



Career Services

University of Oklahoma
StudentAffairs

Internship Application

College of Arts & Sciences

Career Services, 900 Asp Ave, Suite 323, OMU, Norman, OK 73019
Phone: (405) 325-1974
Fax: (405) 325-3402
www.HireSooner.com

ARTS & SCIENCES INTERNSHIP

INTERNSHIP DEFINITIONS

Internship provides you with the opportunity to work in positions related to your major field of study, allowing you to gain valuable professional experience while enhancing your academic career.

WORK CRITERIA

Prospective internship opportunities must be evaluated by Internship Coordinator, Betsy Bishop, according to following criteria:

1. The work experience should be related to your field of study or individual career interest and should enhance the educational experience.
2. Employer must agree to evaluate your internship performance at the end of each work rotation.

COLLEGE OF ARTS & SCIENCES

APPLICATION CHECK LIST

Eligibility requirements

- Must have at least an overall GPA of 2.80.
- Must be in good academic standing with the University of Oklahoma.
- Must be in good academic standing with your college and academic department.
- Must be currently enrolled at the University of Oklahoma.
- Undergraduates must have completed at least 12 hours at the University of Oklahoma.
- Graduates must have completed at least 9 hours at the University of Oklahoma.

Return the following to Career Services

- Completed INTERNSHIP Application.
- Completed University of Oklahoma form “Attachment A, Student Acknowledgment and Release” by student.
- Signed “Educational Learning Contract.”
- Copy of an UNOFFICIAL transcript. You may print or email the one from the student website: <https://webapps.ou.edu/studentservices>.
- From the employer:
 - Position Proposal for the internship position from the employer.
 - Completed University of Oklahoma form "Practicum/Internship Memorandum of Understanding" by employer.
 - Letter from employer stating that you have been offered an internship position and with beginning and ending dates of expected employment.

Internship students must do the following

- Update resume and transcript after every semester.
- Activate your HireSooner Page with Career Services.
- Enroll in the internship course, for 1-3 hours. Permission can be obtained from the Internship Coordinator.
- Inform Internship Coordinator of any changes in address, telephone number, or major.
- Report any job offers or changes in employment to Internship Coordinator. Complete salary survey at <http://www.ou.edu/career/Surveys/index.html>.

INTERNSHIP APPLICATION
PLEASE PRINT

Name: _____
Last First Middle

Student ID #: _____

Employment Status: Seeking an Internship position _____ Accepted an Internship position _____

Work Authorization: U.S. Citizen _____ Authorization to work in U.S. Full Time _____
Authorization to work in U.S. for Practical Training Only _____ Other _____

College: _____ **Major:** _____ **Minor:** _____

Degree in Progress: _____ **Classification (fresh, soph, etc.):** _____

Current Address: _____

Current Telephone #: _____ **Email:** _____

Permanent Address: _____

Permanent Telephone #: _____ **Emergency Telephone #:** _____

Financial Aid Received: Scholarships: _____

Work Study: _____

Student Loans: _____

In order to comply with federal reporting requirement and/or employer referrals, the following optional information is requested

Sex: Male _____ Female _____ **Birth Date:** _____

Ethnic Origin: American Indian _____ Caucasian _____ Asian/Pacific Islander _____

African American _____ Hispanic _____ Other _____

Statement of Understanding

1. I certify that the information given on this form is correct.
2. I understand that I am responsible for complying with the policies and regulations of the University of Oklahoma.
3. I authorize Career Services to release my data sheet, resume, and copies of my transcript to prospective employers.
4. I HAVE RECEIVED AND UNDERSTAND THE INTERNSHIP INSTRUCTIONS.

Signature: _____ **Date:** _____

ATTACHMENT A

STUDENT ACKNOWLEDGMENT AND RELEASE

University of Oklahoma
Memorandum of Understanding

THIS ACKNOWLEDGMENT AND RELEASE is made by _____(intern), effective on the date when signed and witnessed below.

WHEREAS, the undersigned student has been allowed to enter into a practical educational and training co-op/internship program involving the University and _____ (“Agency”) and desires to formally release liabilities and to acknowledge his/her responsibilities while in the Co-op/Internship program.

NOW THEREFORE the undersigned understands and agrees, as follows:

A. The student agrees:

1. To adhere to all applicable Agency and University policies, procedures, programs, practices and operating standards, as provided in the Co-op/Internship Agreement to which this Student Acknowledgment and Release is attached and to work under the direction and supervision of the Agency while at the Agency or engaged in Agency activities during the period of the Internship.

