The following information outlines Occidental College’s internship courses: INT 100/200, managed by the Career Development Center (CDC).

**PREREQUISITES**
- Part-time student status (enrolled in at least six units)
- In good standing and have a GPA of at least 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 per semester of experiential learning
- Supervisor must complete a mid and final performance evaluation
- Students must complete a 500-word reflective paper 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 CDC, 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 the 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 educational experiential opportunities that meet the criteria established by Occidental and approved by the Career Development Center (CDC). Students must be able to complete a minimum of 80 hours per semester of experiential learning in order to enroll in either internship course and receive credit (INT 100 or INT 200). To meet this requirement, students are advised to register within the first two weeks of the semester; however, internships may be approved until mid-semester. Students must register in the appropriate internship course (see below) by listed deadlines. For either course option, it is required that students have sophomore, junior, and senior and at least part-time, registered in at least six units, status. Additionally, students must have a cumulative GPA of 2.0 or better at the time of application. Only CR/NC grades will be given for internships. Students are only allowed to enroll in one internship course per semester. All students enrolled in an internship, whether for two units or zero units, must complete a reflective essay and internship evaluation, as instructed by the CDC. The CDC will also request two performance evaluations (mid and final) from the listed on-site internship supervisor. Students are obliged to notify CDC, faculty supervisor, and on-site supervisor before dropping or withdrawing from an internship as well as submit the appropriate paperwork to the Office of the Registrar. Retroactive enrollment will not be approved and credit not be issued even in cases where an internship has been completed. Students enrolling in an internship course for the summer will be charged reduced fees for units. See the summer website or consult the CDC, the Office of the Registrar, or the Student Accounts Office for fee information.

The College recognizes two categories of internships:
1. **Two-unit internship (INT 200)** - The maximum credits awarded for an internship will be two units. The total units earned through internships may not exceed four units (students may take additional internships 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 CDC, are shared with the faculty supervisor and may be used at the discretion of the faculty supervisor when grading the internship.

2. **Zero-unit internship (INT 100)** - This course is offered for no credits, but the internship will be listed on the student’s transcript. Course is coordinated and monitored by the CDC. Student and internship must meet the criteria listed above. Students failing to participate in the reflective component coordinated by the CDC will not receive credit for their 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 CDC or Office of the Registrar for current fees.