



## Internship Handbook

### General Information

An internship is a form of supervised learning that integrates knowledge and theory learned in the classroom with practical application and skills development in a professional setting. An integral component that distinguishes an internship from other types of work is one or more forms of structured and deliberate reflection contained within learning goals or objectives. Internships can be paid or unpaid positions and may be taken for academic credit. Students must discuss internship plans and the Petree College of Arts & Sciences Internship Contract with a faculty member and/or department chair/program director prior to beginning an internship.

### Benefits of an Internship

- Gain professional experience and transferable skills
- Develop new skills and refine others
- Explore a prospective career path
- Network & establish professional connections with professionals in your field
- Gain a competitive advantage in the job market or for post-baccalaureate studies
- Earn academic credit (if applicable)
- Satisfy licensure requirements (if applicable)

### Earning Academic Credit for an Internship

The Petree College of Arts & Sciences requires a minimum of 50 work hours per credit hour per semester; therefore, a student must work at least 150 hours throughout the semester to earn three credit hours. (Up to 20 hours may be earned in the classroom.) You may enroll in an internship course in either the fall or spring semesters, even if the work portion of the internship was completed during the preceding summer (within the same academic year). In order to enroll in an internship course and earn academic credit in any semester, you must be enrolled in the course prior to the midpoint of that semester. You must also complete the Petree College of Arts & Sciences online internship orientation (\*coming soon!). Please contact your faculty internship coordinator or the department chair/program director within your academic department to determine course requirements, supplemental department forms/processes, recommended internship placement sites, major-specific internship credit limitations, and other pertinent guidance.

## Intern Responsibilities

- Be professional.
- Dress appropriately.
- Report to work when scheduled.
- Notify your site supervisor if you cannot be at work or if you are running late.
- Inform your faculty internship coordinator or the University's Title IX Coordinator immediately if you have any workplace concerns. (See below "Work Place Considerations" section for additional information.)
- Adhere to departmental internship requirements/expectations.
- Adhere to the internship requirements as outlined in the Petree College of Arts & Sciences Internship Contract.

## Internship Checklist

- Review the Petree College of Arts & Sciences Internship Handbook.
- Find an internship. Discuss possible internship sites and professional goals with your academic faculty or department chair/program director. Search for internships via the internet or contact the OCU Office of Career Services. Peruse internship listings on the Petree College of Arts & Sciences Internship Google Doc.
- International students must seek internship approval from the Office of International Admissions.
- Create or update your professional resume. Contact the OCU Office of Career Services if you need assistance.
- Ask your academic faculty or department chair/program director to review your resume to provide discipline specific feedback on content, format, etc.
- Once you have secured an internship, work with your faculty internship coordinator and/or department chair/program director to complete the appropriate sections of the Petree College of Arts & Sciences Internship Contract (see Appendix A).
- Complete departmental-specific paperwork, if necessary.
- Work with your internship site supervisor to complete the appropriate sections of the Petree College of Arts & Sciences Internship Contract.
- Enroll in an internship course if you are seeking academic credit.
- Complete the Petree College of Arts & Sciences online internship orientation (\*coming soon!).
- Submit the signed Internship Contract to the Petree College of Arts & Sciences Director of College Outreach no later than two weeks after the internship start date.

## Workplace Considerations

It is important that you conduct yourself in a professional manner while at the internship site. This includes, but is not limited to: dressing appropriately, reporting to the internship on time, using appropriate written and oral communication, limiting the use of personal communication and social media during work hours, completing tasks as assigned, following organizational rules, etc. Do not hesitate to ask your internship site supervisor if you have questions about the dress code, expectations surrounding personal social media use, etc. As a reminder, your internship site supervisor and/or colleagues could be great references for future internships, jobs, etc., so it is important to make a good impression and act in a professional manner.

Workplace sexual harassment is a serious issue and we want students to be prepared in case any issues arise at internship sites. Sexual harassment is unwelcome conduct of a sexual nature. Harassment comes in many forms and can include verbal, physical, visual, written or environmental harassment. OCU policy definitions and examples of sexual harassment are available online at <https://www.okcu.edu/admin/hr/titleix>.