2. To act in a professional, ethical manner at all times when either directly or indirectly engaged in Co-op/Internship activities and to preserve the confidentiality of Agency data or information as is more specifically set forth in **Paragraph II (D)** of the Co-op/Internship Agreement.

3. To promptly complete all documentation pertaining to the Co-op/Internship reasonably required by the University and/or the Agency.

4. To prepare for and participate in evaluation conferences or other meetings pertaining to the Internship, as may be required by the University or Agency.

5. To be responsible for his/her own health and accident, automobile and professional liability insurance. Neither the University nor the Agency provides such benefits except as University or Agency expressly agrees to do so and communicates that agreement to the student in writing. Further, the undersigned is expected to meet any health requirements required by the Agency.

B. The student understands and acknowledges:

1. The student is not an employee of the Agency or University and is not entitled to any benefits of employment, e.g., compensation, fringe benefits, worker’s compensation, *etc.* except as University or Agency expressly agrees to do so and communicates that agreement to the student in writing.

2. That expenses incurred in traveling to and from the Co-op/Internship placement shall be borne

by the student; however, all other properly documented expenses incurred at the direction of the Agency during the Internship shall be reimbursed in accordance with **Paragraph III(C)**, of the Internship Agreement.

3. **The undersigned student intern has read and understands the terms and conditions of the referenced Internship Agreement and this Student Acknowledgment and Release and agrees to abide by all their applicable terms and conditions, without limitation, including Paragraphs I (E), (F), (G), (K) and II (D).**

4. THE TERMS OF THIS STUDENT ACKNOWLEDGMENT AND RELEASE AND CO-OP/INTERNSHIP AGREEMENT ARE BINDING ON THE UNDERSIGNED STUDENT CO-OP/INTERN AND THIS DOCUMENT SHALL SERVE AS A RELEASE AND ASSUMPTION OF THE RISK FOR MYSELF, MY HEIRS, ASSIGNS AND NEXT OF KIN.

C. Release.

In consideration of the permission/assistance extended to me by Agency and University respectively to obtain this practical experience, I do hereby, for myself, my heirs and personal representatives, release, discharge and indemnify the University, the Agency and their respective directors and employees from any liability for any claims, damages, fees, costs, suits and the like on account of my death, bodily injury, personal injury and/or property damage which may result from any cause connected in any way with this Internship, including without limitation claims, damages, fees, costs, suits and the like regardless whether or not they are caused by Agency's or University's negligence.

AGREED:

Signature of student Intern

Date

Printed name of student Intern

Signature of witness

Date

EDUCATIONAL LEARNING CONTRACT

CAREER SERVICES COPY

I have read and understand the terms of receiving academic credit for my cooperative educational experience.

I understand that failure to complete any of the required assignments on time will result in a final grade of "U" or unsatisfactory completion of required assignments.

I understand that in order to arrange an assignment of an "I", (incomplete), I will need to contact the Internship Coordinator **before the last day of classes** to make arrangements to turn in required assignments at a later date.

I understand that I will not be able to re-enroll in the internship course until I have turned in all assignments from previous interning semesters.

Student's Signature

Date

EDUCATIONAL LEARNING CONTRACT

STUDENT'S COPY

I have read and understand the terms of receiving academic credit for my cooperative educational experience.

I understand that failure to complete any of the required assignments on time will result in a final grade of "U" or unsatisfactory completion of required assignments.

I understand that in order to arrange an assignment of an "I", (incomplete), I will need to contact the Internship Coordinator **before the last day of classes** to make arrangements to turn in required assignments at a later date.

I understand that I will not be able to re-enroll in the internship course until I have turned in all assignments from previous interning semesters.

INSTRUCTIONS FOR INTERNATIONAL STUDENTS ON APPLYING FOR A WORK PERMIT

(FOR INTERNATIONAL STUDENTS ONLY)

1. Contact International Student Services to find out whether you are eligible to have an internship. Attend the appropriate CPT/OPT or work authorization workshop.
International Student Services
640 Parrington Oval
Old Science Hall Room 224.
(405) 325-3337
<http://www.ou.edu/iss/home.html>
iss@ou.edu
2. Complete required preliminary paperwork for enrolling in an internship course. Internship Coordinator will need offer letter from employer, or employment details. Often, employer will not complete Position Proposal and Memorandum of Understanding without paperwork from International Student Services.
3. Ask the Internship Coordinator at Career Services to complete a "**Verification for Curricular Practical Training**" form for you (form is enclosed with this packet).
4. If you have not already done so, enroll in the internship course.
5. Take proof of enrollment and the completed "Verification for Curricular Practical Training" form to the International Student Advisor at International Student Services.
6. The International Student Advisor will then process the necessary paperwork for you to take to your employer, which will give you permission to work in the United States.
7. Return completed Position Proposal and Memorandum of Understanding (from employer) to Internship Coordinator, if you have not done so.

