registration forms are approved, you will be able to register for SOC487 and SOC492. SOC487 is the course that provides the three academic credits for your 150 hours of internship work. SOC492 is the seminar that accompanies your internship and counts for one academic credit. You will need to register for both for a total of 4 credits.

It is preferred that you register for both SOC487 and SOC492 during the same academic semester. However, if this is not possible, you may request a different arrangement with the Sociology Internship Coordinator. Please indicate this request on your Registration Form.

### ***Receive Academic Credit and a Grade for your Internship***

In order for a sociology major to receive academic credit for the SOC487 Internship, the student is required to complete 150 hours of work at the interning agency and receive an evaluation by the agency at the end of the academic semester that assesses the student's performance. When signing the contract, the agency agrees to complete CSU's [Evaluation Form](#).

Alternatively, the supervisor at the agency can provide a letter of recommendation. It is the student's responsibility to provide the evaluation form to the supervisor and to ensure that the proper directions for submitting the evaluation are available to the supervisor. The Evaluation Form or letter of recommendation is to be submitted to the Sociology internship coordinator, or to the Sociology Main Office in Clark B258.

Final grades are traditional (A, B, C, D, F) and are determined by the Sociology Internship Coordinator. The grade for SOC487 is determined through the assessment contained in the evaluation or letter of recommendation. The grade for SOC492 is determined through the successful completion of specific tasks as outlined in the seminar course syllabus.

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<sup>2</sup> Note that Retroactive Internships do not qualify for Worker's Compensation Insurance at CSU.

## Special Cases for Internships

### *Double Majors*

If you are pursuing a double major and completing an internship for your other degree requirement you may request that it count for your Sociology 487 (Internship) degree requirement. You must still complete 150 hours at your internship site as well as Sociology 492 (Internship Seminar). Additionally, to replace the three credits for Soc 487, you will need to enroll in a three-credit upper-division Sociology course of your choice to fulfill the requirements of the Sociology academic program. You must petition the Chair of the Sociology Department to see if you qualify for this academic exception at least one month prior to the start of your internship.

### *The Washington Center Internship*

Some internships that are sponsored through a university or academic program provide extra experiences for the student intern. One such internship that partners with the Sociology Department is The Washington Center offered through the Straayer Center for Public Student Leadership. For the program, students enroll in 15 credits through CSU and complete: 1) a 4-day a week full time internship in D.C. (9 credits), 2) an evening academic seminar (3 credits), and 3) a professional development “LEAD” colloquium (3 credits). CSU in D.C. is open to students from all colleges and majors. Sociology majors participating in this internship will split their registration credits between political science (POLS487) and sociology (SOC487). Out of the 9 credits total for the week in Washington D.C., students will register for 6 credits for POLS487 and 3 credits for SOC487. In addition, students will not register for SOC492, because they receive 6 credits from seminars through the program. Instead, sociology majors will write an essay that applies sociology to their experience in Washington, under the guidance of the sociology internship coordinator. Once the paper is complete and graded, the sociology internship coordinator will inform the Chair of the Sociology Department, who will waive the graduation requirement for SOC 492.

## Guidelines for Professional Success in the Internship

Students seeking admission into the Sociology Internship Program should understand that they are representing Colorado State University and the Sociology Department. Workplace professionalism is a key to success in your internship and in your career. Workplace professionalism means striving towards high standards, holding yourself to high values, and exhibiting those standards and values in your behaviors.

- Professional success in your internship requires hard work, a professional demeanor, good communication skills, appropriate workplace attire, and promptness in arrival and in completion of tasks.
- A professional demeanor includes a good attitude, being patient, cordial, genuine, providing positive responses in negative situations, and being prepared for the unexpected.
- Every workplace has a culture with rules and norms for conduct and interaction. Some rules for professional conduct are explicit and written in policy, while others are implicit. Conforming to cultural norms within your workplace can be seen as a sign of respect and mutual commitment to agreed values. Be observant of your workplace culture.
- Display competence in your role and exceed expectations.

- Strive to convey a willingness to help, perform well under pressure, maintain positive relationships with those working with you, and develop strong rapport with your colleagues.
- Keep up with the knowledge of your field, which can be highly specialized. Mastery of knowledge and standards within your chosen field will help you succeed.
- Maintain integrity, especially in difficult situations by being true to your values and keeping your behavior aligned with your high standards.
- Develop and display emotional intelligence by remaining professional and cool-headed in stressful or difficult situations. Developing skills to express your views in meaningful ways even when you are upset will benefit you in all life situations and help you succeed in the workplace.
- Develop personal accountability and learn from mistakes. Be conscientious by being organized, understanding your responsibilities and roles, and completing your work efficiently and accurately.
- Develop cultural understanding and strive to display a culture of mutual respect with your colleagues. Understanding and being sensitive to differences among people can help create an atmosphere of inclusion and respect among diverse people.

