Fall and Spring Internship INT 100/200 Enrollment Checklist

Completed packet should be dropped off to the Hameetman Career Center (HCC) before the deadline for processing. The HCC will sign page 2 and submit to the Registrar’s Office for enrollment.

☐ Did you check off INT 100 or INT 200 and list Start and End dates? (Approximate dates are acceptable)
☐ Did you make sure you are meeting the 80 hour requirement?
☐ Did you complete all areas including all relevant contact information, names and how the internship relates to academic program of study?
☐ Did you get all necessary signatures? (e-signatures are acceptable)

If you are enrolling in INT 200 (2-unit course)

☐ Did you get your faculty supervisor and academic advisor signatures?
☐ Did you list the assignment you and your faculty supervisor discussed? (Page 2)

Submit completed paperwork in person at the HCC or scanned document to careers@oxy.edu.
What is a Learning Objective?
Learning Objectives help you focus on what you hope to learn from your experience before you start your internship. They can be directly or indirectly related to your course of study. Learning Objectives provide information the on-site internship supervisor to assure that you are acquiring knowledge and skills that you wish to learn (in addition to performing the tasks required of the internship). Tip: Discuss your desired learning objectives with your internship supervisor to ensure they are manageable and that you will be able to successfully achieve them before the end of your internship assignment.

Writing a Learning Objective —
Below are key areas to focus on when writing your Learning Objectives.

A. Knowledge to be acquired:
   1. Regarding one’s academic major (i.e., theories, practices)
   2. Related to a particular business, industry, or operational function
   3. Relevant to career development

B. Skills to be developed (both intellectual and functional):
   1. Analytical skills for one’s academic major
   2. Operational skills to perform functions required in the internship assignment
   3. Interpersonal skills to interact successfully on-the-job

C. Problems to be solved:
   1. Application of one’s academic major
   2. Details to understand about one’s work assignment
   3. Questions to resolve about one’s personal interests

D. Values to be clarified:
   1. Interest for the nonprofit or for profit sectors
   2. Team or individual, business professional, business casual or casual work environments
   3. Mission or results-driven work
   4. Passion for small, mid-sized or large firms

EXAMPLE: Here are some sample Learning Objectives (LO) and Strategies for Completion of Objectives (SCO) for someone whose goal is to be competitive to work in the Public Relations departments of Warner Brothers.

<table>
<thead>
<tr>
<th>LO</th>
<th>SCO</th>
</tr>
</thead>
<tbody>
<tr>
<td>LO 1</td>
<td>to learn how to write marketing material</td>
</tr>
<tr>
<td>SCO 1</td>
<td>I plan to craft promotional literature</td>
</tr>
<tr>
<td>LO 2</td>
<td>gain exposure to the steps required to put on a large scale event</td>
</tr>
<tr>
<td>SCO 2</td>
<td>I will ask to work on an event</td>
</tr>
<tr>
<td>LO 3</td>
<td>learn how to promote Warner Brothers events to invitees</td>
</tr>
<tr>
<td>SCO 3</td>
<td>In my job description it states that I will attend P.R. team meetings</td>
</tr>
</tbody>
</table>
STUDENT LEARNING AGREEMENT

The Hameetman Career Center (HCC) must approve all internships for enrollment into a selected INT course. All students enrolled in an internship course, whether for two-units or zero-units, must participate in a final reflective and evaluative component with the HCC. Students are required to have sophomore or higher class year status and can only be registered for one internship course per semester. Students must have a cumulative GPA of 2.00 or better at the time of application. A letter grade is not issued; only CR/NC grade will be given for INT course.

The HCC, the faculty supervisor (two-unit only), the on-site internship supervisor, and the student should mutually agree upon the objectives and responsibilities outlined in this document. To register, this form must be completed and submitted to the HCC along with the Student Waiver of Liability and Assumption of Risk prior to the start of the internship and no later than the deadline. The student must complete at least 80 hours over the course of the semester in the internship. A new Student Learning Agreement is mandatory each semester even if the site remains the same.

Spring Semester Dates: January 21, 2020 — April 28, 2020

COURSE OPTIONS: INT 100 (0 unit) ☐  INT 200 (2 unit) ☐ (select ONE option only)

Start Date: End Date: Hours per week (must be able to meet the 80hrs/semester requirement)

Compensation provided for Internship: ☐ Yes  ☐ No  If Yes, provide amount: $ per (hour, week, etc.)