**VERIFICATION FOR
CURRICULAR PRACTICAL TRAINING**
(FOR INTERNATIONAL STUDENTS ONLY)

DATE: _____

TO: INTERNATIONAL STUDENT ADVISOR

CC: STUDENT FILE

FROM: BETSY BISHOP, ASSISTANT DIRECTOR, CAREER SERVICES

RE: CURRICULAR PRACTICAL TRAINING

Name: _____

Student ID#: _____

Major: _____

Degree in progress: _____

This is to verify that the above named student has been offered a internship position with
_____ located in _____

The internship position is part/full time and is for the time period from _____ to
_____. The employer, the employment position, and the student are officially registered with
The University of Oklahoma's Cooperative Education Program in Career Services. In addition, the
student will be under my, or departmental, supervision with normal academic accountability, and has
enrolled in a cooperative education course. This training program is part of an established curriculum.

Internship Coordinator

Position Proposal for Internship

(To be completed by employer)

1. Name of Student Intern _____

2. Position Title _____

3. Please describe the proposed duties and learning experiences of the position.

4. Briefly describe any training programs provided the student during the program. _____

5. The internship/co-op position will start on _____, and will end on _____.

6. On the average, how many hours per week would the intern/co-op spend on the job? _____

7. What kind(s) of supervision will the intern/co-op receive? _____

8. Is this position a paid position? yes no If yes, at what salary? _____

The University of Oklahoma requests that the evaluation forms on the student's performance be submitted after the first month and at the end of each semester.

Company Supervisor's Signature: _____

Name: _____

Title: _____

Organization: _____

Address: _____ Zip: _____

Phone: _____ Date: _____

Please return to:

Betsy Bishop, Assistant Director
The University of Oklahoma, Career Services
900 Asp Ave., Suite 323, OMU, Norman, OK 73019
Fax: (405) 325-3402

University Of Oklahoma

MEMORANDUM OF UNDERSTANDING

THIS MEMORANDUM of UNDERSTANDING ("MOU") is entered into between the Board of Regents of the University of Oklahoma by and through the Office of Career Services, (hereinafter called the "University"), and _____ (hereinafter called the "Agency").

The University has students enrolled in CAS 4630, Section 001 of the University whose education and training would be enhanced by practical educational experiences and desires to use resources of the Agency for its students and the Agency has appropriate resources for such training and desires to make them available for educational purposes.

The parties mutually agree as follows:

I. Joint and General Terms and Conditions.

- A. This MOU shall be effective when fully executed by both parties. The co-op/internship shall begin on _____, 200_, and end _____, 200_. Either party may terminate this MOU by giving the other prior written notice of termination of not less than thirty (30) days, or at any time by mutual consent.
- B. The Agency and University shall cooperate in the selection of students in the practical educational and training co-op/internship with the Agency ("Co-op/Internship"). The parties shall periodically confer, as needed, about the Co-op/Internship during its term.
- C. Prior to the beginning date, the Agency shall provide the University with a memorandum describing the job and working arrangements including, among other things, the Agency's expectations, the co-op/intern's/student's responsibilities and any compensation or work-related benefits to the student.
- D. Neither party shall discriminate against any person by reason of race, color, gender, age, religion, disability, veteran's status, sexual orientation or national or ethnic origin in connection with any aspect of its performance hereunder.
- E. It is mutually agreed that there is no financial obligation on the part of either party to the other and Agency acceptance of a student for Co-op/Internship does not obligate it to compensate the University or *vice versa*. Any agreement for financial compensation to the student is separate and apart from this MOU.
- F. In order to transmit knowledge gained through the Co-op/Internship, a basic objective of any university, both parties, their students and employees, shall have the right to publish scholarly articles and papers arising out of the Co-op/Internship experience with the Agency; however, each party and their students and employees agree to submit such articles and papers to the other not less than sixty (60) days prior to publication for the purposes of identifying (with reason and in good faith) inaccurate, improper and/or proprietary information contained therein. If no written objections are received within thirty (30) days, any objections are waived and it may be assumed that the articles and papers may be published forthwith.
- G. When circumstances warrant withdrawal or removal of a student from the Co-op/Internship, the parties will first confer to determine appropriate action deemed to be in the best interests of the

student and the parties. Either party reserves the right to withdraw/remove a student from an Co-op/Internship for good cause, unrestrictedly including if the Agency is unable to meet the conditions of this MOU or the student violates any substantive policy, rule or regulation of the Agency duly communicated to the student.

