The University of Tulsa (TU)
Alumni Internship Program

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INTRODUCTION, DEFINITION AND GUIDELINES

Introduction

Internships provide students with the opportunity to supplement classroom training with real-world experience in a position related to their majors or career goals. The University of Tulsa recognizes the potential derived from effective community and college collaboration in developing internships which will mutually benefit the student and participating organization.

Students at The University of Tulsa can participate in internships for one of the following benefits:

- Pay (*all students – Engineering, Business and Arts and Sciences*)
- Academic Credit (*Business and Arts & Sciences)*
- Combination Credit/Pay (*Business and on a limited basis College of Arts and Sciences)*
- Public Service (*General Education elective for all students)*

An effective internship program will include:

- Meeting mutual needs, interests, and aspirations of students and employers
- Planning and control of work activities to assure meaningful experiences
- Post-evaluation of the internship to determine levels of education achieved and to provide feedback for future planning

Guidelines

Academic Credit in the students major area of study

- Academic credit is not granted for work experience itself. Students may earn academic credit in their major for an internship by completing academic requirements appropriate to the number of credits to be granted (1-3 credit hours). Internships are graded pass/fail.
- Students seeking academic credit for an internship must enroll in a Practicum course or in an Independent Study arranged and supervised by a faculty intern adviser (prior permission required). A student cannot receive academic credit unless he or she is enrolled prior to beginning the internship.
- It is the responsibility of the student intern to arrange supervision by a faculty intern adviser. In addition to work-related responsibilities, academic internships require completion of assignments made by the faculty intern adviser.
- An Internship Plan, a statement of academic requirements and due dates for written assignments, research results, etc. must be approved by both faculty intern adviser and the student prior to the start of the internship. Please refer to the Statement of Academic Credit Requirements completed by the faculty intern adviser for specific

credit requirements. The number of required working hours to be completed varies by department. Students in the *Collins College of Business* and the *College of Arts and Sciences* may be eligible for academic internships in their majors.

Pay

Internships arranged for pay do not require supervision by a faculty intern adviser. *All students* are eligible for paid internships. Payment is usually based on experience/academic level. Interns generally work full-time for 12 weeks in the summer, and/or 15 hours per week for 15 weeks during the fall or spring semester. Interns in non-technical fields earn $10 - $15 per hour. A competitive salary for interns in engineering and technical fields is $15 - $25 per hour.

Combined Academic Credit and Pay

Depending on the academic department, internships may be arranged for both pay and academic credit for students in the *Collins College of Business, and the College of Arts and Sciences*. All above guidelines for academic internships must be met.

Public Service Internships receive academic credit for a general education elective and are not paid

The Public Service Internship Program at The University of Tulsa is coordinated by the Center for Community Engagement and offers students the opportunity to complete an internship at a non-profit, service-oriented agency. These internships are intended for juniors and seniors with a declared major. Under certain circumstances, a second semester sophomore may be considered. Interns carry three hours of general elective credit and are not monetarily compensated. Typically, 160 hours will be required in a 15-week semester, in addition to completion of a daily journal and final evaluative essay. Public Service Internships are graded on a Pass/D/Fail basis.

Table 1. **Students Eligible for Internship Types**

College	**Pay**	**Credit**	**Pay/Credit**	**Public Service**
Arts & Sciences	x	x	x	x
Business Administration	x	x	x	x
Engineering & Natural Sciences	x			x