

1  
2



3  
4  
5  
6  
7  
8

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

9 **Purpose**

10  
11 The purpose of this policy is to establish guidelines for student internship experiences that  
12 support career exploration, work-based learning, and college and career readiness. The board  
13 recognizes the educational value of internships in providing students with meaningful  
14 opportunities to apply academic knowledge, develop workplace skills, and explore career  
15 pathways. This policy is intended to ensure that internship opportunities are aligned with  
16 educational objectives, comply with applicable federal and state laws, protect student health and  
17 safety, and provide equitable access to high-quality learning experiences.

18  
19  
20 **Definitions**

- 21  
22 1. *Intern*: A student enrolled in a school-sponsored work experience and career exploration  
23 program involving both classroom instruction and work experience with a cooperating  
24 employer, regardless of whether the student receives compensation.
- 25  
26 2. *Cooperating employer*: A public or private entity that, as part of a work experience or  
27 career exploration program offered through a school, provides interns with educational  
28 resources, training, and work experience in activities related to the entity's ongoing  
29 business activities.
- 30  
31 3. *Internship*: The work experience segment of an intern's school-sponsored work  
32 experience and career exploration program performed under the direct supervision of a  
33 cooperating employer.
- 34  
35 4. *Internship safety agreement*: An agreement between the District and a cooperating  
36 employer that satisfies the requirements established by Utah law and District policy.

37  
38  
39 **Internships Authorized**

40

41 The district may offer internships in connection with work experience and career exploration  
42 programs operated in accordance with rules of the Utah State Board of Education.  
43

44  
45 **Internship Standards**

46 To be approved, an internship program shall:

- 47 1. Provide training for interns, intern supervisors, and cooperating employers regarding  
48 workplace health hazards and safety procedures;  
49
- 50 2. Specify standards and procedures for approval of off-campus work sites;  
51
- 52 3. Discuss transportation options for interns to and from work sites (transportation is not  
53 provided by the district);  
54
- 55 4. Provide for appropriate employer supervision at the work site;  
56
- 57 5. Provide for appropriate school supervision and assessment of interns;  
58
- 59 6. Address insurance coverage and ensure adequate insurance coverage through the  
60 intern, the program, or the district;  
61
- 62 7. Provide for parent involvement in and approval of the internship program;  
63
- 64 8. Address risks and liabilities inherent in the internship program in consultation with State  
65 Risk Management or the district's insurance provider; and  
66
- 67 9. Ensure that any credit awarded for internship participation maintains the integrity and  
68 rigor required for high school graduation.  
69

70  
71 **Recognition of Cooperating Employers**  
72

73 The district or participating school may recognize a cooperating employer participating in an  
74 approved internship program, including posting the employer's name and a brief description of  
75 the employer's business on school property or in official district or school publications.  
76

77  
78 **Workers' Compensation and Risk Management Coverage**  
79

80 An intern participating in an approved internship program shall be considered a volunteer  
81 government worker of the district solely for purposes of workers' compensation medical benefits  
82 and risk management fund coverage.  
83

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

87  
88

### 89 **Internship Safety Agreements**

90

91 The district shall attempt to establish an internship safety agreement with each cooperating  
92 employer.

93

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

95

96 1. Ensure that an adult officer or employee of the cooperating employer is not intentionally  
97 alone with an intern for a significant amount of time during internship activities;

98

99 2. Maintain compliance with all applicable federal and state laws relating to workplace and  
100 student safety, privacy, and welfare; and

101

102 3. Provide a safe, educational, courteous, and welcoming professional environment free  
103 from harassment or discriminatory conduct that may result in a hostile, intimidating,  
104 abusive, offensive, or oppressive learning environment.

105

106

### 107 **Criminal Background Checks**

108

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

112

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

117

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

122

### 123 **Synopsis**

124

● ~~Student Internships~~

125

● ~~Internship Standards~~

126

● ~~Internship Safety Agreements~~

127

● ~~Cooperating Employers~~

- 128 ~~• Criminal Background Checks~~
- 129 ~~• Workers' Compensation Coverage~~

130

131 **Legal References:**

132 [Utah Code § 53G-7-901](#)

133 [Utah Code § 53G-7-902](#)

134 [Utah Code § 53G-7-903](#)

135 [Utah Code § 53G-7-904](#)

136 [Utah Code § 53G-7-905](#)

137 [Utah Code § 53G-11-402](#)

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

139

140 **Board Approved:**

141

DRAFT