

## Carl Albert Public Internship Program Application Checklist

1. \_\_\_\_\_ Acquire a CAPIP application from your college or university Career Planning and Placement Office or call the CAPIP Office at (405) 522-1737.

### *Eligibility Requirements*

Before completing the application, make sure you meet the eligibility requirements for either the Undergraduate Internship Program *or* the Executive Fellows (graduate) Internship Program.

*Undergraduate* Internship Program applicants must have:

2. \_\_\_\_\_ Completed at least **24 semester hours** of coursework, and
3. \_\_\_\_\_ Achieved a **cumulative grade point average of 2.5** on a 4.0 scale in all undergraduate-level coursework, and
4. \_\_\_\_\_ **Current** enrollment at a college/university.

*Executive Fellows (graduate)* Internship Program applicants must have:

5. \_\_\_\_\_ Completed an **undergraduate degree**, and
6. \_\_\_\_\_ Completed **six semester hours** of graduate-level coursework, and
7. \_\_\_\_\_ Achieved a **cumulative grade point average of 3.0** on a 4.0 scale or **7.0** on a 12.0 scale in all graduate-level coursework, and
8. \_\_\_\_\_ **Current** enrollment at a college/university.

If you meet the eligibility requirements for either the Undergraduate Internship Program or the Executive Fellows (graduate) Internship Program, begin completing your application.

### *Application Requirements*

Before your application may be considered, you must submit the following:

9. \_\_\_\_\_ Completed application form, including signature and date, and
10. \_\_\_\_\_ Official or unofficial transcript(s), and
11. \_\_\_\_\_ Verification of enrollment, e.g., class schedule, and
12. \_\_\_\_\_ Resumé with work experience; knowledge, skills, and abilities; educational background; extracurricular activities; and honors/awards, and
13. \_\_\_\_\_ Letter of nomination<sup>1</sup> from a faculty member in the academic program in which you are enrolled, and

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<sup>1</sup> This should be prepared like a standard recommendation letter. It is called a nomination letter because it *must* be from a faculty member.

14. \_\_\_\_\_ Three **signed and dated** letters of recommendation from persons other than relatives or the nominating faculty member.<sup>2</sup> (If you are a state employee, one of your recommendation letters **must** be from your current Appointing Authority.) Letters may be addressed to Jenny Chong, Coordinator.
15. \_\_\_\_\_ If you want copies of your file sent to the agencies listed on your application, you must include this request **in writing** when you apply. Once you are eligible, you are encouraged to contact agencies on your own.

Submit the **application, including signature page**, and supporting documents to:

Office of Personnel Management  
Carl Albert Public Internship Program  
2101 N Lincoln Blvd., B-22  
Oklahoma City, Oklahoma 73105-4904

**Please keep the remaining pages of the application booklet.** They contain important information, rules, and phone numbers you may need.

After you have submitted all required documents to the Office of Personnel Management and you have met the criteria to be considered eligible for the Carl Albert Public Internship Program, you will be mailed an eligibility letter and additional information regarding securing an internship with the State of Oklahoma. ***Read all documents carefully—they contain important information.*** The letter is an indication that your name has been added to the list of eligible applicants that is sent to state agencies at their request. Eligible applicants are selected, appointed, and paid by employing agencies. The CAPIP Program office does not hire or pay interns.

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<sup>2</sup> Submit the nomination letter and recommendation letters with your application.

# Carl Albert Public Internship Program Application

Please type or print

Name			Social Security Number		
Current Address			Permanent Address		
City	State	Zip	City	State	Zip
( )			( )		
Phone Number			Phone Number		
<p><b>Note:</b> If any of your contact information changes while your application is on file, <b>you must notify the Program office of your new information to remain eligible.</b></p>			Email Address		
University or College			Major		
Cumulative GPA		Completed Degree(s)		Expected Graduation Date	

<p><b><u>Program Level:</u></b></p> <p><input type="checkbox"/> Executive Fellow Intern</p> <p><input type="checkbox"/> Undergraduate Intern</p>	<p><b><u>Semester AND Year Preference:</u></b></p> <p><input type="checkbox"/> Fall 200_____</p> <p><input type="checkbox"/> Spring 200_____</p> <p><input type="checkbox"/> Summer 200_____</p>	<p><b><u>Location Preference:</u></b></p> <p><input type="checkbox"/> Oklahoma City area</p> <p><input type="checkbox"/> Tulsa</p> <p><input type="checkbox"/> No Preference</p> <p><input type="checkbox"/> Other _____</p>
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Hours per week available to work: \_\_\_\_\_

**Agencies of Interest (see attached list). These are NOT the only agencies where you may intern.**

1. _____	2. _____
3. _____	4. _____

**Persons Submitting Letters of Nomination/Recommendation: Please type or print.**

Letter of Nomination	Telephone Number
Letter of Recommendation – 1	Telephone Number
Letter of Recommendation – 2	Telephone Number
Letter of Recommendation - 3	Telephone Number

I certify, subject to the penalties provided by law, that all information given by me in regard to application for state employment is complete and correct to the best of my knowledge and belief. You may make any contacts necessary to verify the information or to seek further information.

