

Weitzenhoffer Family College of Fine Arts Internship Program

An internship is a planned work experience related to your personal career and academic goals. It can help you learn about a career, apply knowledge gained in the classroom, develop skills, and enrich your understanding of self and organizations. A primary purpose of an internship is to help you relate academic experiences to those in the workplace.

Eligibility:

To be eligible for an internship, you must:

- Have junior or senior standing within your major
- Have a minimum 3.0 gpa
- Receive approval from the supervising faculty member and the Director of the School within the College of Fine Arts.

Credit/Limitations/Contact Hours:

- You are expected to work on average **four hours per week for each credit hour of enrollment**. Thus, if you enroll for three internship credit hours, you are expected to work a minimum of 12 hours per week over one academic semester.
- Students enrolled as full-time students (12 or more hours) may not work more than 20 hours a week for the internship.
- Those students who are not concurrently enrolled in other course work may work a full-time (40 hour work week) internship position.
- You may not receive more than 6 hours of internship credit toward your degree requirements.

>Enrollment is not permitted until this proposal has been approved by the Director of your School.

>The employer/supervisor must agree to evaluate your internship performance.

Incomplete information will delay the approval and enrollment process.

Weitzenhoffer Family College of Fine Arts
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APPLICATION FOR INTERNSHIP

ID# _____	Date _____
Student _____	
Local Address _____	Apt _____
City/State/Zip _____	
E-mail _____	
Phone _____	Major _____
Classification: _____	

**Please attach no more than a one-page description of the proposed duties and learning experiences of the internship position.*

Enrollment Information:

Semester Fall Spring Summer 20____

Department _____ Course # _____ Sec.# _____

Number of hours you expect to work per week _____. Number of enrollment hours _____

(Review the credit limitations/contact hour policy outlined in this packet. Four (4) hours work per week equals 1 credit hour.)

Faculty Supervisor _____

Agency Information: (to be completed by the agency supervisor)

Name of Agency _____

Name of Agency Supervisor _____

Supervisor Title _____

Address _____

City _____ State _____

Zip _____ Phone () _____ E-mail _____

Approvals:

Agency Supervisor _____ Date _____

Faculty Supervisor _____ Date _____

Director of School _____ Date _____

This completed form is to be turned in to the Dean's Office with a copy to your school.
Incomplete information will delay the approval and enrollment process.

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STUDENT CHECKLIST

Student Name: _____

OU I.D. _____

Due Date

- | | | |
|--|-------|------------------|
| 1. Consult with faculty supervisor; supply their faculty checklist (Set time frame, due dates, etc.) | _____ | Completed: _____ |
| 2. Submit internship application** | _____ | Completed: _____ |
| 3. Submit University Memorandum of Understanding & Student Acknowledgement and Release paperwork** | _____ | Completed: _____ |
| 4. Register for Class | _____ | Completed: _____ |
| 5. Maintain daily journal | _____ | Completed: _____ |
| 6. Request agency supervisor to submit their final evaluation report | _____ | Completed: _____ |
| 7. Schedule exit interview with faculty supervisor | _____ | Completed: _____ |
| 8. Submit completed summary report & journal | _____ | Completed: _____ |

**A copy of this paperwork must also be turned in to the Dean's Office, FJC 122.

Note: All materials are to be completed and turned in to the faculty supervisor by the last day of classes (not the last day of finals).

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SUMMARY REPORT GUIDELINES

At the end of your internship, you are required to complete a summary report of intern work duties and experiences. **The Summary Report is due by the last day of class for the semester (not the last day of finals).** The primary purpose of this report is to give you an opportunity to put intern experiences into perspective. It may also provide other University of Oklahoma students with an in-depth picture of internship employment opportunities so they can make better academic and career choices. The organization and content of the paper is as follows:

➤ **Formatting guidelines: length: 5-10 pages, double-spaced, 12 pt. font, proper grammar and spell checked.**

- 1) Brief description of the organization for which you worked (kind of business or service, products, history, function and responsibilities of various departments, relationship of your department to the overall organization, physical facilities, and facts about the employer—such as affiliates, locations, number of employees).
- 2) Description of the work experience throughout the work term. Description of any jobs that were assigned on a recurring basis as well as special projects.
- 3) Discussion of the types of technology used in your internship (if applicable).
- 4) Evaluation of the relevance of the skills and knowledge learned in your coursework to your experience.
- 5) Evaluation of relevance of the work experience to your field of study. Discussion of the most useful skills and knowledge gained.
- 6) Level of responsibility that was assigned to you in your internship position.
- 7) Evaluation of job satisfaction. Did the experience meet with your expectations?
- 8) Assess the value of your internship experience and whether you are interested in returning to the company for internship and/or professional employment.
- 9) If appropriate, provide supplemental material as evidence of work completed, i.e. video, design samples, promotional material, etc.

