

Organizational Leadership Internship Guidelines (2013-2014)

ORGL majors and ORGL-HR majors, double majors, ORGL minors, and HR certificate students are eligible to seek a supervised internship for course credit if they have met specific departmental criteria. This document outlines those criteria as well as the steps students must take to establish and complete a satisfactory internship.

What Is Considered an Acceptable Internship Placement?

ORGL students have a wide range of career interests. Accordingly, internship placements in a wide range of jobs, industries, and organizations may be considered. An “acceptable” placement is one that provides a student with practical work-related experience in a supervised role where job responsibilities allow the student to exercise and develop their leadership skills (e.g., communication, critical thinking, and teamwork) and/or their knowledge of the HR function. All internships must be **pre-approved** on an individual basis by the Program Director to be eligible for course credit.

How Do I Earn Course Credit?

For those students who obtain an internship on their own (i.e., not through the University’s Academic Internship program), course credit can be earned in one of two ways depending upon a student’s stage in the program.

- 1) OLHR5000: Capstone – ORGL and ORGL-HR majors and double majors with senior standing who have completed at least 18 hours in the ORGL core (including OLHR2050 and 2051) can use the internship to fulfill the Capstone requirements.
- 2) OLHR4095: Individual Work in ORGL – ORGL and ORGL-HR majors, double majors, and minors meeting the following criteria can use the internship for credit in this elective course:
 - Attained Junior standing (or 85+ quarter credit hours or 56 semester hrs)
 - Completed OLHR2050 and OLHR2051
 - Achieved good academic standing (Major GPA > 2.50)

Note: OLHR4095 credit can be used as a free elective OR used to substitute another elective course. The latter must be pre-approved by the faculty advisor as noted in the learning agreement.

For those students who obtain an internship through the **Academic Internship Program**, credit will be earned through enrollment and successful completion of INTR3010. In order for this course credit to be applied to the major, the internship must be pre-approved by the ORGL faculty advisor. Pre-approval must occur prior to the start of the term in which the student has the

internship and takes INTR3010. The ORGL faculty advisor will determine how the credit will be applied and will generate the appropriate documentation to verify approval.

If I am in the HR Track, Must My Internship Be in HR?

Students in the HR Track must focus their *Capstone* in an HR-related area, whether that is an internship, work project, or other type of experience. However, if students in the HR track wish to pursue an internship unrelated to HR they may do so, but must use the OLHR4095 option to accrue course credit.

How Much Credit Can I Receive?

Credit to be awarded varies and depends on hours worked in the internship and the type of work experience gained.

Who Oversees My Internship?

As of September 1, 2013, Professor Lisa Smith is serving as Internship Coordinator and oversees all students taking internships for major-related credit (i.e., both OLHR4095 and OLHR5000).

How Can I Find an Internship?

We encourage students to pursue internship opportunities on their own and to take advantage of the periodic internship announcements sent by Faculty. In addition, students may contact the College's Internship office to identify potential opportunities:

<http://www.uc.edu/propractice/intern.html>

What Do I Do to Get Started?

If you have identified an Internship opportunity, please contact Professor Smith at least six weeks prior to your start date in order to complete the necessary paperwork and registration process.

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