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*Signature*

*Date*

How did you find out about CAPIP? \_\_\_\_\_

**Please note:**

- **The State of Oklahoma is an equal opportunity employer.**
- **Selection for employment as a CAPIP Executive Fellow or Undergraduate Intern is neither automatic nor guaranteed.**
- **Eligible applicants are selected, appointed, and paid by employing agencies.**
- **If you are employed by a state agency, you will be required to present documentation at the time you report to work indicating you are authorized to lawfully work in the State of Oklahoma.**
- **This application packet contains the statutes and rules governing the Carl Albert Public Internship Program. You should read them and become familiar with their provisions.**
- **You are responsible for ensuring that your application file is up-to-date by submitting copies of your transcript and enrollment verification each semester.**

Remove **Application & Signature Sheet only** and submit with supporting documents (see checklist) to:

State of Oklahoma  
Office of Personnel Management  
Carl Albert Public Internship Program  
Attention: Jenny Chong  
2101 North Lincoln Boulevard, Room B-22  
Oklahoma City, OK 73105  
Phone: (405) 522-1737; Fax: (405) 521-6308; TDD: (405) 521-6314  
[Jenny.Chong@opm.ok.gov](mailto:Jenny.Chong@opm.ok.gov)  
[http://www.ok.gov/opm/State\\_Jobs/Carl\\_Albert\\_Public\\_Internship\\_Program.html](http://www.ok.gov/opm/State_Jobs/Carl_Albert_Public_Internship_Program.html)

Accommodations for individuals with disabilities concerning the application process are available upon request.

***The information in this Carl Albert Public Internship Program application is subject to change. To ensure that the materials you have are current, please contact the CAPIP Office at the Oklahoma Office of Personnel Management, (405) 522-1737.***

## Carl Albert Public Internship Program Voluntary Applicant Survey

This survey information provides the Office of Personnel Management with Carl Albert Public Internship Program statistics. This information will be kept separate from your application file. Failure to complete this survey will not disqualify you from participation in the Carl Albert Public Internship Program.

Social Security Number

Date of Birth (Month, Day, Year)

Sex (M or F)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Race or Ethnic Group (Check one):

- |  |  |
|--|--|
| <input type="checkbox"/> Black (not of Hispanic origin)    | <input type="checkbox"/> White   |
| <input type="checkbox"/> American Indian or Alaskan Native | <input type="checkbox"/> Hispanic (Mexican, Puerto Rican, Cuban, Central or South American or other Spanish culture or origin, regardless of race) |
| <input type="checkbox"/> Asian or Pacific Islander         |  |

### Disability Conditions

A person has a disability if he or she:

- A. Has a physical or mental impairment which substantially limits one or more major life activities,
- B. Has a record of such impairment, or
- C. Is regarded as having such impairment.

