

OSU Credit Agreement Form

IE3 Global Internships

STUDENT INFORMATION

Name _____ Student ID # _____

Major(s) _____ ONID E-mail _____

Minor(s) _____ Phone _____

Standing (*at time of internship*): Junior Senior Post-bac Non-degree seeking Graduate

Expected Date of Graduation: _____

INTERNSHIP SITE (HOST ORGANIZATION) INFORMATION

Name _____

Main Intern Duty/Responsibility _____

City, Country _____

PROPOSED INTERNSHIP DATES

Internship start date _____ End date _____

Academic Term(s) / Year _____

Undergraduate students participating in an IE₃ Global Internship are required to earn **1-12 academic credits** (1-9 credits for graduate students) for their internship. Faculty supervision of internship credits must be arranged by the student directly with the faculty member of their choice. The student and faculty must determine the following:

1. Identify the course number for the internship credits and the number of credits (for example: FL 410, 12 credits). You will be registered under the OINT 488 course code (OINT 588 for graduate students) with the departmental course code and number as the title of the course to reflect which department is supervising your credit.
EXAMPLE → OINT 488 FLL 410: Internship in Mexico 12 credits
2. Agree on the requirements for earning the internship credits (for example: keeping a weekly journal, submitting a 10-15 page paper at the end of the internship, etc.).
3. Confirm the grade option (NOTE: Internship credits are usually offered pass/no pass only. Students wishing to do independent study or research in addition to their internship credits may choose the graded option for these credits only.) and have advisors sign for each course.
4. Return this form to: OSU IE3 Campus Coordinator, 444 Snell Hall.

REGISTRATION INFORMATION

DO NOT register yourself for the term you will be abroad. You will be registered for your internship credit by the Office of International Programs. Once your credits are confirmed in the spaces below, and this form is turned in to the Office of International Programs, you will be registered and billed for the program fee.

IE₃ GLOBAL INTERNSHIP REQUIREMENTS

By completing this form, you agree to submit the following information to IE₃ Global Internship after completing your internship:

- Internship Report (describing your personal and professional experiences)
- Employer Evaluation (evaluation of your performance as an intern by your internship supervisor)
- Student Self-Evaluation (evaluation of your growth that is attributable to the internship)

INTERNSHIP CREDIT INFORMATION

(Please list each course individually. If you will be interning for more than one term, each course in each term must be listed separately.)

Total Number of Credits to be Earned for Internship: _____

A. Course #1

Department _____ Course # (s) (ex. INTL 410) _____

Number of Credits _____ Term _____ Grading mode (check one) P/N A-F

Credits used to fulfill: Major Minor Bacc-core Elective

(example: Non-Western Culture / ANTH 333) _____

Faculty Advisor's Name _____ Phone _____

Faculty Advisor's Signature _____ Date _____

B. Course #2 (if applicable)

Department _____ Course # (s) (ex. INTL 406) _____

Number of Credits _____ Term _____ Grading mode (check one) P/N A-F

Credits used to fulfill: Major Minor Bacc-core Elective

(example: Non-Western Culture / ANTH 333) _____

Faculty Advisor's Name _____ Phone _____

Faculty Advisor's Signature _____ Date _____

C. Course #3 (if applicable)

Department _____ Course # (s) (ex. INTL 409) _____

Number of Credits _____ Term _____ Grading mode (check one) P/N A-F

Credits used to fulfill: Major Minor Bacc-core Elective

(example: Non-Western Culture / ANTH 333) _____

Faculty Advisor's Name _____ Phone _____

Faculty Advisor's Signature _____ Date _____

(If more space is needed, attach a separate sheet of paper)

AGREEMENT

I have read the internship description provided by IE₃ Global Internships and confirm that I have met all of the prerequisites (language, special knowledge/experience, and/or other special requirements) prescribed by the host organization. I further agree to fulfill all of the expectations outlined in the job description to the best of my ability.

I, _____, have read and agree to all conditions in the above statement.
(student's full name in print)

Student's signature _____ Date _____