



COLORADO

Division of Private
Occupational Schools

Department of Higher Education

EXTERNSHIP/INTERNSHIP FACT SHEET

Q: What is required for a school to offer an externship or internship as part of the school's approved curriculum?

A: "Externship/Internship" is an educational component for which academic credit is awarded, offered as part of an instructional course or program with job experience included. To be considered an externship/internship the course shall meet the requirements of the Board further defined in Rule III.B.6.

6. Externships/Internships - No internship or externship will be approved in a program if it requires students to be on duty more than eight hours per day for five consecutive days. Appropriate breaks must be included in the externship/internship schedule, pursuant to any and all existing state and federal laws. An externship/internship must be under the coordination of a qualified instructor. To be considered an externship or internship, the program shall:

- a. Be part of the approved curriculum of the school.
- b. Provide a designated school instructor who meets qualifications as defined in Rule III.E and has oversight of the student's education at the internship/externship site.
- c. Have a written training plan that specifies the expected educational outcome.
- d. Designate an on-site supervisor who will guide the student's learning and who will participate in the student's evaluations.
- e. Be described in the school catalog and include the purpose and requirements of the course.
- f. Provide a schedule of time required for the training and include an expected completion date.
- g. The student extern/intern is not to replace a permanent employee.
- h. Externships/internships may be paid or unpaid.
- i. If the externship/internship is part of the course requirements, students may not be considered as graduates or issued a graduation credential until the externship/internship has been satisfactorily completed.
- j. Externship/internship locations and available positions must be filed with the program application and/or revision. For each location and available position, the school must maintain documentation acceptable to the Board from an authorized representative of the location verifying that the location will provide the specified number of positions for a defined timeframe that corresponds with the program requirements. All externship/internship location contracts along with number of student positions shall be made available to the Division at time of such request/audit. The number of students enrolled in a program may at no time exceed the number of available externship/internship positions. Location of externship/internship shall be a location other than that of the school/institution where a student commences all remaining educational requirements. A school on-site clinic/lab in lieu of a program required externship/internship is not acceptable.