According to this definition, are you a person with a disability?    Yes     No

## State of Oklahoma Merit System Agencies<sup>3</sup>

**Agriculture, OK Dept. of**

2800 N. Lincoln Blvd.  
Oklahoma City OK 73105-4298  
(405) 521-3864

**Alcoholic Beverage Laws  
Enforcement Comm.**

4545 N. Lincoln Blvd., Suite 270  
Oklahoma City OK 73105-3193  
(405) 521-3484

**Center for the Advancement of  
Science and Technology, OK**

755 Research Parkway, Suite 110  
Oklahoma City OK 73104-3612  
(405) 524-1357

**Central Services, Dept. of**

2401 N. Lincoln, Suite 104  
Oklahoma City, OK 73105  
(405) 521-2121

**Children & Youth, OK Comm. on**

500 North Broadway, Suite 300  
Oklahoma City OK 73102  
(405) 606-4900

**Civil Emergency Mgmt., Dept. Of**

2401 N. Lincoln Blvd.  
Oklahoma City OK 73105  
(405) 521-2481

**Commerce, OK Dept. of**

900 N. Stiles  
Oklahoma City OK 73104  
(405) 815-5247

**CompSource Oklahoma**

1901 N. Walnut  
Oklahoma City OK 73105  
(405) 962-3593

**Conservation Comm., OK**

2800 N. Lincoln Blvd., Suite 160  
Oklahoma City OK 73105-4210  
(405) 521-2384

**Consumer Credit, Dept. of**

4545 N. Lincoln Blvd., Suite 104  
Oklahoma City OK 73105-3408  
(405) 521-3653

**Corporation Comm., OK**

2101 N. Lincoln Blvd., Suite 331  
Oklahoma City OK 73105  
(405) 521-3596

**Corrections, OK Dept. of**

3400 N. Martin Luther King Blvd.  
Oklahoma City OK 73136-0400  
(405) 425-2500

**Cosmetology Bd., OK State**

2401 NW 23<sup>rd</sup> Street, Suite 84  
Oklahoma City OK 73107  
(405) 521-2441

**Dentistry, Bd. of**

201 NE 38<sup>th</sup> Terrace #2  
Oklahoma City OK 73105  
(405) 524-9037

**Education, Dept. of**

2500 N. Lincoln Blvd., Room 1 - 11  
Oklahoma City OK 73105  
(405) 521-3977

**Election Bd., State**

6 State Capitol  
Oklahoma City OK 73105  
(405) 521-2391

**Embalmers and Funeral****Directors, OK State Bd. of**

4545 N. Lincoln Blvd., Suite 175  
Oklahoma City OK 73105  
(405) 522-1790

**\* Employees Benefits Council**

200 N. Harvey, Suite 1200  
Oklahoma City, OK 73102  
(405) 232-1190

**\* Employment Security****Comm., OK**

2401 N. Lincoln Blvd.  
Oklahoma City OK 73105  
(405) 557-7217

**Environmental Quality,****OK Dept. of**

707 N. Robinson  
Oklahoma City OK 73102  
(405) 702-7100

**Ethics Commission**

B5 State Capitol  
Oklahoma City OK 73105  
(405) 521-3451

**\* Finance, Office of State**

122 State Capitol  
Oklahoma City OK 73105  
(405) 521-2141

**Fire Marshal's Office, State**

2401 NW 23<sup>rd</sup> Street, Suite 4  
Oklahoma City OK 73107  
(405) 522-5005

**Grand River Dam Authority**

226 W. Dwain Willis Avenue  
Vinita OK 74301-0409  
(918) 256-5545

**Handicapped Concerns,****Office of**

2401 NW 23<sup>rd</sup>, Suite 90  
Oklahoma City OK 73107  
(405) 521-3756

**\* Health Care Authority, OK**

4545 N. Lincoln Blvd., Suite 124  
Oklahoma City, OK 73105  
(405) 522-7300

**Health, OK State Dept. of**

1000 N.E. 10th Street  
Oklahoma City OK 73117  
(405) 271-4171

**Historical Society, OK**

2401 N. Laird Avenue  
Oklahoma City, OK 73105  
(405) 522-5225

**Human Rights Comm., OK**

2101 N. Lincoln Blvd., Suite 480  
Oklahoma City OK 73105-4906  
(405) 521-3441

**\* Human Services, Dept. of**

2400 N. Lincoln Blvd.  
Oklahoma City OK 73125  
(405) 521-3613

**No. OK Resource Ctr. of Enid**

2600 East Willow  
Enid OK 73701-8715  
(580) 237-1027

**So. OK Resource Ctr.****of Pauls Valley**

Route 1, Box 44A  
Pauls Valley, OK 73075  
(405) 238-6401

**Investigation, OK State****Bureau of**

6600 N. Harvey, Suite 300  
Oklahoma City OK 73116-7902  
(405) 848-6724

**\* Juvenile Affairs, Office of**

3812 N. Santa Fe  
Oklahoma City OK 73118  
(405) 530-2800

<sup>3</sup> Though all state agencies may participate in the Carl Albert Public Internship Program, *if* they have the money in their budget to pay the salary of any intern they hire, several agencies have used the Program more than others. Those agencies are indicated with an \* on the list that begins on this page. For additional information on any of the agencies listed, you may log onto the Department of Libraries' *Oklahoma State Government Online*, at <http://www.odl.state.ok.us/sqinfo/ok.htm> or consult the *ABC: Oklahoma State Agencies, Boards, and Commissions* publication located at <http://www.odl.state.ok.us/sqinfo/abc/abc.pdf>.

**\* Labor, Dept. of**  
4001 N. Lincoln Blvd.  
Oklahoma City OK 73105-5212  
(405) 528-1500  
**Land Office, Commrs. of the**  
5801 N. Broadway, Suite 200  
Oklahoma City OK 73126  
(405) 604-8100  
**Libraries, OK Dept. of**  
200 NE. 18th Street  
Oklahoma City OK 73105  
(405) 521-2502  
**LP Gas Administration, OK**  
2101 N. Lincoln Blvd., Suite B-45  
Oklahoma City OK 73105-4990  
(405) 521-2458  
**McCarty Ctr. for Children with  
Developmental Disabilities, J.D.**  
2002 East Robinson Street  
Norman OK 73071-7420  
(405) 307-2800  
**Medical Licensure and  
Supervision, OK State Bd. of**  
5104 N. Francis, Suite C  
Oklahoma City OK 73118  
(405) 848-6847  
**Mental Health and Substance  
Abuse Services, Dept. of**  
1200 N.E. 13th Street  
Oklahoma City OK 73152-3277  
(405) 522-3902  
**Merit Protection Comm., OK**  
3545 NW 58<sup>th</sup>, Suite 360  
Oklahoma City, OK 73112  
(405) 525-9144  
**Military Dept., The OK**  
3501 Military Circle, N.E.  
Oklahoma City OK 73111-4398  
(405) 228-5639  
**Narcotics and Dangerous Drugs  
Control, OK State Bureau of**  
4545 N. Lincoln Blvd., Suite 11  
Oklahoma City OK 73105  
(405) 521-2885  
**Osteopathic Examiners, Bd. of**  
4848 N. Lincoln Blvd., Suite 100  
Oklahoma City OK 73105-3321  
(405) 528-8625  
**Pardon and Parole Board**  
4040 N. Lincoln Blvd., Suite 219  
Oklahoma City OK 73105-5221  
(405) 427-6648, x. 237  
**Peanut Commission, OK**  
624 W. Independence, Suite 111  
Shawnee, OK 74802  
(405) 275-5994

**\* Personnel Mgmt., Office of**  
2101 N. Lincoln Blvd., Suite G-80  
Oklahoma City OK 73105-4904  
(405) 521-2177  
**Pharmacy, OK State Bd. of**  
4545 N. Lincoln Blvd., Suite 112  
Oklahoma City OK 73105-3488  
(405) 521-3815  
**Physician Manpower  
Training Comm.**  
1140 N.W. 63rd Street, Suite 302  
Oklahoma City OK 73116  
(405) 843-5667  
**Professional Engineers and  
Land Surveyors, State Bd. of  
Registration for**  
201 N.E. 27th Street, Suite 120  
Oklahoma City OK 73105-2788  
(405) 521-2874  
**Public Safety, OK Dept. of**  
3600 Martin Luther King Blvd.  
Oklahoma City OK 73136-0415  
(405) 425-2162  
**Real Estate Comm., OK**  
2401 NW 23<sup>rd</sup>, Street, Suite 18  
Oklahoma City OK 73107  
(405) 521-3387  
**\* Rehabilitation Services,  
Dept. of**  
3535 N.W. 58th St., Suite 500  
Oklahoma City OK 73112-4815  
(405) 951-3400  
**\* Retirement System, OK Public  
Employees**  
5801 N. Broadway Ext., Suite 400  
Oklahoma City OK 73152-3007  
(405) 858-6737  
**Retirement System,  
OK Teachers'**  
2500 N. Lincoln Boulevard  
Oklahoma City OK 73152  
(405) 521-2223  
**Science and Math, OK School of**  
1141 N. Lincoln Blvd.  
Oklahoma City OK 73104-2847  
(405) 521-6436  
**Secretary of State**  
101 State Capitol  
Oklahoma City OK 73105-4897  
(405) 522-0070  
**Securities, OK Dept. of**  
120 N. Robinson, Suite 860  
Oklahoma City OK 73102  
(405) 280-7700  
**Sheep and Wool Comm.**  
1404 NW 141<sup>st</sup> Street  
Edmond OK 73013  
(405) 755-1558

