OXY Occidental College
Hameetman Career Center

Summer 2024
Internship INT 200 Enrollment Checklist

Completed Student Learning Agreement and all required documents must be submitted to the Hameetman Career Center (HCC) via email at careers@oxy.edu on/before **Wednesday, June 26, 2024**. The HCC will process INT enrollment upon receipt of all required documents and fields (indicated on the checklist below).

There will not be any late Student Learning Agreements accepted.

Complete INT 200 Packet Includes:

- ☐ **[International Internships Only] Completion of Mandatory Travel Clearance (Page 2)**
- ☐ List INT 200 Start and End Dates (Page 3)
- ☐ Complete Internship Site Information (Page 3)
- ☐ Complete Learning Objectives & Strategies for Completing Learning Objectives (Page 4)
- ☐ Signed Student Learning Agreement (Page 4)
- ☐ Internship Supervisor Signature (Page 4)
- ☐ Academic Component Proposal (Page 5)
- ☐ Faculty Supervisor Signature (Page 6)
- ☐ Signed Student Waiver of Liability and Assumption of Risk (Pages 7 and 8)
- ☐ Internship Job Description or Posting
- ☐ Internship Offer Letter
- ☐ **[Summer Only] Office of the Registrar – Summer Registration Form (Page 10)**

Submitting Forms Electronically

Students remain responsible for collecting the necessary signatures for any forms they are submitting. Career Services can not process a request without the necessary approval(s). Please note the following:

Students are expected to complete the form and send it to the relevant internship and faculty supervisors for approval. Approvers can then electronically sign the document and return the form as an attachment to the student. Alternatively, your internship supervisor can provide their approval via email.

Once the INT 200 Student Learning Agreement is complete (including internship supervisor signature, job description, offer letter, and Summer Registration Form, if applicable), send all documents in one email to the Hameetman Career Center at careers@oxy.edu.

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 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 Documents (i.e. Scanned Passport, IRB Approval, Host Agreement Form)
5. Agreement to Pay the Clearance Fee

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

Contact IPO with any questions:

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

INTERNSHIP INT COURSE - SUMMER 2024

SUMMER REGISTRATION BEGINS April 22, 2024
DEADLINE TO ENROLL IS June 26, 2024
NO EXCEPTIONS

INT 200 Student Learning Agreement

Occidental College's Career Services office must approve all internships for enrollment in INT 200. All students enrolled in INT 200 must participate in a final reflective and evaluative component with Career Services. Students can only be registered for one (1) internship course per semester and must have a cumulative GPA of 2.00 or better at the time of application for enrollment. Internship hours completed for the INT 200 course credit cannot be used for any other OXY course. Students may not exceed a total of four (4) INT 200 internship units during their entire matriculated time at Occidental College.

To enroll, the INT 200 Student Learning Agreement must be completed and submitted to Career Services along with the Student Waiver of Liability and Assumption of Risk, job description, offer letter, and Summer Registration Form (if applicable). Student internship must be at least 80 hours over the course of the semester and students must enroll in INT 200 during the semester that the internship is completed. Retroactive enrollment will not be approved and credit will not be given in cases where an internship has been completed.

Submission of an INT 200 Student Learning Agreement and supporting documents is mandatory for every internship semester (even if the site remains the same). *It is recommended that students keep a copy of all submitted enrollment forms for their records.*

***All International internships require a mandatory travel clearance**. See **International Internships** section on Page 2.*

SUMMER TERM DATES: May 28, 2024 - August 2, 2024

Internship Start Date: _____ Internship End Date: _____ Hours per week: _____

A. STUDENT INFORMATION (Please Print)

Name:_____
Last *First* *I.D.#* *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 _____(hour, week, etc.)