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JOURNAL REQUIREMENTS

You will be required to keep an ongoing journal for each day you work. **The journal will be due by the last day of class for the semester (not the last day of finals) along with the summary report.** You will find this chronicle helpful as you write your summary report.

This journal will include:

- 1) Challenges, problems you faced and how you dealt with them.
- 2) Questions that were raised.
- 3) Discoveries you made.
- 4) The impact of co-workers on your growth and understanding of your job.
- 5) Areas of growth
- 6) Relationship of this work to other aspects of your learning experience.

Note: This journal can take any format that is useful to the student, handwritten or typed.

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INSTRUCTIONS and REQUIREMENTS

**UNIVERSITY OF OKLAHOMA
Practicum/Internship/Rotation
MEMORANDUM OF UNDERSTANDING**

The Weitzenhoffer Family College of Fine Arts shall take the following steps before entering into an MOU with a Facility to place Students in a Practicum, Internship Rotation or similar arrangement (“Practicum”):

1. The Director with signatory authority arranges or authorizes a Faculty Liaison or representative to arrange a Practicum with the Facility.

If the Director is unsure who has signatory authority, he/she may contact Lezlie Pilkington in Administrative Affairs, who maintains signatory authority list.

2. The School arrives at a verbal agreement with the Facility to place Students at the Facility.
3. a) The Director approves the placement and agrees to the terms of the attached MOU; or
b) If the parties use an alternative agreement or make substantive changes to this MOU:
 - the School forwards the agreement to the OU Office of Legal Counsel (“OLC”) and
 - the OLC reviews/ revises the agreement as needed and returns to the School to negotiate the revisions. The School may contact the OLC for assistance during these negotiations.
4. The Director, his/her counterpart at the Facility, and the OU Faculty liaison sign the LOA. The School keeps a copy for future reference, and places a copy in the Student file.
5. The School obtains a signed and witnessed Student Acknowledgement and Release (Exhibit A) for each participating Student, forwards it to the Facility, maintains a copy on file for future reference, and places a copy in the Student file.

For guidance on OU’s document retention policies, see www.ou.edu/aa/record.htm.

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**UNIVERSITY OF OKLAHOMA
Practicum/ Internship/ Rotation
MEMORANDUM OF UNDERSTANDING**

On this _____ day of _____, 20 ____, the Board of Regents of the University of Oklahoma, by and through the College of Fine Arts, School of _____ (“the University”), and _____ (“The Facility”), agree that Students enrolled at the University may engage in an Internship, Practicum, Rotation or similar arrangement (“Practicum”) at the Facility, according to the following conditions:

A. The University and the Facility jointly agree:

1. This Agreement shall be effective beginning _____, 20 ____, and ending _____, 20 ____. Either party may terminate this Agreement by giving the other advance written notice of termination of not less than thirty (30) days. The agreement may be terminated at any time by mutual consent. If this Agreement is terminated during a Practicum, however, the parties agree to allow current Students to complete the Practicum.
2. Access to Student records shall be governed by the Family Educational Rights and Privacy Act, 20 U.S.C. §1232g, commonly known as “FERPA,” and all other applicable laws.
3. As applicable, the provisions of Executive Order 11246, as amended by EO 11375 and EO 11141 and as supplemented in Department of Labor regulations (41 CFR Part 60 et. seq.) are incorporated into this Agreement. The parties represent that all services are provided without discrimination on the basis of race, color, religion, national origin, disability, sex, political beliefs, or veteran’s status; they do not maintain nor provide for their employees any segregated facilities, nor will the parties permit their employees to perform their services at any location where segregated facilities are maintained. In addition, the parties agree to comply with the applicable provisions of Section 504 of the Rehabilitation Act and the Vietnam Era Veteran’s Assistance Act of 1974, 38 U.S.C. §4212.
4. This agreement entails no compensation or payment between the parties.
5. Neither party nor any of its participants shall publish any materials as direct result of the Practicum, without giving the non-publishing party an opportunity to review the publication in advance. No confidential information of the Facility, its staff or clients may be included in any publication without prior written permission from the Facility.
6. When circumstances indicate that a Student must be immediately withdrawn from the Practicum, the Facility shall promptly inform the University, and the University shall withdraw the Student.
7. The parties agree not to use each other’s names or logos in any publications or advertising without prior written approval from the other party.

