### Academic Internships (AI) Timeline: Faculty/Staff

Courses to be offered in Spring 2020

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<tr>
<th>FALL 2019</th>
<th>NOV</th>
<th>DEC</th>
<th>JAN</th>
<th>SPRING 2020</th>
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<td><strong>Submit Existing List of Internship Placement Sites to ICCE</strong>&lt;br&gt;If available, provide ICCE with a list of existing sites that have been active within the past two semesters. For recurring academic internship courses, ICCE can also provide a list of approved internship sites.</td>
<td><strong>Encourage students to start Academic Internships (AI) search</strong>&lt;br&gt;Encourage students to register on ULink and look for <em>Approved Internship Sites</em> and opportunities. Note: If students wish to find a site outside ULink, ICCE needs site information and enough time to contact site.</td>
<td><strong>Submit Spring 2020 learning site information to ICCE</strong>&lt;br&gt;Once students have secured an internship site, instructor uploads site information to the <em>Spring 2020 AI Sites Excel template</em> located on shared Box folder. Submit to ICCE by end of semester, January 10, 2020.</td>
<td><strong>Risk Management (RM) Approval Process</strong>&lt;br&gt;ICCE initiates outreach to sites indicated in the submitted <em>Learning Sites Excel sheet</em>. ICCE will work with the University to approve new learning sites by early January. ICCE will provide on-going updates of approval status.</td>
<td><strong>Have students complete Informed Consent to Participate and Learning Plan (LP)</strong>&lt;br&gt;Request students to complete LP with site supervisor and instructor. Request students to review and sign Student Informed Consent form. Submit a copy of documents to ICCE by March 20, 2020.</td>
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### Definitions
- **Existing List**: Internship sites that students have been placed within the last two semesters.
- **Approved Internship Sites**: University-approved internship sites that have an executed *Learning Placement Site Agreement* (LPSA) and are visible to the campus community on ULink.
- **New Learning Site**: Internship site that does not have an LPSA in place.
- **Learning Plan (LP)**: Outlines the learning and service objectives of the internship (signed by site supervisor, instructor, and student).
- **Spring 2020 Academic Internship Sites Excel Template**: Instructor/Internship Coordinator provides information on internship placement sites for each student to start the University Risk Management (RM) approval process.