

CAS 4630 Internship Course Information

Course Description & Purpose:

CAS 4630 “CAS Internship” provides students with the opportunity to earn college credit while engaging in a valuable experiential learning opportunity. Through internships, students are able to explore career possibilities before graduation, acquire major and career-related work experience, apply knowledge and skills learned in the classroom, and gain insight from current professionals in a given field. This course defines an internship as a planned hands-on work experience related to personal, academic, and career goals. By the end of the internship experience students, should be able to relate the content of their coursework to the work done in their internship and vice versa.

Course Eligibility Requirements: Students must have

- Active enrollment status with the University of Oklahoma
- Completed at least 30 total college credit hours, with at least 12 of those hours at OU
- A 2.00 or higher GPA and be in good academic standing

Enrollment Credit:

CAS 4630 is a variable credit course offered in the summer, fall, and spring semesters with a credit limit of no more than six (6) total credit hours. A student’s credit hour enrollment will be based on the scale of one (1) college credit for every 60 hours worked within the semester. The specific hour totals are detailed below:

1 credit hour = 60 hours worked in the semester
2 credit hours = 120 hours worked in the semester
3 credit hours = 180 hours worked in the semester
4 credit hours = 240 hours worked in the semester
5 credit hours = 300 hours worked in the semester
6 credit hours = 360 hours worked in the semester

Students who do not earn the maximum six (6) credit hours in one semester of enrollment may repeat the course until six (6) credit hours have been earned. No student may use the same semester of internship hours worked for both CAS 4630 and another internship course option within his/her department or college.

Assignments and Grading:

Course assignments are used to facilitate processing and articulation of the internship experience and how it relates back to the student's studies. The assignments consist of an hour log, self-evaluations, supervisor evaluations, and a final paper. The CAS 4630 internship course is an S/U graded course, and a grade of Satisfactory will be dependent on both timely submissions and quality of the assignments.

Procedure for Course Enrollment:

To enroll in CAS 4630, students need to complete the following steps:

1. Complete the internship course application form
2. Obtain documentation from the internship supervisor confirming both the student's acceptance into the internship position and a brief description of the duties/responsibilities expected.
3. Submit the internship course documents described above in items 1 and 2 to the College of Arts & Sciences Academic Services office in Ellison Hall room 124 during business hours. Incomplete applications will not be accepted.
4. Once submitted, your application packet will be reviewed by Ryan Peters who is the instructor of record for the CAS 4630 course.
5. Submitted applications will be reviewed by the course instructor, Ryan Peters, on a weekly basis. Once a decision had been made on the student's eligibility for enrollment, you will receive an e-mail confirming your enrollment status. Students approved for enrollment will also receive copies of the student and agency memorandum of understanding documents detailed below in item #7.
6. Once approved, students must log into OZONE and officially enroll in CAS 4630
7. The "Internship Memorandum of Agreement" (MOU) define the expectations of all parties involved in the internship experience and will require signatures by both the student and the internship supervisor. Completed MOU documents must be submitted to the course instructor no later than Friday of the first week of class. Any students who fails to submit their MOU by the deadline will have their enrollment in CAS 4630 cancelled.
8. While enrolled in CAS 4630 students will need access to a computer and the internet to complete the course assignments.

Contacts:

If you have any questions regarding the CAS 4630 internship course please contact Ryan Peters at ryanpeters@ou.edu or (405)325-4411.



CAS 4630 Internship Course Application

Name: _____ ID#: _____

Address: _____

E-Mail: _____ Phone #: _____

College: _____ Major: _____

Classification: Sophomore / Junior / Senior OU GPA: _____ Combined GPA: _____

Enrollment Information

Term applying for enrollment in CAS 4630: ____ summer / ____ fall / ____ spring 20____

Credit hours you are planning to enroll in: _____ *See the internship information page for the credit scale

Internship Position Information:

Name of Agency: _____

Agency Mailing Address: _____

Name of Internship Supervisor: _____

Supervisor's Title: _____

Contact E-Mail for Supervisor: _____

Contact Phone Number for Supervisor: _____

Internship Start date: _____ Internship End Date: _____

Total hours worked during internship: _____ Paid Internship: Yes / No

- 1) Briefly describe the responsibilities, duties and/or tasks you will be responsible for during this internship experience:

2) How does this internship apply towards your declared major and the courses you have completed at OU?

3) How does this internship apply towards your future career goals?

Once you have completed this application from, please request that your internship supervisor provide written confirmation of your internship position and responsibilities which should be attached to this application. Once you have a completed application packet, submit all materials to 124 Ellison Hall. Incomplete applications will not be accepted. If you have any questions about this application or the internship course please contact Ryan Peters at ryanpeters@ou.edu or (405)325-4411. You will be contacted about your application at the e-mail address provided on this form so please check that frequently.

For Office Use Only:

Date Reviewed: _____

Decision: Approved / Denied

Enrollment Permission loaded in OZONE: Yes / No Number of allowed hours: _____

Reviewer: _____