



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

**GRADUATE INTERNSHIP PACKET**

**LSTD/LSAL/LSCJ/LSPS/LSHA#@GA G5920**

**CONTENTS**

Internship Memorandum of Understanding.....I-1 to I-4  
Attachment A: Student Acknowledgment and Release.....I-5  
Internship Forms.....I-6 to I-10  
Student Internship Guidelines.....I-11 to I-14

To enroll in the Internship students must complete and return Pages I-1 to I-6 to:

College of Professional &  
Continuing Studies  
The University of Oklahoma  
McCarter Hall  
1610 Asp Avenue  
Norman, OK 73072-6405  
FAX: 405-325-9938

# LSTD/LSAL/LSCJ/LSPS/LSHA/LSMS 5920 INTERNSHIP

## ENROLLMENT PROCEDURES and GUIDELINES

1. You must be admitted to a CPCS Masters program.
2. Complete all core and/or option course work up to and including, a Research Methods course before enrolling.
3. Locate an internship site and an on-site supervisor.
4. Submit a proposal for Internship to the College for a faculty member review/approval.
5. Complete the *Memorandum of Understanding* and the *Learning Objectives*, pages I-1 to I-6.
6. Have the on-site supervisor sign pages I-4 and I-6.
7. Send forms to your Master Program Academic Advisor or designee for signature. The forms will be returned after the faculty member has signed. All original materials go in the final report you submit to the College and the Faculty Member.
8. Once these steps are complete you will be enrolled in the Internship by your Academic Advisor.

Note: See Page I-11 through I-14 for detailed guidelines.

Mail completed internship papers to:

College of Professional & Continuing Studies  
ATTN: MA Program Coordinator  
McCarter Hall  
1610 Asp Avenue  
Norman, OK 73072-6405

OR  
FAX to 405-325-9032

OR  
Email as an attachment to your Academic  
Advisor

Begin your internship and meet internal reporting deadlines.

NAME \_\_\_\_\_ INTERNSHIP DATES: \_\_\_\_\_

FACULTY ADVISOR: \_\_\_\_\_ ACADEMIC ADVISOR: \_\_\_\_\_

**The University of Oklahoma  
College of Professional & Continuing Studies  
Practicum/Internship**

**MEMORANDUM OF UNDERSTANDING  
3 CREDIT HOURS/225 INTERNSHIP HOURS**

- I. This memorandum of understanding is made this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by and between The University of Oklahoma, College of Professional & Continuing Studies (hereinafter called the "University"), and \_\_\_\_\_ (hereinafter called the "Agency").
- II. WHEREAS, it is the desire of the University to utilize resources of the Agency for students enrolled in LSTD 5920, Internship in Liberal Studies, of the University; and WHEREAS, the Agency has such facilities and is desirous of cooperation with the University in making them available for the educational purposes, NOW THEREFORE, THE PARTIES MUTUALLY AGREE TO THE FOLLOWING:
- A. The University and the Agency jointly agree:**
1. As of \_\_\_\_\_, 20\_\_\_\_, the Agency will allow the University to use its facilities for a practicum/internship for students enrolled at the University.
  2. This agreement shall be effective beginning \_\_\_\_\_, 20\_\_\_\_, and ending \_\_\_\_\_, 20\_\_\_\_. Either party may terminate this agreement by giving the other written notice of termination of not less than thirty (30) days. The agreement may be terminated at any time by mutual consent
  3. The Agency and the University cooperate in the placement of students. The Agency has no obligation to work with students who are initially considered to be, or are later found to be, unsuited to the Agency practicum/internship.
  4. Access to student records shall be governed by the Family Educational and Privacy Rights Act, 20 U.S.C.S. 1232 G, commonly known as the "Buckley Amendment".
  5. No party to this agreement shall, in connection with any aspect of its performance, discriminate against any person by reason of race, color, gender, age, religion, disability, veteran's status, sexual orientation, or national or ethnic origin.
  6. It is mutually agreed that Agency acceptance of Students for practicum/ internship does not obligate the Agency to compensate the University. Further, there is no financial obligation on the part of either institution to the other. Any agreements which promise financial compensation to the Student are wholly separate and apart from this memorandum of understanding.
  7. The University and Agency agree to prohibit students, faculty, or staff from publishing any materials as a direct result of the practicum/internship experience in the Agency, unless such publication is approved for release, in writing by the Agency and the University, such approval not to be withheld unreasonably. **FAXED PAPERWORK NOT ACCEPTED.**