A. STUDENT INFORMATION (please print)

Name: ____________________________

Address: ____________________________

(Street/PO Box)

City/State Zip Oxy Box #

Email: ____________________________

Phone: ____________________________

Class Year: ____________________________

Major: ____________________________

B. INTERNSHIP SITE INFORMATION (please print)

Organization: ____________________________

On-Site Supervisor: ____________________________

Mailing Address: ____________________________

Email: ____________________________

Intern Position (e.g., Marketing Intern): ____________________________

C. STUDENT LEARNING (Please print and/or attach responses)

It is recommended that you consult with your internship supervisor when completing this section. Learning Objectives outlined here can serve as a basis for the student’s internship grade of CR/NC.

Learning Objectives (LO): Please articulate below what you hope to learn in your internship.

Describe, for example: what knowledge you wish to acquire; what intellectual or functional skills you hope to develop; what academic or practical issues you hope to master; what academic, career, or personal values do seek to explore? If applicable, please answer how this internship relates to your academic program of study. See How To Write Learning Objectives handout.

LO 1

LO 2

LO 3

How does the internship relate to your academic program of study? ____________________________

Strategies for Completion of Objectives (SCO): How will you carry out your learning objectives? Identify projects, readings, reports, meetings, people or departments to meet with or shadow etc. (please attach formal internship description, if available).

SCO for 1 ____________________________

SCO for 2 ____________________________

SCO for 3 ____________________________
D. RESPONSIBILITIES, ASSIGNMENTS AND SIGNATURES

Student
I agree to complete all work, assignments and learning objectives promptly and to the best of my ability. Further, I agree to become familiar with and to adhere to the relevant organizational policies, procedures and functions and to appropriate standards of ethical conduct. I will notify the HCC and my internship supervisor if I decide to drop the internship. If needed, I must withdraw from the course through the Registrar’s Office by April 28, 2020. I will complete all required forms and submit necessary documents, including a reflective essay and internship survey by May 6, 2020 so a CR/NC can be recorded. Credit cannot be issued until ALL required documentation is submitted.

Faculty Supervisor [for 2-unit INT 200 only]
In the space below, indicate what assignments, projects, or scope of learning you will add to the student’s internship experience (e.g., journals, small-scaled research, weekly or bi-weekly meetings, etc.). The general objectives of the meetings are to clarify goals and activities, to make a general assessment of work done and to review the mid-point and final evaluations. If distance makes it impossible for on-site meetings, phone calls or emails may be substituted for on-site meetings. Faculty supervisor must be a full-time faculty member at Occidental. If the faculty supervisor is an adjunct instructor, faculty supervisor must receive approval from Department Chair.

I agree with the stipulations of this agreement. I further agree to be available to meet with the student to discuss the internship experience, to evaluate the student’s learning and when appropriate, reach out to the internship supervisor. I have reviewed the Learning Objectives with the student.

Internship Supervisor
Please note that the following is required of all organizations and on-site internship supervisors.

a) Have regular discussions with the intern and her/his faculty supervisor (INT 200 course only) and/or the Hameetman Career Center.
b) Train the intern as required and orient her/him to the organization’s policies and procedures.
c) Make necessary equipment, supplies and space available for the intern.
d) Arrange a weekly work schedule that can accommodate the intern’s academic responsibilities.
e) Make available any materials that the intern has produced for the organization for review by the faculty supervisor as an additional basis for grading the intern’s performance (INT 200 course only).
f) Provide a mid-semester performance evaluation of the intern (The on-line form will be sent to you by HCC staff).
g) Provide a final evaluation of the intern’s performance/work (The on-line form will be sent to you by HCC staff). The HCC will record the forms and submit them to the Faculty Supervisor (INT 200 only). Internship Supervisor Final Evaluation due by May 6, 2020.

Credit cannot be issued until ALL paperwork/evaluations are received

I have discussed the internship with the intern and have negotiated and assigned work components which appear on this agreement. I agree with the stipulations of this agreement. I further agree to be available for counsel and advice for the duration of the internship. I welcome a visit from a college official if requested.

On-Site Internship Supervisor Signature Please Print Date

Academic Advisor [for 2 unit INT 200 only]

I agree with the stipulation of the agreement. I further agree to be available to meet with the student to discuss the internship experience, and when appropriate to visit the site and/or contact the internship supervisor.

