



Carl Albert Public Internship Program

The Carl Albert Public Internship Program (CAPIP) is a paid internship program for undergraduate and graduate students.

Undergraduate Internship Program:

In order to be eligible for appointment to a CAPIP Undergraduate Internship, an applicant must have:

- Completed 24 credit hours of undergraduate-level coursework, and
- Achieved a cumulative grade point average of 2.5 on a 4.0 scale in all undergraduate-level coursework.

Executive Fellows Internship Program:

In order to be eligible for appointment to a CAPIP Executive Fellows Internship, an applicant must have:

- Completed an undergraduate degree,
- Completed 6 credit hours of graduate-level coursework, and
- 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.

Why state agencies use CAPIP:

- Interns bring a wealth of talent and the latest technology to an agency.
- Interns provide needed person-power at times when agencies are doing more with less.
- Interns do not count against an agency's FTE limit.
- Interns fill gaps in the agency talent pool.
- CAPIP opens beneficial avenues of communication with the state's colleges and universities.
- CAPIP may assist agencies in attaining Affirmative Action employment objectives.
- Agencies have the opportunity to evaluate potential employees before offering them permanent employment.

Why students participate in CAPIP:

- Each intern is paid by the agency where he or she works.
- Executive Fellows who work over 1,000 hours a year receive paid leave and health and retirement benefits.
- It's a great way to get much-needed work experience.
- It provides the opportunity to make valuable contacts and lifelong friends.
- It's a way to get on the inside track for future career opportunities.

Carl Albert Public Internship Program Application:

All applicants are required to complete and submit a [CAPIP application](http://www.ok.gov/opm/State_Jobs/Carl_Albert_Public_Internship_Program.html) and supporting documents to be considered for the Program. (Print all the pages on white 8 1/2" X 11" paper.) Applications can be obtained from your college or university Career Planning and Placement Office, at our website (http://www.ok.gov/opm/State_Jobs/Carl_Albert_Public_Internship_Program.html), or by contacting the CAPIP Coordinator, Jenny Chong, at 405-522-1737 or by email at jenny.chong@opm.ok.gov.