NAME: \_\_\_\_\_ INTERNSHIP DATES: \_\_\_\_\_

### **B. Responsibilities of the University**

1. The University will designate a faculty liaison who will work with the Agency and may help in developing Student assignments and training activities, and assisting with Student evaluation.
2. The University will confer with the Agency prior to the placement of any Student in order to establish or to review the purpose, provisions, and responsibilities involved in the practicum/internship experience.
3. The University is responsible for monitoring the learning experiences of the student.
4. When circumstances beyond the control of the University or Agency indicate the Student must be withdrawn, or if the Agency is unable to meet the conditions of the agreement, the University has the responsibility to withdraw the Student from the Agency. This action would be taken only in consultation with the Agency internship supervisor and other Agency personnel involved.
5. The University agrees not to use the Agency name in any publications or in University catalogues, bulletins, and student recruitment materials, without prior written Agency approval.

The following clauses may or may not be applicable to this agreement. Only those clauses initialed by both parties shall be in effect.

- \_\_\_\_\_ The University will provide each practicum internship in the Agency with current policies, guidelines, and required practices.
- \_\_\_\_\_ The University will provide the Agency with current information on dates of practicum/internship assignments, hours of work and nature of educational assignments necessary for each student.
- \_\_\_\_\_ The University will provide group meetings throughout the year for administrators, agency liaison staff, and practicum/internship instructors. These programs are planned to promote understanding of the Curriculum of the University, to encourage communications and interaction, and to develop competence in practicum/internship instruction.
- \_\_\_\_\_ The University may offer workshops and other learning opportunities in practicum/internship. Instructors may attend without payment of tuition.
- \_\_\_\_\_ The University will permit its faculty to participate as resource persons at Agency activities on invitation from the Agency and with the approval of the University faculty's chair.

NAME \_\_\_\_\_ INTERNSHIP DATES: \_\_\_\_\_

### C. Responsibilities of the Agency

1. The Agency will be responsible for the actual supervision and control of the Student's activities within the Agency. The Agency will designate one or more staff persons with appropriate qualifications to instruct and to supervise the student.
2. The Agency will provide adequate work resources which enable the student to function effectively. There will be adequate provision for safe-guarding confidential materials.
3. The Agency will provide learning experiences, including orientation to the Agency.
4. The practicum/internship supervisor will be responsible for prompt submission of reports which adequately describe the Student's learning, if required by the University.
5. The Agency will communicate immediately with the facility liaison any concern regarding the Student's performance or learning.
6. The Agency will consult with the University immediately if specific circumstances arise which require the Agency to ask that the Student be withdrawn from the practicum/internship during the school year.
7. The Agency agrees to permit, upon reasonable request, the inspection of clinical and related practicum/internship facilities by the University and by those agencies charged with the accreditation of the University.
8. The Agency agrees to provide each student in the Agency all Agency policies, rules, regulations, and expectations which are pertinent to the Student's role in the practicum/internship.
9. The following clauses may or may not be applicable to this agreement. Only those clauses initialed by both parties shall be in effect .

\_\_\_\_\_ The Agency will provide adequate time for the practicum/internship supervisor to hold individual conferences with the Student for at least \_\_\_\_\_per \_\_\_\_\_(i.e., two times per month). Time is provided for group conferences with the Student as needed during the School year and for teaching preparation in advance of the conferences.

\_\_\_\_\_ The Agency will provide time for the practicum/internship instructor to attend approximately \_\_\_\_\_ meetings for practicum/internship instructors during the academic year.

NAME \_\_\_\_\_ INTERNSHIP DATES: \_\_\_\_\_

FACULTY ADVISOR: \_\_\_\_\_ ACADEMIC ADVISOR: \_\_\_\_\_  
3 CREDIT HOURS/225 INTERNSHIP HOURS

**D. Responsibilities of the Student:** SEE ATTACHMENT "A" WHICH MUST BE SIGNED AND DATED BY THE STUDENT AND ONE WITNESS, AND ATTACHED TO THIS PAGE.

**Approved:**

\_\_\_\_\_  
Academic Advisor  
College of Professional & Continuing Studies  
The University of Oklahoma

