

Liberal Arts (LB 487) Internship Guidelines¹

LB 487 allows up to 3 credits in a given semester for completion of an internship that students create themselves. These three credits can count toward the Interdisciplinary Liberal Arts major.

Students who are *not* Interdisciplinary Liberal Arts majors should consult with their major advisor regarding the applicability of LB 487 before requesting an LB Internship Credit.

PURPOSE AND PARAMETERS OF THE INTERNSHIP:

The purpose of an LB 487 internship is to seek a quality learning experience equivalent to that of a 400-level Liberal Arts class. An internship should enhance relevant experience for future professional employment.

The substance of the LB 487 internship should be an experience rooted in one or more of the traditions and principles of a Liberal Arts education:

- ❖ Understanding past and contemporary cultures
 - ❖ Liberating individuals from uninformed and arbitrary views of the world
- Broadening writing, speaking, critical thinking, and problem-solving abilities for a diverse and ever-changing world and workforce
- Strengthening the basis for responsible and creative participation in society

For example, many students take on leadership roles in teaching, tutoring, or mentoring youth groups to help them improve their academic and/or life skills. Others volunteer with non-profit organizations in areas such as event planning, public relations, fundraising, or other initiatives. There are many options to explore.

STUDENT ELIGIBILITY REQUIREMENTS:

- Officially admitted to CSU
- A declared major in the College of Liberal Arts
- Sophomore standing or higher
- Minimum 2.0 GPA
- Application submitted by deadline:** one week before the beginning of classes for the term of enrollment
- Application approved by LB 487 Coordinator
- Student is not receiving/ has not received college credit for any other course for work performed.

LOCATING AN INTERNSHIP:

Students take responsibility for researching and locating an internship for LB 487.

- ❖ No retroactive credit awarded; credit awarded for work done only during the term of enrollment.
- ❖ Only one LB 487 internship is permitted per semester, for a maximum of 3 credits.
- ❖ Up to 3 credits of LB 487 can count toward the Interdisciplinary Liberal Arts major requirements.
- ❖ Cannot intern for the same organization more than once for LB 487 credit.
- ❖ Internships can be either paid or unpaid.
- ❖ Credit to Work Hours Ratio: 1 Credit = 45 Work Hours
- ❖ Internships will be graded as Satisfactory /Unsatisfactory.

¹ Revised: August, 2025

PROCESS:

1. **Contact** the LB 487 Internship Coordinator to discuss a possible internship (email kevin.foskin@colostate.edu to schedule an appointment).
2. **APPLICATION DEADLINE:** at least one week before the first day of the semester. Submit an Internship Application (attached), completed and signed, to the LB 487 coordinator for review. No overrides given for late registration.
3. **Submit a completed CSU liability waiver form.**
4. **Receive approval and an override** for LB 487 from the Liberal Arts internship coordinator.
5. **Register for LB 487** before the deadline for adding courses for the semester.

INTERNSHIP APPLICATION

**LB487- for Liberal Arts students; 1-3 credits
(Grade: Satisfactory/Unsatisfactory only)**

Colorado State University
 Interdisciplinary Liberal Arts
 College of Liberal Arts C124 Clark
 Fort Collins, CO 80523
 Phone: (970) 491-5421
 Fax: (970) 491-0528

Met w/ CSU Coordinator to re-view req's	
Completed this form	
Gave override: Reg for LB487	
Online Discussions	
Complete Internship Work	
Learning Goals Report	
Student final paper	
Supervisor final eval	
Grade submitted	

NOTE: This form must be completed and returned at least one week before the first day of the semester. The internship must be done in the same semester in which you enroll for the credit.

Semester of Internship: _____

Internship start date (no earlier than 1st day of classes): _____

End date (no later than last day of classes): _____

Number of credits: _____

STUDENT INFORMATION: (Please write legibly.)

Name _____ CSU ID# _____

Address _____

City _____ State _____ Zip _____

Phone _____ Email _____

Class/Year _____ Major _____

INTERNSHIP SITE INFORMATION (Please write legibly.)

