



OL 4025 Community-Based Internship

Internship Policies and Procedures

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Internship Policies and Procedures Leadership Studies in Education and Organizations Wright State University

Wright State University, as an institution of higher learning, supports those initiatives that complement productive research, competent teaching, knowledgeable academic and/or career advisement, and pro-active community service. In an effort to provide our Organizational Leadership (OL) undergraduates greater work experience, the Department of Leadership Studies in Education and Organizations in the university's College of Education and Human Services has developed an internship course for its majors. The course supports the university's efforts in graduating students who are knowledgeable about their discipline's applied academic tenets relevant to the community and their profession.

Internship Defined

An internship in OL provides students with an on-site experiential learning experience coupled with specific academic assignments in which the intern demonstrates his/her familiarity with a related scholarly literature base, while also identifying specific career/learning objectives joined with performance indicators.

Learning Purpose of the Internship

The internship course offered by the Department of Leadership Studies in Education and Organizations and its Organizational Leadership Program at Wright State University is designed to give qualified students the opportunity to gain experiential learning through the professional undertakings and/or observations of leadership in organizations. Student interns will interact with employees and clients of the host organization in a manner that will permit them to witness theory and practice. It is a learning experience for both personal and professional growth. The internship is not intended to provide students with on the job training or to provide the cooperating agencies with a gratis student employee.

Internship Qualifications for Organizational Leadership Majors

- 1) The intern applicant must officially be an OL major.
- 2) All students participating in the internship course (OL 4025) must have successfully completed OL 2010, OL 3020, OL 3030, and OL 3040.
- 3) Students registering for the internship course must have at least junior status, be in good academic standing, and not be on academic or judicial probation
- 4) Students are responsible for securing an internship, preferably, **before** the semester begins. The Director of Internships has possible host organizations if a student is interested in an internship but is struggling to find one.
- 5) Students who work full time can use the current organization where they work for their internship. However, the assignments given must differ and not duplicate the current professional experiences accrued.

Organization, University and Student Intern Responsibilities

The internship involves a three-way understanding and mutual obligations. The *organization* undertakes to provide the individual with an educational experience to better qualify him/her for future employment. The *student* is expected to derive maximum value from the opportunity to observe work rules, to cooperate with the organization personnel, and to meet reporting requirements. The *university* is obligated to confer credit if the student completed the internship successfully; it is also concerned with the general nature of the assignments to assure that the proper type of experience is being attained. Occasional visits may be made by the department's internship faculty or designee to observe the intern work.

Termination of an Internship

Prior to a student's possibly terminating their internship before its full completion in a given semester, both the organization's representative and the assigned faculty member must attempt to, in a collegial manner, resolve whatever discrepancies might have developed. In addition, there may be other circumstances in which all participants agree that the internship should be discontinued. Such action is not to be unilateral. Before final action is taken, the situation is carefully reviewed to see what adjustments can be made. If the difficulties stem from the placement, the department can follow an option to locate (with the student's assistance) another organization, provided one is available.

If unsatisfactory student performance, determined by the organization, is the basis for discontinuation, the department has no obligation to place the student elsewhere.

If the student drops out of the internship for personal reasons, no credit will be given for the portion of the internship that was served. The student must meet all work clock hours and complete all assignments.

Internship Credit – Course Option vis-à-vis Course Requirement

Organizational Leadership majors have the option to take OL 4020, Service Learning, rather than the internship course. In the near future the program may offer a Prior Learning Assessment option as well.

Organization Selection and Student Responsibility

Credit cannot be conferred ex post facto. Students may have a given preference or provide the Director of Internships with specific contact information pertaining to an organization they might have an interest in, but the department and the organization under consideration must agree in advance as to the particulars of the internship prior to any student intern being placed.

Intern Evaluation and Responsibilities

Intern responsibilities and evaluation process is outlined in the course syllabus.

