

What is FAES 3191 and why is it required?

Any time that a student will earn credit for an internship, they must be enrolled in FAES 3191 during the time that they will be completing the work.

CFAES implemented the FAES 3191 course in Summer of 2020 to fulfill Federal Financial Aid and HLC accreditation regulations. These regulations mandate that any OSU student who is doing work for which they will receive credit must be enrolled in an OSU course. Failure to comply with these directives could result in losing all federal funding (including federal grants through USDA, NSF, NIH) and accreditation. Instead of requiring students to enroll in the 1-2 credit hour departmental internship course, CFAES has been given exemption to provide a lower cost option for students (the zero-credit hour FAES 3191 is a lower cost than a 2-credit hour departmental course).

When students schedule the course and have an “active” status for the term, the internship is associated with the student’s enrollment at OSU – this provides general liability insurance, complies with criteria outlined by the Higher Learning Commission regarding internships as a curriculum requirement and allows OSU to satisfy requirements for Title IX/Cleary reporting. The university also participates in [NC-SARA](#) and requires the college to report the state where students complete internships.

FAES 3191 currently requires two assignments; both are surveys and the information collected is used in reporting and record keeping. In addition to providing the university with NC-SARA data, the CFAES Career Development Office publishes an annual Internship Report which lists the average wage, location, avenue that students use to find internships, and employers who hosted interns by major.

Note: Students must also complete the appropriate departmental internship course (ANIMSCI 3191, FDSCTE 4191, HCS 3191, etc.) to earn the credit for the experience. FAES 3191 is a prerequisite/corequisite for the departmental internship courses.

How to enroll (for students)

1. Connect with Internship Coordinator to secure approval for experience to count for credit
 - a. Internship Coordinator list for each unit in the college is here: <https://careers.cfaes.ohio-state.edu/jobs-and-internships/internship-course>
 - b. Internship Coordinator must sign FAES 3191 Course Enrollment Permission Form (or provide written approval via email): https://students.cfaes.ohio-state.edu/sites/ap/files/site-library/site-documents/Academic-Advising-Forms/course_enroll_form%20FAES%203191_fillable_1.19.21.pdf
2. Complete FAES 3191 Course Enrollment Permission Form
 - a. Student Information and Supplementary Information sections should be completed by student
 - b. Note: the dates listed in the supplementary information section should correspond with the timeline for when the student will be earning hours for the internship; these dates will be used to enroll the student in the appropriate section of FAES 3191 (there is a section offered for each session in a term)
3. Forward completed and signed form to Chelsea Ratell.
 - a. Chelsea will assign the appropriate section and then send to Cynthia Violet for final steps in enrollment process.

Fees

The zero-credit hour course does have fees associated. The Registrar's website provides the outline of fees associated for 0-.5 credit hour courses. Click here to access the fee tables: <https://registrar.osu.edu/FeeTables/MainFeeTables.asp>. Note: The Mode of Instruction for the course is designated by the college as In-Person. If students are enrolled in only FAES 3191 for a semester, they will see that the Statement of Account shows a charge at .5 credit hours – this is because courses in the 0-.5-credit hour range are charged at the same rate. Additional questions about fees should be directed to the [Buckeye Link Office](#).

The cost for students will depend on several factors, including whether they are part of a tuition guarantee cohort and whether they are an in or out-of-state student. The fee for in-state students is typically somewhere around \$200 and is higher for out-of-state students who need to pay the non-resident fee. It is not a good practice to quote students an exact amount, because the Buckeye Link Office is the best place to get accurate information and they can field questions from students about their specific situation.

Note: Late add/registration fees are assessed for FAES 3191 like any other course at Ohio State. Deadlines for enrollment are found on the Registrar's website: [Important Dates](#).

Insurance

OSU provides liability insurance to our students on internship. Liability insurance is not the same as health or life insurance. Students are required to carry health insurance if they are enrolled at least half-time (more info is here: <https://shi.osu.edu/health-insurance-requirement>). Anytime you or a student has a question about insurance coverage or needs to make a claim, the contacts for the Office of Risk Management are listed at the bottom of this page: <https://busfin.osu.edu/risk-management>.

Paid Vs Unpaid

The CFAES Career Development Office believes that students should be compensated for their contributions to an organization, and in many cases, it is actually required that interns be paid. The U.S. Department of Labor provides a fact sheet that outlines a “test” to determine if an intern is an employee under the Fair Labor Standards Act. There are exceptions for non-profit and government agencies to utilize unpaid volunteers. Student Legal Services at Ohio State will review employment offers with students if they did not opt out of paying the Legal Services fee. More info is at this link: <https://studentlegal.osu.edu/civil-matters/employment>.

Fact Sheet #71: Internship Programs Under The Fair Labor Standards Act:

<https://www.dol.gov/agencies/whd/fact-sheets/71-flsa-internships>

It is important to note that students who are being paid for their work are generally considered employees of an organization, and are therefore eligible for worker's compensation coverage. Students who are not being paid for their work are typically not covered by worker's compensation coverage and medical treatment must be covered by the students' health insurance.

Injury on Internship

There is an SOP for Reporting Student Injury, and this should be followed anytime a student is injured on internship. Connect with Jeanne Osborne as initial step and fill out Injury Report Form (submit to Jeanne and Kent McGuire).

Curricular Practical Training (CPT) Approval

CPT applications are reviewed at the department level. The Internship Coordinator is reviewing the experience to determine if it is aligned with the area of study to count for credit, and that is also a component of CPT.

The Office of International Affairs (OIA) can answer questions related to CPT. The application needs to be signed by the student and Internship Coordinator and returned to OIA for approval.

Here is a link to OIA's website with CPT info and application documents:

<https://oia.osu.edu/units/international-students/employment/curricular-practical-training/>

Issues/Concerns/Difficult Situations on Internship

Students are encouraged to reach out if they have any concerns while on internship. Chelsea Ratell's contact information is shared in carmen, via multiple emails throughout the term, and in the course syllabus. Except for an urgent situation that needs to be reported (see below), students are asked to reach out to the Internship Coordinator as a first step. Internship Coordinators are more familiar with the details of each student's internship and that context is important when navigating difficult situations. Concerns can range anywhere from navigating workplace politics to safety issues. Please do not hesitate to make Adam Cahill.⁷¹ or Chelsea Ratell.² aware if you receive concerns from students – the CFAES Career Development Office wants to ensure that we students are connected with employers who share and respect the values of the college and university.

If a student reports that an incident under Title IX has happened, we (career advisors, faculty advisors, academic advisors) are required to report that information to the [Title IX office](#). We will also want to provide resources to the student so that they have access to [medical](#), [safety](#), and [emotional support](#). Of course, a student should not remain at an internship site if their safety is in jeopardy.