\_\_\_\_\_  
Date

\_\_\_\_\_  
Practicum/Internship Faculty Advisor  
University of Oklahoma

\_\_\_\_\_  
Date

\_\_\_\_\_  
Agency On-Site Supervisor

\_\_\_\_\_  
Date

NAME \_\_\_\_\_ INTERNSHIP DATES: \_\_\_\_\_

FACULTY ADVISOR: \_\_\_\_\_ ACADEMIC ADVISOR: \_\_\_\_\_

**INTERNSHIP  
MEMORANDUM OF UNDERSTANDING  
ATTACHMENT A  
STUDENT ACKNOWLEDGEMENT AND RELEASE**

- I. This memorandum of understanding is made this \_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_,  
By and between The University of Oklahoma, College of Professional & continuing Studies  
(hereinafter called the "University"), and \_\_\_\_\_ (hereinafter  
called the "Agency").
- II. WHEREAS, the student has entered into a practicum/internship, the Student acknowledges  
his/her responsibilities as shown below and agrees to the following
- A. The Student will adhere to Agency and University policies, procedures, programs, and operating standards. Examples may include but are not limited to the following rules for hours of Agency operation and necessary absences, providing monthly and narrative reports, and providing continuity of services and treatment during University holidays as planned in advance with the practicum/internship instructor.
  - B. The Student will be under the actual direction and supervision of the Agency during participation in practicum/internship activities.
  - C. The Student will complete all documentation required by the University and the practicum/internship instructor.
  - D. The Student will prepare for and participate in regular evaluation conferences if required by the University or Agency.
  - E. The Student has the responsibility to act professionally and ethically and to maintain confidentiality.
  - F. The Student is responsible for his/her own health and accident, automobile and professional liability insurance, since these will not be provided by the University or the Agency. If the Agency has health requirements, the Student is expected to meet the requirements of the Agency.
  - G. If the Student is an employee of the Agency, the duties and responsibilities should be different than those of the paid position. The Student is not entitled to additional remuneration during the practicum/internship unless otherwise arranged by the Agency and the Student.
  - H. Travel to and from the practicum/internship placement is paid by the Student.
- III. The terms hereof shall serve as a release and assumption of risk for myself, my heirs, estate, administrator, assignees, and all members of my family.

\_\_\_\_\_  
Student

\_\_\_\_\_  
Date

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Date

**STUDENT'S INTERNSHIP  
LEARNING OBJECTIVES**

NAME: \_\_\_\_\_ ID# \_\_\_\_\_

ADDRESS: \_\_\_\_\_ PHONE: \_\_\_\_\_

FACULTY ADVISOR: \_\_\_\_\_ INTERNSHIP DATES: \_\_\_\_\_

ACADEMIC ADVISOR \_\_\_\_\_ CLOCK HOURS/WEEK: \_\_\_\_\_  
3 CREDIT HOURS/225 INTERNSHIP TOTAL HOURS

INTERNSHIP AGENCY NAME: \_\_\_\_\_

INTERNSHIP ADDRESS: \_\_\_\_\_

SUPERVISOR'S NAME: \_\_\_\_\_ PHONE: \_\_\_\_\_

Student must complete the following items. Use additional pages as necessary.

1. Description of internship duties and responsibilities:

2. Learning objectives you have for the internship:

3. Criteria you will be using to measure and evaluate the internship experiences.  
(Include a discussion of how feedback will be provided, supervisor's expectations,  
and other pertinent information):

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Internship Supervisor's Signature

\_\_\_\_\_  
Date



**STUDENT'S INTERNSHIP  
MID-SEMESTER PROGRESS REPORT**

NAME: \_\_\_\_\_ ID# \_\_\_\_\_

ADDRESS: \_\_\_\_\_ PHONE: \_\_\_\_\_

FACULTY ADVISOR: \_\_\_\_\_ INTERNSHIP DATES: \_\_\_\_\_

ACADEMIC ADVISOR \_\_\_\_\_ CLOCK HOURS/WEEK: \_\_\_\_\_  
3 CREDIT HOURS/225 INTERNSHIP TOTAL HOURS

INTERNSHIP AGENCY NAME: \_\_\_\_\_

INTERNSHIP ADDRESS: \_\_\_\_\_

SUPERVISOR'S NAME: \_\_\_\_\_ PHONE: \_\_\_\_\_

STUDENT REPORT ONLY: What have your experiences been of the duties and responsibilities assigned at this point in the internship?

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Internship Supervisor's Signature

\_\_\_\_\_  
Date

The College of Professional & Continuing Studies (CPCS) student is responsible for submitting this form to his/her faculty member with a copy to the CPCS, Academic Advisor, after completing 115 hours of the internship.

**STUDENT'S INTERNSHIP  
FINAL REPORT**

NAME: \_\_\_\_\_ ID# \_\_\_\_\_

ADDRESS: \_\_\_\_\_ PHONE: \_\_\_\_\_

FACULTY ADVISOR: \_\_\_\_\_ INTERNSHIP DATES: \_\_\_\_\_

ACADEMIC ADVISOR \_\_\_\_\_ CLOCK HOURS/WEEK: \_\_\_\_\_  
3 CREDIT HOURS/225 INTERNSHIP TOTAL HOURS

INTERNSHIP AGENCY NAME: \_\_\_\_\_

INTERNSHIP ADDRESS: \_\_\_\_\_

SUPERVISOR'S NAME: \_\_\_\_\_ PHONE: \_\_\_\_\_

Evaluate your internship experience. What aspects were helpful to you? Not helpful? Was supervisor's instruction useful? What did you learn from this experience? Be specific give concrete examples. Make recommendations for future students. (You may add additional paper to respond.)

