Q: Do I have to attend Oklahoma State University to be eligible for an Extension intern position?
A: No, eligible participants must be enrolled as a junior, senior or graduate student in any academically accredited college or university. It does not have to be Oklahoma State University.

Q: Do I have to be an Ag major?
A: While we prefer students who are majoring in disciplines in the College of Agricultural Sciences and Natural Resources or College of Human Sciences, we are not limiting selections to these colleges. Students from Education, Arts and Sciences, etc could be considered. The student should be majoring in a subject that is related to the programs being taught in our county offices.

Q: How much will each intern be paid?
A: The pay is $10 per hour for a forty hour week for 8-10 weeks.

Q: What will be my responsibility as an intern?
A: The object of the internship is to provide an opportunity for the students to experience the work that Extension professionals perform. Interns will be asked to plan and teach programs at the local level under the supervision of an Extension Educator.

Q: Will I receive academic credit for this internship?
A: Credit for this internship is a matter to be determined by the student and his or her professors.

Q: What is the Cooperative Extension Service (“Extension”)?
A: Extension is an external teaching arm of Oklahoma State University. It has a specific range of topics that educators teach. These include agriculture and natural resources, family consumer sciences, 4-H youth development, and rural and community development. There is an Extension presence in each county of the state, all (or most) US States and many US territories.

Q: What county will I be assigned to if accepted?
A: Interns will be matched with counties acceptable to them and to the host county. To provide a student with new experiences, placement in the student’s home county will be avoided if possible.

Q: Are there funds to help with living arrangements in the counties?
A: There are no funds to help with living expenses in the counties. Some counties may be able to assist in finding local arrangements for housing. The stipend can be used at the student’s discretion and can help with living expenses.

Q: What are the qualifications for the internship position?
A: Interns should preferably be college juniors, seniors or graduate students, currently enrolled with at least a 2.5 GPA. Students with an interest in Extension careers will be given priority.

Q: Are there funds to help support my work in the county?
A: The county staff will submit a budget proposal for a maximum of $100 per week to help support your internship. These funds can be used for supplies and materials needed to help plan, conduct, and evaluate programs or events associated with the internship.
Q: Are there reporting requirements?
A: If the student is involved in an internship program through a department (with or without credit) where there is a reporting process in place, the student will follow that process and submit copies to OCES. If there is not a reporting program the student will be asked to complete a report at the conclusion of their experience and should inform the Internship Coordinator of any problems or concerns that might arise.

Q: Are there other requirements or opportunities?
A: Interns will complete an exit interview with the County Extension Director which will include a process similar to an annual performance appraisal. This formative evaluation will assist in future internship programs. An Outstanding OCES Intern Award will be presented to the student who submits the most comprehensive (showing scope and impact) portfolio of their OCES internship. The student will be recognized at the OCES Biennial Conference or at another appropriate event. The award will be a plaque and a $250 cash award.

Q: Are there behavioral expectations?
A: Interns are expected to act as professionals in the community/county where they complete their internship. To this end, the student will be expected to meet the standards of professionalism as described in the Behavioral Guidelines provided with the application.

Q: When will I know if I get an internship?
A: Applicants will be notified as soon as possible after interviews are conducted, early in the spring semester.

Q: If I do not get a funded internship are there other internships with OCES?
A: Some counties that are not selected to be among the 6-10 host sites may be approved by the OCES administration to host non-paid opportunities.

Q: Will the 40 hour work week be limited to Monday through Friday? Will I have every weekend off?
A: The 40 hour work week will be established between the intern and their county supervising educator. Many county events take place in the evenings and/or on the weekend, so some night and weekend work may be required to fully “experience” the role of the OCES educator.

Q: Will my on the job travel expenses be covered?
A: Travel expenses are limited to no more than $400. If the county has funds to help provide travel, registration fees, etc they may provide for those expenses. Any travel generally will be done with the educator(s) who can provide shared transportation. Travel is not provided to and from your residence to the office (commuting mileage). You will be allowed to recover approved registration fees for meetings, conferences, etc that are part of the county’s approved budget, including attendance at a professional association meeting.

Q: Will there be opportunity for me to network with other interns?
A: Yes, efforts will be made to have interns visit one or more counties in the region where working. Efforts will be made to have three or more interns visit on the same dates. Also on-line meetings may be conducted during the internship.