



*The* **UNIVERSITY of OKLAHOMA**  
*College of Professional and Continuing Studies*

**INTERNSHIP MANUAL**

**Undergraduate Degree Programs**

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**University of Oklahoma College of Professional and Continuing  
Studies 1610 Asp Avenue  
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, faculty, 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

(Revised December 2017)



# *The* UNIVERSITY of OKLAHOMA

## *College of Professional and Continuing Studies*

### **PURPOSE OF THE INTERNSHIP PROGRAM**

The purpose of the internship program is to provide a planned transition from the university curriculum to a personal and professional setting in a students' area of interest. During the internship experience, the student will test the practical application of the theories of academic learning in the professional setting under the guidance and supervision of both a professional staff member and a university faculty advisor. As a part of the internship experience, the student will be evaluated on his/her work attributes and contributions in the assigned work or community setting. The student will have the opportunity to continually interact with the staff in the setting and periodically with the faculty in assessing his/her skills, accomplishments, and professional growth.

### **OBJECTIVES OF THE INTERNSHIP**

#### Student Objectives

For the student, the Internship experience:

1. provides an opportunity to engage in on-the-job application of classroom theories and techniques;
2. assists in developing added value skills in an area of interest and in the planning and organization of a related service or community activity;
3. provides opportunities to undertake challenging and stimulating tasks which often entail a significant contribution to the quality of life for persons served by the organization in which one serves their internship;
4. identifies strengths and weaknesses of professional behavior;
5. allows him/her to enter the professional world gradually, under competent supervision and guidance;
6. presents an opportunity to interact with and learn from professional practitioners in their area of expertise;
7. offers a situation in which to learn and investigate human interaction; and
8. provides an opportunity to evaluate the field of the organization as a

professional career.

### Agency Objectives

For the agency, the Internship experience:

1. offers practitioners the chance to provide expertise relative to theory and practice obtained in the classroom setting;
2. offers the opportunity to improve in-service training for permanent employees;
3. allows employers an opportunity to survey and evaluate prospective employees;
4. provides an expanded ability to serve clientele through the contributions of the student;
5. provides opportunities to establish cooperative relationships which extend beyond the Internship program;
6. provides a means of comparing in-class preparation (of the students) with what is practiced by the agency; and
7. provides an opportunity to be a partner in the preparation of future professionals.

### Faculty Advisor Objectives

1. provides a laboratory setting for the testing and application of theoretical models;
2. strengthens the educational process of preparing future professionals;
3. assists in the development of a cooperative working relationship between educators and practitioners;
4. offers a means of assessing the quality and relevance of classroom courses;
5. provides an opportunity to evaluate the student's needs, abilities and progress in their professional development;
6. facilitates sharing of resources and pursuit of common goals with professional agencies and institutions;
7. provides the faculty with up-to-date information on programs currently existing within the range of university contact so as to keep abreast of issues,

problems, and innovations of professionals in the field; and

8. notes the primary educational concern of the curriculum as the preparation of people to advance within the realm of the profession.

## **RESPONSIBILITIES**

### Student Responsibilities

During Internship, the student should:

1. conduct himself/herself as a member of the agency, within the policies and expectations of the agency;
2. conduct himself/herself professionally and personably at all times in contact with staff and clientele;
3. strive toward higher levels of personal and professional growth;
4. complete and submit all Internship reports, following specified guidelines, within the designated time requirements; and
5. notify the agency supervisor and/or curriculum supervisor immediately if a situation warrants special attention.

### Agency Responsibilities

During Internship, the agency should:

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 this 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 his/her progress;
6. notify the student and curriculum supervisor immediately if a situation warrants special attention; and
7. recognize that the student is in a learning role as well as a working role.

## Faculty Advisor Responsibilities

During Internship, the Faculty Advisor should:

1. assist the student in setting realistic goals and objectives;
2. confer with the student periodically, including when possible, on-site visits, as to his/her progress;
3. maintain open communications with the student and agency supervisor so that any problems can be handled effectively for all concerned;
4. evaluate all Internship reports and provide appropriate feedback to the student and agency supervisor;
5. serve as a resource person for both student and agency supervisor;
6. determine the final grade of the student with input from agency supervisor;  
and
7. remove the student from an agency when either the student or the agency is not presently suited to the Internship program.

## **REQUIREMENTS FOR ELIGIBILITY**

To be eligible to enroll in a Bachelor of Liberal Studies Internship, the following prerequisites must be met:

1. The student must have special permission by the College Faculty Advisor;
2. Junior or Senior standing; and
3. A minimum overall grade point average of 2.5.

