

# INTERNSHIP ENROLLMENT APPLICATION & SUPERVISOR AGREEMENT

*Department of Spanish & Portuguese*

<b>Student Information</b>			
Student Name		Academic Advisor	
OSU Email		Advisor Email	
Language		Course Requirement	
Term		Year	

<b>To be filled out by the Internship Supervisor: Internship Site Info &amp; Supervisor Agreement</b>			
Field or Primary Area of Focus			
Organization Name			
Supervisor Name and Title			
Supervisor's Address			
City		State	
			Zip
Supervisor's Phone		Email	

<b>Position Information, Learning Objectives, &amp; Activities to Accomplish Objectives</b>			
Position Title			
Describe the intern's duties & responsibilities, as well as skill development and hands-on learning.			
I will be able to verify weekly hours worked and evaluate and provide feedback regarding this student's internship performance at the mid-point and end of the internship.			
Average weekly hours of internship:		Total hours of internship (1 cr = 2-3hrs wk x 15 wks)	Volunteer <input type="checkbox"/> Paid <input type="checkbox"/>
Dates of Internship:	Start (M/D/YYYY):		End (M/D/YYYY):

<b>All parties agree to conform with this agreement and provide 2 weeks' notice to all parties before termination of said agreement.</b>	
<p>Submit this completed internship enrollment application via the webform by the posted deadline.</p> <p>The Undergraduate/Graduate Studies Committee will not consider incomplete or late submissions. You will be contacted via email of the approval/denial.</p> <p>If approved, all signatures will be obtained through OSU's official e-signature service, DocuSign, in the following order: Academic Advisor(s) &gt; Internship Supervisor &gt; Student Intern.</p> <p>All signatures must be completed by the 1<sup>st</sup> Friday of the semester of the internship to appropriately meet OSU course enrollment deadlines.</p> <p>Termination or modification of the internship agreement may adversely affect the student's grade, credits awarded and/or semester financial responsibility.</p>	