

**Michael F. Price College of Business
University of Oklahoma**

**INTERNSHIP PROGRAM
POLICY STATEMENT B AD 3700 Section 14**

DEFINITION

An **Internship** at the University of Oklahoma, Michael F. Price College of Business normally covers one academic semester and may be either paid or unpaid. Employers may or may not perceive internships as a recruiting program, however, the internship experience will provide the student with the opportunity to work in positions related to their field of study and to gain valuable professional experience while enhancing their academic career.

Note: Accounting students may earn credit for their internship experience, but must receive permission from the Faculty Advisor for the Accounting Internship Program, Steed School of Accounting, before they may enroll in B AD 3700-14.

Guidelines for Receiving Academic Credit

The minimum qualifications required to participate in the Price College of Business Internship program include:

1. It is recommended that you begin the process to earn academic credit for an internship, at the minimum, one full semester prior to the semester you plan to begin your internship.
2. Students who would like to participate in the program and who have not already obtained an internship on their own, should contact Career Services.
3. Only junior (60 hours) and senior students with a declared major in the Price College of Business and who are in good academic standing with the University of Oklahoma (have a minimum 2.50 overall University of Oklahoma retention grade point average) are eligible to file an application. The student must have completed at least 12 hours at the University of Oklahoma at the time the application is processed. Student applications must be approved/verified by the Internship Coordinator prior to acceptance into the program.
4. All internship positions require that a written job description be received from the employer and returned to the Internship Coordinator with, or prior to, the submission of the application package.
5. Students may obtain from one to three credit hours (based on the requirements placed on the student, by the employer, as outlined in the written job description). **These hours can be used as an upper division business elective, or as an upper division elective. A maximum of 3 credit hours can be obtained during the student's college career. Internship credit may not be used in lieu of a required course or elective in the student's major.**
6. The company offering the intern experience must be willing to execute the Intern Memorandum of Understanding agreement with the University of Oklahoma and the student must be willing to execute Attachment A to the Memorandum of Understanding, "Student Acknowledgment and Release Agreement". These agreements, as well as the Intern application and the Employer's Description of Internship Position must be received by the Internship Coordinator, Steed School of Accounting, AH Room 200, not later than the final day to register or add a course as designated by the School calendar.
7. During the period of the internship, the student will maintain bi-weekly journals. The journals, with supervisor's comments when appropriate, will be provided to the Internship Coordinator every two weeks. The journals will be submitted via e-mail to: jnelson@ou.edu. At the completion of the internship, a written report (summary paper) will be submitted to the Internship Coordinator. The Internship Coordinator's evaluation of the

journals, summary report and the employer's evaluation will determine the student's grade. The approved grade for an internship is either an S or U.

GOALS OF THE INTERN PROGRAM

1. To provide students with practical job experience as part of their formal degree program.
2. To enable the student to make an orderly transition from school to work in a supervised and controlled setting.
3. To help students understand the reality of certain careers.
4. To assist students in developing interpersonal skills, understandings and attitudes involving relationships with other employees and supervisors.
5. To assist students in understanding the importance of being able to follow directions and to accept supervision.
6. To emphasize the importance of effective behavior such as appearance, promptness and dependability.
7. To develop proficiency in judgment and decision-making situations.
8. To provide students with an opportunity to understand the function of organizations, including the roles and interactions between management, government, and the operating environment.

The University's Responsibility - Career Services

1. Identify and define internship opportunities.
2. Advertise internship opportunities.
3. Orient and introduce companies to the purpose and objectives of the internship program.
4. Coordinate activities between the University and the employer.

The Employer's Role / Duties

1. The company offering the internship experience must be willing to execute the Internship/Practicum Agreement with the University of Oklahoma no later than the final day to register or add a course as designated by the campus calendar.
2. Complete "Description of Internship Position" form.
3. Orient the student intern to the company's structure and operations as well as the policies and procedures regarding appropriate dress, office hours and applicable leave policies.
4. Employ the intern in activities, which provide him/her with an educational experience beyond that which they would normally receive from simply holding a part-time or full-time job for the same length of time. This could be accomplished in several ways, including (but not limited to) job rotation, providing exposure to several different aspects of the firm's operation, systematically increasing the responsibility/authority/accountability of the intern over the course of the experience or, after an initial period of orientation and training, assigning the intern projects which she/he is expected to complete and for which she/he will be primarily responsible.
5. Provide the student with adequate resources necessary to accomplish job objectives.

