



## Summer Internship INT 100/200 Enrollment Checklist

Completed packet should be submitted to the Hameetman Career Center (HCC) at [careers@oxy.edu](mailto:careers@oxy.edu) before the deadline for processing. The HCC will sign the Summer Registration Form and submit to the Registrar's Office on your behalf.

### Complete Packet Includes:

- Student Learning Agreement - signed
- Student Waiver of Liability And Assumption Of Risk – signed
- Internship job description/posting or offer letter
- Summer Registration Form - signed

### Please Check Your Documents:

- Did you check off INT 100 or INT 200 and list Start and End dates? (Approximate dates are acceptable)
- 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 - see [here](#) for instructions)
- If your internship is outside of the US, did you begin your Mandatory Travel Clearance? Mandatory clearance is required even if the internship is in your home country, but you live outside the U.S.

### 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?
- Did contact the Student Accounts Office to add the charges for the 2-unit course to your student account and get a signature on the Summer Registration Form?

### Summer Registration Form Instructions

- Complete student information
- For "course you wish to enroll," write in INT 100 (0-units) or 200 (2-units). The HCC will sign in the instructor area for INT 100 once we receive your forms. Your faculty advisor needs to sign for the instructor for INT 200.
- Please sign and also obtain the Student Account's Office signature.

Submit completed paperwork to [careers@oxy.edu](mailto:careers@oxy.edu). Career Services will process and submit to the Registrar for their signature and enrollment.

## International Internships

Students who secure a paid or unpaid internship outside of the United States and wish to earn credit through the INT course must complete a **Mandatory Travel Clearance**. This includes any international student who may be completing an internship in their home country, but wishes to enroll for INT 100 or INT 200 course.

### **Mandatory Travel Clearance**

Oxy students who participate in research projects, community placements or project abroad (not domestic) must complete the [Oxy Global Projects Clearance](#) a month prior to departure. In the online travel clearance, you will be asked to complete the following:

1. Agreement to Participate
2. Health Report
3. Travel Clearance Questionnaire
4. Any other required documentation (scanned passport, IRB approval, Host Agreement form, etc)
5. Agreement to pay the clearance fee of \$28

Students who do not complete the Travel Clearance through the International Programs Office (IPO) will not be eligible to enroll in the INT course.

Students may access the Travel Clearance application by visiting [Oxy Global Projects Clearance](#).

***Contact IPO with any questions.***

McKinnon Center for Global Affairs, Johnson 102, Phone: [\(323\) 259-2533](tel:(323)259-2533), [ipo@oxy.edu](mailto:ipo@oxy.edu)



## INTERNSHIP INT COURSE - SUMMER 2020

Student Learning Agreement is due prior to start date at internship site.  
SUMMER REGISTRATION BEGINS May 4, 2020  
DEADLINE TO ENROLL IS MAY 20, 2020  
NO EXCEPTIONS

### STUDENT LEARNING AGREEMENT

Occidental College's Career Services office must approve all internships for enrollment into 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 Career Services. Students are required to have sophomore, junior or senior 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 for enrollment. Only CR/NC grades will be given for internships.

**To register, this form must be completed and submitted to the Career Services along with the Student Waiver of Liability and Assumption of Risk, and a job description prior to the start of the internship.** Internship must be at least 80 hours over the course of the summer session. A Learning Agreement is mandatory for every internship semester (even if the site remains the same). *It is recommended that student keeps a copy of completed enrollment forms. All International internships require additional clearance. See International Internships section.*

**SUMMER DATES: May 18, 2020 – AUGUST 7, 2020**

INT 100 (0 unit – no Fee)  INT 200 (2 unit – FEE \$1094)

Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_ Hours per week \_\_\_\_\_

*Note: Fees must be paid to the Business Office before enrolling in INT 200, attach receipt when submitting this paperwork to the HCC. Both INT 100 and INT 200 enrollees must complete Summer Registration Form-see attached.*

#### A. STUDENT INFORMATION (Please Print)

Name: \_\_\_\_\_  
Last First SID# Semester/Year

Address: \_\_\_\_\_  
(During the internship) Street/PO Box City/State Zip Oxy Box #

Email: \_\_\_\_\_ Phone: \_\_\_\_\_ Class Year: \_\_\_\_\_

Major: \_\_\_\_\_

Compensation provided for Internship: Yes No If Yes, provide amount: \$ \_\_\_\_\_ per \_\_\_\_\_

#### B. INTERNSHIP SITE INFORMATION

Organization: \_\_\_\_\_ Phone: \_\_\_\_\_

Web: \_\_\_\_\_ Internship Position: \_\_\_\_\_  
(Name will be reflected on your transcript - 30 character max.)

