ENROLLING IN THE INTERNSHIP COURSE

HOW

1. You get permission to enroll in the internship course from the Internship Coordinator at Career Services.

2. The internship course is a 1-3 credit hour S/U graded course CAS 4630, Section 1 in the College of Arts & Sciences. The number of hours of enrollment is based on how many hours the student is working in the internship during the semester. For three credit hours the student should work a minimum of 240 hours. For two credit hours, the minimum is 160 hours. For one hour the minimum is 80 hours.

3. See "THE STUDENT'S ROLE/DUTIES" for course requirements (enclosed with this packet).

4. You need to enroll in the internship course before starting the internship position in order to receive credit.

WHY

1. Many organizations want their internship students to be a part of an official internship program at the student's school. To be considered officially part of The University of Oklahoma's Cooperative Education Program, you need to be enrolled in the internship course.

2. International students may be enrolled in the internship course to apply for curricular practical training.

3. These credits may fulfill upper division requirements for a student’s degree plan.
CONTACTING THE INTERNSHIP COORDINATOR WHILE INTERNING

WHO'S WHO

Betsy Bishop, Assistant Director, is the Internship Coordinator for The University of Oklahoma. Her email address is bbishop@ou.edu.

If for some reason Betsy is unavailable, the following professional staff members can help you:

Whitley Graham, Associate Director, Career Services
Bette Scott, Director, Career Services

All of the above can be reached at the following:

Career Services
900 Asp Ave, Suite 323, OMU
Norman, OK 73019
(405) 325-1974
THE STUDENT'S ROLE/ DUTIES

1. Adhere to company work hours, policies, procedures and rules governing professional staff behavior. Student must also adhere to company policies governing the observation of confidentiality and handling of confidential information.

2. Maintain professional relationships with company employees, customers, etc.

3. Utilize a courteous, enthusiastic, open-minded approach to policies and procedures within the profession.

4. Be consistent and punctual in the submission of all work assignments to your supervisor and the Internship Coordinator.

5. Ask for assistance if necessary. Your supervisor would rather spend time now to make sure something is done right than do it over in the future.

6. Ask for feedback. Constructive criticism allows you to modify or change behavior/performance for the most productive use of your internship.

7. Turn in assignments to the Internship Coordinator when they are due. Assignments vary according to the number of credit hours in which the student is enrolled. It is up to the student to know the assignments and when they are due.

   a. For one credit hour:

      i. Maintain a brief, weekly journal of the activities engaged in on the job. The journal should comment on specific problems and challenges encountered and how they were analyzed and resolved. You might mention any accomplishments you were particularly proud of, how you feel interaction with supervisors and co-workers is progressing, etc. Periodically a supervisor may be asked to review the journal and add their reflections and comments as feedback to enhance the educational experience.

      ii. Submit the Student and Employer First Month and Final Evaluations. First Month Evaluations are due after one month of interning and Final Evaluations are due on the last day of classes of the school term in which the credit is to be given.

      iii. Submit a summary paper (five-to-ten pages, double-spaced, typed, with proper grammar and punctuation) covering his/her internship experience. The paper should describe in detail the knowledge and skills acquired through the internship, how the work experience related to and enhanced your coursework, and what insight it provided regarding your field and career. The nature of the paper and its scope is further described in SUMMARY PAPER GUIDELINES in this packet.

      iv. The course is S/U graded and this grade will be based upon the evaluations, journal, substantive information on student's education and training with the organization as
presented in the summary report, as well as the summary report structure, organization, grammar, punctuation, and overall quality.

b. For two or three credit hours:
   
i. Maintain a brief, weekly journal of the activities engaged in on the job. The journal should comment on specific problems and challenges encountered and how they were analyzed and resolved. You might mention any accomplishments you were particularly proud of, how you feel interaction with supervisors and co-workers is progressing, etc. Periodically a supervisor should be asked to review the journal and add their reflections and comments as feedback to enhance the educational experience.

   ii. Submit the Student and Employer First Month and Final Evaluation. First Month Evaluations are due after one month of interning and Final Evaluations are due on the last day of classes of the school term in which the credit is to be given.

   iii. Submit a research paper. The length of the paper is to be at least ten pages for two credit hours, and fifteen pages for three credit hours. The subject of the paper is to relate the student’s internship to his/her major. A proposal is to be submitted to the Internship Coordinator as early as possible at the beginning of the internship for approval.

