

The University of Oklahoma
DEPARTMENT OF HUMAN RELATIONS
NORMAN & TULSA
INTERSHIP GUIDELINES

PURPOSE of an internship:

To afford students in the Department of Human Relations at The University of Oklahoma an opportunity to apply theoretical principles of human relations 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 enrollment in HR 5200**, it is expected that the student will have acquired sufficient theoretical and planning skills to construct worthwhile experience. The Department of Human Relations has provided the following guidelines. It is strongly recommended that you, the student:

- Complete at least twelve (12) hours of Human Relations courses before beginning an internship.
- Identify an agency supervisor/instructor at the internship site interested in providing an internship experience. Important: Start your planning for internships during the semester prior to enrollment.
- Obtain approval of each internship by your faculty advisor.

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. Also see "Supervisor: Suggested guidelines."

CREDIT HOURS: One credit hour of HR 5200 = 75 clock hours of internship/semester or 5 clock hours/ week. For the required six (6) credit hours of internship, each student must complete 450 clock (work) hours of internship activities. **(To assist you in figuring your credit hours vs. clock hours, see the next page).**

REPORTS and/or Memoranda: Students are responsible to have all memoranda and paperwork related to their internship turned into the Department of Human Relations 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 field work 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 form papers. All reports are to include time documentation, analysis and evaluation of the experience. The department has provided forms for students to structure this information. Additional copies of the forms are available in the Human Relations office and all site offices. Below is a list of the documentation required and when it is due to the department.

- (1) **MEMORANDUM OF UNDERSTANDING and ATTACHMENT "A"** Student acknowledgment And Release: Agency supervisor signature required. Student signature required. Due in the Human Relations Department before enrollment in the internship.
- (2) **LEARNING OBJECTIVES OR :** Due in the Human Relations Department before enrollment in the internship. Student and internship supervisor's signatures required.
- (3) **FINAL REPORT:** Final reports are due no later than the last day of classes the semester in which the student is enrolled in the internship. This report is a compilation of learned skills and experiences.

Norman & Tulsa students must complete this form **NO LATER than the LAST DAY OF CLASSES DURING THE SEMESTER.**

Tulsa students: Mail to Faculty Advisor, Department of Human Relations, OU at Tulsa, 4502 E. 41st Street, Tulsa, OK 74135.

Mail to: Department of Human Relations, 601 Elm Avenue, Room 728, Norman, OK 73019.

- (4) **SUPERVISOR'S REPORT** "Assessment of Student Intern": This report is due no later than the last day of the internship. Each intern is responsible to see that his/her agency supervisor sends a final report to the Department of Human Relations, completed and signed by the supervisor and signed by the student.

TERMINATION: Students must notify faculty advisor 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 (Satisfactory) or U (Unsatisfactory). A grade of U on the internship will be grounds for dismissal from the Human Relations degree program.

NOTE: The description of internship in the program planner will satisfy clause 6A of the internship agreement. Therefore students must provide their agency supervisors with a copy of the information. A copy of the proposal signed by the student intern and the agency internship supervisor(s) will satisfy clause 6B. **You will not be permitted to enroll in internship hours without completed copies of this form on file in the HR office.** Liability insurance is available through the American Counseling Association (forms available in the HR office or at the various sites.)

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 Department of Human Relations 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 their on site supervisor to complete the department form entitled, "**Assessment of Student Intern**". **Reports for students who attend main campus in Norman** can be mailed to their **Faculty Advisor**, Department of Human Relations, 601 Elm Street, Room 728, Norman, OK 73019. Reports for students who attend the campus in Tulsa can be mailed to their **Faculty Advisor**, Department of Human Relations, OU at Tulsa, 4502 E 41st Street, Room 1J40, Tulsa, OK 74135.

CREDIT HOURS GUIDELINE

The following represents the total number of clock hours for each credit hour of internship. Students should plan on enrolling in the number of credit hours for the number of clock hours which they will be able to complete during the specific semester.

6 credit hours = 450 clock hours
5 credit hours = 375 clock hours
4 credit hours = 300 clock hours
3 credit hours = 225 clock hours
2 credit hours = 150 clock hours
1 credit hour = 75 clock hours

The student may enroll in one to six hours of internship during a semester, depending upon student and agency need. Typically, students enroll for two or three credit hours per semester. 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. (If the internship agency is different for each enrollment, a Memorandum of Understanding is required for each agency).

NAME: _____ SEMESTER: _____
FACULTY ADVISOR: _____ #CREDIT HOURS: _____

**The University of Oklahoma
DEPARTMENT OF HUMAN RELATIONS
Practicum/Internship
MEMORANDUM OF UNDERSTANDING**

- I. This memorandum of understanding is made this _____ of _____, 20____, by and between The University of Oklahoma, Department of Human Relations (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 HR 5200 Internship 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 _____ SEMESTER _____
FACULTY ADVISOR: _____ #CREDIT HOURS: _____

B. Responsibilities of the University

1. The University will designate a faculty liaison to work with the Agency who 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 indicated 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 advertising, except in University catalogues, bulletins, and student recruitment materials, without prior written Agency approval.
6. 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.