Sponsor (Organization) _____

Sponsor (Organization) Website _____

Address _____

City _____ State _____ Zip _____

Supervisor _____

Supervisor Work Phone _____ **Work Email** _____

****Need supervisor signature and number of expected work hours on back page****

Student, please answer, in detail and complete sentences, the following questions (please type out your answers and attach to this Internship Application).

1. Describe your internship in detail. What exactly will you be doing? What does the organization do? What are your primary responsibilities/activities? What type of instruction will you receive?

2. What do you hope to learn during your experience(s) that equates with what you would learn in a 400-level Liberal Arts class? Explain. Be sure your goals are clear, specific, and measurable. List at least five learning goals below.

Learning Goal 1:

Learning Goal 2:

Learning Goal 3:

Learning Goal 4:

Learning Goal 5:

3. What specific internship activities and experiences will help you achieve each of the learning goals identified above?

Internship Activity 1:

Internship Activity 2:

Internship Activity 3:

Internship Activity 4:

Internship Activity 5:

***Student Responsibility:**

During the process of locating an internship, completing necessary paperwork, and working in the organization, students should remember that they represent not only themselves but also Colorado State University and the department. A student who performs poorly or otherwise creates problems on the job not only jeopardizes their standing with the organization and their grade for the internship but may also jeopardize the opportunity for future students to work with the organization. Additionally, before accepting an internship, students should establish and understand the required job duties and terms of payment in consultation with the organization providing the internship. *While the student is on the job, they are under the supervision of the organization.*

***Workers' Compensation:**

*For off-campus internships, if the student receives **any** remuneration for the internship, including but not limited to pay, room, or board, the student is NOT covered by CSU workers' compensation but is covered by the hosting entity's workers' compensation or insurance.* If the student does not receive any remuneration for an off-campus internship, CSU workers' compensation covers the student. Students paid by non-University sources, even though working in a university facility or engaged in university projects, are not covered by CSU's workers' compensation. The University's workers' compensation covers students paid by CSU and working at CSU.

STUDENT AGREEMENT

In addition to the above goals and activities, the following also apply:

1. Student participates in two online discussions.
2. Student submits a Learning Objectives Report
3. Student completes an Internship Reflection essay at the end of the internship (3 – 4 pages).
4. Student completes all work requirements for internship (1 credit = 45 Work Hours)
5. Student understands and agrees with the employment and payment terms of the organization providing the internship.
6. Student is not receiving/has not received college credit for any other course for the work performed here.
7. All information the student provided in the application is true and accurate to the best of the student’s knowledge.
8. Receive 1-3 credits for internship experience. Grading will be Satisfactory/Unsatisfactory.

Student Signature _____ Date _____

CSU Internship Coordinator _____ Date _____

SPONSORING AGENCY AGREEMENT

1. Student’s supervisor completes two brief evaluations: 1. mid-semester; 2. within one week of completion. Evaluations are requested via email by Kevin Foskin, Internship Coordinator, approximately one week before their asked for due date.
2. The sponsoring agency agrees to provide responsible and reasonable local supervision of students assigned.

Internship Supervisor _____ Date _____

Number of expected total work hours for internship. _____

INFORMATION REGARDING LIABILITY PROTECTION AND WORKERS' COMPENSATION INSURANCE FOR INTERNS

To the Intern and the Internship Provider/Supervisor:

Please read and understand the following information about internships, including both paid and unpaid, as well as required and optional opportunities. Then sign the statement confirming that you have done so.

Most of the following information is sourced from <http://rmi.prep.colostate.edu/workers-compensation/>. The Office has approved all Risk Management representatives. If you have any questions, please get in touch with the Risk Management front desk at 491-6745. The Office of Risk Management is located in the General Services building, adjacent to EHS, west of the CSU athletic track.

Introduction:

The protections against liability and the workers' compensation coverages are both statutory under Colorado law. However, they are governed by different laws, and there may be situations where a student intern has one but not the other. The following applies to students enrolled in internship courses at Colorado State University. Regardless, the protections and coverages provided apply only while the student is performing assigned duties within their scope of work.