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

\_\_\_\_\_  
Date

When you have completed the internship, send this report and the final paper to your faculty member with a copy to your Academic Advisor, College of Professional & Continuing Studies, McCarter Hall, 1610 Asp Ave., Norman, OK 73072-6405 or email directly to your Academic Advisor.

**INTERNSHIP DOCUMENTATION LOG**

Date (day or week)	Activity	Hours

\_\_\_\_\_  
Student

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor

\_\_\_\_\_  
Date

**SUPERVISOR'S REPORT  
ASSESSMENT OF INTERN**

NAME: \_\_\_\_\_ ID# \_\_\_\_\_

ADDRESS: \_\_\_\_\_ PHONE: \_\_\_\_\_

FACULTY ADVISOR: \_\_\_\_\_ INTERNSHIP DATES: \_\_\_\_\_

ACADEMIC ADVISOR \_\_\_\_\_ CLOCK HOURS/WEEK: \_\_\_\_\_  
3 CREDIT HOURS/225 INTERNSHIP TOTAL HOURS

INTERNSHIP AGENCY NAME: \_\_\_\_\_

INTERNSHIP ADDRESS: \_\_\_\_\_

SUPERVISOR'S NAME: \_\_\_\_\_ PHONE: \_\_\_\_\_

PERIOD OF ASSESSMENT FROM: \_\_\_\_\_ TO: \_\_\_\_\_

**SUPERVISOR TO COMPLETE:** Please assess the intern's strengths, areas in need of improvement, and general performance in the internship. Specific information would be helpful. (You may elect to send a letter instead of this form.)

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

For the College of Professional & Continuing Studies Student: The Supervisor is responsible for submitting this form to your Academic Advisor, College of Liberal Studies within one week of your completion of the internship.

Mail to: College of Professional & Continuing Studies, McCarter Hall, 1610 Asp Avenue, Norman, OK 73072-6405, or email or fax directly to the Academic Advisor.

**The University of Oklahoma**  
**COLLEGE OF PROFESSIONAL & CONTINUING**  
**STUDENT INTERNSHIP GUIDELINES**

**PURPOSE** of an internship:

To afford students in the College of Professional & Continuing Studies at The University of Oklahoma an opportunity to apply theoretical principles to practical situations.

To emphasize practical field experience with an opportunity for feedback. (It may give students considering employment in a specific field a chance to determine if the area of practice is that toward which they wish to direct their career).

**STUDENT RESPONSIBILITY:** The major responsibility for the quality of the internship is placed with the student. Before undertaking an internship and prior to the final enrollment, it is expected that the student will have acquired sufficient theoretical and planning skills to construct a worthwhile experience. The College of Professional & Continuing Studies has provided the following guidelines. Students must:

1. Complete the required core courses for the degree and/or option and a research course before beginning an internship.
2. Identify an agency supervisor/instructor at the internship site interested in providing an internship experience. **Start your planning for internships during the semester prior to enrollment.**
3. Submit a Proposal for Internship to the College of Professional & Continuing Studies at least 60 days before the term you plan on completing the Internship. The Proposal will include:
  - a. The name of the organization and agency supervisor, including address, email and the phone number.
  - b. Identify the need of the organization for an intern and how the internship experience helps to fulfill that need.
  - c. List qualifications/skills/experience you have which will serve to meet this need.
  - d. List the functions/tasks you will perform during the internship and methods to be used or techniques applied.
  - e. State the time commitment per week (hours/day) you will be interning, and estimate the completion date of the internship.
  - f. List the learning objectives that you wish to meet through the internship.
  - g. Describe how the quality and learning experience of the internship will be documented and evaluated.
  - h. Describe the extent of the commitment of the supervisor/agency to you and your internship experience.
4. Complete the Memorandum of Understanding and submit to the College at least 30 days prior to the start of the Internship. Students should complete the Memorandum of Understanding by listing the required information on pages I-1 to I-5. The on-site supervisor must sign pages I-4 and I-6. The student must sign page I-5. (The coordinator and faculty advisor signatures should be left blank.)