OL 4025 – Community-Based Internship – Memo of Understanding

Student's Name: _____ Phone Number: _____

Semester: Fall _____ Year 20 _____

Spring _____

Summer _____

Site Organization: _____

Address: _____

Phone: _____ City: _____ State: _____ Zip Code: _____

Website (if applicable): _____

This Memo of Understanding is entered into between _____,
(Site Supervisor's Name)

site supervisor for _____, an internship student from Wright State
(Student's Name)

University, College of Education and Human Services, Department of Leadership Studies in

Education and Organizations as represented by Brenda E. Kraner. The site
(Internship Faculty Member's Name)

supervisor agrees to assume responsibility for assisting the internship student in performing functions, duties, and activities related to his/her internship experience. These experiences are defined between the student and the College of Education and Human Services and are agreed to by the site supervisor by phone and to make site visits as necessary to confirm the student's progress.

Site Supervisor's email address: _____

Site Supervisor's phone number: _____

Expectations

Faculty

- 1) Provide site supervisor with a letter verifying that the student is receiving academic credit for the internship, along with a course syllabus that details the requirements for earning credit.
The requirements include:
 - agreed to learning outcomes for the internship
 - reflective journals
 - time sheets
 - written papers
- 2) Monitors the intern's progress, makes contact with the site supervisor at least once during the semester, and grades the student's work.

Site Supervisor

- 1) Completes the Memo of Understanding and submits along with it a copy of his/her business card that includes a job title and name of organization for the student to hand in within the first two weeks of class.
- 2) Creates learning outcomes with their intern to ensure they appropriately connect to the internship position description and expectations of the course.
- 3) Works to provide:
 - a. Activities and projects which are professional rather than administrative
 - b. The development of new skills and increasing responsibility
 - c. An overview of several departments or an in-depth look at one department
 - d. Opportunities to observe and work with professionals, such as attending meetings with staff or clients
 - e. A designated space for the intern to work while at the site
- 4) Regularly approve the intern's time sheet.
- 5) Connect with the intern's faculty member during the semester to discuss the student's progress in meeting the established learning objectives.
- 6) Provides the intern with a safe work environment.
- 7) Completes the final evaluation form given to them by the intern's faculty member by the due date.

Students

- 1) Commit a minimum of 85 total hours to the organization during the semester.
- 2) Fulfill the requirements outlined in the syllabus.



**Internship Waiver
and
Assumption of Risk**

Student Name _____ **Course** _____

Internship Activity _____ **Date(s) of Activity** _____

Faculty Supervisor _____

Please read and sign this form and return it to the appropriate department/faculty member the first day of class.

Wright State University believes that internships can be an important part of the student experience. Internships do, however, involve significant risks, both to students participating in them and also to the University based upon the manner in which students conduct themselves while participating in internship opportunities.

By signing the form, the above-named student agrees as follows:

1. To observe standards of conduct set forth in the Wright State University Code of Student Conduct and all University policies and procedures applicable while participating in the internship activity referenced above, understanding that such compliance is important to the success of the internship and to the University's willingness to permit future internship activities.
2. That he or she will not act as an agent or representative of Wright State University and, accordingly, shall not have or hold himself or herself out as having the power or authority to bind or create liability for the University by virtue of his or her negligent or intentional acts or omissions.
3. To obtain and maintain such health, accident, disability, hospitalization and travel insurance as he or she may deem necessary during the internship, and to be responsible for the costs of such insurance and for any expenses not covered by insurance.
4. To immediately disclose to the University any physical or emotional conditions or problems that might impair his or her ability to complete the internship, and that he or she hereby releases the University and its trustees, officers, employees, agents and representatives from any and all claims, demands, injuries, damages, losses, actions, causes of action, or expenses whatsoever arising out of his or her failure to disclose such conditions or problems.
5. That participation in the internship is entirely voluntary, and that he or she is fully aware, having sought and obtained such information and advice as he or she feels are necessary and appropriate, that such participation involves risk of injury and property damage, including possibly short-term and long-term disability and even death. These risks can come from causes that are many and varied, may not be foreseeable, and may include negligent or intentional acts or omissions of others. He or she assumes responsibility for any injury, loss, or damage resulting directly or indirectly from participation in the internship and releases the University and its trustees, officers, employees, agents and representatives from any and all claims he or she may have in the future, waives all such claims, and agrees not to sue these parties for any such claims arising out of his or her participation in the internship, including but not limited to claims arising out of the negligent or intentional acts or omission of others.

Signature _____ **Date** _____