

OAT Internship Guidelines

The OAT (**Office Administration and Technology**) program has collaboratively determined a minimum standard of requirements for all potential interns to adhere in an effort to provide an amazing internship opportunity.

All potential candidates must have taken and **passed** all ACED courses before the internship start date (Some exceptions may apply). In addition, all candidates must apply for admission to the OAT Internship Program by completing the **Internship Application**. The application consists of the following documents:

- OAT Internship Program Application
 - Internship Experience Summary (for Prospective Employers)
 - Potential Site Identification and Training Plan Form
 - Internship Dress Code Policy Form
 - Student Training Location Agreement
 - Unofficial Transcript (can be printed from Banner)
 - Criminal Background Check Form
- *Applicants must attend an Internship Orientation Session

Once accepted into the internship program, **students have the opportunity to locate a potential internship site or be placed at an internship site** at the discretion of the practicum coordinator. All internship sites must be **approved** by the internship coordinator.

All potential internship sites should provide students with the following:

1. A professional supervisor/mentor to serve as an onsite resource and liaison with the university.
2. Work related to the student's academic major (or area of study)
3. Hands-on work with increasing levels of responsibility.
4. A position or work assignments that will be professional in nature and will allow for challenging projects and tasks.
5. An environment that will require students to apply what was learned during coursework (theory, skill development, professionalism) to the work environment.

All interns must work a total of 220 hours during one semester. For example, **Spring Term is 15 weeks**, so interns will generally work a minimum of **15 hours** a week. Throughout the internship students will submit internship goals, evaluations, work logs, and a final paper based on their overall experience.

Please contact **Mrs. Amy Williams** (OAT Internship Coordinator) at **(229) 333-5652** or amywilliams@valdosta.edu for additional information.

Did You Know?

That the OAT (Office Administration and Technology) program offers an amazing internship opportunity in which students can obtain 3-credit hours as a primary course in our program (ACED 4300).

Internships are an integral part of a student's success before he or she enters the workforce. The OAT Internship Program facilitates structured, off-campus, learning-work experiences for students in a wide range of community organizations in Lowndes County and surrounding states.

The OAT Internship Program strives to help students integrate theory and knowledge gained in the classroom with real world applications that develop professional skills, increase confidence, and heighten career awareness.

Students may engage in internships in a variety of settings which match their academic goals, including profit and nonprofit organizations, medical, government, business, education, and finance careers.



Why Do An Internship?

- ☑ Explore your interests and gain valuable experience
- ☑ Apply theory and knowledge from the classroom
- ☑ Explore possible careers
- ☑ Gain confidence
- ☑ Develop new skills
- ☑ Earn college credit
- ☑ Get out of the classroom and into the real world
- ☑ Build your resume
- ☑ Network with employers and professionals
- ☑ Transition into a job or prepare for graduate school

Special
Note

An internship provides the opportunity to gain hands-on work experience that you just can't get in the classroom.

In addition, employers are usually more concerned with your work experience, and internships are often the only way to get the work experience you need to secure a job, so they're a vital part of your resume.