**SUPERVISION OF INTERNSHIP:** The nature of the supervision varies considerably with the type of internship. Ideally, the supervisor will possess the expertise necessary for consulting with the student and providing professional evaluation of the work done by the student. Other students may not serve as supervisors. The University requires that each intern and agency sign a *Memorandum of Understanding*. In addition, some supervisors and students may want to negotiate a brief written contract, stipulating explicit mutual responsibilities and expectations as an addendum to the Memorandum of Understanding. (See Supervisors Suggested Guidelines)

**HUMAN SUBJECTS IN RESEARCH:** The Institutional Review Board (IRB) of the University of Oklahoma authorizes all research involving human subjects in research. If the internship includes gathering data which will be used in the student's publication or for public presentation, then the student must receive prior approval from the IRB. For the policy regarding Human Subjects in Research, go to the IRB web page at <http://research.ou.edu/irb/default.asp>; the application is at <http://research.ou.edu/irb/forms.asp>.

**CREDIT HOURS:** One credit hour of LSTD 5920 = 75 clock hours of internship. For the required three (3) credit hours of internship, each student must complete 225 clock (work) hours of internship activities. The internship may be in more than one activity and/or more than one agency depending upon the focus of the student's graduate program. A student wishing to split the internship must first consult with the MA staff and the faculty director for approval. (If the internship agency is different for each enrollment, a *Memorandum of Understanding* is required for each agency).

**REPORTS and/or MEMORANDA:** Students are responsible to have all memoranda and paperwork related to their internship turned into the College of Professional & Continuing Studies by the designated times. The final report may vary in format as agreed upon by the student and her/his advisor. The length of the final report may vary considerably and if fieldwork is done, the written report may be proportionally shorter. For instance, a report might be a combination of journal highlights and process notes with summary conclusions or more technical formal papers. This report takes the form of an academic paper and should include research in an area related to the internship. All reports are to include time documentation, analysis and evaluation of the experience.

The College has provided forms in this packet for students to structure this information. Additional copies of the forms are available in the College of Professional & Continuing Studies office. Below is a list of the documentation required and when it is due to the department.

- (1) **PROPOSAL FOR INTERNSHIP:** Due in the College of Professional & Continuing Studies at least 60 days prior to the term the internship will begin.
- (2) **MEMORANDUM OF UNDERSTANDING and ATTACHMENT "A" STUDENT ACKNOWLEDGEMENT AND RELEASE:** Due in the College of Professional & Continuing Studies 30 days prior to the term the internship will begin.
- (3) **MID-SEMESTER PROGRESS REPORT:** This report is due when the Student half of the internship or 115 hours. The intern must turn in the mid-point report to his/her faculty advisor with a copy to the College of Professional & Continuing Studies. This report is generated by the student only and is not required of the agency supervisor.
- (4) **FINAL REPORT:** Final reports are due when the Student completes the internship. This report is a compilation of learned skills and experiences.
- (5) **SUPERVISOR'S REPORT ASSESSMENT OF STUDENT INTERN:** This report is due within one week of the completion of the internship. Each intern is responsible to see that his/her agency supervisor sends a final report to the College of Professional & continuing Studies, completed and signed by the supervisor and signed by the student.

**TERMINATION:** Students must notify the Coordinator, Graduate Programs, the faculty director, and local supervisor immediately if they discontinue their internships. A detailed, written justification must be provided to each of them.

**GRADES:** Internships are graded S/U.

## **SUPERVISOR SUGGESTED GUIDELINES**

The on-site supervisor in the sponsoring agency/organization is requested to review the *STUDENT INTERNSHIP GUIDELINES* and be responsible for the following:

**SCREENING:** Screen and approve students for proposed internships, assuring that the candidate is properly qualified for the tasks under consideration. When the internship activity is agreed upon, the Supervisor, the University, and the Student must sign the *Memorandum of Understanding* and *Attachment A*. Also, with the Supervisor's input, the Student is responsible for outlining the learning objectives she/he hopes to achieve from the internship experience.

**SUPERVISION:** Provide adequate supervision to assure that the internship is a service to the agency, community, etc., and a meaningful learning experience for the student.

**REPORT:** Provide to the student Academic Advisor, College of Professional & Continuing Studies, a brief, final evaluation of each student upon the completion of the internship and/or progress reports if they seem useful. An intern sponsor is expected to share such evaluations with the student. Students may request the on-site supervisor to complete the College form entitled, *Assessment of Student Intern*. Reports can be mailed to the Academic Advisor, Graduate Programs, College of Professional & Continuing Studies, McCarter Hall, 1610 Asp Avenue, Norman, OK 73072-6405, or emailed or faxed directly to the Academic Advisor.