ENROLLMENT CHECKLIST

ALL of the following items must be submitted together and at the same time. Please email them to kloss.8@osu.edu or drop them off in person at 2014D Derby Hall during business hours.

- Internship Information Form
- Terms of Agreement Form
- Internship Statement and/or Position Description
  - must describe your responsibilities at this internship and how this experience will enrich your knowledge and understanding of government, policy, public affairs and Political Science
- All academic assignments as described in course syllabus (on Carmen) must be submitted in order to receive credit.

- International Internship Only
  - Confirm that the country you are visiting is NOT a risk designated area as determined by the US Department of State. Current list can be found here: http://travel.state.gov/content/passports/en/alertswarnings.html
  - Enroll in OSU’s supplemental insurance plan. Contact https://oia.osu.edu/ for details.

The internship coordinator will review all of this information and, if approved, will enroll you in the internship course.

If you have questions, please contact Elizabeth Kloss at 614-292-6961 (option #3) or kloss.8@osu.edu or at 2140D Derby Hall.
Political Science 3191/4191
INTERNSHIP INFORMATION FORM

☐ 4191 (3 credit hours, graded A-E)
☐ 3191 (1 credit hour, graded S/U)

Semester/Term/Year of Proposed Enrollment: ______________________

_________________________________                        ___________________________
Student’s Name                   OSU email address (name.#)

_________________________________           ___________________________
Local Street Address                 Phone Number

Major/Minor(s):______________________________________________________________________________

Expected Semester/Year of Graduation:____________                           Current Cumulative GPA: _____________

Are you currently or have you received any academic credit for internships in the past?  ____________________
If yes, please list course and term ________________________________________________________________

Have you received internship credit for this workplace in the past?  ____________________________________
Please note, you cannot earn Political Science credit more than once in each workplace
If yes, please list course and term ________________________________________________________________

Are you interning for a political campaign?  ________________________________________________________
If yes, please provide the month and year of the election _____________________________________________

__________________________________      _________________________
Organization/Company Name      Evaluating Supervisor’s Name

__________________________________   _________________________
Organization/Company Address                                                                         Evaluating Supervisor’s e-mail

__________________________________              _________________________
Title of Internship Position       Evaluating Supervisor’s phone

Please note: You may only earn Political Science credit(s) once per workplace and you cannot earn credit from
different departments (like Communications or International Studies) or a different school (like Glenn) for the
same workplace and term that you seek to enroll in 3191 or 4191. You will not be enrolled in 4191 or 3191 if the
additional credit hours puts you over the 18 hour maximum permitted by OSU. Please contact Elizabeth Kloss at
kloss.8@osu.edu if you have any questions.

_________________________________            _________________________
Political Science Department Approval

_________________________________                        ___________________________
Internship Coordinator     Date                                             Course #
Political Science 3191/4191
Political Science Internship Credit
The Ohio State University

TERMS OF AGREEMENT FORM

_______________________________________                _________________________
Student’s Name                      OSU e-mail address

STUDENT SECTION
I understand and agree to the following:

1. I will work a minimum of 90 total hours during the semester at the internship doing meaningful and responsible work. I understand that academic credit will be awarded based on satisfactory fulfillment of conditions identified in the course description and syllabus and after all relevant forms and evaluations have been submitted with appropriate signatures.

2. The academic project(s) associated with the internship experience will be under the direction of the Political Science internship coordinator and will be structured to provide me with the opportunity to enhance my theoretical understanding of the internship work, to apply concepts and skills developed through classroom education, and to acquire new concepts and skills. I will submit all course work as well as my employer’s evaluation my performance in the manner and by the dates outlined in the course syllabus.

____________________________________________     ____________________
Student’s Signature             Date

INTERNSHIP SUPERVISOR SECTION

_____________________________                        ___________________________
Evaluating Supervisor’s  Name                 Supervisor’s Title

_____________________________           ___________________________
Supervisor’s Phone No./Ext.                                 Supervisor’s email address

I understand that this student is required to work a minimum of 90 hours during the academic term doing meaningful and responsible work. I have also reviewed and approved the description of this internship that the student has attached to this form.

My signature indicates my consent to serve as the supervisor for this student and to evaluate the student at the end of the term. I understand that my evaluation will count as significant portion of the student’s grade.

This internship experience complies with all federal, state and local laws and regulations.

____________________________________________    ____________________
Evaluating Supervisor’s Signature                                    Date