## **GENERAL POLICIES OF THE INTERNSHIP PROGRAM**

The Internship involves 192 hours (4 hours of experience per credit hour, per week, for the equivalent of one semester). Make this section bulleted, so students don't overlook it, as happened to me just yesterday. Students enrolling in an internship must secure their own experience setting and complete a contract between the student-college- and field supervisor-organization prior to beginning the field experience. The contract must indicate beginning and end dates, name of and signature of field supervisor, location of Internship, general purpose of the Internship, and name of and signature of faculty advisor, and the signature of the student indicating that all rules and regulations of the Internship will be followed. The College of Professional & Continuing Studies must approve the Internship contract. Students should maintain close contact with their university advisor at all times. At the conclusion of the experience the student should again gain the signature of completion of the field supervisor and submit their contract, journal, and research paper to their faculty advisor who in turn will grade and sign-off on the completion of the Internship. A student's faculty advisor will sign the Internship grade sheet. Internship credit will be S/U graded.

1. Students may not complete their Internship program at an agency in which they have held a previous position (paid or voluntary).

Exception:

- a. the Intern position is significantly different in terms of the responsibilities (i.e., supervisory vs. Leadership)
- b. the position is in a significant different program service area

If an Intern placement of this type is to be pursued, a letter stating the rationale for seeking such a position should be composed by the student. The letter must be presented to the Faculty Advisor for approval.

2. 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.

3. All special arrangements for placement with an agency must be approved by the Internship Supervisor prior to agency acceptance.
4. Students should be aware that an agency must be approved by the Faculty Advisor prior to the actual placement of the Intern student.
5. Students are expected to prepare for the internship by fully understanding the purpose, objectives, and requirements of the Internship program.
6. The student is expected to bear all expense incidental to living in the area of the Intern placement and to work out his/her own satisfactory housing arrangements. It is recommended that the student visit the area of placement in advance and arrange living facilities. Agency personnel may frequently be able to assist the student in locating housing possibilities.
7. The Intern student may be paid by the agency. This is an option and is determined by the agency. ***The amount of compensation should not influence the type or variety of learning experience.***



**The UNIVERSITY of OKLAHOMA**  
*College of Professional and Continuing Studies*

**APPLICATION FOR STUDENT INTERNSHIP**  
**LSTD 4920/LSAL 4920/LSCJ 4920/LSCS 4920**

**DATE** \_\_\_\_\_

**NAME** \_\_\_\_\_ **OU ID NUMBER** \_\_\_\_\_

**UNIVERSITY ADDRESS:** \_\_\_\_\_

**PERMANENT OR HOME ADDRESS:** \_\_\_\_\_

**CITY**

**STATE**

**ZIP**

**PHONE**

**EXPECTED GRADUATION DATE: DECEMBER      MAY      AUGUST**

**DEGREE PROGRAM**

**BALS**    **BAAL**    **BSCJ**    **BAWC**

**SEMESTER IN WHICH INTERNSHIP IS TO BE ACCOMPLISHED:**

**FALL**

**SRING**

**SUMMER**

**20**

**IN WHAT TYPE OF A SETTING DO YOU WISH TO DO YOUR INTERNSHIP:**

**DO YOU HAVE A SPECIFIC AGENCY PREFERENCE? IF YES, EXPLAIN.**

**GENERAL COMMENTS:**





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The following contractual items between \_\_\_\_\_ and  
(Intern Student)  
\_\_\_\_\_ discussed and agreed upon on \_\_\_\_\_  
(Agency Supervisor) (Date)  
constitutes a working contract for the Intern experience during the \_\_\_\_\_  
(Date)  
semester to fulfill \_\_\_\_\_ semester hours.

### I. Agency Relationship with the University of Oklahoma

1. Carry out periodic conferences with Faculty Advisor.
2. Complete the final student performance evaluation report and evaluation of the special project.
3. Cooperate with the Faculty Advisor and/or other representatives of the College of Professional & Continuing Studies.

### II. Status of the University Intern Student at \_\_\_\_\_ (Agency)

1. Has status of professional staff member and accorded rights and privileges pertaining thereto. This should include coverage by Agency insurance and liability.
2. Attend all staff meetings and applicable committee and board meetings.
3. Work to uphold the character and image of the agency.

### III. Philosophy of \_\_\_\_\_ in regards to Intern student (Agency)

1. The personal growth and development of the Intern Student is the primary concern of the agency in participation in this program.
2. Gains by the agency in supervision and/or savings in leadership expense cannot be motivation for participation in this program.