Most places of employment will have policies prohibiting harassment. Familiarize yourself with company policies and determine who to contact if you experience or witness harassment. You are also encouraged to report harassment at internship sites to OCU's Title IX Coordinator, Ms. Joey Croslin, to learn more about your rights and options for support. Ms. Croslin can be reached at [jcroslin@okcu.edu](mailto:jcroslin@okcu.edu).

## Frequently Asked Questions

- Am I eligible for an internship?
  - Contact your faculty internship coordinator or department chair/program director to inquire about department-specific eligibility requirements as they may vary by department.
- Are internships paid or unpaid?
  - Both. Some internships are paid and others are not.
- Can I get paid and earn academic credit for an internship?
  - Yes.
- How many credits can I earn for an internship?
  - Undergraduate students may earn up to three academic credit hours over the course of a semester. You must complete at least 150 internship hours to earn three academic credits. (Up to 20 hours may be earned in the classroom.) Check with your department chair/program director for department-specific requirements.
- How are academic internships graded?
  - An internship course may be taken for credit/no credit or a letter grade may be assigned. Talk with your department chair/program director or faculty internship coordinator for additional information.
- How do I find an internship?
  - Begin by talking to your department chair/program director and/or faculty within your academic department as they often have information about internships in the OKC and/or greater Oklahoma area. You can also visit the OCU Office of Career Services website for

resources such as Handshake.com, and you can review additional opportunities by visiting the Petree College internship [website](#).

If you still have questions after reviewing this handbook, please contact your department chair/program director, faculty internship coordinator or Lesley Black, Petree College Director of College Outreach. Ms. Black may be reached at [lblack@okcu.edu](mailto:lblack@okcu.edu).

#### **Acknowledgements**

California State University San Marcos Office of Internships Internship Handbook



Petree College of Arts and Sciences

Internship Learning Contract

An internship is a form of supervised experiential learning that integrates knowledge and theory learned in the classroom with practical application and skills development in a professional setting. An integral component that distinguishes an internship from other types of work is one or more forms of structured and deliberate reflection contained within learning goals or objectives.

In granting academic credit for this internship, the University affirms that, to the best of its judgment, the experience is an appropriate curricular option for students in a liberal arts program of study and worthy of Oklahoma City University credit but makes no other assurances, expressed or implied, about any travel and living arrangements the student arranges. Oklahoma City University does not knowingly approve internship opportunities, which pose undue risks to their participants. However, any internship or travel carries with it potential hazards which are beyond the control of the University and its agents or employees.

**INSURANCE COVERAGE**

I understand that I am solely responsible for the costs of insurance to cover me during my internship and that Oklahoma City University has no obligation to provide insurance.

I understand that if I use my personal vehicle in furtherance of the organization, in which I intern, that Oklahoma City University has no liability for any injuries or damages incurred or caused. In agreeing to use my personal vehicle, I understand that my own vehicle insurance solely is the only coverage applicable.

**PERSONAL CONDUCT**

I understand that an off-campus internship may require a standard of professional decorum different than that displayed as a student. Therefore, I indicate my willingness to understand and comply with those standards at all times during the course of my internship. I lastly understand that if those standards are not complied with, that my internship may be terminated, the decision will be final and it may result in the loss of academic credit.

**GENERAL RELEASE**

I understand that Oklahoma City University reserves the right to make cancellations, changes or substitutions as it deems necessary. In doing so, I understand that Oklahoma City University may make any adjustments necessary in preserving the integrity of its Internship Program.

It is further understood that usage of any and all internship facilities are being used at my own risk alone and Oklahoma City University shall not be liable for any claims related to myself or property in

connection with the internship. I release Oklahoma City University, its agents and employees from any liability that may arise from my participation in this internship.

This contract is to be completed by the student, the department chair/program director/faculty internship coordinator, and the work supervisor. The contract will clarify the expectations for the student and define the educational purpose of the internship. All parties should keep a full copy of the completed contract, and a copy must be submitted to the Petree College of Arts and Sciences Internship Coordinator no later than two weeks after the internship start date.

