

The following information outlines Occidental College's internship courses: INT 100/200, managed by the Hameetman Career Center (HCC).

PREREQUISITES AND POLICIES

- To enroll in INT100/200 student must be registered in at least six units for the semester at Occidental College
- Student must be in good standing and have a GPA of at least a 2.0 at the time of enrollment
- Sophomore or higher class standing
- Complete internship course enrollment paperwork
- Complete a minimum of 80 hours at internship site per semester
- Supervisor must complete a final performance evaluation
- Students must complete a 500-word reflective essay and internship survey at the end of semester
- Students can only enroll in one internship course per semester (INT 100/200)
- Students may enroll in INT 100 up to five times and may not exceed a total of four (4) INT 200 internship units during their entire matriculated time at Occidental College
- Grading for course is CR/NC, which is listed on student's transcript
- Students are required to notify the HCC, on-site supervisor, and Registrar's office if a student no longer wants to pursue the internship. Students must follow the Registrar's procedures to drop the INT course.
- The College does not allow for retroactive credit for an internship. Students must enroll in an INT course the same semester the internship is carried out.
- On-Campus Internships:
 - On-campus internships must meet all of the student and internship eligibility criteria, including the minimum 80 hours per semester requirement as outlined above
 - Paid on-campus student employment opportunities for which a student would receive a W-2, including work-study and department research, are not eligible for INT 100 or INT 200 enrollment
 - The faculty supervisor cannot be the same individual as the on-site supervisor on record
 - Internships hours completed for INT 100 or INT 200 course credit cannot be used for any other OXY course

OFFICIAL CATALOG DESCRIPTION

Internships for credit must be experiential opportunities that meet the criteria established by Occidental and approved by the Hameetman Career Center (HCC). To meet the 80 hour per semester requirement, students are encouraged to register within the first two weeks of the semester.

Oxy recognizes two categories of internships:

INT 100

INT 100 is a zero (0) unit internship course that will be included on the student's transcript. Internship approval and course completion is coordinated and monitored by the HCC. If a student fails to complete the required 80 hours, reflective

essay and/or internship evaluation, the student will receive a NC on their transcript.

INT 200

INT 200 is a two (2) unit internship course that will be included on the student's transcript. INT 200 students must secure an on-campus faculty supervisor to assign, supervise, and approve the proposed academic component of the internship. The faculty supervisor must be a full-time faculty member on campus. Students are expected to meet with their faculty supervisor at least five (5) times over the course of the semester (or summer session) and spend at least 30 hours during the term working on the academic project in addition to the required internship minimum of 80 hours per semester.

In addition to the INT enrollment process indicated in the prerequisites and policies, students must submit a proposal for the academic component to the HCC along with their INT 200 Student Learning Agreement. The proposal for the academic component should include:

- A. Brief description of the academic project, explaining its relationship with the intern component
- B. Description of work already completed in the field and/or previous experience
- C. Proposed plan/method of research or specific education goals for this project
- D. Detailed reading list. List specific books, articles, films, etc.
- E. Schedule of student/faculty meetings as part of this academic component
- F. Detailed list of assignments or projects to be evaluated for the grade
- G. Explanation of how final grade will be evaluated

If a student fails to complete the required minimum 80 hours per semester, academic component as outlined in their INT 200 proposal, reflective essay, and/or internship evaluation, the student will receive a NC on their transcript.

COURSE FEES

During the academic year, typically, any fees associated with enrollment in an internship course are absorbed in the tuition costs for the semester. Summer course fees are determined by the Dean of the College. Please check with the HCC or Office of the Registrar for current fees. Students enrolling in the INT 200 course for the summer will be charged reduced fees for the 2 units, there is no fee for INT 100. See the summer website or consult the HCC, the Office of the Registrar, or the Student Accounts Office for fee information.

NO CREDIT WILL BE ISSUED UNTIL ALL COURSE REQUIREMENTS ARE COMPLETED