**\* State and Education Employees  
Group Insurance Bd., OK**  
3545 N.W. 58th Street, Suite 110  
Oklahoma City OK 73112  
(405) 717-8961  
**Tax Commission, OK**  
2501 N. Lincoln Blvd.  
Oklahoma City OK 73194-0001  
(405) 521-3167  
**Tourism and Recreation  
Department, OK**  
120 N. Robinson, Suite 600  
Oklahoma City OK 73102  
(405) 230-8550  
**Transportation, OK Dept. of**  
200 N.E. 21st Street, Room 1 B-5  
Oklahoma City OK 73105-3204  
(405) 521-2541  
**Turnpike Authority, OK**  
3500 Martin Luther King Blvd.  
Oklahoma City OK 73136  
(405) 425-3600  
**Veterans Affairs, OK Dept. of**  
2311 N. Central  
Oklahoma City OK 73152  
(405) 521-3684  
**\* Water Resources Bd., OK**  
3800 N. Classen Blvd.  
Oklahoma City OK 73118  
(405) 530-8800  
**Will Rogers Memorial Comm.**  
1720 W. Will Rogers Blvd.  
Claremore OK 74018  
(918) 341-0719

**State of Oklahoma  
Non-Merit System Agencies**

**Accountancy Bd., The OK**

4545 N. Lincoln Blvd., Suite 165  
Oklahoma City OK 73105-3413  
(405) 521-2397

**Architects and Landscape**

**Architects of OK, Bd. of**

**Governors of the Licensed**

11212 N. May Ave., Suite 110  
Oklahoma City OK 73120-6335  
(405) 949-2383

**Arts Council OK**

2101 N. Lincoln Blvd., Suite 640  
Oklahoma City OK 73105-4987  
(405) 521-2931

**\* Attorney General, Office of the**

112 State Capitol  
Oklahoma City OK 73105  
(405) 521-3921

**Auditor and Inspector, State**

100 State Capitol  
Oklahoma City OK 73105-4802  
(405) 521-3495

**Banking Dept., State**

4545 N. Lincoln Blvd., Suite 164  
Oklahoma City OK 73105  
(405) 521-2782

**Boll Weevil Eradication Org., OK**

810 South Main  
Hobart OK 73651  
(580) 726-4280

**Chiropractic Examiners, Bd. of**

201 NE Terrace, Suite 3  
Oklahoma City OK 73105  
(405) 524-6223

**Crime Victims Comp. Bd.**

2200 Classen Blvd., Suite 1800  
Oklahoma City OK 73106-5811  
(405) 557-6704

**District Attorneys Council**

421 NW 13<sup>th</sup> Street, Suite 290  
Oklahoma City OK 73103  
(405) 264-5000

**Educational Television**

**Authority, OK**

7403 N. Kelley Avenue  
Oklahoma City OK 73113  
(405) 848-8501

**Firefighters Pension and**

**Retirement Bd., State**

4545 N. Lincoln Blvd., Suite 265  
Oklahoma City OK 73105  
(405) 522-4600

**Governor, Office of the**

212 State Capitol  
Oklahoma City OK 73105  
(405) 521-2345

**Horse Racing Comm., OK**

2614 Villa Prom  
Oklahoma City OK 73107  
(405) 943-6472

**House of Representatives, OK**

401 State Capitol  
Oklahoma City OK 73105  
(405) 521-2711

**Indian Affairs Comm., OK**

4545 N. Lincoln Blvd., Suite 282  
Oklahoma City OK 73105  
(405) 521-3828

**Indigent Defense System, OK**

P.O. Box 926  
Norman OK 73070-0926  
(405) 801-2601

**Industrial Finance Auth., OK**

5900 N. Classen Court  
Oklahoma City OK 73118-5923  
(405) 842-1145

**Insurance Dept.**

2401 NW 23<sup>rd</sup> Street, Suite 28  
Oklahoma City OK 73152-3408  
(405) 521-2828

**Interstate Oil Compact Comm.**

900 NE 232<sup>nd</sup> Street  
Oklahoma City OK 73105  
(405) 525-3556

**J.M. Davis Memorial Comm.**

333 N. Lynn Riggs  
Claremore OK 74018  
(918) 341-5707

**Law Enforcement Education and  
Training, Council on**

3530 Martin Luther King Blvd.  
Oklahoma City OK 73136  
(405) 425-2750

**Law Enf. Retirement Bd., OK**

4545 N. Lincoln Blvd., Suite 257  
Oklahoma City OK 73105-3414  
(405) 522-4931

**Legislative Fiscal Office**

Room B-30, State Capitol Bldg.  
Oklahoma City OK 73105  
(405) 521-4144

**Lt. Governor, Office of the**

211 State Capitol  
Oklahoma City OK 73105  
(405) 521-2161

**Marginally Producing Oil and**

**Gas Wells, Comm. on**  
3535 NW 58<sup>th</sup> Street, Suite 80  
Oklahoma City, OK 73112-4802  
(405) 604-0460

**Med. Tech. & Research**

**Auth. of OK**

505 N.E. 13th Street  
Oklahoma City OK 73104  
(405) 271-3685

**Medicolegal Invest., Bd. of**

901 North Stonewall  
Oklahoma City OK 73117  
(405) 239-7141

**Mines, Dept. of**

4040 N. Lincoln Blvd., Suite 107  
Oklahoma City OK 73105  
(405) 427-3859

**Motor Vehicle Comm., OK**

4334 N.W. Expressway, Suite 183  
Oklahoma City OK 73116-1515  
(405) 521-2375

**Nursing, OK Bd. of**

2915 N. Classen Blvd., Suite 524  
Oklahoma City OK 73106  
(405) 962-1800

**Nursing Home Admin., OK State**

**Bd. of Examiners for**

3033 North Walnut, Suite 100E  
Oklahoma City OK 73105  
(405) 521-0991

**Optometry, Bd. of Examiners In**

6912 E. Reno, Suite 302  