Liability Protection and Insurance

Students serving in internships have some insurance protections and insurance provided by the university.

Liability protection is granted through immunity under the Governmental Immunity Act. These protections apply only to required internships at CSU and are not available for optional internships. Student interns are protected by the University's liability coverage while under the direct supervision and control of the University. No protection is provided if actions are willful, wanton, intentional, or criminal.

Please note: If an intern uses a personal vehicle for internship duties, they are responsible for providing their own insurance coverage and any resulting damages. Interns should verify with their insurance companies to ensure their automobile insurance (and, in the case of bicycles, their personal property insurance) is up to date.

Workers' Compensation Insurance

Colorado Statute mandates benefits due to an injured employee (8-40-101 CRS et seq). Workers' Compensation insurance covers University-paid employees, including students paid by CSU, whose claims are deemed compensable under the law. This includes interns and graduate assistants who perform work for which they are paid through the payroll system. **Students serving in unremunerated internships at Colorado State University.**

Workers' Compensation insurance is provided to student interns participating in qualifying credit internships at or with a cooperating agency. If the student is paid in any way, including salary, room, or board, the insurance is provided by the cooperating agency. If the agency does not pay the student, the insurance is provided by the University's workers' compensation coverage. For more information about student internships, please see <http://rmi.prep.colostate.edu/workers-compensation/internships/>

If the internship is unpaid and takes place at CSU, it is considered Academic and is not eligible for workers' compensation coverage.

In the Case of Injury or Illness within the Scope of Assigned Duties

- All claims for Workers' Compensation must be filed with CSU's Office of Risk Management within four calendar days of the occurrence of the injury or illness. File a claim at <http://rmi.prep.colostate.edu/workers-compensation/file-an-incident/>
- Case handling for individual claims is the responsibility of the Office of Risk Management.
- All claims for Workers' Compensation for injuries that require medical care must be treated by one of CSU's Authorized Treating Physicians to receive consideration for payment of medical treatment. Refer to the RMI website for a comprehensive list of Authorized Treating Physicians (ATPs). <http://rmi.prep.colostate.edu/workers-compensation/authorized-treating-physicians/>

Please Note:

- In all cases, if the placement business or agency provides any coverage, the student's internship supervisor (from the agency) must provide the necessary paperwork informing the intern of the specifics of this coverage.
- If a cooperating agency requests certification of the protections and insurance provided to the student intern by the University, this must be requested from RMI by furnishing the required information on department letterhead (see the Risk Management & Insurance Web site for the required information). <http://rmi.prep.colostate.edu/>
- **In all cases, it is prudent for the student to have his/her insurance** and to contact his/her insurance agent regarding the specific types of coverage (including Professional Liability). Individuals not covered by workers' compensation are encouraged to obtain personal medical insurance to cover injuries.

Checklist for Liability Protection and Workers' Compensation—Please Check Those That Apply to Your Internship

Personal Health Coverage/Insurance

_____ *Student serving an internship has their insurance coverage (see above).*

Liability Protection

_____ *Only required internships at CSU, directly supervised and under the direct control of a CSU employee, are provided with Liability Protection (see website).*

Workers' Compensation

_____ *Student serving internship at/with CSU, Unremunerated—Is not covered by CSU's Workers' Compensation Insurance.*

_____ *Student serving in a Qualified internship at/with CSU, remunerated—Is covered by CSU's Workers' Compensation Insurance (make sure the paperwork is in place and documented).*

_____ *Student serving internship with cooperative (non-CSU) agency, Unremunerated—Is covered by CSU Workers' Compensation Insurance. Make sure they meet the criteria for a Qualified internship.*

_____ *Student serving internship with cooperative (non-CSU) agency, remunerated—Is not covered by CSU; is covered by cooperative agency.*

I hereby acknowledge having read and understood the above information/warning.

Student Intern: _____ *Date:* _____

Internship Supervisor: _____ *Date:* _____