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**MOA
ATTACHMENT A
STUDENT ACKNOWLEDGEMENT and RELEASE**

On this ____ day of _____, 20 ____, _____ (“the Student”) accepts the following responsibilities in order to participate in the Practicum with the Facility:

- A. The Student shall act professionally and ethically at all times at the Facility.
- B. The Student shall respect the confidentiality of information that the Facility indicates is confidential, and any personal, sensitive, or private information that he/she discovers or has access to, including but not limited to medical records, both during and after the Practicum.
- C. The Student shall adhere to Facility and University policies, procedures, and operating standards, and complete and submit all required documentation, including proof of immunization, drug tests or background checks.
- D. The Student will prepare for and participate in any evaluation conferences that the University or Facility may require.
- E. The Student is responsible for acquiring and maintaining his/her own health and accident, automobile, and professional liability insurance, if required.
- F. Participation in this Practicum does not make the Student an employee of the Facility or the University or entitle him/her to financial remuneration, unless agreed by the Facility and Student in advance and in writing.
- G. The Student travels to and from the practicum/internship at his/her own expense and risk.

These terms shall serve as a release and assumption of risk for myself, my heirs, estate, administrator, assignees, legatees, members of my family, and any other representative.

APPROVED:

_____ Student Signature	_____ Date	_____ Print Student Name
_____ Witness signature	_____ Date	_____ Print Witness name

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FACULTY SUPERVISOR CHECKLIST

Student Name: _____ Final Grade: _____

Due Date

- | | | |
|--|-------|------------------|
| 1. Initial consultation with Student
(Set time frame, due dates, etc) | NA | Completed: _____ |
| 2. Approve Internship Application
(assign course number, section, credit hrs.) | _____ | Received: _____ |
| 3. Confirm that the University Memorandum of Understanding & the Student Acknowledgement and Release paperwork has been completed. | _____ | Received: _____ |
| 4. Sign University Memorandum of Understanding | _____ | Received: _____ |
| 5. Receive supervisor's final evaluation | _____ | Received: _____ |
| 6. Receive student's journal and paper | _____ | Received: _____ |
| 7. Conduct exit interview | _____ | Completed: _____ |
| 8. Evaluate and submit student grade to Office of Academic Records | _____ | Sent: _____ |

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GRADING GUIDELINES FOR THE FACULTY SUPERVISOR

Course Credit Will Be Based On:

- 1) Final evaluation report by the agency supervisor.
- 2) Journal of the activities engaged in on the job.
- 3) Substantive information (content) within the summary report on student's education and training with the agency.
- 4) Summary report structure: organization, grammar, punctuation, and overall quality.
- 5) Evaluate supplemental material as deemed appropriate by school or faculty supervisor.
- 6) Other criteria are deemed appropriate by school or faculty supervisor.

Note: The weight of each item is to be determined by the faculty supervisor.

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AGENCY SUPERVISOR FINAL EVALUATION REPORT

This form must be completed and submitted directly to the intern's faculty supervisor by:

December 1st for fall enrollment May 1st for spring enrollment Aug 10th for summer enrollment

Intern Name: _____ Date: _____

Faculty Supervisor: _____ Contact Preference: _____

Agency Supervisor: _____ Agency: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Email: _____

Instructions to the Agency Supervisor

The University of Oklahoma appreciates the opportunity and experience you provided for our student. This report is a more complete evaluation, and comments should relate to the internship experience as a whole. **Additional comments can be noted on back of this form.**

Exceeded Expectation	Made Improvement	Needs Improvement
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PERSONAL ATTRIBUTES:

Attendance and punctuality	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Appropriate dress and grooming habits	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Adheres to employer's regulations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Acceptance of criticism	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Accepts responsibility	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

COMMENTS:

ARTISTIC SKILLS:

Preparation and knowledge	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Artistic expression or			
Creative and/or Critical Thinking	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Written communication	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Oral communication	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

COMMENTS:

PERFORMANCE:

Ability to cooperate with co-workers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Quality of artistry	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

COMMENTS:

School of Art & Art History
520 Parrington Oval, # 202
Norman, OK 73019
(405) 325-2691
(405) 325-1668 fax

School of Dance
560 Parrington Oval, # 1000
Norman, OK 73019
(405) 325-4051
(405) 325-7024 fax

Helmerich School of Drama
Old Science Hall, # 121
Norman, OK 73019
(405) 325-4021
(405) 325-0400 fax

School of Music
500 West Boyd St., #138
Norman, OK 73019
(405) 325-2081
(405) 325-7574 fax

Weitzenhoffer School of Musical Theatre
840 Asp Avenue, #104
Norman, OK 73019
(405) 325-0538
(405) 325-1667 fax