**Internship**

**Company Supervisor/Faculty Agreement**

**What is an internship?**

An internship at Northern Oklahoma College is a program of interrelated work between the student and the assigned business or organization in which students combine classroom theory with on-the-job training and observation. The student’s experience must be related to his or her field of study. A student must be at sophomore standing, 30 hours, to participate in the program.

Students at Northern earn 1-3 hours of credit for internship experience. A one-credit internship would work a minimum of 13 hours during the semester. A two-hour internship would work a minimum of 27 hours during the semester, and a three-credit internship would work a minimum of 40 hours during the semester. Students must also complete several out-of-class assignments and a formal report to receive full credit for the course. All due dates are determined by the internship coordinator and discussed with the student prior to the start of the internship.

**Northern Oklahoma College responsibilities:**

* Designate a coordinator to work with the employer and/or supervisor of students participating in the internship.
* Counsel students on available job opportunities and help them choose the job most suited to each individual’s talents and aspirations.
* Screen and refer students who meet the college’s and the employer’s eligibility standards.
* Correlate work and study in a manner that will assure maximum learning and production on the part of each student.
* Visit the work site by the 6th week of the internship period to validate the learning experience and discuss the student’s progress with the supervisor and/or employee.
* Evaluate the student’s performance based on internship agreement and supervisor evaluation for the purpose of assigning academic credit and final grade.
* Inform the employer of any change to major, failure to maintain program standards, or withdrawal from the program.
* Provide any other service that is available at the college and appropriate to the maintenance of a smooth-running and effective internship program.

**The sponsor (workplace supervisor) of the intern agrees to the following:**

* Provide a variety of enriching management work experience for the student intern.
* Provide the intern with at least the minimum hours of work experience during the semester.
* Complete two evaluations of the intern.
* Discuss any difficulties with the faculty supervisor.

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INTERN SUPERVISOR’S SIGNATURE Date

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InSTRUCTOR’S SIGNATURE Date