Hameetman Career Center Signature Please Print Date

Cumulative GPA: _______ (2.00 or better is required at the time of application)

Submission Due Date: Student Learning Agreement is due prior to internship start date.
Last day to enroll for Spring 2020 is March 4, 2020
NO EXTENSIONS
I, __________________________________________________________, am a student at Occidental College and plan to undertake an internship during:  
☐ Fall  ☐ Spring  ☐ Summer  20__ semester, at the following location:

(Internship Site) _______________________________________________________________

(City/State) _______________________________________________________________

Occidental College does not control the way in which the internship work experience and the internship site are structured or operate. In granting credit for this internship the College affirms that, to the best of its judgment, the experience is an appropriate curricular or co-curricular option for students in a liberal arts program of study and worthy of Occidental College credit but makes no other assurances, expressed or implied, about any the internship experience, travel or living arrangements the students has made.

Occidental College does not knowingly approve internship opportunities that pose undue risks to their participants. However, any internship or travel carries with it potential hazards which are beyond the control of the College and its agents or employees.

INSURANCE COVERAGE

I have sufficient health, accident, disability, and hospitalization insurance to cover me during my internship; I further understand that I am responsible for the costs of such insurance and for the expenses not covered by this insurance, and I recognize that Occidental College does not have an obligation to provide me with such insurance or to pay any expenses not covered by insurance.

I assume full responsibility for any physical or emotional problems that might impair my ability to complete the experience, and I release Occidental College from any liability for injury to myself or damage to or loss of my possessions.

I understand that if I use my personal vehicle for the benefit of the agency with whom I perform my internship; Occidental College has no liability for personal injury or property damage which may result from that use. I agree to rely solely on my personal vehicle insurance coverage and on any insurance coverage provided by my internship agency.

I understand that I will not be entitled to unemployment compensation benefits upon completion of my internship. Further, I understand that Occidental College assumes no liability for personal injury that I may suffer in the course of my internship, and I agree to be responsible for ascertaining whether my internship agency provides workers compensation coverage for me.

PERSONAL CONDUCT

I understand that the responsibilities and circumstances of an off-campus internship may require a standard of professional decorum. Therefore, I indicate my willingness to understand and conform to the professional standards of the internship site. I further understand that it is important to the success of the present internship and continuance of further internships that interns observe standards of conduct that would not compromise Occidental College in the eyes of individuals and organizations with which it has dealings, and I acknowledge the Career Development Center Director's responsibility for setting rules and interpreting conduct for this purpose. I agree that should the internship agency or Career Development Center Director decide that I must be terminated from my internship because of conduct that might bring the program into disrepute, or the internship into jeopardy, that decision will be final and may result in the loss of credit.

GENERAL RELEASE

I am aware of a number of potential risks inherent in my participation in this internship, all of which are beyond the control of Occidental College. I understand that these risks include, but are not limited to, risks arising from:

- Commuting to and from the placement site;
- Providing services to people who may become unpredictable, angry or violent;
- Exposure to communicable or infectious diseases or toxic substances;
- Working in unfamiliar surroundings, neighborhoods or communities;
- Absence of means of communication in the community where I may travel;
- Long distances that may separate me from emergency and law enforcement services.
I acknowledge that all risks cannot be prevented and some risks could result in loss or damage to my personal property or injury to my body, including death. I agree to assume those risks, whether foreseen or unforeseen, that are beyond the reasonable control of Occidental College. I expressly assume that the responsibility of educating myself to the risks that I shall be exposed to while in service, and I expressly assume all such risks, both known and unknown.

I, on behalf of my heirs, assigns, representatives, executors, or administrator hereby release and promise to hold harmless Occidental College, its officers, board members, employees, advisors, agents or representatives from any liability that may arise from any bodily or mental harm, injury, loss, or illness (including, but not limited to, death) that may result from my participation in this internship and in all travel to and from the site or prior to my departure or following my return.

SCOPE OF RELEASE - I am signing this Liability Release, and Claim Waiver with full knowledge of California Civil Code Section 1542, which reads:

“A general release does not extend to claims which the creditor does not know or suspect to exist in his favor at the time of executing the release, which if known by him must have materially affected his settlement with the debtor.”

I waive the provisions of this statute, and any similar provision of the state or country in which these events are held.

I have read the foregoing and sign this as an act of my own free will, without coercion or duress.

___________________________________________  __________________________
Student Signature                        Date

___________________________________________  __________________________
Witness                              Date

Parent or Guardian (if participant is under age 18)  __________________________
Date