Midwest City OK 73110  
(405) 733-7836

**Police Pension and Retirement  
System, OK**

1001 N.W. 63<sup>rd</sup> Street, Suite 305  
Oklahoma City OK 73116-7335  
(405) 840-3555

**Psychologists, State Bd. of  
Examiners of**

201 NE 38<sup>th</sup> Terrace, Suite 3  
Oklahoma City OK 73105  
(405) 524-9094

**Senate, OK State**

422 State Capitol  
Oklahoma City OK 73105  
(405) 521-5692

**Social Workers, State Bd.  
of Licensed**

5104 North Francis, Suite E  
Oklahoma City OK 73118  
(405) 946-7230

**Speech Pathology & Audiology,  
Bd. of Examiners for**

P.O. Box 53592  
Oklahoma City OK 73152  
(405) 840-2774

**Teacher Preparation, Comm. for**

4545 Lincoln Blvd., Suite 275  
Oklahoma City OK 73105  
(405) 525-2612

**Treasurer, State**

217 State Capitol  
Oklahoma City OK 73105  
(405) 521-3191

**Used Motor Vehicle and Parts  
Comm., OK**

2401 NW 23<sup>rd</sup> Street, Suite 57  
Oklahoma City OK 73107  
(405) 949-2626

**Veterinary Medical Examiners,  
OK Bd. of**

201 NE 38<sup>th</sup> Terrace, Suite 1  
Oklahoma City OK 73105  
(405) 524-9006

**Wheat Utilization, Research and  
Market Development Comm.**

800 N.E. 63rd Street  
Oklahoma City, OK 73105  
(405) 521-6685

**Wildlife Conservation, Dept. of**

1801 N. Lincoln Blvd.  
Oklahoma City, OK 73152  
(405) 521-6685

**Carl Albert Public Internship Program**  
**74 O.S. (2002 Supp.) §§ 840-3.2, et seq.**

**840-3.2. Creation—Purpose—Administration.**

There is hereby established within the Office of Personnel Management, the Carl Albert Public Internship Program. The purposes of the program shall be to assist students at institutions of higher education in gaining experience and knowledge in state government and to encourage recruitment of such students to pursue careers in state government service. In administering the program, the Administrator of the Office of Personnel Management shall:

1. Consult with the chief administrative officers of the legislative, executive, and judicial branches of government in encouraging the establishment and development of intern positions within their agencies;

2. Coordinate with the State Regents for Higher Education and the appropriate public and private institutions of higher education in Oklahoma in the development of a statewide internship program, soliciting qualified applicants, and selecting participants;

3. Develop and coordinate a selection process for placing individuals in intern positions. This selection process shall provide for equal employment opportunities in accordance with state and federal law;

4. Develop and coordinate a training plan for the internship program which balances the need for training and exposure to new ideas with the intern's and agency's need for on-the-job work experience;

5. Develop guidelines for a compensation plan for interns participating in this program;

6. Provide for recruitment in the regular state service of persons who have successfully completed the Executive Fellows Program provided for in Section 3 of this act.

**840-3.3. Repealed.**

**840-3.4. Undergraduate Public Internship Program—Executive Fellows Program**

A. The Carl Albert Public Internship Program shall consist of two individual internship programs:

1. An Undergraduate Internship Program consisting of a temporary position for students enrolled in an institution of higher education and working toward an undergraduate degree;

2. An Executive Fellows Program consisting of six-month to two-year placements in professional or managerial level positions for students who have:

a. successfully completed a baccalaureate degree and at least six (6) semester hours of approved graduate level work with at least a three point zero (3.0) grade point average calculated on a four point zero (4.0) scale in all graduate coursework,

b. demonstrated a substantial interest in public sector management,

c. been recommended by the institution of higher education at which they are enrolled, and

d. such additional requirements as determined by the Office of Personnel Management.

B. Employing agencies shall rate the performance of participants in the Executive Fellows Program in accordance with Section 840-4.17 of this title.

C. State employees, who otherwise meet the qualifications of the program, shall be eligible to participate in the Carl Albert Public Internship Program upon the written recommendation of the chief administrative officer of the applicant's agency.

