



**COLLEGE OF PROFESSIONAL
AND CONTINUING STUDIES**
The UNIVERSITY of OKLAHOMA

INTERNSHIP MANUAL

UNDERGRADUATE DEGREE PROGRAMS

**University of Oklahoma
College of Professional and Continuing Studies
1610 Asp Ave.
Norman, OK 73072**

Essential in the successful operation of all participants in the internship program within the College of Professional and Continuing Studies is a clear understanding of the responsibilities of all participants involved in the program. This manual is a guide for the cooperative arrangements necessary in facilitating the most effective internship experience for all concerned. This manual has been prepared to assist students, internship advisors, and agency supervisors in understanding the purposes, objectives, responsibilities, policies, and requirements for an internship in the undergraduate programs offered by the College of Professional and Continuing Studies at the University of Oklahoma.

PURPOSE OF THE INTERNSHIP PROGRAM

The purpose of the internship program is to provide a planned transition from university curriculum to a personal and professional setting in the students' area of interest. During the internship experience, the student will test the practical application of the theories of academic learning in a professional setting under the guidance and supervision of a professional staff member of the organization. As part of the experience, the student will be evaluated on their work attributes and contributions in the assigned work or community setting.

REQUIREMENTS FOR ELIGIBILITY

To be eligible to participate in an internship with the College of Professional and Continuing Studies, the following prerequisites must be met:

1. The student must have permission from their Academic Advisor
2. The student must have successfully completed 60+ hours.
3. The student must have a minimum cumulative GPA of 2.5.

General Policies of the Internship Program

1. The internship involves 192 hours (4 hours of experience per credit hour, per week, for the equivalent of one semester).
2. Students enrolling in the internship must secure their own experience setting and complete a contract between the student, agency, and Academic Advisor prior to beginning field experience.
 - a. Students may not complete their internship program at an agency in which they have held a previous position (paid or voluntary) unless the position is significantly different in terms of responsibilities or in a different program service area. If an internship placement of this type is to be pursued, a letter stating the rationale for seeking such a position should be composed by the student.
3. An Academic Advisor from The College of Professional and Continuing Studies must approve the internship contract.
4. Students should maintain close contact with their Academic Advisor at all times.
5. At the conclusion of the student should again gain the signature of completion of the field supervisor and submit their contract, journal, and research paper to their assigned faculty member who in turn will grade and sign off on completion of the internship.
6. Students not adhering to the announced schedule for advising, interviewing, and preliminary placement procedures are subject to non-placement for the semester they desire to complete the internship.
7. Students are expected to prepare for the internship by fully understanding the purpose, objectives, and requirements of the internship program.
8. The intern may be paid by the agency. This is an option and is determined by the agency.

OBJECTIVES OF THE INTERNSHIP PROGRAM

Student Objectives:

1. Provide an opportunity to engage in on-the-job application of classroom theories and techniques.
2. Assist in developing added value skills in an area of interest and in the planning and organization of related services or community activity.
3. Provide opportunities to undertake challenging and stimulating tasks.
4. Identify strengths and weaknesses of professional behavior.
5. Allow student to enter the professional world gradually, under competent supervision and guidance.
6. Present an opportunity to interact with and learn from professional practitioners in their area of expertise.
7. Provide an opportunity to evaluate the field of the organization as a professional career.

Agency Objectives:

1. Offer practitioners the chance to provide expertise relative to theory and practice obtained in the classroom setting.
2. Offer the opportunity to improve in-service training for permanent employees.
3. Allow employers an opportunity to survey and evaluate prospective employees.
4. Provide an expanded ability to serve clientele through the contributions of the student.
5. Provide a means of comparing in-class preparation with what is practiced by the agency.
6. Provide an opportunity to be a partner in the preparation of future professionals.

RESPONSIBILITIES

Student Responsibilities:

1. Conduct themselves as a member of the agency, within the policies and expectations of the agency.
2. Conduct themselves professionally and personably at all times in contact with staff and clientele.
3. Complete and submit all Internship reports while following specified guidelines within the designated time requirements.
4. Notify the agency supervisor and/or the student's Academic Advisor if a situation warrants special attention.

Agency Responsibilities:

1. Provide the best possible environment for working and learning.
2. Help the student develop goals and objectives, including the determination of specific duties and assignments.
3. Evaluate in writing, the student's work and performance and interpret for the student the content of the evaluation.
4. Assume shared responsibility with the curriculum supervisor for relationships between the curriculum and the agency in regard to Internship.
5. Confer with the student periodically as to their progress.
6. Notify the student and the student's Academic Advisor immediately if a situation warrants special attention.
7. Recognize that the student is in a learning role as well as a working role.