B. INTERNSHIP SITE INFORMATION (Please Print) *

Organization:_____ **Phone**:_____ **Web**:_____ **Internship Position**:_____
(*Name will be reflected on your transcript*)

Internship Supervisor:_____
Name Title Email

Address (Required): _____
Street/PO Box City/State Zip

Check if Remote ☐

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

The internship supervisor, faculty supervisor, and student should mutually agree upon the objectives and responsibilities outlined in this document. *It is recommended that you consult your Internship Supervisor when completing this section.* Learning Objectives outlined here can serve as a basis of the student's internship grade.

Learning Objectives (LO): Please articulate below what you hope to learn in your internship.
Learning Objectives provide information to the 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). **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. INTERNSHIP RESPONSIBILITIES 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 internship supervisor if I decide to drop the internship. If needed, I must withdraw from the course through the Registrar's Office by June 25, 2024. I will complete required forms and submit necessary documents, including a reflective essay and internship survey by August 2, 2024 so CR/NC can be recorded. Credit cannot be issued until ALL required documentation is submitted.**

Student Signature	Please Print	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.

Internship Supervisor
Please note that the following is required of all organizations and internship supervisors. Additional responsibilities can be noted on the lines below.

a) Confer regularly with the intern and their faculty supervisor and/or the Career Services office.
b) Train the intern as required and orient them 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).
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. The final evaluation is **due by August 2, 2024.**

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.

Internship Supervisor Signature	Please Print	Date

E. ACADEMIC COMPONENT - ASSIGNMENTS AND SIGNATURES

To further enhance the experiential learning of the internship by connecting it to a student's academic goals and interests, INT 200 has an academic component designed in collaboration with a faculty supervisor.

INT 200 students must secure an on-campus faculty supervisor to assign, supervise, and approve the proposed academic component of the internship. The faculty supervisor must be a full-time faculty member on campus. Students are expected to meet with their faculty supervisor at least three (3) times over the course of the semester (or summer session) and spend at least 20 hours during the term working on the academic project in addition to the required internship minimum of 80 hours per semester.

Students must submit a proposal for the academic component to the HCC along with their INT 200 Student Learning Agreement. The proposal for the academic component must include:

a. Brief description of the academic project, explaining its relationship with the intern component

b. Description of work already completed in the field and/or previous experience relevant to the project

c. Proposed plan/method of research or specific education goals for this project

d. Schedule of student/faculty meetings as part of this academic component

e. Assignments(s) or project(s) to be evaluated for the grade

f. Explanation of how final grade will be evaluated

Faculty Supervisor

The spaces above 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 midpoint 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 the 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, and to converse with the internship supervisor. I have reviewed the Primary Learning Objectives with the student.

Faculty Supervisor Signature	Please Print	Date

F. HAMEETMAN CAREER CENTER STAFF 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 converse with the Internship 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 Wednesday, June 26, 2024.

INT 100/200 Internship Course

STUDENT WAIVER OF LIABILITY AND ASSUMPTION OF RISK

(This is a release. Please read it carefully.)

STUDENTS MUST SUBMIT THIS COMPLETED FORM TO THE HAMEETMAN CAREER CENTER WITH STUDENT LEARNING AGREEMENT.

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, please indicate if remote)

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 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 additional 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 Hameetman Career Center Director's responsibility for setting rules and interpreting conduct for this purpose. I agree that should the internship agency or Hameetman Career 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, 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

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	**Please Print**	**Date**
_____	_____	_____
Parent or Guardian (if participant is under age 18)	**Please Print**	**Date**

LEARNING OBJECTIVES

Learning Objective Description

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 to the 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). 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 Internship 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 in the nonprofit, private, government, or non-governmental organization (NGO) 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.

LO1: To learn how to write marketing material
LO2: Gain exposure to the steps to planning a large-scale event
LO3: Learn how to promote Warner Brothers events to invitees

SCO1: I plan to craft promotional literature
SCO2: I will ask to work on an event
SCO3: Attend P.R. team meetings

SUMMER REGISTRATION FORM

Office of the Registrar

Submission deadline posted online

Last First Middle ID Number

Street Address City State Zip Email

Phone No. Birth date

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

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