INTERNATIONAL COURSE INFORMATION

Policies & Guidelines

Program Overview
The objective of an internship is to create a learning environment for the student by providing professional exposure in a career field or job function of interest. By providing students occupational exposure, students can engage in a career discernment process.

Occidental College offers both a two unit (INT 200) and a zero unit (INT 100) course options for students. The Career Development Center (CDC) coordinates both courses and supports students during their internship. The following lists the course requirements and policies:

Course Pre-Requirements
- 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 an on-site faculty supervisor and approval from academic advisor (for INT 200 only)

Course Requirements
- Complete a minimum of 80 hours at internship site per semester
- Supervisor must complete a mid and final performance evaluation (CDC will send out on-site supervisor listed on internship paperwork)
- Student completes a 500-word reflective paper and Internship survey at the end of assignment
- Any additional academic course work as instructed by the on-site faculty supervisor (for INT 200 only)
- During the summer, student can intern up to 40 hours per week for ten weeks

Course Policies
- Student can enroll in one internship course per semester (INT 100/200)
- There is no limit on how many times student can enroll in INT100, however, student can only enroll in INT 200 twice during their time at Oxy
- Student can only receive CR/NC, which is listed on his/her transcript
- Student is required to notify the CDC, the on-site supervisor, and the Registrar’s office, if the internship is terminated either by the employer or student. 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.

Site Expectations
Since an the primary purpose of an internship is to provide learning opportunity to the student, it is expected that sites maintain that environment throughout the internship. The site needs to designate a professional who is available to counsel, guide or mentor the intern. The following are components that are expected from both the site or internship supervisor:

- Provide an internship that allows at least 75% of the intern’s time is devoted to projects and hands-on experiential learning opportunities; 25% of the intern’s time can be devoted to clerical work
- Review and sign the INT Learning Agreement
- Evaluate learning objectives (LOs) set forth by the intern to determine feasibility
- Arrange a weekly work schedule that can accommodate the intern’s academic responsibilities
- Train the intern, as required and orient him/her to organization’s policies and procedures
- Confer regularly with the intern by setting-up one-on-one meetings with supervisor
- Make available any materials that the intern produces for the organization for review by the faculty supervisor as an additional basis for grading the internship (for INT 200 only)

Evaluation
During the course of the internship, the on-site supervisor will be required to do two performance-based evaluations of the intern. This process is a one-on-one meeting between the intern and supervisor. All evaluations are submitted via an online form provided.
The following is our academic calendar for the 2015-2016 year:

**Fall 2015**
- Aug. 28th: First Day of Fall Classes
- Sept. 7th: Labor Day Holiday (Office Closed)
- Sept. 8th: Fall Recruiting Begins
- Oct. 12th-13th: Fall Break-No Recruiting
- Oct. 14th: Last Day to Submit Paperwork for Internship Credit
- Nov. 20th: Last Day for Fall Recruiting
- Nov. 26th-27th: Thanksgiving Holiday (Office Closed)
- Dec. 2nd: Last Day of Fall Classes
- Dec. 3-6th: Reading Days*
- Dec. 7-12th: Final Exams*
- Dec. 23rd-Jan. 1st: Winter Break (Office Closed)

**Spring 2016**
- Jan. 4th: Office Reopens (No Students)
- Jan. 18th: Martin Luther King, Jr. Holiday (Office Closed)
- Jan. 19th: First Day of Spring Classes
- Jan. 25th: Spring Recruitment Begins
- Feb. 15th: President’s Day (Office Closed)
- Mar. 7th-11th: Spring Break (No Recruitment)
- Mar. 14th: Last Day to Submit Paperwork for Internship Credit
- Apr. 15th: Spring Recruitment Ends
- Apr. 28th: Last Day of Classes
- Apr 30th-May 1st: Reading Days*
- May 2nd-7th: Final Exams*
- May 15th: Commencement

*Absolutely no recruitment activities, i.e. interviews, information sessions, etc., are to take place during Oxy’s Reading and Exam periods.

**RECRUITMENT**
The CDC welcomes on-campus recruitment for an internship opportunity. Listed below are ideal recruiting periods:
- **Fall Intern**—Mid-summer to mid-September
- **Spring Intern**—Mid-December to mid-February
- **Summer Intern**—Mid-February to mid-April

Sites are also welcome to post their opportunities directly on the CDC’s online database called TIGERlink: http://tigerlink.oxy.edu or schedule a visit to the campus. For details on an on-campus visit, please contact the office.

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**TERMINATION**
Under unusual circumstances, any party involved in the internship may terminate the relationship. Since an internship is a professional commitment, the College and CDC strongly encourage the student to fulfill their obligations to complete the full term of service at the site. Unfortunately, on rare occasions, the student, faculty, or CDC staff, may determine that the internship or internship site is not an appropriate learning experience, or the internship site may determine that the student is not a good fit for the internship. If this occurs, notify the CDC immediately.

Please note: If an internship is terminated for any reason, the student is responsible for following all procedures regarding dropping/withdrawing from a course. The student is responsible for all tuition, fees, and penalties associated with their coursework.

**POLICIES & GUIDELINES**

**Evaluation (continue)**
- The mid-point evaluation is sent to the on-site supervisor listed on the INT enrollment forms around the middle of the current semester. The supervisor is expected to complete the evaluation and review it with the intern. Once shared with the intern, it can be submitted to the CDC.
- The final evaluation is sent near the end of the current semester. Credit cannot be given to the intern until all evaluations are submitted.

When evaluating the intern, it is suggested that you take 10-15 minutes prior to the evaluation to discuss with your intern how you interpret the evaluation provided. Also, it is important to determine at what level you evaluated the intern’s performance, for instance, student-learner or entry-level employee, at your organization. Once completed, it is expected the supervisor review the submitted evaluation.

**Academic Programs:**
Occidental College is an independent, coeducational college of liberal arts and sciences located in the Eagle Rock section of Los Angeles. With just over 2,100 students, the College offers 31 majors across 40 departments & programs. The following is a listing of the academic programs:

- American Studies
- Art History & Visual Arts
  - Art History
  - Media Arts & Culture
  - Studio Art
- Biochemistry
- Biology
- Chemistry
- Chinese
- Classical Studies (minor only)
- Cognitive Sciences
  - Computation
  - Neuroscience
  - Philosophy
  - Psychology
- Computer Science (minor only)
- Critical Theory & Social Justice
- Diplomacy & World Affairs
- East Asian Studies
- Economics
- Education (minor only)
- English
- French
- Geology
- German (minor only)
- Group Language
- History
- Independent Pattern of Study
- Interdisciplinary Writing (minor only)
- Japanese
- Kinesiology
- Latino/a and Latin American Studies
- Linguistics (minor only)
- Mathematics
- Music
- Neuroscience (minor only)
- Philosophy
- Physics
- Politics
- Psychology
- Public Health (minor only)
- Religious Studies
- Russian
- Sociology
- Spanish
- Theater
- Urban & Environmental Policy

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http://www.oxy.edu/career-development-center