### ***Resources for Professionalism:***

**Dress for Success:** A guide on how to dress in the professional setting and for an interview.

**CSU's Big Interview:** A complete resource with articles and videos for developing interviewing skills and techniques, such as dealing with difficult or inappropriate questions, salary issues, eye contact, group interviews, and much more.

**Interview Guide:** A guide to dealing with difficult questions that arise during interviews.

## **FOR THE INTERNSHIP PROVIDER**

The Sociology Department at Colorado State University is grateful to our internship providers for offering valuable work experiences for our students. It is our hope that our students will provide beneficial services in the workplace and be an active team member contributing to meaningful projects.

The internship provider should design the internship to provide students with meaningful tasks and responsibilities so that they learn from the experience and are enabled to apply their own knowledge and skills to benefit the employer. The internship experience should provide student interns with opportunities to understand the industry, the company, work culture, expectations, and day-to-day tasks and responsibilities of a job, so they can make informed decisions about pursuing a career in the field.

To confirm the internship with a CSU student, the Internship provider and the Student Internship must sign the Contract that is included in this packet. The Contract serves as documentation for the internship coordinator on the place of business and the name of the supervisor. The supervisor also agrees to complete the Evaluation Form and send it to the CSU sociology department or internship coordinator at the end of the internship.

## Qualified Internship Requirements

- Verify the position and duties meet the University's Qualified Internship criteria.
- Complete a job description that includes learning objectives and goals; professional experience and skills the intern will gain exposure to and is expected to learn; Duties and responsibilities of intern; Resources, equipment, and facilities provided by the host employer that support the learning objectives/goals; Special qualifications required for the position; Special training or considerations required of the position; the start and end dates of the internship.
- Disclose all agreements a student will be asked to sign in the internship description.
- Identify the risks of activities the intern maybe involved in and identify the required safety training for any tools, computers, specialized equipment, vehicles, physical activities, hazardous chemicals, biologicals or radioactive materials, etc. that are part of their activities.
- Provide Intern and CSU staff with information regarding any safety considerations.
- Provide adequate safety training and provide all Personal Protection Equipment to the student and have them properly fitted prior to the start of internship.
- Provide an orientation, any precautionary safety instructions, training and ongoing supervision for assigned duties.
- Document training and include a signature that the training was received and understood and provide CSU with copies of safety and training instructions.
- Provide a safe work environment.
- Encourage professionalism by assisting student in developing communication, interpersonal, decision-making, and other skills.
- Provide opportunities for increasing responsibility and keep Intern directed toward accomplishing their learning objectives.
- Maintain an open channel of communication with regular meetings
- Keep internship duties within the scope outlined.
- Complete a final evaluation.
- If the student is paid, understand the responsibility for:
  - Providing workers' compensation and liability insurance in accordance with State laws where the internship is conducted. Provide CSU a Certificate of Insurance.
  - Comply with federal and state laws prohibiting discrimination on the basis of race, color, sexual orientation, national origin, sex, and/or disability.
  - Comply with Federal Labor Standards Act (FLSA)
  - Comply with Affordable Care Act and IRS reporting requirements.
- Add intern under your business vehicle insurance if employee is expected to operate business vehicles.
  - Any insurance requirements of Colorado State University need to be approved and agreed to by the Office of Risk Management & Insurance prior to placements. CSU doesn't automatically provide professional liability insurance. A number of CSU academic programs, and organizations offer professional liability policies for a fee. The employment site and/or intern is responsible for outlining needs and obtaining this insurance if required.
- Notify the Internship Coordinator in a timely manner if any problems arise during the internship placement.
- Complete a final written evaluation of the student's performance.
- Stay within the hours outlined in the internship learning agreement.

## Liability Protection and Workers' Compensation Insurance

It is imperative that you read and understand the following information regarding internships, remunerated and non-remunerated, required and optional. Most of the following information is taken from the [Workers Compensation website](#) and has been approved by an Office of Risk Management representative. If you have any questions please call Risk Management front desk at 970-491-6745. The Office of Risk Management is housed with EHS in the General Services building, west of the CSU athletic track.

