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Student Internships
Policy Series: 4000 Curriculum, Instruction, Assessment
Policy No. 4412

9 **Purpose**

10 **Definitions**

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12 Intern: A student enrolled in a school-sponsored work experience and career exploration
13 program involving both classroom instruction and work experience with a cooperating employer,
14 regardless of whether the student receives compensation.

15 Cooperating employer: A public or private entity that, as part of a work experience or career
16 exploration program offered through a school, provides interns with educational resources,
17 training, and work experience in activities related to the entity's ongoing business activities.

18 Internship: The work experience segment of an intern's school-sponsored work experience and
19 career exploration program performed under the direct supervision of a cooperating employer.

20 Internship safety agreement: An agreement between the District and a cooperating employer
21 that satisfies the requirements established by Utah law and District policy.

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23 **Internships Authorized**

24 The district may offer internships in connection with work experience and career exploration
25 programs operated in accordance with rules of the Utah State Board of Education.

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27 **Internship Standards**

28 To be approved, an internship program shall:

- 29 1. Provide training for interns, intern supervisors, and cooperating employers regarding
30 workplace health hazards and safety procedures;
31 2. Specify standards and procedures for approval of off-campus work sites;
32 3. Address transportation options for interns to and from work sites;
33 4. Provide for appropriate employer supervision at the work site;
34 5. Provide for appropriate school supervision and assessment of interns;

- 35 6. Address insurance coverage and ensure adequate insurance coverage through the
36 intern, the program, or the district;
37 7. Provide for parent involvement in and approval of the internship program;
38 8. Address risks and liabilities inherent in the internship program in consultation with State
39 Risk Management or the district's insurance provider; and
40 9. Ensure that any credit awarded for internship participation maintains the integrity and
41 rigor required for high school graduation.

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43 **Recognition of Cooperating Employers**

44 The district or participating school may recognize a cooperating employer participating in an
45 approved internship program, including posting the employer's name and a brief description of
46 the employer's business on school property or in official district or school publications.
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48 **Workers' Compensation and Risk Management Coverage**

49 An intern participating in an approved internship program shall be considered a volunteer
50 government worker of the district solely for purposes of workers' compensation medical benefits
51 and Risk Management Fund coverage.

52 Receipt of workers' compensation medical benefits shall be the exclusive remedy against the
53 district and the cooperating employer for injuries or occupational diseases arising from
54 participation in the internship.

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56 **Internship Safety Agreements**

57 The district shall attempt to establish an internship safety agreement with each cooperating
58 employer.

59 An internship safety agreement shall require the cooperating employer to:

- 60 1. Ensure that an adult officer or employee of the cooperating employer is not intentionally
61 alone with an intern for a significant amount of time during internship activities;
62 2. Maintain compliance with all applicable federal and state laws relating to workplace and
63 student safety, privacy, and welfare; and
64 3. Provide a safe, educational, courteous, and welcoming professional environment free
65 from harassment or discriminatory conduct that may result in a hostile, intimidating,
66 abusive, offensive, or oppressive learning environment.

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68 **Criminal Background Checks**

69 If an internship safety agreement is in place with a cooperating employer, officers and
70 employees of the cooperating employer are exempt from criminal background check
71 requirements under District policy.

72 If the district does not have an internship safety agreement with a cooperating employer, each
73 officer or employee of the cooperating employer who will have significant unsupervised access
74 to a student intern shall complete a criminal background check consistent with District policy
75 before the internship begins.

76 If a criminal background check discloses information calling into question the appropriateness of
77 an individual having access to a student intern, the District shall modify internship conditions or
78 discontinue participation with the cooperating employer as necessary to protect student safety
79 and well-being.

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81 **Synopsis**

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- 86 • Criminal Background Checks
- 87 • Workers' Compensation Coverage

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89 **Legal References:**

90 [Utah Code § 53G-7-901](#)

91 [Utah Code § 53G-7-902](#)

92 [Utah Code § 53G-7-903](#)

93 [Utah Code § 53G-7-904](#)

94 [Utah Code § 53G-7-905](#)

95 [Utah Code § 53G-11-402](#)

96 [Utah Administrative Rule R277-915](#)

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98 **Board Approved:**

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