**Internship Frequently Asked Questions and Answers**

As districts work with students on their course planning for the 2018-2019 school year, we wanted to ensure that districts were aware of the course codes for High School Junior Internship (2790) and High School Senior Internship (2791).

To learn about Oklahoma school district internship programs and resources go to:

<http://www.sde.ok.gov/sde/new-skills-classroom>

**Oklahoma State Department of Education**

**Internship Course Codes**

**Frequently Asked Question’s (FAQs)**

**1. What is current legislation for Apprenticeships, Internships and Mentorships?**

Excerpt taken from “Apprenticeships, Internships and Mentorships (AIM) Act of 2016”

70 O.S. § 1210.528-1.2

*“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”*

**2. What is the definition of an internship?**

Internships are defined by the National Association of Colleges and Employers (NACE) as: “a form of experiential learning that integrates knowledge and theory learned in the classroom with practical application and skills development in a professional setting. Internships provide students the opportunity to gain valuable applied experience and make connections in professional fields that they are considering for career paths; and give employers the opportunity to guide and evaluate talent.”

**3. What credit will students be able to earn for internships?**

Students may earn elective credit for an internship. OSDE has designated a code to use when enrolling a student into an internship course. This course code is for a semester elective and can be used for first and second semester.

Course Code: 2790                 Internship – Juniors

Course Code: 2791                 Internship – Seniors

**4. What are other course codes that count for Internship credit?**

8102 – Business Information Technology Internship

            8468- Culinary Arts Internship

            8622 – Marketing Internship

**5. What Internship course codes count for Accountability – Postsecondary Opportunities?** The following Internship course codes count for Accountability – Postsecondary Opportunities: 2790; 2791; 8102; 8468; 8622.

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

Guidelines are:

         Students must be juniors or seniors to participate in an internship.

         A maximum of 2 high school elective hours, of the 6 rigorous course hours required per school day, can be used for such programs. (The 2 hours may include student travel to internship site.)

-          A senior student may petition their local school board to increase to 3 hours if that fits into the student’s schedule.

-          Semester Course (can be repeated for elective credit) – up to 1 credit per semester (per class - consistent with Concurrent enrollment)

         Districts should consider developing local policies and guidelines to govern internship programs.

-          Agreements between the school and business

-          Grading rubrics for school, student and business (e.g. attendance)

-          Feedback forms for business

-          Workplace Safety

<https://www.cdc.gov/niosh/talkingsafety/states/ok/2015-168/default.html>

**7. How do internships connect to Individual Career Academic Plans?**  Internships provide an opportunity for students to have an authentic experience related to the career pathway established in their career academic plan.

**8.  How do internships connect to the new Accountability system?**  Postsecondary opportunities are part of the school quality indicators for high school students.  This includes internships.

**9. Who is the teacher of record?**Teacher, administrator or adjunct certification may be teacher of record.

**10.  Will weekly eligibility be counted in Internship Program?** Probably, this is a local decision. Consider guidelines established for participation in extra-curricular activities.

**11. What about Insurance or liability?**Insurance or liability should be addressed and agreed upon between the school and the employer.

**12. What is contact information?**

Accreditation Office – [jason.pittenger@sde.ok.gov](mailto:jason.pittenger@sde.ok.gov)

Academic Affairs Office – [cindy.koss@sde.ok.gov](mailto:cindy.koss@sde.ok.gov)

Accountability Office – [jeanene.barnett@sde.ok.gov](mailto:jeanene.barnett@sde.ok.gov)