   iv. The course is S/U graded and this grade will be based upon the evaluations, journal, and the research paper’s content, organization, grammar, punctuation, and overall quality.
SUMMARY PAPER GUIDELINES
( FOR ONE CREDIT HOUR OPTION ONLY)

At the end of each semester, you are required to complete a summary report of intern work duties and experiences. Papers are due the last day of classes of the semester, regardless of what the ending date of the work term might be. The purpose of this report is to give you an opportunity to put intern experiences into perspective and to provide other University of Oklahoma students with an in-depth picture of internship employment opportunities so they can make better academic and career choices. The organization and content of the paper is as follows:

1. Title Page (unnumbered).

2. Table of Contents (unnumbered).

3. Brief description of the organization for which you worked (kind of business or service, products, history, function and responsibilities of various departments, relationship of your department to the overall organization, physical facilities, and facts about the employer--such as affiliates, locations, number of employees).

4. Description of the work experience throughout the work term. Description of any jobs that were assigned on a recurring basis as well as special projects.

5. Discussion of the types of technology used in your internship.

6. Evaluation of the relevance of the skills and knowledge learned in your coursework to your experience.

7. Evaluation of relevance of the work experience to your field of study. Discussion of the most useful skills and knowledge gained.

8. Level of responsibility that was assigned to you in your internship position.

9. General evaluation of the educational and professional level of your work associates.

10. Working conditions, living arrangements, contact with other internship students within your organization.

11. Evaluation of job satisfaction. Did the experience meet with your expectations?

12. In conclusion, assess the value of your internship experience and whether you are interested in returning to the company for internship and/or professional employment.
SUMMARY REPORT
GUIDELINES

THE SUMMARY REPORT MUST BE:

• At least 5-10 pages, NOT including title page and table of contents.

• Typed.

• Double-spaced. 1” margins. 12-pt. font.

• Properly punctuated with proper grammar.

• Completed on time. It is due the last day of classes each semester.

GRADING PROCEDURE BY THE INTERNSHIP COORDINATOR FOR COURSE CREDIT WILL BE BASED ON:

1. First month and final evaluation reports by the employer.
2. First month and final evaluation reports by the student.
3. Weekly journal of the activities engaged in on the job.
4. Substantive information on student's education and training with the organization as presented in the Summary Report.
5. Summary report structure, organization, grammar, punctuation, and overall quality.
STUDENT FIRST MONTH EVALUATION OF INTERNSHIP

Name _______________________________________________ Major ______________________
Employer ____________________________________________ Department __________________
Hours per week ______________________________________ Date ________________________

Fringe benefits provided by your company for its interns: (check all that apply)
_____ Life insurance    _____ Medical insurance
_____ Paid holidays    _____ Sick pay
_____ Vacation time    _____ Credit union
_____ Relocation reimbursement  _____ Tuition reimbursement
_____ Other (please specify) __________________________________________________________

How did your company provide assistance in your housing search? (check all that apply)
_____ Roommate listing _____ Relocation center _____ Separate apartment complex
_____ Other (please specify) _________________________________________________________

Please circle the most appropriate answer:

1. Was assistance available from your supervisor?
   Frequently  If needed  Seldom  Never
2. Was adequate explanation given to you concerning what was expected of you and the nature of tasks assigned?
   Frequently  If needed  Seldom  Never
3. How often did your supervisor discuss your job performance with you?
   Weekly  Monthly  Once or twice  Never
4. Was the work load adequate?
   Always  Frequently  Sometimes  Seldom  Never
5. How were communication and cooperation among co-workers?
   Excellent  Good  Average  Fair  Poor
6. Did you associate with your co-workers after work?
   Frequently  Sometimes  Seldom  Never
7. How was your academic preparation for this job?
   Excellent  Good  Average  Fair  Poor
8. Did the company organize gatherings for its interns?
   Frequently  Sometimes  Seldom  Never
9. How would you rate your academic preparation for this position compared to colleague intern students from other universities and colleges?
   Excellent  Good  Average  Fair  Poor
10. Did assignments meet your expectations?
    Exceeded  Met  Fell below
11. Would you consider this company for permanent employment?  Yes  No
STUDENT FINAL EVALUATION OF INTERNSHIP