**840-3.5. Rules and regulations**

The Office of Personnel Management shall promulgate rules to provide that:

1. Upon successful completion of a two-year internship in the Executive Fellows Program, a participant who has met all requirements of education and experience shall be eligible for appointment to a position in the classified or unclassified service of the state and shall be deemed as meeting all other statutory requirements;

2. Persons leaving classified or unclassified positions in state government in order to take an internship shall:

a. have the right to return to the previous position at any time during the internship or upon completion of the internship, and

b. continue to receive all fringe benefits they would have received in their previous classified or unclassified positions;

3. Participants in the Undergraduate Internship Program who were not public employees prior to accepting a position in the program shall be employed in accordance with paragraph 8 of subsection A of Section 840-5.5 of this title;

4. Participants in the Executive Fellows

Program who were not public employees prior to accepting a position in the program shall be appointed in accordance with paragraph 10 of subsection A of Section 840-5.5 of this title, except that they shall be granted leave benefits commensurate with regular state employees;

5. Selection of interns shall be coordinated by the Office of Personnel Management, but shall permit appropriate involvement by institutions of higher education and state agencies in order to ensure the integrity of the program, permit the appropriate match between interns and agency assignments, and to benefit the employing agency;

6. The Administrator of the Office of Personnel Management may waive the completion of six (6) semester hours of approved graduate level work required by Section 840-3.4 of this title for participation in the Executive Fellows Program for an undergraduate intern enrolled in six (6) semester hours of approved graduate level work and currently employed by a state agency;

7. Establish compensation plans for interns;

8. Empower the Office of Personnel Management to intercede in an internship when the Office determines, at the request of the intern, the agency, or the institution of higher education at which the intern is enrolled, that an internship is not functioning in accordance with guidelines established for the program and that are necessary for the efficiency and integrity of the program.

**840-3.6. Exception to employment limitations**

Intern positions established pursuant to the provisions of this act shall not be included within any limitation on full-time-equivalent employee positions for any agency.

**840-3.7. Certain construction of act prohibited**

Provided that nothing in this act creating the Carl Albert Public Internship Program shall be construed to limit the authority of state agencies and institutions of higher education to continue or establish other internship programs or positions.

## **Merit System of Personnel Administration Rules** ***Carl Albert Public Internship Program***

### **530:10-17-70. Purpose**

(a) The rules in this Part establish policies and procedures to implement the Carl Albert Public Internship Program in accordance with Sections 840-3.2 through 840-3.7 of Title 74 of the Oklahoma Statutes.

(b) The Carl Albert Public Internship Program consists of Executive Fellows internships and undergraduate internships. The purposes of the program shall be to assist students at institutions of higher education in gaining experience and knowledge in state government and to encourage recruitment of such students to pursue careers in state government service [74:840-3.2]. The rules governing the program apply to both merit system and non-merit system employing agencies.

(c) This part contains 3 groups of Sections:

- (1) Section 530:10-17-74 pertains only to Undergraduate Internships,
- (2) Sections 530:10-17-75 and 530:10-17-84 pertain only to Executive Fellows Internships, and
- (3) Sections 530:10-17-77 through 530: 10-17-82 pertain generally to the Carl Albert Public Internship Program.

### **530:10-17-71. [RESERVED]**

### **530:10-17-72. Carl Albert Public Internship Program Advisory Committee; organization and meetings [EXPIRED]**

### **530:10-17-73. [RESERVED]**

### **530:10-17-74. Undergraduate internship program**

(a) **Eligibility.** The undergraduate internship program consists of temporary positions for students enrolled in institutions of higher education and working toward an undergraduate degree [74:840-3.4(1)]. To be considered for eligibility determination, applicants shall have completed at least **24** semester hours of coursework with at least a **2.5** cumulative grade point average on a **4.0** scale. Applicants shall follow the procedures in 530:10-17-77 for eligibility determination.

(b) **Conditions of employment.** Participants in the Undergraduate Internship Program who receive internship appointments shall:

- (1) be employed in accordance with paragraph 8 of Section 840-5.5 of Title 74 of the Oklahoma Statutes, for not more than 2 semesters or 999 hours,
- (2) continue making progress toward an undergraduate degree,
- (3) maintain the grade point average set out in (a) of this Section, and

(4) complete the training requirements described in (d)(3) of this Section.

(c) **Benefits.** Undergraduate interns shall not be eligible for paid leave, or health and retirement benefits.

(d) **Responsibilities of appointing authorities.**

(1) The Appointing Authority or designee shall ensure that the intern provides written verification to the Office of Personnel Management that the intern is:

(A) continuing to make progress toward an undergraduate degree during each semester employed, and

(B) maintaining the grade point average set out in (a) of this Section.

(2) If this information is not transmitted to the Office of Personnel Management within **30** days after the end of the previous semester, the Administrator shall notify the Office of State Finance and the Appointing Authority of the termination of the internship agreement in accordance with Section 530:10-17-82(a).

(3) Each Appointing Authority shall provide a minimum of 4 clock hours of job-related training for undergraduate interns during the internship, in addition to the training coordinated by the Administrator, and shall provide verification to the Office of Personnel Management of the completion of the training requirements.

### **530:10-17-75. Executive Fellows program**

(a) **Eligibility.** An Executive Fellows Program consists of six-month to two-year placements in professional or managerial level positions for students [74:840-3.4(2)]. No person is eligible to participate in the Executive Fellows program for more than **2** years. To be considered for eligibility determination, applicants shall have completed a baccalaureate degree and at least **6** semester hours of graduate level coursework with at least a **3.0** grade point average on a **4.0** scale [74:840-3.4(2)(a)] or a **7.0** on a **12.0** scale in all graduate level coursework. Applicants shall follow the procedures in 530:10-17-77 for eligibility determination.

