**INTERNSHIP COURSE INFORMATION**

**POLICIES & GUIDELINES**

**INTERNSHIP DEFINITION**
An internship is a form of experiential learning that integrates knowledge and theory learned in the classroom with practical application and skills development in a professional setting. Internships give students the opportunity to gain valuable applied experience and make connections in professional fields they are considering for career paths; and give employers the opportunity to guide and evaluate talent.

-National Association of Colleges & Employers (NACE)

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**CAREER SERVICES GUIDELINES & POLICIES**

The Career Services office expects that any employer or third-party organization representing an employer that uses its facilities, including but not limited to the Center, job-posting tool, etc., for the purpose of recruiting for full-time, part-time, and temporary employees or internship opportunities, complies with federal and state equal employment opportunity laws in its recruiting and hiring processes. The Career Services office also expects that employers, third-party organizations, and their representatives provide an environment that is free of harassment.

The College does not permit discrimination or harassment of any kind in its programs. The Career Services office is also committed to providing all of its programs and activities to its students and alumni on a nondiscriminatory basis. In addition, it is the responsibility of the organization to ensure that the internship opportunity provided meets the US Department of Labor’s Fair Labor Standards Act criteria. For complete policies, visit the Career Services’ website. Failure to comply with policies can result in barring the organization from recruiting at Oxy.

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**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 Services office (CSO) coordinates both courses and supports students during their internship. The following lists the course requirements and policies:

**COURSE PRE-REQUISITES**
- 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 (CSO staff will send out to 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 INT 100, however, student can only enroll in INT 200 twice during his/her time at Oxy
- Student can only receive CR/NC, which is listed on his/her transcript
- Student is required to notify the CSO, 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 internship is primarily intended 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
- Evaluate learning objectives (LOs) set forth by the intern to determine feasibility
- Review and sign the INT Learning Agreement
- 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 the online form provided.
**INTERNERNSHIP COURSE INFORMATION**

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**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 CSO.
- 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, is the student being evaluated as a student-learner or entry-level employee at your organization. Once completed, it is expected the supervisor review the submitted evaluation with the student.

**TERMINATION**

Under unusual circumstances, any party involved in the internship may terminate the relationship. Since an internship is a professional commitment, the College and CSO 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 CSO 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 organization. If this occurs, notify the CSO 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.*

**RECRUITMENT**

The CSO 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 CSO’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.

**RECRUITMENT CALENDAR**

The following is our academic calendar for the 2016-2017 year:

**Fall 2016**
- Aug. 30th: First Day of Fall Classes
- Sept. 5th: Labor Day Holiday (Office Closed)
- Sept. 12th: Fall Recruiting Begins
- Oct. 10th-11th: Fall Break-No Recruiting
- Oct. 17th: Last Day to Submit Paperwork for Internship Credit
- Nov. 18th: Last Day for Fall Recruiting
- Nov. 24th-25th: Thanksgiving Holiday (Office Closed)
- Dec. 6th: Last Day of Fall Classes
- Dec. 7th-8th: Reading Days *
- Dec. 9th-16th: Final Exams *
- Dec. 23rd-Jan. 2nd Winter Break (Office Closed)

**Spring 2017**
- Jan. 3rd: Office Reopens (No Students)
- Jan. 16th: Martin Luther King, Jr. Holiday (Office Closed)
- Jan. 23rd: First Day of Spring Classes
- Jan. 30th: Spring Recruitment Begins
- Feb. 20th: President’s Day (Office Closed)
- Mar. 6th-10th: Spring Break (No Recruitment)
- Mar. 13th: Last Day to Submit Paperwork for Internship Credit
- Apr. 21st: Spring Recruitment Ends
- May 2nd: Last Day of Classes
- May 3rd-4th: Reading Days *
- May 5th-12th: Final Exams *
- May 21st: Commencement

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

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**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 32 majors across 40 departments & programs. The following is a listing of the academic programs:

- American Studies
- Art & Art History
- Biochemistry
- Biology
- Chemistry
- Chinese
- Classical Studies *(minor only)*
- Cognitive Science
- Comparative Studies in Literature & Culture
- 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
- Media Arts & Culture
- Music
- Neuroscience *(minor only)*
- Philosophy
- Physics
- Politics
- Psychology
- Public Health *(minor only)*
- Religious Studies
- Russian
- Sociology
- Spanish
- Theater
- Urban & Environmental Policy