On-Site Supervisor: \_\_\_\_\_  
Name Title Email

(REQUIRED)

Address: \_\_\_\_\_ Check if Remote  
Street/PO Box City/State Zip

\*If you are interning abroad, you are required to register your plans with the IPO office: <http://www.oxy.edu/international-programs>

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

The Career Services office, the faculty supervisor (2-unit only), the on-site internship supervisor, and the student should mutually agree upon the objectives and responsibilities outlined in this document. *It is recommended that you consult your On-Site Supervisor when completing this section.* Learning Objectives outlined here can serve as a basis of 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 Writing Learning Objectives handout (Page 7)**

LO 1 \_\_\_\_\_

LO 2 \_\_\_\_\_

LO 3 \_\_\_\_\_

How does the internship relate to your academic program of study and professional development?

**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 am obliged to notify the Career Services office and my on-site supervisor if I decide to drop the internship. If needed, I must withdraw from the course through the Registrar’s Office by June 8, 2020. I will complete required forms and submit necessary documents, including a reflective essay and internship survey by August 7, 2020 so CR/NC can be recorded. Credit cannot be issued until ALL required documentation is submitted.***

\_\_\_\_\_  
**Student Signature**

\_\_\_\_\_  
**Name**

\_\_\_\_\_  
**Date**

*Please notify the Career Services office if any difficulties are experienced with the site or if any health or medical conditions occur that might affect your placement or performance in the internship.*

**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 make a mid-point and final evaluation. 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 must receive approval from Department Chair.*

*I concur 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, converse with the on-site supervisor. I have reviewed the Primary Learning Objectives with the student.*

\_\_\_\_\_  
**Faculty Supervisor Signature [for 2 unit INT 200 only]**

\_\_\_\_\_  
**Please Print**

\_\_\_\_\_  
**Date**

**On-Site Supervisor**

**Please note that the following is required of all organizations and on-site supervisors.** Additional responsibilities can be noted on the lines below.

- a) Confer regularly with the intern and her/his faculty supervisor and/or the Career Services office.
- 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 (if applicable)
- 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 (for 2-unit INT 200 only).
- f) Provide the Career Services office with a final written performance evaluation of the intern’s work. Career Services will record the form and submit them to the Faculty Supervisor (for 2-unit INT 200 only). The final evaluation is **due by August 7, 2020.**

**Credit cannot be issued until ALL paperwork and required evaluations are received.**

*I have discussed the internship with the intern and have negotiated and assigned work components which appear on this agreement. I concur 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 Supervisor Signature**

\_\_\_\_\_  
**Please Print**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Academic Advisor [for 2 unit INT 200 only]**

\_\_\_\_\_  
**Please Print**

\_\_\_\_\_  
**Date**

*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 converse with the on-site supervisor.*

\_\_\_\_\_  
**Career Services Signature**

\_\_\_\_\_  
**Please Print**

\_\_\_\_\_  
**Date**

**Cumulative GPA:** \_\_\_\_\_ (2.00 or better is required at the time of application)

**Last day to submit forms to HCC is May 20, 2020  
NO EXCEPTIONS**



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, such as coronavirus disease (COVID-19), 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

**Student Waiver Form – Page 2      Student Name:** \_\_\_\_\_

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.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent or Guardian (if participant is under age 18)

\_\_\_\_\_  
Date

**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 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). 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. *Tip: Confer with your on-site supervisor that your learning objectives 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

**EXAMPLES:** 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.

LO 1 *to learn how to write marketing material*

SCO 1 (I plan to craft promotional literature.)

LO 2 *gain exposure to the steps required to put on a large scale event*

SCO 2 (I will ask to work on an event.)

LO 3 *learn how to promote Warner Brothers events to invitees*

SCO 3 (In my job description it states that I will attend P.R. team meetings.)



**SUMMER REGISTRATION FORM**  
Office of the Registrar

[Submission deadline posted online](#)

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Last	First	Middle	ID Number
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Street Address	City	State	Zip	Email
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Phone No.	Birth date
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**Course(s) in which you wish to enroll:**

1.				
	Dept/No.	Title	Units	Instructor Signature
2.				
	Dept/No.	Title	Units	Instructor Signature
3.				
	Dept/No.	Title	Units	Instructor Signature

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To enroll in a summer independent study this form must be accompanied by an Independent Study Contract.

To enroll in a summer internship, please go to the Hameetman Career Center (HCC) for approval. The HCC is located in the AGC, Room 109.

Student Signature	Date
Student Accounts Office Signature	Date
Registrar Signature	Date