

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

**PREREQUISITES**

- Part-time student status (enrolled in at least six units)
- 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
- Secure a faculty supervisor and approval from academic advisor (for INT 200 only)

**INT COURSE REQUIREMENTS**

- Complete a minimum of 80 hours at internship site per semester
- Supervisor must complete a mid and final performance evaluation
- Students must complete a 500-word reflective essay and internship survey at the end of semester
- Any additional course work instructed by the faculty supervisor (for INT 200 only)

**POLICIES**

- Students can only enroll in one internship course per semester (INT 100/200)
- There is no limit on how many times students can enroll in INT 100, however, student can only enroll in INT 200 twice during their time at Oxy
- Grading for course is CR/NC, which is listed on student's transcript
- Student is required to notify the HCC, on-site supervisor, and Registrar's office if student no longer wants to pursue the internship. Student must follow Registrar's procedures to drop the INT course.
- The College does not allow for retroactive credit for an internship. Student must enroll in an INT course the same semester the internship is carried out.
- On-Campus Internships—
  - On-campus internship opportunities cannot be paid and receive credit
  - The faculty supervisor cannot be the same individual as the on-site supervisor on record

**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).

Students are only allowed to enroll in one internship course per semester. To meet the 80 hour per semester requirement, students are encouraged to register within the first two weeks of the semester. Students must register in the appropriate internship course (see below) by the deadlines.

Letter grades are not given for internship courses. Students enrolled in INT 100 or INT 200 receive CR/NC (Credit/No Credit) grades for internships. Retroactive enrollment will not be approved and credit will not be given even in cases where an internship has been completed. 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.

The College recognizes two categories of internships:

**INT 100**

INT 100 is a zero 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 unit course. A student may only enroll in one INT 200 Internship course during a semester. Students may not exceed a total of four units from internships during their entire enrollment at Occidental College. However, students may take additional INT 100 courses for zero units, which will appear on the transcript. In addition to the criteria listed above, the student must secure an on-campus faculty supervisor to assign, supervise, and approve the academic component of the internship. The faculty supervisor must be a full-time faculty member on-campus. The reflective component and performance evaluations, coordinated by the HCC, are shared with the faculty supervisor and may be used at the discretion of the faculty supervisor when grading the internship.

**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.

**NO CREDIT WILL BE ISSUED UNTIL ALL COURSE REQUIREMENTS ARE COMPLETED**