### Introduction

The protections provided against liability and the coverages for workers' compensation are both statutory under Colorado law. However, they are different laws, and there may be cases where a student intern will have one but not the other. The following applies for students registered for internship courses at Colorado State University. Regardless, protections and/or coverages provided apply only while the student is engaged in the scope of assigned duties.

### Liability Protection and Insurance

Students serving in internships have some insurance protections and insurance provided by the university.

Liability protection is provided through immunity under the Governmental Immunity Act. These protections are only provided for required internships at CSU and are never provided for optional internships. Student interns are protected by the University's liability while under the direct supervision and control of the university. No protection is provided if acts are willful, wanton, intentional or criminal.

Please Note: If an intern is using a personal vehicle to perform internship duties, he/she is responsible for insurance coverage and damages. Interns should check with their insurance companies to be sure their automobile insurance (and, in the case of bicycles, their personal property insurance) is up to date.

### Workers' Compensation Insurance

Benefits due an injured employee are mandated by Colorado Statute (8-40-101 CRS et seq). Workers' Compensation insurance covers all University paid employees, including students paid by CSU. This includes interns and graduate assistants performing work for which they are paid through the payroll. **Students serving in unremunerated internships at/with Colorado State University are not covered by Workers' Compensation.**

Workers' Compensation insurance is provided to student interns serving in internships at/with a cooperating agency either by the cooperating agency if the student is remunerated in any way (including salary, or stipend, or room and/or board), or by the workers' compensation insurance of the University **if the student is not remunerated by the cooperating agency.**

### In the Case of Injury or Illness within the Scope of Assigned Duties

Any other insurance requirements that the Experience Provider requires from CSU needs to be requested in advance. There may be some insurance that CSU will not provide, that is the responsibility of the internship site provider and/or the individual. For example, CSU does not provide auto liability insurance for personal vehicles. If professional liability insurance is



required there are a number of associates/groups that provide this and the student will need to investigate this with their academic advisor. Please contact Office of Risk Management & Insurance (970) 491-6745 for further assistance. Case handling for individual claims is the responsibility of the Office of Risk Management.

All employees in the Fort Collins area injured while performing University work responsibilities must be treated medically by one of the University's Designated Medical Providers, including (among others) Occupational Health Services (OHS) at Poudre Valley Hospital and Concentra Medical Center, in order to receive full Workers' Compensation insurance for payment of medical treatment. See the EHS Web site for a complete list of Designated Medical Providers.

Please Note:

- In all cases, if any coverage is provided by the placement business or agency, the student's internship supervisor (from the agency) must provide the necessary paperwork informing the intern of the specifics of this coverage.
- If a cooperating agency requests certification of protections and insurance provided to the student intern by the University, this must be requested from EHS by furnishing the required information on department letterhead (see EHS Website for required information).
- **In all cases, it is prudent for the student to have his/her own insurance** and to contact his/her insurance agent regarding the specific types of coverage (including Professional Liability). Those individuals not covered for workers' compensation are encouraged to provide personal medical insurance coverage for injuries.

### Basics for Workers' Compensation

- Students serving internship at/with CSU, Unremunerated—Is not covered by CSU's Workers' Compensation Insurance
- Student serving internship at/with CSU, Remunerated—Is covered by CSU's Workers' Compensation Insurance
- Student serving internship with cooperative (non-CSU) agency, Unremunerated—Is covered by CSU Workers' Compensation Insurance
- Student serving internship with cooperative (non-CSU) agency, Remunerated—Is not covered by CSU; is covered by cooperative agency

To file a [workers' compensation claim](#).

### FAQ on Workers' Compensation

#### Are students participating in an internship covered by Workers' Compensation Insurance?

A student participating in a **qualified** internship may be considered for Workers' Compensation coverage if injured while performing the duties of the internship.

Individuals involved in a learning experience, on-the job training or volunteer experience that does not meet the **qualified** internship criteria are unlikely to be eligible for workers' compensation coverage.

#### Who is responsible for providing the coverage?

## ***Experience Provider***

Any business that enters into a bona fide cooperative education or student internship program sponsored by CSU for the purpose of providing on-the-job training for students, **for pay**, is considered an employer and potentially responsible for workers' compensation coverage. The employer can be any business, agency, organization or governmental agency.

International experience providers are required to follow the laws of the host country. There may be situations where there is a conflict of laws. Please contact the Office of Risk Management and Insurance for advice on international insurance.

