



Petree College of Arts and Sciences

Internship Learning Contract

An internship is a form of supervised experiential learning that integrates knowledge and theory learned in the classroom with practical application and skills development in a professional setting. An integral component that distinguishes an internship from other types of work is one or more forms of structured and deliberate reflection contained within learning goals or objectives.

In granting academic credit for this internship, the University affirms that, to the best of its judgment, the experience is an appropriate curricular option for students in a liberal arts program of study and worthy of Oklahoma City University credit but makes no other assurances, expressed or implied, about any travel and living arrangements the student arranges. Oklahoma City University does not knowingly approve internship opportunities, which pose undue risks to their participants. However, any internship or travel carries with it potential hazards which are beyond the control of the University and its agents or employees.

INSURANCE COVERAGE

I understand that I am solely responsible for the costs of insurance to cover me during my internship and that Oklahoma City University has no obligation to provide insurance.

I understand that if I use my personal vehicle in furtherance of the organization, in which I intern, that Oklahoma City University has no liability for any injuries or damages incurred or caused. In agreeing to use my personal vehicle, I understand that my own vehicle insurance solely is the only coverage applicable.

PERSONAL CONDUCT

I understand that an off-campus internship may require a standard of professional decorum different than that displayed as a student. Therefore, I indicate my willingness to understand and comply with those standards at all times during the course of my internship. I lastly understand that if those standards are not complied with, that my internship may be terminated, the decision will be final and it may result in the loss of academic credit.

GENERAL RELEASE

I understand that Oklahoma City University reserves the right to make cancellations, changes or substitutions as it deems necessary. In doing so, I understand that Oklahoma City University may make any adjustments necessary in preserving the integrity of its Internship Program.

It is further understood that usage of any and all internship facilities are being used at my own risk alone and Oklahoma City University shall not be liable for any claims related to myself or property in connection with the internship. I release Oklahoma City University, its agents and employees from any liability that may arise from my participation in this internship.

This contract is to be completed by the student, the department chair/program director/faculty internship coordinator, and the work supervisor. The contract will clarify the expectations for the student and define the educational purpose of the internship. All parties should keep a full copy of the

completed contract, and a copy must be submitted to the Petree College of Arts and Sciences Internship Coordinator no later than two weeks after the internship start date.

Part 1: Contact Information/Signatures

Student

Name: _____ Class Year & ID#: _____

Address: _____

Phone: _____ Email: _____

I understand that I must meet all expected requirements of this internship, including meeting the minimum hours of work in order to receive credit for this internship if applicable.

Signature: _____ Date: _____

Work Supervisor

Name : _____ Title: _____

Company/Organization: _____

Internship Address: _____

City, State, Zip: _____

Phone: _____ Email: _____

Oklahoma City University **may/may not** [please circle one] use my company's name and logo in promotional materials for the Petree College of Arts & Sciences internship program.

Signature: _____ Date: _____

Faculty Internship Coordinator

Name: _____ Phone: _____ Email: _____

Signature: _____ Date: _____

Part 2: Internships for Academic Credit (TO BE COMPLETED BY STUDENT IN CONJUNCTION WITH FACULTY INTERNSHIP COORDINATOR)

If you are not earning academic credit for your internship, skip to Part 3.

Internship credit may be awarded at a rate of a minimum of 50 hours work per credit hour per semester. (Therefore, in order to earn 3 CH, a student must work at least 150 hours throughout the semester, or an average of 10 hours per week for each week of the semester, except finals week.) Up to

20 hours could be earned in the classroom. Some program requirements may vary. See your department chair/program director for specific information.

Internship Title: _____ Start/end dates: _____

Acad. Dept.: _____ Course #: _____

Work hours per semester: _____ Credits awarded: _____

Semester in which academic credit will be awarded (ex: Fall '18 or Spring '19): _____

Grading type (circle one): Letter Grade Credit/no-credit

Student Initials: _____ Faculty Internship Coordinator Initials: _____

Dept. Chair/Program Director Initials: _____

Part 3: Internships for Learning Experience Only (TO BE COMPLETED BY STUDENT IN CONJUNCTION WITH FACULTY INTERNSHIP COORDINATOR)

If you are earning academic credit for your internship, skip this section.

Learning experience internships will not be awarded academic credit and will not appear on the student's transcript.

Internship Title: _____ Start/end dates: _____

Department: _____ Work hours per semester: _____

Student Initials: _____ Faculty Internship Coordinator Initials: _____

Dept. Chair/Program Director Initials: _____

Part 4: Academic Expectations (TO BE COMPLETED BY PROGRAM DIRECTOR/FACULTY INTERNSHIP COORDINATOR)

Whether or not an internship is for academic credit, it is important to define the learning outcomes for the student.

Description of how this internship relates to academic learning: _____

Description of mode of evaluation (final paper/project, journal, etc.) and how the internship will be graded (percentage awarded for each aspect), if appropriate. Or, attach a syllabus or department policy that explains this:

Part 5: Employer Expectations (TO BE COMPLETED BY WORK SUPERVISOR)

List any policies and expectations for this job, including but not limited to expected dress code, student conduct, etc.: _____

Expected previous training and qualifications or skills required for this job: _____

Expected student schedule (Students will be available during the regular academic calendar as their regularly scheduled classes allow. Students will not be expected to work during school holidays unless arrangements are made with the employer.): _____

Student duties: _____

Part 6: Supervisor Evaluation (TO BE COMPLETED BY WORK SUPERVISOR)

The supervisor evaluation is an important aspect of evaluating the value of the internship for the student. The evaluation may also be used as a part of the student's grade if the internship is for academic credit. Work supervisors will be asked to provide feedback at least twice during the student's employment period. Program Directors/faculty internship coordinators may substitute or supplement this form for their own more specific forms/questionnaires as desired.

Supervisors, please comment briefly on the student's performance in the following areas:

Reliability: _____

Professionalism: _____

Quality of work: _____

Overall evaluation: _____
