

# Student Internship Recordkeeping

Offices:	Office of Academic Affairs & Office of Student Engagement
Business Process Name:	<b>Internship Recordkeeping</b>
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## I. **Purpose of Student Internship Recordkeeping**

There are internal and external institutional reporting obligations that the University cannot meet without information from departments about their internships and other field placements approved for their students. The request for maintaining and providing internship information using the “Internship Recordkeeping Spreadsheet” is an interim measure until the University can develop a system that would automate the collection and reporting of campus-wide data.

The National Council for State Authorization Reciprocity (NC-SARA) requires institutions participating in the State Authorization Reciprocity Agreement (SARA) to annually report the location and number of students engaged in certain courses such as rotations, internships, student teaching, and practicum. The University of Arizona participates in SARA.

## II. **Relevant Links**

[Individual Studies Course Types](#) (UA Catalog)

[Individual Studies Courses: Policies and Guidelines](#) (UA Catalog)

[Internship Policies and Guidelines](#) (Registrar)

[FAQs on UA Internship Policies, Forms and Practices](#) (Registrar)

[Internship Work Plan Form- Fillable](#) (Registrar)

[Internship Work Plan Form- Customize](#) (Registrar)

[NC-SARA](#)

## III. **Call to Report, Frequency, and Deadlines**

Internship coordinators and department heads will receive an email at the start of each fall, spring, and summer with the links to this guide and the recordkeeping spreadsheet. Please download the spreadsheet and save as “Internship\_Department/School Name\_TermYear” (ex: Internship\_MATH\_Fall2019). Departments are required to complete the spreadsheet and upload to their assigned Box folder. Reporting timeline:

<b>Semester</b>	<b>Due</b>
Spring	End of 9 <sup>th</sup> week into Spring semester*
Summer	End of summer*
Fall	End of 9 <sup>th</sup> week into Fall semester
Winter	Include with Spring semester report

\*Spring and Summer 2019, combined, due on or before November 29, 2019. Deadlines above apply starting Fall 2019.

IV. Completing the Internship Recordkeeping Spreadsheet

Department internship coordinators are encouraged to download the spreadsheet at the beginning of each semester and update as students enroll in the relevant course(s).

The spreadsheet has three examples provided for guidance. Please delete the examples before submitting your data.

	A	B	C	D	E	F	G	H
1	Academic Term	Course Prefix and Number*	UA Internship Instructor of Record (Last, First)	UA Internship Instructor NetID	Units in Progress	Student ID #	Student Last Name	Student First Name
2	Spring 2019	AAA 493	Form, Jane	jform	3	00000001	Smith	John
3	Summer 2019	AAA 593C	Form, Jane	jform	3	00000002	Smith	Jane
4	Summer 2019	AAA 493	Form, Jane	jform	1	00000001	Smith	John
5								
6								
7								

**Academic Term:** the academic term a student was enrolled in internship units

**Course Prefix and Number:** the course prefix and number the student is enrolled for the academic term. **Note:** although the UA has #93 house-numbered courses designated for internships, academic units might have different course numbers for internship-like courses, including but not limited to: clinical rotations, student teaching, and practicum. Please report on all of those internship-like courses using the spreadsheet.

**UA Internship Instructor of Record, UA Internship Instructor NetID, Units in Progress, Student ID#, Last and First Name:** please make sure the information matches class lists/rosters. Consider pulling class rosters from D2L or class lists from UAnalytics to ensure consistent information. Be sure to list the student twice if the student is completing two internships during the same term.

I	J	K	L	M	N
Site Supervisor First and Last Name	Host Organization	Internship City	Internship U.S. State/Territory	Zip Code	Country of Internship if outside U.S.
Jill Hill	Hilltop	Phoenix	Arizona - AZ	85006	
Jack Hill	Cybertop Inc.	Boulder	Colorado - CO	80306	
Jill Hill	Hilltop	Lima			Peru

**Site Supervisor First and Last Name, Host Organization, Internship City, Internship U.S. State/Territory, Zip Code, and Country of Internship if outside U.S.:** information captured as part of the internship work plan form. Please leave U.S. State/Territory blank if the student did the internship outside the U.S/territories. **Note: for consistent reporting of information, the “Internship U.S. State/Territory” has a drop-down list of options.**

O	P	Q
Student Physically Present at City of Internship**	Work Plan File Location	Comments***
Yes	Workplan in Department folder.	Student also spent two weeks working in San Diego, California as part of this internship.
No, add comment	Workplan in Dept. Box folder	Student worked remotely. Student located in Phoenix, Arizona during internship.
Yes	Workplan in Department folder.	

**Student Physically Present at City of Internship:** if the student did their internship remotely, please select “No, add comment” from the drop-down menu. Add the city and state that the student was physically present during the internship in the Comments field.

**Work Plan File Location:** provide the physical/digital location of the student work plan.

**Comments:** provide any additional relevant information here. Include location information if a student did their internship in multiple locations and/or if the student worked remotely.

## V. Submitting the Spreadsheet and Contact Information

Each academic unit's designee will have access to a folder in box (arizona.account.box.com). Please contact Cindy Williams ([williamscindy@email.arizona.edu](mailto:williamscindy@email.arizona.edu)) if you need to update designee access. Upload the completed spreadsheet (Internship\_Department/School Name\_TermYear) to the department's assigned box folder.

Steps to upload:

1. Login to [Box for the University of Arizona](#)
2. Navigate to the unit's folder
3. Drag spreadsheet into the folder or click "Upload → File" to locate your file on your computer

Questions regarding Internship Recordkeeping Spreadsheet, NC-SARA reporting, and Internship Policies and Guidelines can be directed to Pam Coonan ([coonan@email.arizona.edu](mailto:coonan@email.arizona.edu)) and Martin Marquez ([martinmarquez@email.arizona.edu](mailto:martinmarquez@email.arizona.edu)).

Questions about uploading the spreadsheet and access to Box can be directed to Cindy Williams ([williamscindy@email.arizona.edu](mailto:williamscindy@email.arizona.edu)).