

# INTERNSHIPS

## FREQUENTLY ASKED QUESTIONS (FAQs)

### 1. What is an internship?

An internship (paid or unpaid) is a position for a student to work in an organization for a limited duration to gain work experience, and potentially satisfy requirements for a credential and/or course credit if enrolled in an academic institution.

An internship is a component of work-based learning. Students that participate in internships can increase their professional behaviors (employability skills) and can use this experience on their resume for future employment.

### 2. Why is an internship important?

A high school internship can give a student career direction. It can validate or eliminate certain fields and majors. An early internship can help a student gain confidence and a better understanding of the professional world. This type of experience can be applied to their academic and personal life.

### 3. What are benefits of an internship?

An internship can help a student connect with people in the professional world. Establishing networking connections with professionals can help students along their chosen career path. Students can ask professionals in their network to be a mentor, write a recommendation letter, and/or serve as a reference for their future job or volunteer opportunity.

## OKLAHOMA LEGISLATION

### 4. What legislation authorizes schools to create internships?

Excerpt taken from “Apprenticeships, Internships and Mentorships (AIM) Act of 2016” (70 O.S. § 1210.528-1).

“A. Beginning with the 2017-2018 school year, the governing body of each public, private, magnet, charter, or virtual charter school in this state (the school) is authorized to enter into an agreement with private or public organizations for the purpose of creating apprenticeship, internship, and mentorship programs. Apprenticeships, internships and mentorships may be available to high school juniors and seniors as permitted by each school. The apprenticeship,

internship or mentorship may fill the requirement of elective courses as the student's schedule permits. A student may not use the apprenticeship, internship or mentorship to replace any other state education requirement.

B. The governing body of each school shall have the authority to adopt policies regarding the creation of apprenticeships, internships and mentorships that include the registration and qualifications for private or public organizations to participate in the apprenticeship, internship or mentorship program.”

## 5. How are internships related to Individual Career Academic Planning (ICAP)?

(70 O.S. § 1210.508-4)

Individual Career Academic Planning (ICAP) is a multi-year process that guides students as they explore career, academic and post-secondary opportunities. Experience in work-based learning opportunities are minimum components of a student's ICAP. Internships give students the opportunity to have an authentic experience related to the career pathway identified in their ICAP.

## POST-SECONDARY OPPORTUNITIES GUIDANCE

### 6. What are the guidelines for creating an internship course?

- Students must be juniors or seniors to participate in an internship.
- Internships can be paid or unpaid to receive credit towards the post-secondary opportunities indicator.
- Students may earn elective credit for an internship. A maximum of 2 high school elective hours of the 6 course hours required per school day can be used for such programs. (The 2 hours may include student travel to internship sites.)
  - A senior student may petition the local school board to increase the allowable internship hours to 3 hours if that better fits the student's schedule.
  - Semester course (may be repeated for Elective credit) – up to 1 credit per semester (per class- consistent with concurrent enrollment). A maximum of 2 credits per year.
- Districts should consider developing local policies and guidelines to govern internship programs. The following will be needed:
  - agreements between the school and business
  - grading rubrics for school, students and business (e.g. attendance)
  - feedback forms for business
  - workplace Safety (<https://www.cdc.gov/niosh/topics/default.html>)

**Examples include:**

- [Sample Partnership Development / Agreement – Request for Business & Community Engagement](#)
- [Sample Partnership Letter – Request for Business & Community Engagement](#)
- [Hilldale Senior Internship Program](#)
- [Lawton Public Schools Internship Program](#)

**7. Who is the teacher of record for an internship course?**

A teacher, administrator, or individual with adjunct certification may be the teacher of record.

**8. How are internships related to the new Oklahoma School Report Cards?**

Post-secondary opportunities (including internships) is a school quality indicator for high schools in the school report card.

Aligned with ICAP implementation, the accountability system reflected in the School Report Card will give schools credit for post-secondary opportunities for eleventh and twelfth grades. Schools that have high levels of students participating in career and college readiness opportunities will see the greatest number of points awarded. Acknowledging that students have different, individualized goals after high school, the post-secondary opportunity indicator already contains a range of options for students, including:

- College Prep Coursework (i.e., Advanced Placement and International Baccalaureate)
- Internships
- Dual (Concurrent) College Enrollment
- Industry Certification Programs (i.e., CareerTech career major courses)

*For more information on Post-Secondary Opportunity Guidance, click [here](#).*

**9. What course code(s) count for internship credit?**

The Oklahoma State Department of Education (OSDE) has designated course codes to use when enrolling a student into an internship course. These subject codes are for a semester elective and can be used for the first and second semester.

- 2790 Internship I – Juniors
- 2791 Internship II – Seniors

**10. Can students on Individualized Education Programs (IEPs) participating in a Work Study program receive credit for an Internship?**

Students on Individualized Education Programs (IEPs) who participate in Work Study as part of their transition plan may receive credit for an internship if the Work Study program meets the requirements outlined in this document. If so, it should be coded as **2790 Internship I** (Juniors) or **2791 Internship II** (Seniors).

**11. What CareerTech OCAS subject code(s) count for internship credit?**

- 8102 – Business Information Technology Internship
- 8468 – Culinary Arts Internship
- 8622 – Marketing Internship

More information on **subject codes** can be found on the following websites:

Oklahoma State Department of Education  
[Office of Accreditation](#), [Office of Accountability](#)

Oklahoma Department of Career and Technology Education  
[CareerTech OCAS Subject Codes](#)

**12. What internship course codes receive credit in the post-secondary opportunities indicator in the Oklahoma School Report Card?**

All internship course codes previously mentioned (2790, 2791, 8102, 8468, 8622) receive credit in the post-secondary opportunities indicator in the Oklahoma School Report Card. There are other post-secondary opportunities that count toward the indicator that are not internships (see item 8 above).

**13. Will weekly eligibility be counted in the internship program?**

This is a local decision. It is a good idea to consider guidelines established for participation in extra-curricular activities.

**14. Can students participate in an internship after school hours and/or over the summer?**

The local district is the credit and diploma issuing institution. Therefore, if a district feels a student meets the standards and competencies then, regardless of when the course was taken, the district can award credit.

## INSURANCE / LIABILITY

### 15. Is liability insurance required for students to participate in internships?

Insurance related to liability considerations should be addressed and agreed upon between the school and the employer. The Governor's Council for Workforce and Economic Development has adopted guidance to assist employers interested in work-based learning opportunities. This FAQ document ([oklahomaworks.gov/wp-content/uploads/2018/07/WBL-Guidance-FINAL.pdf](http://oklahomaworks.gov/wp-content/uploads/2018/07/WBL-Guidance-FINAL.pdf)) answers legal questions regarding youth in the workplace. It is always advisable to seek appropriate district legal opinions in matters involving liability.

**FOR MORE INFORMATION, VISIT: [WWW.OKEDGE.COM](http://WWW.OKEDGE.COM)**

