



## INTERNSHIP PLACEMENT TERMS & PROCESS

### Office of Student Conduct and Title IX

An internship with the Office of Student Conduct and Title IX (OSCTIX) is an unpaid position intended to be mutually beneficial for both the student and the OSCTIX. In order to provide the best possible experience for all parties, a placement process has been established. Any student who desires to be considered for an internship with the OSCTIX will need to agree to the terms and complete the process as follows:

#### **Internship Description**

OSCTIX interns have an opportunity to gain valuable professional experience that can help prepare them for a career in a variety of fields. The experience available to OSCTIX interns includes the following:

- Assisting with investigations
- Management of case documents
- Connecting students with important resources
- Performing background checks
- Hearing preparation
- Assistance with the planning and preparation for the annual Integrity Day event

#### **Requirements for Interns**

The OSCTIX will conduct a background check on every student who applies for an internship with the office. Previous records of criminal acts and/or conduct violations at UCO or another institution may disqualify the student from consideration for an internship. All interns are required to demonstrate integrity and professionalism and to refrain from any behavior that would reflect poorly on the OSCTIX and/or the University of Central Oklahoma.

#### **References**

To be considered for an OSCTIX internship, the student must provide 2 references who are faculty or department leaders at UCO. These references must be included on the Application for OSCTIX Internship.

#### **Application for OSCTIX Internship.**

All applicants for an internship with the OSCTIX must complete the application at [osctixapp.com](http://osctixapp.com). After the application is received, the OSCTIX will consider the applicant's suitability and contact the student to either schedule an interview or inform the applicant they are no longer being considered for the position.

#### **Interview**

The OSCTIX will conduct an interview with each selected applicant. The interview will be a brief opportunity for both the OSCTIX and applicant to ask and answer questions related to the internship. The interview will also provide an opportunity for the OSCTIX to assess the attitude and personality of the applicant in order to consider how the applicant might assimilate into the OSCTIX work environment.

**Schedule**

Any applicant selected to serve an internship with the OSCTIX will be expected to keep a regular schedule of office hours. The OSCTIX will work with the intern to establish a schedule of hours and days that fits the intern's class schedule. The OSCTIX understands that students have a lot of competing demands and there will be some flexibility but the intern will be expected to be in the office at the agreed upon times.

**Dress Code**

The OSCTIX is a professional office that constantly deals with serious matters. All staff and interns are required to wear business casual attire (except on Fridays when the nature of activities may allow them to wear jeans and UCO attire). Business casual attire does not include t-shirts, blue jeans, shorts of any kind, tights or sweat pants, tank tops, halter tops, or anything a reasonable person might deem inappropriate for a professional office environment.