Please circle the most appropriate answer:

1. Was assistance available from your supervisor?
   - Frequently
   - If needed
   - Seldom
   - Never

2. Was adequate explanation given to you concerning what was expected of you and the nature of tasks assigned?
   - Frequently
   - If needed
   - Seldom
   - Never

3. How often did your supervisor discuss your job performance with you?
   - Weekly
   - Monthly
   - Once or twice
   - Never

4. Was the work load adequate?
   - Always
   - Frequently
   - Sometimes
   - Seldom
   - Never

5. How were communication and cooperation among co-workers?
   - Excellent
   - Good
   - Average
   - Fair
   - Poor

6. Did you associate with your co-workers after work?
   - Frequently
   - Sometimes
   - Seldom
   - Never

7. How was your academic preparation for this job?
   - Excellent
   - Good
   - Average
   - Fair
   - Poor

8. Did the company organize gatherings for its interns?
   - Frequently
   - Sometimes
   - Seldom
   - Never

9. How would you rate your academic preparation for this position compared to colleague intern students from other universities and colleges?
   - Excellent
   - Good
   - Average
   - Fair
   - Poor

10. Did assignments meet your expectations?
    - Exceeded
    - Met
    - Fell below

11. Would you consider this company for permanent employment?  Yes  No
Employer First Month Evaluation Form
University of Oklahoma

Intern ___________________________ Date ________________________

Circle one: Spring Summer Fall Work term with your company: 1st 2nd 3rd 4th

Instructions: Please evaluate the student’s performance on a scale from 4 to 1, with 4 being the highest rating in the areas below. The student’s supervisor should complete this form and discuss it with the student. The student has the responsibility of returning the completed form to Career Services, Suite 323, OMU, Norman, OK. 73019, Fax: (405) 325-3402.

Performance Ratings:
Exceeds Standards = 4 Needs Some Improvement = 2
Meets Standards = 3 Needs Much Improvement = 1

SKILL
1. Possesses necessary technical knowledge. 
2. Adapts to changing work assignments and situations.
3. Able to cooperate and work with other people.
4. Ability to write effectively (i.e. written reports, use of illustrations).
5. Ability to speak effectively (i.e. oral presentations, use of visual aids).

Please comment on deficiencies or exceptional points:

PERFORMANCE
6. Listens and carries out instructions.
7. Works effectively without close supervision.
8. Meets deadlines and schedules.
9. Produces acceptable quality of work.
10. Produces acceptable quantity of work.

Please comment on deficiencies or exceptional points:

JUDGMENT
11. Demonstrates ability to make decisions or seek appropriate help.

Please comment on deficiencies or exceptional points:

ATTITUDE
13. Accepts responsibility and is a self-starter.
14. Exhibits interest and enthusiasm about the job.
15. Maintains appropriate dress and grooming habits.
16. Maintains good attendance and punctuality.
17. Adheres to organizational regulations.

Please comment on deficiencies or exceptional points:

Evaluation has been discussed with student? (circle one) YES NO

Supervisor’s Signature __________________________ Date ____________
Employer Final Evaluation Form  
University of Oklahoma

Intern:  
Circle one: Soph  Jr  Sr  Grad  
Circle one: Spring  Summer  Fall  
Date: ___________________________________________

Instructions: Please evaluate the student’s performance on a scale from 4 to 1, with 4 being the highest rating in the areas below. The student’s supervisor should complete this form and discuss it with the student. The student has the responsibility of returning the completed form to Career Services, Suite 323, OMU, Norman, OK 73019, Fax: (405) 325-3402

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Please comment on deficiencies or exceptional points: __________________________________________
Name of Intern ______________________________

Will the company invite student back for another work tour? ______________________________

If yes, when will the student be returning? ______________________________

If all work tours are completed, will you be offering the student permanent employment upon graduation?

________________________________________

SUPERVISOR’S OVERALL EVALUATION OF STUDENT’S PERFORMANCE
(Check One)
Exceeded all expectations. __________________
Student performed better than expected. __________________
Student performed satisfactorily. __________________
Student requires substantial improvement. __________________
Evaluation has been discussed with student? (circle one) YES NO

________________________________________

Supervisor’s Signature ___________________________ Date ___________________________