

Weitzenhoffer Family College of Fine Arts

Internship Program Application

An internship is a planned work experience related to your career and academic goals. It can help you learn about a career, apply knowledge gained in the classroom, develop skills, and enrich your understanding of self and organizations. A primary purpose of an internship is to help you relate academic experiences to those in the workplace.

Eligibility:

To be eligible for an internship, you must:

- Have junior or senior standing within your major.
- Have a minimum OU and Combined Retention GPAs of 3.00.
- Receive approval from the supervising faculty member and the Director of the School within the College of Fine Arts. See Internship Application Form for your school.

Credit/Limitations/Contact Hours:

- You are expected to work on average **four hours per week for each credit hour of enrollment**. Thus, if you enroll for three internship credit hours, you are expected to work a minimum of 12 hours per week over one academic semester.
- Students enrolled as full-time students (12 or more hours) may not work more than 20 hours a week for the internship.
- Those students who are not concurrently enrolled in other course work may work a full-time (40 hour work week) internship position.
- You may not receive more than 6 hours of internship credit toward your degree requirements, unless stated otherwise on your degree checksheet.

Instructions:

1. Complete this application and submit it to the Director of your School for approval. Your school may have an additional form that is required prior to Director approval.
 2. Once this packet is approved by the Director of your school, submit it to the Fine Arts Dean's Office in Fred Jones Center, Rm. 122. Once the packet is received by the Dean's Office, one of the Academic Counselors will enter permission for you to enroll in the internship course.
 3. Once permission is entered, you will receive notification via OU email. You must then go to ONE to enroll in the course. You are responsible for selecting the correct number of credit hours when you enroll;
<https://ou.edu/content/dam/honors/docs/Changing%20Variable%20Credit%20Course%20Hours.pdf>.
- **Enrollment is not permitted until this application has been approved by the Director of your School. Enrollment permission will be entered by the Fine Arts Dean's Office.**
 - **Internship credit will not be granted retroactively. Application must be submitted one semester in advance, to ensure processing time. Student must be registered before the last day for adding classes. No exceptions will be made.**
 - **This packet must be completed for an on campus or off campus internship.**
 - **Tuition and fees are charged for internship credit, the same as any other course offered through the university.**
 - **A max of 6 hours of internship credit may be applied towards a Fine Arts degree.**

Incomplete packet will delay the approval and enrollment process.

This completed packet is to be submitted to the College of Fine Arts Dean's Office, Fred Jones Center 122.

I have read and understand the above requirements.

(student initials)

APPLICATION FOR INTERNSHIP

ID# _____ Date _____
Student _____
Local Address _____ Apt _____
City/State/Zip _____
E-mail _____
Phone _____ Major _____ Classification: _____

Enrollment Information:

Semester Fall Spring Summer 20____

Department _____ Course # _____ Sec.# _____

Number of hours you expect to work per week _____. Number of enrollment hours _____

(Review the credit limitations/contact hour policy outlined in this packet. Four (4) hours work per week equals 1 credit hour.)

Faculty Supervisor _____

Agency Information: (to be completed by the internship supervisor)

Name of Agency _____

Name of Internship Supervisor _____

Supervisor Title _____

Address _____

City _____ State _____ Zip _____

Phone () _____ E-mail _____

Approvals:

Agency Supervisor _____ Date _____

Faculty Supervisor _____ Date _____

Director of School _____ Date _____

This completed form is to be submitted to the College of Fine Arts Dean's Office, Fred Jones Center 122.

Incomplete information will delay the approval and enrollment process.

To be completed for off-campus internship:

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ATTACHMENT A
STUDENT ACKNOWLEDGEMENT and RELEASE**

On this ____ day of _____, 20 ____, _____ (“the Student”) accepts the following responsibilities in order to participate in the Practicum with the Facility:

- A. The Student shall act professionally and ethically at all times at the Facility.
- B. The Student shall respect the confidentiality of information that the Facility indicates is confidential, and any personal, sensitive, or private information that he/she discovers or has access to, including but not limited to medical records, both during and after the Practicum.
- C. The Student shall adhere to Facility and University policies, procedures, and operating standards, and complete and submit all required documentation, including proof of immunization, drug tests or background checks.
- D. The Student will prepare for and participate in any evaluation conferences that the University or Facility may require.
- E. The Student is responsible for acquiring and maintaining his/her own health and accident, automobile, and professional liability insurance, if required.
- F. Participation in this Practicum does not make the Student an employee of the Facility or the University or entitle him/her to financial remuneration, unless agreed by the Facility and Student in advance and in writing.
- G. The Student travels to and from the practicum/internship at his/her own expense and risk.

These terms shall serve as a release and assumption of risk for myself, my heirs, estate, administrator, assignees, legatees, members of my family, and any other representative.