6. Assign and supervise the completion of tasks and responsibilities that are consistent with the student intern's role in the company.
7. Consult with the Intern Coordinator in the event that the supervisor becomes aware of personal, communication or other problems that are disrupting the student intern's learning and performance.
8. Supervisors are encouraged to review the intern's journal and to add their reflections, comments and evaluations in order to provide feedback to the student. This feedback will enhance the educational value of the student's experience.
9. Employer's evaluation of the intern's performance will be submitted at the conclusion of the student's internship. The employer has the option of mailing the evaluation directly to the Internship Coordinator, or via email, or by giving it to the student for inclusion in their final summary paper.

The Student's Role

1. Complete Internship application along with Attachment A, "Student Acknowledgement and Release", and forward these completed documents to the Internship Coordinator. Once the application and necessary documents are received the student will be given permission to enroll in B AD 3700 Section 14. Once permission has been given, it is the student's responsibility to enroll in the designated course.
2. 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.
3. Maintain professional relationships with company employees, customers, etc.
4. Utilize a courteous, enthusiastic, open-minded approach to policies and procedures within the profession.
5. Be consistent and punctual in the submission of all work assignments to your supervisor and the Internship Coordinator.
6. 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.
7. Ask for feedback. Constructive criticism allows you to modify or change behavior/performance for the most productive use of your internship.
8. Maintain a bi-weekly journal of the activities engaged in on the job, with comments on specific problems and challenges the student has experienced and how he/she confronted, analyzed and solved (or was not able to solve) the problems. Periodically your supervisor should be asked to review your journals and add their reflections, comments and evaluations in order to provide you with feedback that will enhance your educational experience. The bi-weekly journals, will be provided to the Internship Coordinator every two weeks. This may be accomplished via e-mail to: jnelson@ou.edu.
9. The student will submit a summary paper covering his/her intern experience to the Internship Coordinator at the completion of the internship. The nature of the paper and its scope will depend on each individual's intern experience. In some cases an elaboration on one or several of the projects you have been responsible for during the intern experience may form the basis for the paper. The Internship Coordinator, will furnish the student the specifics of this requirement during the course of the intern experience.
10. The student will complete and submit to the Internship Coordinator, the "Student Evaluation of the Internship Experience", at the same time the summary paper is submitted.

INTERNATIONAL STUDENTS

International Students, in addition to meeting all the requirements as outlined under the heading “Internship Guidelines”, must meet several other requirements.

1. The student must need the upper division hour(s) to graduate and the training program must be “an integral part of the established curriculum”.
2. The intern experience must enhance the student’s understanding of the field of study which they are currently pursuing and the student must have been enrolled in the Michael F. Price College of Business for a period of at least nine (9) months prior to submitting a request for acceptance into the intern program.
3. The student must obtain, in writing, an offer from the company officially offering the prospective student an intern position (section 5a). This offer, along with signed copies of the Internship Memorandum of Understanding, Description of the Internship Position, and the Application to Earn Internship Credit, must be presented to the Internship Coordinator before Authorization to Enroll in class can be completed.
4. The Undergraduate Programs Office or the Internship Coordinator will prepare a letter to the University of Oklahoma International Student Services Office advising them that the student has been offered an internship; has permission to enroll in BAD 3700, Section 14, and that this internship is integral to his/her degree program. The support letter should follow the template provided by the International Student Services Office in the students’ CPT (**curricular practical training**) packet.
5. The International student must attend a CPT workshop and submit to the International Student Services Office the following documents:
 - a. Completed academic advisor recommendation form
 - b. Academic advisor support letter **on departmental letterhead**, if required following the template provided
 - c. Internship offer letter from employer **on company letterhead**, which must indicate the following:
 - (1). Employer name
 - (2). Exact address of location of internship
 - (3). Exact start and end dates of internship
 - (4). If the internship is full-time or part-time (“20 hours or more per week,” “20 hours or less per week”). Under US immigration regulations, more than 20 hours per week is full-time. **Note:** Most US businesses consider less than 30 hours per week to be part-time.
 - d. Proof of enrollment in the internship course B AD 3700 Sec. 14
 - e. One copy of current passport biographic page
 - f. One copy of most recent F-1 visa stamp from inside passport
 - g. One copy of most recent I-94 card
6. An international student may begin their curricular practical training only after the Form I-20 with the proper endorsement is received.