**The UNIVERSITY of OKLAHOMA**  
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**INTERNSHIP CURRICULUM**

**AGENCY ACCEPTANCE OF INTERNSHIP STUDENT**

This agency hereby accepts the following student for Internship during the time and under the specifications listed below:

**Name of Student** \_\_\_\_\_

**Starting Date** \_\_\_\_\_ **Terminating Date** \_\_\_\_\_  
 (Starting and ending dates are the beginning and end of the term selected.)

**Number of hours per week student will work** \_\_\_\_\_

**Salary per week (if any)** \_\_\_\_\_

**General description of assignment:**

**To be returned to:**

Intern Advisor  
 College of Professional &  
 Continuing Studies  
 University of Oklahoma  
 1700 Asp Avenue  
 Norman, OK 73072

**Please print or type:**

\_\_\_\_\_  
 (Agency Supervisor)

\_\_\_\_\_  
 (Title or Position)

\_\_\_\_\_  
 (Agency)

\_\_\_\_\_  
 (Agency Address)

\_\_\_\_\_  
 (City, State, ZIP)

\_\_\_\_\_  
 (Agency Phone #)

\_\_\_\_\_  
 (Signature) (Date)



# *The UNIVERSITY of OKLAHOMA*

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### FINAL EVALUATION OF INTERNSHIP

Name of Internship Student \_\_\_\_\_

Check One: LSTD 4920  LSAL 4920  LSCJ 4920  LSCS 4920

Name of Agency Supervisor \_\_\_\_\_ Title \_\_\_\_\_

Name of Rater (if different) \_\_\_\_\_ Title \_\_\_\_\_

Agency Title \_\_\_\_\_

#### INSTRUCTIONS:

This evaluation should be completed with care and fairness in the interest of the student. The purpose of this evaluation is fourfold:

1. To provide the student with an awareness of his/her strengths and weaknesses as related to the pursuit of an individual career.
2. To provide the student with evaluative feedback concerning performance of his/her responsibilities in this assignment.
3. To provide suggestions for improving performance and correcting deficiencies.
4. To help the Faculty Advisor determine a satisfactory/unsatisfactory assessment of the student's performance.

The evaluation process is considered extremely important. Therefore, the student has also been instructed to complete a self-evaluation utilizing this same form. It is suggested that both supervisor and student complete these evaluations independently and then discuss them jointly in an evaluation conference. It is extremely difficult to eliminate the subjectivity of such evaluative forms. Therefore, please exercise your best personal judgment in completing this evaluation. The evaluation is divided into three parts: A, B, and C. Part C is optional.

## Final Evaluation - Part A

Reflect upon the student's work this semester and make an honest judgment in each category. Descriptive phrases and words have been included to provide a clearer understanding of each area. Check the column which best describes the impression the student has made to date. Please be specific when completing the "Strong Points" and "Suggestions for Improvement" categories. An "Additional Comments" category is also provided for further edification.

	Below Average	Average	Above Average	No Opportunity to Observe
<b>I. Individual Characteristics</b>	<u>1</u> <input type="checkbox"/>	<u>2</u> <input type="checkbox"/>	<u>3</u> <input type="checkbox"/>	<u>4</u> <input type="checkbox"/>

A. *Personal Appearance*: Appropriately dressed; well groomed.

Strong Points:

Suggestions for Improvement:

Additional Comments:

B. *Dependability*: Reliable, punctual; able to meet schedules, follow through and attend to instructions; promptness of reporting absence, tardiness, and time off for illness or personal business.

Strong Points:

Suggestions for Improvement:

Additional Comments:

C. *Initiative*: Able to think and work independently; looks for and finds meaningful work; self-starter.

Strong Points:

Suggestions for Improvement:

Additional Comments:

D. *Writing Ability and Oral Expression*: Degree of skill and ability in expressing thoughts on paper, reports, projects, command of language and ability to communicate with others.

Strong Points:

Suggestions for Improvement:

Additional Comments:

D. *Personality*: Enthusiastic; courteous and tactful; friendly; displays a concern for others; displays a sense of humor; able to comply with established procedures and policies.

Strong Points:

Suggestions for Improvement:

Additional Comments:

E. *Ability to Accept Criticism*: Is willing to accept suggestions, direction and critical evaluation; is critical of own performance and quality of work; works to improve performance following suggestions.

Strong Points:

Suggestions for Improvement:

Additional Comments:

**II. Professional Characteristics**      Below Average      Average      Above Average      No Opportunity  
to Observe  
1 □      2 □      3 □      4 □

A. Knowledge of Position: Displays an operational knowledge of the skills and duties required to perform in this position, commensurate with educational level.

Strong Points:

Suggestions for Improvement:

Additional Comments:

B. Leadership: Conducts self well before groups, displays flexibility and ability to make decisions, displays mature judgment.