APPROVED:

Student Signature

Date

Print Student Name

Witness signature

Date

Print Witness name

To be completed for off-campus internship:

**UNIVERSITY OF OKLAHOMA
Practicum/ Internship/ Rotation
MEMORANDUM OF UNDERSTANDING**

On this _____ day of _____, 20 ____, the Board of Regents of the University of Oklahoma, by and through the College of Fine Arts, School of _____ (“the University”), and _____ (“The Facility”), agree that Students enrolled at the University may engage in an Internship, Practicum, Rotation or similar arrangement (“Practicum”) at the Facility, according to the following conditions:

A. The University and the Facility jointly agree:

1. This Agreement shall be effective beginning _____, 20 ____, and ending _____, 20 ____. Either party may terminate this Agreement by giving the other advance written notice of termination of not less than thirty (30) days. The agreement may be terminated at any time by mutual consent. If this Agreement is terminated during a Practicum, however, the parties agree to allow current Students to complete the Practicum.
2. Access to Student records shall be governed by the Family Educational Rights and Privacy Act, 20 U.S.C. §1232g, commonly known as “FERPA,” and all other applicable laws.
3. As applicable, the provisions of Executive Order 11246, as amended by EO 11375 and EO 11141 and as supplemented in Department of Labor regulations (41 CFR Part 60 et. seq.) are incorporated into this Agreement. The parties represent that all services are provided without discrimination on the basis of race, color, religion, national origin, disability, sex, political beliefs, or veteran’s status; they do not maintain nor provide for their employees any segregated facilities, nor will the parties permit their employees to perform their services at any location where segregated facilities are maintained. In addition, the parties agree to comply with the applicable provisions of Section 504 of the Rehabilitation Act and the Vietnam Era Veteran’s Assistance Act of 1974, 38 U.S.C. §4212.
4. This agreement entails no compensation or payment between the parties.
5. Neither party nor any of its participants shall publish any materials as direct result of the Practicum, without giving the non-publishing party an opportunity to review the publication in advance. No confidential information of the Facility, its staff or clients may be included in any publication without prior written permission from the Facility.
6. When circumstances indicate that a Student must be immediately withdrawn from the Practicum, the Facility shall promptly inform the University , and the University shall withdraw the Student.
7. The parties agree not to use each other’s names or logos in any publications or advertising without prior written approval from the other party.

B. Responsibilities of the University:

1. The University shall designate a Faculty Liaison to coordinate all aspects of the Practicum with the Facility and assist in developing Student assignments, training activities and Student evaluations.
2. The University shall require each participating Student to complete, sign and return Attachment A, “Student Acknowledgement and Release.”

To be completed for off campus internship:

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C. Responsibilities of the Facility:

1. The Facility is responsible for the actual supervision and control of the Student's activities within the Facility. The Facility will designate one or more staff persons ("Instructor(s)") with appropriate qualifications to instruct and supervise the Student.
2. The Facility will provide the Student with appropriate training and resources to foster the Student's learning experience.
3. The Instructor will be responsible for prompt submission of reports that adequately describe the Student's progress, if the University requires.
4. The Facility will communicate immediately with the Faculty Liaison any concern regarding the Student's performance or progress.
5. The Facility will agree to arrange Student schedules that minimize conflict between their schedules and those of the University and the Student.
6. Upon reasonable request, the Facility agrees to permit the University or its accreditation agencies to inspect the areas of the Facility relevant to the Practicum.
7. The Facility agrees to provide each Student in the Facility with the relevant policies, rules, regulations, and expectations with which the Student is required to comply.

D. Responsibilities of the Student:

See Attachment A that the Student and one witness shall sign and date.

APPROVED:

Facility Representative Date

Faculty Supervisor Date

Director Date OU School of _____

SCHOOL OF VISUAL ARTS

In the space below, define duties and responsibilities of internship:

ATC/ Studio Art/ Visual Communication Internship:

Circle your major: Visual Communication, ATC, Studio Art, or BA in Art

Internship Report:

- To meet the credit requirements regarding performance you must submit a digital presentation document (16:9 PDF) that contains a written 1–2 page statement of the position, responsibilities and hours worked.
 - Include the work designed during this internship with a brief explanation of the projects.
 - Document due the Friday of Finals week (no later than noon). If you fail to submit a document with proof of work, semester credit will not be given.
 - A maximum of 6 credits for Internship is permitted for the BFA or BA in Art degree programs.
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Art History Internship:

- To meet the credit requirements regarding performance, you must submit a one-to-two-page statement describing the position, responsibilities thereof, and number of hours worked.
- You must submit documentation of substantial academic work done either as part of the internship or parallel to it. For example, this work might take the form of catalog entries written during a museum internship. If work such as this is not part of the internship, the student should write a research paper on a topic related to the internship. Whatever form the documentation takes should be worked out with the faculty member supervising the internship prior to undertaking it.
- Documents are due on the Friday of finals week (no later than noon). Failure to submit them will result in credit for the internship not being given.
- A maximum of 3 credits for Internships is permitted for the art history degree.

Approved:

Faculty Representative

Date

Director

Date