Enrollment Request Form: ARTSSCI 3191.02  
Spring Semester 2017

Students seeking to enroll in ARTSSCI 3191.02 must submit this form to Randy Dineen (dineen.2@osu.edu) no later than the Friday of the 4th week of the semester (before the 2nd Friday to avoid a late add fee). You are required to obtain input from your internship site for Section 3; therefore, you should allot a minimum of three business days to complete this form. PLEASE PRINT CLEARLY!

Section 1 - STUDENT INFORMATION

Last Name: ______________________________________  First Name: _______________________________________  
Student ID Number: ________________________________  
OSU E-mail Address: _________________________________________  Cell Phone: (_____) (_____ - ________________)  
Major(s): ___________________________________________________________________  Cumulative GPA: _________  
Expected Graduation (Semester/Year): __________________________  
If you are an international student, do you have an F-1/J-1 visa?  Yes  No

Section 2 - INTERNSHIP SITE INFORMATION

Name of Company/Organization: _______________________________________________________________________
Location of Internship (city/state/zip code): _______________________________________________________________
Company’s/Organization’s Website: _____________________________________________________________________
Hours per week you will be at the internship site (estimate): _________  
____requesting 1 semester credit hour (can request if you will be working a minimum of 25 hours at the site)  
____requesting 2 semester credit hours (can request if you will be working a minimum of 62 hours at the site)  
Previously interned at the same site for course credit?  Yes  No  
If yes, specify when (Semester/Year): ________________ and name of internship course: ________________________

When searching for the internship, how did you first find out about it?

| FutureLink or Referral from Staff Member in Arts and Sciences Career Services | Ohio State Faculty/Instructor |
| Internet (not FutureLink) | Ohio State Staff Member (not affiliated with Arts and Sciences Career Services) |
| Career/Job Fair | Student Organization |
| Networking Event (not a career/job fair) | Current employer |
| Guest Speaker in a Class | Previous employer |
| Office of Undergraduate Research | Cold calling (contacted site directly) |
| Family/relative | |
| Friend | Other - please specify: |

Attention international students: Have you been authorized by the Office of International Affairs to use Curricular Practical Training (CPT)/Academic Training during this particular internship?  Yes  No
Section 3 – INTERNSHIP VERIFICATION (to be completed by the site supervisor)

Supervisor’s Name ___________________________________ and e-mail ___________________________________

Supervisor’s Phone # (include extension if applicable): ___________________________; Fax #: ____________________

Supervisor’s Postal Address: __________________________________________________________________________

Will the intern report to you at the above address? Yes No If no, specify the address of the internship site:

Street Address: ____________________________________________________________________________________

City/State/Zip Code: _________________________________________________________________________________

Title of Internship Program: __________________________________________________________________________

Start Date: ____/____/____   End Date: ____/____/____   Hours per week the student will work (estimate): ______

Please describe each of the following internship components (or, attach related documents):

Typical intern duties:

Supervision and training planned for this student:

Career exploration support to be offered (e.g., opportunities to shadow staff, mentoring discussions, etc):

Compensation: ___Unpaid    ___Paid    If paid, please specify the wage: ________
Section 3 – INTERNSHIP VERIFICATION (continued)

Supervisor Agreement

I understand that the student is enrolling in an internship course that stipulates he/she do the following by the end of the semester:

1. Work at my organization for a minimum of 25 hours (for 1 semester credit hour) or 62 hours (for 2 semester credit hours)
2. Obtain my feedback on a performance evaluation form provided by the course instructor

My signature is consent that I will serve as the supervisor for this student and seek to structure the internship experience in a way that supports the student’s learning goals. (The course instructor assumes that you will work through a process at the start of the internship to set mutually agreed upon learning goals for the student. Please contact Randy Dineen at dineen.2@osu.edu if you need sample learning agreements to use during this process.) I also agree to arrange a site visit if one is requested by the course instructor.

__________________________________                                  _________________________
Supervisor’s Signature                                                   Date

Please return this form to the student upon completion. Thank you!

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Section 4 – Office Use Only

Course: ARTSSCI 3191.02                                                  Enrollment Semester/Year: Spring 2017
Units: ___1 credit hour ___2 credit hours
Course Section: ___ 15751 – internship located in Columbus area

___ 15752 – internship located outside of Columbus

Instructor’s Signature: ________________________________________________

RECEPTION SERVICES: Please put the duplicate copy in the Intraviewer scanning bin after you enroll the student.