_____ The University will provide library privileges for practicum/internship instructors.

NAME _____ SEMESTER _____
FACULTY ADVISOR: _____ #CREDIT HOURS: _____

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 enables 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 faculty liaison any concern regarding the Student's performance or learning.
6. The Agency will consult with the University immediately if specific circumstances arise which requires the Agency to ask the Student be withdrawn from the practicum/internships during the school year.
7. The Agency will agree to arrange Student schedules which will not conflict with those schedules of the University.
8. 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.
9. 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.
10. 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 _____. 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 during the academic year.

NAME _____ SEMESTER _____
FACULTY ADVISOR: _____ #CREDIT HOURS: _____

D. Responsibilities of the Student:

1. SEE ATTACHMENT "A" WHICH MUST BE SIGNED AND DATED BY THE STUDENT AND ONE WITNESS.

APPROVED:

Practicum/Internship Faculty Advisor Date
University of Oklahoma

Agency On-Site Supervisor Date

NAME _____ SEMESTER _____

FACULTY ADVISOR: _____ #CREDIT HOURS: _____

**Practicum/Internship
MEMORANDUM OF UNDERSTANDING
ATTACHMENT A
Student Acknowledgment and Release**

- I. This memorandum of understanding is made this _____ of _____, 20____, by and between The University of Oklahoma, Department of Human Relations (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. The Student is not an employee of the Agency or the University and is not entitled to financial remuneration during the practicum/internship unless otherwise arranged by the Agency and 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.

APPROVED:

Student Signature and Date

Witness Signature and Date

NAME: _____ ID# _____
 ADDRESS: _____ PHONE: _____
 EMAIL ADDRESS: _____
 HR FACULTY ADVISOR: _____ SEMESTER: _____
 INTERNSHIP AGENCY, OFFICE, ETC. _____
 INTERNSHIP ADDRESS: _____
 SUPERVISOR'S NAME: _____ PHONE: _____
 #CREDIT HOURS _____ CLOCK HOURS/WEEK _____

- Student's Signature _____ Date _____

1-6

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

NAME: _____ **ID#** _____
ADDRESS: _____ **PHONE:** _____
EMAIL ADDRESS: _____
HR FACULTY ADVISOR: _____ **SEMESTER:** _____
INTERNSHIP AGENCY, OFFICE, ETC. _____
INTERNSHIP ADDRESS: _____
SUPERVISOR'S NAME: _____ **PHONE:** _____
#CREDIT HOURS _____ **CLOCK HOURS/WEEK** _____

Student report only: What have your experiences been of the duties and responsibilities assigned at this point in the internship?

Student's Signature _____ Date _____

Agency On-Site Supervisor's Signature _____ Date _____

**STUDENT'S INTERNSHIP/PRACTICUM
FINAL REPORT**

NAME: _____ **ID#** _____
ADDRESS: _____ **PHONE:** _____
EMAIL ADDRESS: _____
HR FACULTY ADVISOR: _____ **SEMESTER:** _____
INTERNSHIP AGENCY, OFFICE, ETC. _____
INTERNSHIP ADDRESS: _____
SUPERVISOR'S NAME: _____ **PHONE:** _____
#CREDIT HOURS _____ **CLOCK HOURS/WEEK** _____

Evaluate your internship experience. What aspects were helpful to you? Unhelpful? 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

Internship Documentation Log

Date (day or week)	Activity	Hours

Student

Date

Agency On-Site Supervisor

Date

AGENCY ON-SITE SUPERVISOR'S REPORT
Assessment of Intern

NAME: _____ ID# _____
ADDRESS: _____ PHONE: _____
EMAIL ADDRESS: _____
HR FACULTY ADVISOR: _____ SEMESTER: _____
INTERNSHIP AGENCY, OFFICE, ETC. _____
INTERNSHIP ADDRESS: _____
SUPERVISOR'S NAME: _____
#CREDIT HOURS _____ CLOCK HOURS/WEEK _____
PERIOD OF ASSESSMENT _____ TO _____

Please assess the intern's strengths, area 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.)

Agency On-Site Supervisor's Signature Date

Student's Signature Date

For the Norman student:

The supervisor is responsible for submitting this form to the Department of Human Relations **NO LATER THAN THE LAST DAY OF CLASSES OF THE SEMESTER IN WHICH THE STUDENT ENROLLED IN THE INTERNSHIP.**

Mail to: Department of Human Relations, 601 Elm Avenue, Room 728, Norman, OK 73019.

For the Tulsa student:

The supervisor is responsible for submitting this form to the Department of Human Relations **NO LATER THAN THE LAST DAY OF CLASSES OF THE SEMESTER IN WHICH THE STUDENT ENROLLED IN THE INTERNSHIP.**

Mail to: The Faculty Advisor indicated, The Department of Human Relation, OU at Tulsa, 4502 E. 41st Street, Tulsa, OK 74135.