

# Internship Procedures

Apply, Enroll, Register

## How and Where Do I Apply for This Internship?

- ✓ Go to [www.vlcglobal.com/intern](http://www.vlcglobal.com/intern). Download and look over these details.  
[Job Description for Summer Internship](#)  
[Orientation & Work Schedule](#)

Determine if this internship will facilitate your career and academics

- ✓ If you have questions, call (405) 601 2931, 8:00 am to 5:00 pm CST, ask for Internship Coordinator.
- ✓ Complete and Send the Application Form. We will evaluate all applicants before making final decisions, but you should hear from us in less than a week. Please do not send an application unless you are serious so that others are not prevented from having this opportunity.

## How and Where Do I Enroll in the Required Internship Course?

- ✓ Once accepted into the internship program, you must enroll in the appropriate course. We do not offer an internship without serious academic work as part of the assignment and for your work to be of any help to us, you need to be an end user. There is no extra cost for this. You are paying tuition for just three hours of credit and this is part of that. If your school is already cooperating with VLC, there will be a course name/number your school has designated for the VLC internship. Note that this is a specific cooperative program and does not fall under a generic internship or co-op course. The school must have a specific cooperative arrangement with VLC. If your school does not have this arrangement, we will do all we can to add them quickly (can be done in one day). They should call Intern Coordinator at 405 601 2391 or email [internship@vlcglobal.com](mailto:internship@vlcglobal.com)
- ✓ If your school is not in the VLC cooperative program, that is NO PROBLEM. We have arranged for one of our cooperating schools to accept you as a "special student" for this one course (fully accredited, private, four year university with graduate and undergraduate programs, ranked by US News and Forbes). The tuition price will be approximately \$1,500 for three credit hours. (You should have no problems transferring the credit if you so desire or you may want to simply show it separately on your resume.) If this is your preference, please let us know on your application (or by e-mail) and we will make the arrangements and have the school contact you.

## How and Where Do I Register to Get Started?

- ✓ After you have been admitted/enrolled, complete the final [Registration Form](#) [www.vlcglobal.com/intern](http://www.vlcglobal.com/intern) - This information is required before you can begin work in the VLC internship program. We will confirm this information with the university and you will receive an email introducing you to your supervisor and other interns, and giving you your first work assignments.