

Political Science 3191/4191

Political Science Internship - The Ohio State University

CHECKLIST

- Internship Information Form
 - required *in order* to enroll
 - can be faxed or sent via email as pdf

- Terms of Agreement Form
 - required *in order* to enroll
 - can be faxed or sent via email as pdf

- Internship Statement
 - required *in order* to enroll
 - 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
 - can be faxed or sent via email as pdf

- Evaluations Forms (from Carmen)
 - must be submitted in order to receive credit
 - can be faxed or sent via email as pdf or placed in the Carmen Drop Box

- All academic assignments as described in course syllabus (on Carmen) must be submitted in order to receive credit

If you have questions, please contact Elizabeth Kloss at kloss.8@osu.edu or at 2140D Derby Hall. Fax number is 614-292-1146.

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:

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?

If yes, please list course and term

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 can not earn credit from different departments (like communications or international studies) or a different school (like Glenn) for the same and term that you seek to enroll in either 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.
2. Academic credit will be awarded
 - a. based on satisfactory fulfillment of conditions identified in the Course Description and syllabus.
 - b. after all relevant forms and evaluations have been submitted with appropriate signatures.
3. 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 semester doing meaningful and responsible work. 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.

Evaluating Supervisor's Signature

Date