(b) The Administrator may waive the completion of **6** semester hours of graduate level coursework required by subsection (a) of this section for **1** semester, if:

(1) An individual currently employed by a state agency as a Carl Albert Public Internship Program undergraduate intern provides written verification to the Office of Personnel Management that he or she has:

(A) completed an undergraduate degree, and

- (B) is enrolled in 6 semester hours of approved graduate level work; and
- (2) The Appointing Authority or designee of the agency where the undergraduate intern is currently employed certifies in writing on a form provided by the Office of Personnel Management that the agency intends to employ the undergraduate intern as a Carl Albert Public Internship Program Executive Fellow immediately upon the undergraduate intern's completion of an undergraduate degree.
- (c) The appointment of an Executive Fellow in accordance with subsection (b) is not effective until the Administrator approves:
- (1) the waiver of the 6 semester hours of graduate level coursework; and
  - (2) an Executive Fellow agreement form prepared by the Appointing Authority in accordance with 530:10-17-77(f).
- (d) At the end of the semester for which the waiver of the 6 semester hours of graduate level coursework was approved by the Administrator pursuant to subsection (b), the individual employed as a Carl Albert Public Internship Program Executive Fellow shall meet the eligibility requirements in subsection (a) of this section or be removed from the Carl Albert Public Internship Program. [74:840-3.5]
- (e) **Conditions of employment.** Participants in the Executive Fellows Program who receive internship appointments shall:
- (1) be appointed in accordance with paragraph 10 of Section 840-5.5 of Title 74 of the **Oklahoma Statutes** [74:840-3.5(4)],
  - (2) be granted leave benefits commensurate with regular state employees [74:840-3.5(4)],
  - (3) be enrolled in the state health insurance and retirement benefits programs, if expected to work one thousand (1,000) or more hours per year,
  - (4) continue to make scholastic progress toward their graduate degrees during each fall and spring semester until completion of all graduate degree requirements,
  - (5) maintain the grade point average set out in (a) of this Section, and
  - (6) complete the training requirements described in (c)(3) of this Section.
- (f) **Responsibilities of appointing authorities.**
- (1) The Appointing Authority or designee shall ensure that the intern provides written verification to the Office of Personnel Management that the intern is:
    - (A) continuing to make scholastic progress toward a graduate degree, until completion of all graduate degree requirements, and
    - (B) maintaining the grade point average set out in (a) of this Section.

(2) If this information is not transmitted to the Office of Personnel Management within 30 days after the end of the previous semester, the Administrator shall notify the Office of State Finance and the Appointing Authority of the termination of the internship agreement in accordance with Section 530:10-17-82(a).

(3) Each Appointing Authority shall provide a minimum of 8 clock hours of job related training for Executive Fellows during each 6-month period, in addition to the training coordinated by the Administrator, and shall provide verification to the Office of Personnel Management of the completion of the training requirements.

(4) Each Appointing Authority *shall rate the performance of participants in the Executive Fellows Program in accordance with Section 840-4.17 of Title 74 of the Oklahoma Statutes.* [74:840-3.4]

#### **530:10-17-76. [RESERVED]**

#### **530:10-17-77. Application form and procedure**

##### **(a) Application form and applicant survey form.**

(1) The Carl Albert Public Internship Program application is available from the Office of Personnel Management. The application form provides information about the application process and eligibility requirements. It solicits information about applicants and their qualifications for participation in the program.

(2) Applicants may apply at any time.

(3) An applicant may complete a voluntary survey form which solicits information related to demographics, including race or ethnic group, and disabilities. The information shall be used for statistical purposes only.

**(b) Communication with the Office of Personnel Management.** Interested persons may direct communications to the attention of the Carl Albert Public Internship Program in accordance with 530:1-1-12.

**(c) Application procedure.** Applicants for the internship program shall provide the following information to the Office of Personnel Management for review and determination of eligibility:

(1) A completed and signed application form;

(2) Transcript(s) of coursework from accredited higher education institutions;

(3) A letter of nomination from a faculty member of the higher education institution where they are enrolled;

(4) A letter of recommendation from the current Appointing Authority, if the applicant is a state employee [74:840-3.4(4)];

(5) A resume;

(6) Three letters of recommendation from persons other than relatives or the nominating faculty member;

(7) Verification of current enrollment.

(d) **Notification.** The Administrator shall notify applicants if the documents they submit are sufficient for eligibility. A notice of eligibility does not mean the applicant will be employed as an intern.

(e) **Length of eligibility.** Applicant information on file at the Office of Personnel Management shall remain active if eligible applicants submit verification of current enrollment and an updated transcript each semester. If applicants fail to provide updated information within 90 days after the end of the previous semester, they will no longer be eligible for employment as an intern and their names will be removed from the list of eligible applicants made available to state agencies.

(f) **Appointment.**

(1) The Administrator shall provide a list of all eligible applicants for the Carl Albert Public Internship Program to state agencies periodically and at an agency's request. An agency may request an eligible applicant list and copies of individual eligible intern files at any time.

(2) An agency may appoint any eligible applicant after the Administrator has approved a completed Carl Albert Public Internship Agreement Form described in (3) of this subsection. A new form shall be completed if there are any substantive changes to the original agreement.

(3) The Administrator shall provide the internship agreement form to state agencies. The form solicits information about the employing agency, the Executive Fellow or Undergraduate Intern, and the internship faculty member. The form provides information regarding employment, benefits, training, work schedules, duties, compensation, and projected length of internship. Before an eligible applicant enters on duty, the agreement form shall be completed and signed by:

- (A) The eligible applicant;
- (B) The Appointing Authority or designee of the employing agency, who shall certify that the internship appointment does not contravene any provision of the Oklahoma Personnel Act or the Merit Rules;
- (C) The college or university faculty member who shall monitor the internship; and
- (D) A representative of the Administrator.

(4) All intern appointments are made at the discretion of the Appointing Authority. Executive Fellows will count against an agency's full-time-equivalent employee limit if an agency retains them after the internship time period is completed.

(5) The signature of the faculty member shall not be required when a Carl Albert Executive Fellow who has already completed his or her degree

requirements is completing a new agreement form.