## **What can be considered as pay for an internship?**

Under Colorado statute, if a student receives any kind of remuneration (including room and/or board, salary) from the service provider then the intern may be entitled to workers' compensation benefits from that service provider.

- Companies are able to pay their interns a small stipend and still meet the legal requirements for unpaid internships. Money used solely to offset expenses incurred while performing activities can be considered reimbursement and not considered remuneration for employment, but needs to be appropriately documented as such (i.e. mileage, reimbursement for vaccinations.)
- If a stipend payment is associated with work performance or is of more than a nominal amount, it may be considered a wage.

## **When is CSU responsible for providing Workers' Compensation Coverage?**

CSU provides Workers' Compensation coverage for students receiving academic credit for a **qualified** internship provided:

1. The internship is unpaid and with a non-CSU entity.
2. That the injury or illness is work-related and deemed in the course and scope of the internship.
3. The internship must be sponsored by CSU and CSU must have placed the student with the employer for purposes of training. Approval by CSU must be in advance of commencement of qualified internships. CSU needs to have oversight of the internship through academic assignment deliverables through which a grade can be awarded, an advising/supervising role in the program and it needs to be for academic credit.
4. Retroactive approvals will not make an experience/volunteer opportunity or non-qualified internship, a qualified internship.
5. **Students serving in unremunerated internships at Colorado State University or one of its entities are not covered by Workers' Compensation Insurance** per the Workers' Compensation Act.

Colorado Workers' Compensation Act provides specific guidance pertaining to liability for student internships.

**For complete description of Colorado statutes C.R.S. §§8-40-302(7) (a) and 8-40-202 (1)(a), please go to [cdle.colorado.gov/dwc](http://cdle.colorado.gov/dwc)**

**If I am in a qualified internship program, am I guaranteed coverage under workers' compensation if I am injured?**



Anyone can file a claim for workers' compensation, but nothing is guaranteed. An investigation of the injury, activities involved in at the time of injury and internship requirements will be reviewed to assess whether or not the injury occurred during the course and scope of the internship role. Personal health issues are not covered by workers' compensation.

### **Can the experience provider be held responsible for injuries incurred during a qualified internship?**

Yes, if the experience provider provided an unsafe environment or the actions of an employee of the experience provider caused the event that resulted in the injury, subrogation may be taken against them by CSU or CSU's insurance carrier, if CSU covers the injury.

### **Can Qualified Internships be approved retroactively?**

Yes, however, Risk Management will not provide workers' compensation coverage for any injuries or internships that are set up/approved by the department retroactively. Please ensure that all placements and approvals occur PRIOR to the commencement of the qualified internship.

### **Does credit for the internship have to occur in the semester that the student is taking the internship to be considered for workers' compensation coverage?**

As long as the internship is set up, all forms completed and approved for academic credit **prior** to commencement of the internship, the student can participate in internship activities during school breaks or over the summer and still be considered for coverage. *Signing up for an internship retroactively will not be accepted.* Injuries must be reported immediately when they occur to the Internship Coordinator and an [injury report](#) completed.

### **Are field trips and other learning experiences that are for credit covered by Workers' Compensation?**

Field trips, practicums and other learning experiences which do not meet the criteria of a qualified internship are considered academic in nature and are not covered under Workers' Compensation.

### **Are internships coordinated by CSU covered by CSU's Workers' Compensation?**

Only internships that meet the criteria of a qualified internship are covered by CSU's workers' compensation. Departments often serve as a resource to the students and outside agencies regarding learning opportunities. This doesn't constitute a sponsored and/or CSU internship.

### **What safety issues should be considered?**

Experience providers are expected to identify the risks of activities and provide for any required safety training for any tools, computers, specialized equipment, vehicles, physical activities, hazardous chemicals, biologicals or radioactive materials, etc. that are part of the student's activities.

Experience providers who do not provide a safe environment for students to work in may be subject to subrogation for injuries sustained by CSU interns and/or CSU employees.

### **Who should I address insurance questions to?**

Any other insurance requirements that the experience provider requires from CSU needs to be requested in advance. There may be some insurance that CSU will not provide, that is the responsibility of the internship site provider and/or the individual. For example, CSU does not provide auto liability insurance for personal vehicles. If professional liability insurance is required there are a number of associates/groups that provide this and the student will need to investigate this with their academic advisor. Please contact Office of Risk Management & Insurance (970) 491-6745 for further assistance.