Purpose
Define OSP’s responsibilities with regard to student internship experiences with external organizations.

Introduction
In support of the student educational experience, ECU students may be offered an opportunity to accept an internship with an external organization. In most instances, the external organization is responsible for student expenses, including salaries and wages.

Procedure
Student internships are typically a relationship between the student and an external organization or a relevant internal office of the University which provides practical experience to the student in his/her field of study. The party providing the internship opportunity is responsible for expenses related to the student intern, including salaries and wages and related expenses.

The terms and conditions of internal student internship opportunities should be reviewed and approved by and between the student intern and the internal office. As these are internal agreements, OSP is not responsible for representing the institution.

The terms and conditions of external internship opportunities should be reviewed and approved by and between the student intern and the external organization. The student intern’s academic advisor may also serve as a resource to assure that the internship experience meets institutional standards. Student internship experiences with external organizations are not the responsibility of Sponsored Programs. Student internship agreements should neither be routed through RAMSeS nor reviewed and approved by OSP. Inquiries of this nature should be referred to the appropriate Associate Dean.

Exceptions
Exceptions to this procedure may only be made by the Vice Chancellor for Research and ECU’s Office of the University Attorney.