(g) **State employees.** State employees may apply to participate in the Carl Albert Public Internship Program. Permanent classified and regular unclassified employees who receive internship appointments may request leave without pay from their permanent or regular employment in accordance with 530:10-15-47, **Leave of absence without pay.** Probationary employees and regular unclassified employees with less than **12** months continuous service shall resign before entry-on-duty as an intern.

**530:10-17-78. Appointment [EXPIRED]**

**530:10-17-79. [RESERVED]**

**530:10-17-80. General conditions of employment**

(a) **No expectation of continued employment.**

(1) Persons participating in the Carl Albert Public Internship Program shall be employed in the unclassified service of the state in accordance with Section 840-5.5 of Title 74 of the **Oklahoma Statutes** and Sections 530:10-17-74 and 530:10-17-75.

(2) An intern has no right or expectation of continued employment in any classified or unclassified position with the state because of participation in the Carl Albert Public Internship Program.

(b) **Compensation plan for interns.**

(1) The employing agency shall establish compensation plans that include rates of pay for Carl Albert Public Internship Program positions which are consistent with positions having like duties and responsibilities within the agency.

(2) The Administrator may establish job descriptions for interns in accordance with Section 530:10-5-8.

(3) Carl Albert interns who are not exempt from the provisions of the Fair Labor Standards Act (29 U.S.C. 201 et seq.) are subject to its overtime provisions and 530:10-7-12.

(4) Salary adjustments may be made in accordance with Section 840-2.17 of Title 74 of the **Oklahoma Statutes.**

(c) **Report of work performance to educational institution.** The Appointing Authority or designee of the employing agency shall provide the internship faculty member with information necessary to evaluate the intern's work experience for academic purposes at the faculty member's request.

(d) **Intercession by the Office of Personnel Management.** The Office of Personnel Management may intercede in an internship if the Office determines, at the request of the intern, the agency, or the institution of higher education at which the intern is enrolled, that an internship is not functioning [74:840-3.5(7)] in accordance with the rules in

this Part, and the individual internship agreement. The intercession process may include, but is not limited to the following actions: modification of certain agreement terms, reassignment, and separation or early release from the internship.

(e) **State employees; continuation of benefits.** State employees leaving classified or exempt positions in state government in order to take an internship shall continue to receive all fringe benefits they would have received in their previous classified or exempt positions [74:840-3.5(2)].

(f) **Training requirements.** Each intern shall complete the training requirements prescribed by the employing agency and the Administrator.

### **530:10-17-81. [RESERVED]**

### **530:10-17-82. Carl Albert Public Internship Program; termination of internship**

(a) **Termination of internship agreement and separation.** An agency may continue to employ a person as an intern only during the period of the internship agreement as provided by the rules in this Part. The agency, the intern, or the Administrator may terminate the internship agreement at any time without notice. The agency may separate the intern with or without cause.

(b) **Voluntary exit evaluation.** Carl Albert interns may complete a confidential voluntary exit survey at the end of the internship. Survey forms provided by the Administrator shall solicit information such as program strengths and weaknesses, and recommendations for improvement.

(c) **State employees; right of return and recall to previous position.**

(1) State employees *leaving classified or exempt positions in state government in order to take an internship shall have the right to return to the previous position at any time during the internship or upon completion of the internship* [74:840-3.5(2)].

(2) The Appointing Authority may require a state employee participant to return to the original state agency position before the internship termination date stated on the agreement form. The employee shall be notified by certified mail and given 7 calendar days to return to work. The notification shall include reasons for requiring the employee to return to work. If the employee fails to return as directed, the Appointing Authority may discipline the employee.

### **530:10-17-83. [RESERVED]**

### **530:10-17-84. Executive Fellows program; conversion**

(a) **Eligibility.** An Executive Fellow *shall be eligible for appointment to a position in the classified or unclassified service of the state and*

*shall be deemed as meeting all other statutory requirements* if the participant has:

(1) Been certified by the Appointing Authority as having successfully completed a 2-year internship within a 3-year period; and

(2) *Met all requirements of education and experience.*

(b) **Direct conversion.** If there is no break in service after successful completion of a 2-year internship, the conversion to a position in the classified service shall be exempt from the:

(1) application and certification procedures described in 530:10-9,

(2) probationary period described in Part 3 of 530:10-11, and

(3) posting requirements in Part 5 of 530:10-11, if the conversion is to a class, which is consistent with the duties and responsibilities of the Executive Fellow internship.

(c) **Salary upon direct conversion.** If there is no break in service, the salary shall be determined in accordance with 530:10-7-3.

(d) **Conversion following a break in service.** If the Executive Fellow is separated after successful completion of a 2-year internship and before being converted to the classified service, the agency shall meet the internal posting requirements of Part 5 of 530:10-11 before the person is reinstated and converted to the classified service, and may require a probation period in accordance with 530:10-9-102.

(e) **Roster.** The Administrator shall maintain a roster of Executive Fellows who have submitted a written request for eligibility for appointment to a position in the classified or unclassified service of the state upon successful completion of a 2-year Executive Fellows internship. Appointing authorities or their designees may request this roster from the Office of Personnel Management. Additionally, Executive Fellows may make application for employment directly with state agencies. The following requirements must be met before an agency may hire an Executive Fellow from the roster:

(1) The Administrator must certify that the person meets the current minimum qualifications for the class;

(2) The Administrator may require the person to pass a qualifying examination before approving a reinstatement;

(3) The date the person enters on duty in probationary status must be within 2 years after the completion of the Executive Fellows internship;

(4) The person's salary must be set in accordance with 530:10-7-3;

(5) The probationary period must be in accordance with 530:10-11-30; and

(6) The agency must meet internal posting requirements.