### **Part 1: Contact Information/Signatures**

#### Student

Name: \_\_\_\_\_ Class Year & ID#: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

I understand that I must meet all expected requirements of this internship, including meeting the minimum hours of work in order to receive credit for this internship if applicable.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

#### Work Supervisor

Name : \_\_\_\_\_ Title: \_\_\_\_\_

Company/Organization: \_\_\_\_\_

Internship Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Oklahoma City University **may/may not** [please circle one] use my company's name and logo in promotional materials for the Petree College of Arts & Sciences internship program.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

#### Faculty Internship Coordinator

Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Part 2: Internships for Academic Credit (TO BE COMPLETED BY STUDENT IN CONJUNCTION WITH FACULTY INTERNSHIP COORDINATOR)**

If you are not earning academic credit for your internship, skip to Part 3.

Internship credit may be awarded at a rate of a minimum of 50 hours work per credit hour per semester. (Therefore, in order to earn 3 CH, a student must work at least 150 hours throughout the semester, or an average of 10 hours per week for each week of the semester, except finals week.) Up to 20 hours could be earned in the classroom. Some program requirements may vary. See your department chair/program director for specific information.

Internship Title: \_\_\_\_\_ Start/end dates: \_\_\_\_\_

Acad. Dept.: \_\_\_\_\_ Course #: \_\_\_\_\_

Work hours per semester: \_\_\_\_\_ Credits awarded: \_\_\_\_\_

Semester in which academic credit will be awarded (ex: Spring' 24 or Fall '24): \_\_\_\_\_

Grading type (circle one): Letter Grade Credit/no-credit

Student Initials: \_\_\_\_\_ Faculty Internship Coordinator Initials: \_\_\_\_\_

Dept. Chair/Program Director Initials: \_\_\_\_\_

**Part 3: Internships for Learning Experience Only (TO BE COMPLETED BY STUDENT IN CONJUNCTION WITH FACULTY INTERNSHIP COORDINATOR)**

If you are earning academic credit for your internship, skip this section.

Learning experience internships will not be awarded academic credit and will not appear on the student's transcript.

Internship Title: \_\_\_\_\_ Start/end dates: \_\_\_\_\_

Department: \_\_\_\_\_ Work hours per semester: \_\_\_\_\_

Student Initials: \_\_\_\_\_ Faculty Internship Coordinator Initials: \_\_\_\_\_

Dept. Chair/Program Director Initials: \_\_\_\_\_

**Part 4: Academic Expectations (TO BE COMPLETED BY PROGRAM DIRECTOR/FACULTY INTERNSHIP COORDINATOR)**

Whether or not an internship is for academic credit, it is important to define the learning outcomes for the student.

Description of how this internship relates to academic learning:

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Description of mode of evaluation (final paper/project, journal, etc.) and how the internship will be graded (percentage awarded for each aspect), if appropriate. Or, attach a syllabus or department policy that explains this:

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**Part 5: Employer Expectations (TO BE COMPLETED BY WORK SUPERVISOR)**

List any policies and expectations for this job, including but not limited to expected dress code, student conduct, etc.: \_\_\_\_\_

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Expected previous training and qualifications or skills required for this job: \_\_\_\_\_

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Expected student schedule (Students will be available during the regular academic calendar as their regularly scheduled classes allow. Students will not be expected to work during school holidays unless arrangements are made with the employer.): \_\_\_\_\_

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Student duties: \_\_\_\_\_  
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\_\_\_\_\_  
\_\_\_\_\_

**Part 6: Supervisor Evaluation (TO BE COMPLETED BY WORK SUPERVISOR)**

The supervisor evaluation is an important aspect of evaluating the value of the internship for the student. The evaluation may also be used as a part of the student's grade if the internship is for academic credit. Work supervisors will be asked to provide feedback at least twice during the student's employment period. Program Directors/faculty internship coordinators may substitute or supplement this form for their own more specific forms/questionnaires as desired.

Supervisors, please comment briefly on the student's performance in the following areas:

Reliability: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Professionalism: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Quality of work: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Overall evaluation: \_\_\_\_\_  
\_\_\_\_\_

