

**APPLICATION FOR INTERNSHIP  
DEPARTMENT OF HUMAN RESOURCES  
EAST CENTRAL UNIVERSITY**

This application is to be completed by each prospective intern in the Department of Human Resources. The “requirements for internship” is attached to this application.

Name \_\_\_\_\_ ECU ID# \_\_\_\_\_

Mailing Address \_\_\_\_\_ Home Phone (\_\_\_\_) \_\_\_\_\_

E-Mail Address \_\_\_\_\_ Cell Phone (\_\_\_\_) \_\_\_\_\_

Projected Date of Internship - (Circle One) Fall, Spring, Summer Year \_\_\_\_\_

Internship Option (Please see Page 4) \_\_\_\_\_

**Attach unofficial copy of current transcript.**

Area of Concentration \_\_\_\_\_

Advisor \_\_\_\_\_ Minor \_\_\_\_\_

Will all course requirements be completed at the end of this semester? Yes - No (Circle One)

Is current degree check attached to application? Yes - No (Circle one)

Are you planning to attend Graduate School? Yes - No (Circle One)

If yes, what date do you plan to begin Graduate School? \_\_\_\_\_

Insofar as possible and feasible, the department will attempt to accommodate the student’s first, second, or third choice of internship sites. Please indicate your choices

Type of experience desired:

1<sup>st</sup> Choice \_\_\_\_\_ Location \_\_\_\_\_

2<sup>nd</sup> Choice \_\_\_\_\_ Location \_\_\_\_\_

3<sup>rd</sup> Choice \_\_\_\_\_ Location \_\_\_\_\_

Additional Comments: \_\_\_\_\_

\_\_\_\_\_

Student’s Signature \_\_\_\_\_ Date \_\_\_\_\_

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**FOR DEPARTMENT USE ONLY**

Date Application Received: \_\_\_\_\_

Internship Option \_\_\_\_\_

G.P.A. \_\_\_\_\_

Internship Committee Approval Date \_\_\_\_\_

Coordinator’s Signature \_\_\_\_\_

Advisor’s Signature \_\_\_\_\_

## REQUIREMENTS FOR INTERNSHIP

The following requirements and policy statements apply to all students wishing to participate in internship activities:

1. The student must have senior level standing. This means successfully completed 90 or more credit hours of college work.
2. The student must file a timely application for internship with the Internship Coordinator in the Department of Human Resources.

Timely application means:

- a. For Fall Internship, an application must be filed no later than the end of the fourth week of school of the preceding Spring semester.
  - b. For Spring Internship, an application must be filed no later than the end of the fourth week of school of the preceding Fall semester.
  - c. For Summer Internship, an application must be filed no later than the end of the fourth week of school of the preceding Spring semester.
3. The student applying for internship must have an overall retention grade point average of no less than 2.5 over the courses taken during the first three (3) years (approximately 90 credit hours) of college work.
  4. Completion (or near completion in the case of an extended internship) of all required core and concentration courses in the Department of Human Resources.
  5. Recommendation for internship will be based on the student's attitude, maturity, demonstrated judgement, interpersonal behavior, and skills level, in addition to meeting the internship requirements as specified in this document.
  6. The coordinator for the internship program will receive applications for all concentrations. Student must have applied for admission to the Department.
  7. The coordinator for the internship program will discuss each applicant with the appropriate concentration personnel in an attempt to resolve difficulties that the applicant may have, prior to presenting the application to the committee for approval.
  8. The appropriate faculty from each concentration will decide on the applications from his/her concentration and make the final recommendations.
  9. Student's Rights of Appeal:

When a Human Resources major files an application for internship, that application is acted upon by the faculty of the student's concentration. The application is approved or denied based

on requirements set forth in this document. The student will be notified by the appropriate personnel of the Department (in writing) as to the decision. If the student feels that the recommendations are adverse or otherwise does not represent the student's interests, then the applying student may wish to evoke the following appeals process:

- a. The student who feels that he/she has received an adverse decision on his/her application for internship should first file a petition with the Chairman of the Department within ten (10) days following notification of the decision on the internship application, setting forth those reasons why he/she feels the faculty's decision was erroneous.
- b. If, after an appeal by the dissatisfied student, the Human Resources Department sustains its initial decision, the student has further rights of appeals through the process set forth by the University.

The Human Resources faculty will assist the student insofar as possible in assuring that the student's rights are preserved.

10. No requirement in this document may be waived without the unanimous consent of the faculty (including the Department Chairman) of the Department of Human Resources.

Option I

Full Semester - Full Time Internships (12 hours credit).

This option requires full time student enrollment for one semester. The student will be located at the internship site on a full-time basis.

Option II

Extended Internship (6 hours credit per semester).

This option allows a student intern to equally divide the internship activities between two semesters.

Option III

Students having suitable work experience in the human service area may petition the Department for exemption from internship. Students not participating in internship activities will enroll in an equivalent number of credit hours of approved coursework in lieu thereof. The coursework approved cannot be coursework previously taken by the student and must be upper level courses.

Option IV

The Collegiate Officer Program (COP) offers the Criminal Justice major with a concentration in Law Enforcement the opportunity to become a certified peace or police officer in the State of Oklahoma. Students from other majors may choose to participate in the COP if they meet all eligibility requirements. The Collegiate Officer Program requires completion of selected criminal justice courses, a first aid course, and an eight (8) week skills portion administered by the Department of Human Resources. Additionally, all COP students must complete a thorough criminal background check and MMPI.

Student Readiness

A student entering internship must give evidence that he/she is properly motivated at the time of his/her assignment and that his/her personal and family situation is stable and unencumbered so as to assure successful completion of this important phase of his professional education.

I have read and fully understand the above information concerning policies and procedures for the internship program.

Signed \_\_\_\_\_ Date \_\_\_\_\_