Strong Points:

Suggestions for Improvement:

Additional Comments:

C. Creativity: Displays imagination; uses physical and human resources well; generates and implements new ideas.

Strong Points:

Suggestions for Improvement:

Additional Comments:

- D. Judgment: Possess common sense, distinguishes important from unimportant; evaluates the problem before making a decision; tact.

Strong Points:

Suggestions for Improvement:

Additional Comments:

- E. Commitment: Displays zeal for the profession; accepts assignments willingly; shows desire to learn; active in professional organizations.

Strong Points:

Suggestions for Improvement:

Additional Comments:

- F. Relationships: Communicates well with other employees; relates well with public (clients) and/or other agencies; demonstrates consideration for other viewpoints.

Strong Points:

Suggestions for Improvement:

Additional Comments:

**Final Evaluation - Part B**

**Overall Performance:**

Consider total performance on the basis of job requirements, assignments, and objectives. Consider evidence of movement toward resolution of problems and quality of end results.

**Rater's Comments:**

Rater's Signature: \_\_\_\_\_

Student's Signature: \_\_\_\_\_

Date of Evaluation: \_\_\_\_\_





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### STUDENT EVALUATION OF INTERNSHIP SITE

Instructions: Please rate the strengths and weaknesses of the site in terms of meeting your needs as an intern. Use the following scale:

- |               |                        |                         |
|---------------|------------------------|-------------------------|
| 1 - Excellent | 2 - More than adequate | 3 - Adequate            |
| 4 - Fair      | 5 - Poor               | 6 - NA (Not Applicable) |

If you feel you need to be more specific, please include comments under each area.

- \_\_\_\_\_ 1. Acceptance of you as a functional member of the staff; willingness to integrate you into all appropriate levels in activities, programs and projects.  
**Comments:**
  
- \_\_\_\_\_ 2. Provision of relevant experiences in administration, supervision, and leadership.  
**Comments:**
  
- \_\_\_\_\_ 3. Cooperation of agency staff to provide professional growth experiences through training programs, seminars and similar activities.  
**Comments:**
  
- \_\_\_\_\_ 4. Provision of assistance in helping; you meet your personal and professional goals and objectives.  
**Comments:**
  
- \_\_\_\_\_ 5. Possession of resources essential to the preparation of professionals (library, equipment, supplies, etc.).  
**Comments:**
  
- \_\_\_\_\_ 6. Employment of qualified, professional staff with demonstrated capability to provide competent supervision.  
**Comments:**
  
- \_\_\_\_\_ 7. Adequate scheduling of conferences with you and ongoing evaluation of your performance, followed-up by brief written progress reports.  
**Comments:**
  
- \_\_\_\_\_ 8. Allowance for relating classroom theory to practical situations.  
**Comments:**
  
- \_\_\_\_\_ 9. Location in reasonable proximity to campus.  
**Comments:**
  
- \_\_\_\_\_ 10. Willingness to listen to whatever suggestions or recommendations you might offer, and willingness to discuss them with you, explaining the rationale for their acceptance or rejection.  
**Comments:**

ADDITIONAL COMMENTS:



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### STUDENT EVALUATION OF AGENCY SUPERVISOR

Instructions: Please evaluate the quality of the supervision you received during the Internship period. Please rate on the following items, but include other information you feel pertinent under Additional Comments. Use the following scale:

- |               |                        |                         |
|---------------|------------------------|-------------------------|
| 1 - Excellent | 2 - More than adequate | 3 - Adequate            |
| 4 - Fair      | 5 - Poor               | 6 - NA (Not Applicable) |

If you feel you need to be more specific, please include comments under each area.

Supervisor's Name: \_\_\_\_\_

- \_\_\_\_ 1. Interest in you as a person and as a student  
**Comments:**
- \_\_\_\_ 2. Willingness to discuss the full range of your activities at the site.  
**Comments:**
- \_\_\_\_ 3. Ability to respond to your problems and to help you work toward solutions.  
**Comments:**
- \_\_\_\_ 4. Number of conferences.  
**Comments:**
- \_\_\_\_ 5. Quality of conferences.  
**Comments:**
- \_\_\_\_ 6. Adequacy of arrangements made to orient you to the site.  
**Comments:**
- \_\_\_\_ 7. Sensitivity to your needs in accomplishing your objectives.  
**Comments:**
- \_\_\_\_ 8. Expression of encouragement and sincerity.  
**Comments:**
- \_\_\_\_ 9. Understanding of philosophy and practices in the profession.  
**Comments:**
- \_\_\_\_ 10. Flexibility in arranging for your tasks in light of changing situations within the site and within you.  
**Comments:**

ADDITIONAL COMMENTS: