

**California State University, Long Beach Policy Statement**

Policy Number: 24-21

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instructions and information on medical facilities closest to the internship site.

- Emergency Contact Forms to be completed by students along with any necessary Liability Waiver and/or Acknowledgement of Risk forms as determined by [Executive Order 1051](#) and the CSULB Contract Manager.
- A Learning Agreement form signed by the student, internship site supervisor and university representative. The form addresses the specific work to be provided by the student, the learning outcomes, and the placement logistics (including hours and pay, if applicable).

Departments/units can consult with the Academic Internships Office, housed in the Center for Community Engagement, for templates and resources to assist in this process.

### **8. Annual Review**

The College (the Dean's Office or designated unit), campus department, and/or unit with Academic Internships shall conduct an annual review of internships, in relation to both educational purposes and