- H. Neither party shall use the other's name in any publications or advertising without the other's prior written approval.
- I. Each party shall be responsible for its own negligent acts or omissions and those of its employees in accordance with prevailing law.
- J. It shall be assumed that the student will provide his or her own medical, dental, hospitalization and liability insurance. The Agency may provide such coverage, in which case it shall be clearly communicated to the student and University.
- K. It is mutually agreed that Agency shall not be responsible for furnishing room and board to the student.
- L. The Family Educational Rights and Privacy Act, 20 U.S.C.S. §1232 g, shall govern access to student records.

II. University Responsibilities.

- A. The University will designate a faculty member liaison to work with the Agency to help in developing student assignments, training activities and student evaluations.
- B. At the Agency's request, the University may permit faculty to participate as resource persons for Agency activities related to the Internship on a limited and discretionary basis.
- C. The University is responsible for the education and academic evaluation of the student and for monitoring the student's learning experiences.
- D. Since the services contemplated by the Agency relate to proprietary Agency information which is of considerable value to the Agency, the University and student agree to hold all work-related information, including without restriction, proprietary maps, letters, memoranda, information from the Agency's files, and all other materials, plans, and conversations specifically concerning the work comprising the services requested of the University and Internship student under this MOU ("Confidential Information") strictly confidential while this MOU is in effect and for a period of twelve months after the termination hereof. These confidentiality obligations shall not apply to any Confidential Information: which was in the public domain prior to disclosure or which subsequently comes into the public domain through no fault of recipient; information that recipient can demonstrate was already known or independently developed by recipient; information received in good faith by recipient from a third party; and information that is required to be disclosed by operation of law.
- E. The University shall require its students to agree to follow all reasonable Agency policies, rules, and regulations during the Co-op/Internship of which the student and University are given prior notice according to **Paragraph III (D)**, below.

III. Agency Responsibilities.

- A. The Agency will designate one or more Agency employees, with appropriate qualifications, to

collaborate in developing student assignments and training activities and to instruct, evaluate and supervise the student in the performance of the Co-op/Internship. The Agency will be responsible for the direct supervision and control of the student's activities while at the Agency or where performed at its direction.

- B. The Agency will provide learning experiences mutually developed and /or agreed upon by the parties consistent with the memorandum of Co-op/Internship referred to in **Paragraph I(C)**, above, and agrees to arrange Co-op/Internship schedules which will not conflict with the published academic schedules of the University.
- C. The Agency will provide a job orientation for the student and provide sufficient resources to enable the student to function effectively and meet the objectives of the Co-op/Internship. The Agency shall reimburse each Co-op/Internship student for all reasonable and necessary out-of-pocket expenses incurred at the direction of the Agency.
- D. At the beginning of each Co-op/Internship, Agency agrees to provide the University and each student placed with the Agency, all applicable Agency policies, rules and regulations which the student is expected to follow during the Co-op/Internship while with the Agency or engaged in Agency activities. This requirement includes, among other things, such policies and procedures as are in effect and reasonably necessary to protect confidential and/or proprietary information, if such data and information may be involved in the Co-op/Internship.
- E. When necessary or desirable, the Agency agrees to permit: (i) inspection of its facilities by the University and by University's accrediting agencies, upon reasonable request; and (ii) adequate time for the University's faculty member liaison to meet with the student during the Co-op/Internship.
- F. The Agency shall submit reports to the University on each student's progress and performance during the Co-op/Internship on a mutually agreeable schedule. Notwithstanding the foregoing, if the Agency has any material concerns regarding a student's performance or if specific circumstances arise which lead the Agency to conclude that a student should be withdrawn from the Internship before the end of its term, the Agency will confer immediately with the University's faculty member liaison to resolve such concerns.

IV. Student Responsibilities. See **Attachment "A"**, Student Acknowledgment and Release.

V. General Provisions.

- A. This MOU shall be governed by Oklahoma law and any action concerning this MOU shall be brought in a court of competent jurisdiction in the State of Oklahoma.
- B. The parties agree that this MOU shall be binding upon their respective successors or transferees of any nature.
- C. Nothing in this MOU shall be construed to make either party the legal agent or representative of the other, nor shall either party have the right or authority to assume, create or incur any liability or any obligation of any kind, either expressed or implied, in the name of or on behalf of the other party.
- D. Neither party shall assign this MOU, directly or indirectly, in whole or in part, without the express, prior written consent of the other.

E. The parties may modify this MOU by written agreement at any time.

UNIVERSITY

AGENCY

Betsy Bishop, Career Services
Assistant Director, Internships and Co-ops

Signature

Date

Title

Date

Name of Student Intern: _____