

INTERNSHIP CONTACT INFORMATION & ORIENTATION

Name _____

Address _____

City _____ State _____ Zip _____

Home Phone _____ Cell Phone _____

Email _____

Student ID Number (10 digit Petrel Pass) _____

Students should submit the following document for review by the Experiential Learning Committee in order to be approved for an academic credit internship:

- Internship Learning Agreement
- Registration Form
- Internship Description
- Appeal Form if requesting more than 4 hours of academic credit

Students are responsible for submitting the following forms during the course of their internship:

- Midterm Evaluation – Site supervisors must complete and review this form with the intern. This form should be completed and returned to the career services office upon completion of one-half of the required hours.
- Final Evaluation – Site supervisors must complete and review with the intern this form during the final week of the internship.
- Site Evaluation – This is an optional form completed by the intern and returned to the career services office. This form may be reviewed by other OU students who are considering the same internship location.

Important Information:

- Returning completed forms to the career services office does not automatically register students for course credit. Students must register through the registrar's office and pay tuition in the same way they would for a regular course.
- Academic credit for all internships is awarded on a pass/fail basis.
- Students are responsible for making sure the midterm and final evaluations are returned to the career services office.
- Evaluations should be completed by supervisors. Supervisors and interns should review the evaluation form together. Forms may be faxed, mailed or emailed to career services.
- Site evaluations should be completed and returned to at the end of the internship.

Student Signature

Date

Career Services

Date