INTERNSHIP COURSE DATA REPORTING FAQs

WHY AM I BEING ASKED TO REPORT INTERNSHIP SITE DATA?
Knowing which organizations are hosting TU students enrolled in internship courses is helpful for three key reasons:
- **Security/risk management**: knowing where students are located should there be an off-campus emergency is critical to managing risk and liability
- **NC-SARA reporting**: TU's participation in the National Council for State Authorization Reciprocity Agreements requires regular reporting on out-of-state placements
- **Institutional relationship tracking**: An understanding of all of TU's existing external relationships aligns with and supports the effective functioning of the BTU Presidential Priority

WHAT SPECIFICALLY AM I BEING ASKED TO REPORT?
- **Required reporting fields**:
    o Course Data: Title, Section, Term, Year
    o Instructor Data: Instructor Name (first, last), Instructor Campus Email
    o Enrolled Student Data: Student Name (first, last), Student ID, Student Email
    o Internship Site Data: Host Organization, Internship Location (state)
    o *Note: concerns about/exceptions to required fields are addressed below*

- **Optional reporting fields**: These include Instructor EMPLID, Internship Site Supervisor (name), Internship Location (street address, city, zip code), Internship Site Contact Information (phone, email), Comments

HOW DO I REPORT INTERNSHIP COURSE ENROLLMENT DATA?
Use the TU Internship Reporting Matrix (Excel) to facilitate reporting and simplify copying/pasting of data from existing record-keeping mechanisms. The completed spreadsheet(s) should be sent each semester to Glenda Henkel at ghenkel@towson.edu who will pass along the files for OTS to import into the BTU Salesforce database.

WHEN DO I REPORT?
We ask that the completed Excel file be submitted no later than two weeks following the drop/add date each semester.

IF THERE ARE ISSUES OF CONFIDENTIALITY RELATED TO AN INTERNSHIP SITE, WHAT SHOULD I DO?
Should you be unable to report on a required field due to confidentiality issues (i.e., students interning with an organization requiring security clearances or mandating confidentiality), you can submit the following information in the required student information fields:
- Student Intern Last Name: Confidential
- Student Intern First Name: Confidential
- Student Intern TU ID: 0000000
- Student Intern Campus Email: confidential@students.towson.edu

WHERE IS THIS DATA BEING STORED AND WHO HAS ACCESS TO IT?
Data submitted via the Excel spreadsheet will be sent to OTS for importation into the BTU Salesforce database. Information in this database is only accessible to faculty/staff with BTU database access, including members of the BTU Council and staff within the Division of Strategic Planning and Applied Research. Departments across campus utilizing Salesforce for other purposes (i.e., Admissions, Advancement, etc.) do not have access to internship information.