

# Internships via OSU - Marion

The Ohio State University at Marion Cooperative Education / Internship Program allows students to receive academic credit (or non-credit) for working part-time in their field of interest while enrolled either as a full or part-time student. Employers represent various organizations in private industry and government.

- Step 1.** Decide if you want to have your experience appear on your official Ohio State University Transcript. If yes, proceed. If not, visit with the Coordinator of Career Services to discuss your options.
- Step 2.** Decide if you meet the following pre-requisites:
- Enrolled Ohio State University student
  - At least a rank 2
  - Successfully completed at least two quarters of full-time study – at least one at OSU – Marion
  - Possess a minimum cumulative GPA of 2.5
- Step 3.** Decide if you want to receive two hours of academic credit for your experience or not. If yes, proceed. If not, go to step 5.
- Step 4.** To receive academic credit for your experience plan to enroll in ASC 489.01. It will be your responsibility to select and arrange to be supervised by an OSU faculty member. With the faculty member, define your individual academic requirements: journal, paper, additional readings, research, etc.

The student's Co-op / Internship experience must provide the opportunity to combine the work situation with the appreciation, perspective, and deeper understanding of what was learned in the classroom. The student will enhance his/her theoretical understanding of the work involved, apply concepts and skills developed through classroom education, and develop new skills, as well as a better understanding of the world, the work place, and the individual's relationship with them.

Realize that you will work a minimum of 60 hours for every two credit hours awarded.

Both the student and employer will submit evaluations of the experience to the Coordinator of Career Services. (See Evaluation Forms that follow). Evaluations of the student's performance will focus on a mix of the student's success in applying theoretical knowledge already gained and the acquisitions of new knowledge from the experience.

Once this agreement and information form have been completed and returned to Career Services, obtain from the Registrar an OSU Course Enrollment Permission Form with the call number for the appropriate ASC course and schedule the course through the regular registration procedures and pay the appropriate fee. The course should be added by the first Friday of the quarter.

- Step 5.** To participate in a non-credit experience, plan to enroll in ASC 489.02. Submit a written proposal stating your objective and a minimum of five expectations including the knowledge you expect to gain from the experience to the Coordinator of Career Services. Work hours are to be arranged between you and the employer.
- Step 6.** Obtain the proper signatures:
- |   |   |
|---|---|
| <u>ASC 489.01</u> (for academic credit)         | <u>ASC 489.02</u> (for non-credit)              |
| a. your signature                               | a. your signature                               |
| b. your faculty supervisor's signature          | b. your cooperating employer's signature        |
| c. your cooperating employer's signature        | c. the coordinator of career services signature |
| d. the coordinator of career services signature |   |

**Step 7.** Acknowledge and agree to the following:

- By signing this agreement you authorize Career Services to release your current transcript and all subsequent grade reports to interested employers.
- You are responsible for obtaining your own co-op / internship employer. Career Services can provide leads about known experiences but the student will be ultimately responsible for making contact and arranging the details. It is suggested that you pre-register for full-time course load in case you do not obtain a position.
- If you receive any type of financial aid, you must see a financial aid advisor to learn how co-op will affect your aid package. You must do this prior to accepting a co-op position.
- Once you have accepted a co-op / internship position, you must notify the Coordinator of Career Services and discontinue your search.
- Prior to each co-op / internship agreement, you must register for Arts and Sciences 489.01 for credit *or* 489.02 for non-credit and pay the necessary fees.
- Courses taken at another institution during your working quarters must have the written approval of your academic advisor.
- At the end of each co-op work agreement, submit a written evaluation detailing what you gained from your work experience. Failure to do so will result in an “Incomplete” or “Unsatisfactory” grade on your transcript.
- You are responsible for informing Career Services of all address and telephone number changes each quarter.
- Co-op work/study schedules are arranged between you and the employer based on the employer’s needs and your academic schedule. You are, therefore, expected to abide by the work schedule established between you and your employer. Any changes must be discussed with your employer and approved by the Coordinator of Career Services.
- In the rare event where a change in employer is approved by Career Services, you must submit a letter of resignation to your employer and send a copy to Career Services at least three weeks prior to your next work agreement. Note: You must resign before seeking another co-op position.
- Your co-op employer may, but is not obligated to, offer you a permanent position after completion of your co-op agreement nor are you obligated to accept such an offer if it is made. Inform the Coordinator of Career Services if you are made an offer and are considering accepting.
- As a co-op student, you are considered a temporary employee at your site and cannot by law file for unemployment compensation for those quarters you are not working at your site.

**Student:**

Your signature below attests to your acceptance of the above conditions for participation in the Cooperative Education / Internship Program.

Upon signing and obtaining the signatures of an Ohio State participating faculty member (*only if taking Arts and Sciences 489.01 for credit*), and the co-op / internship supervisor, return this form with the attachments listed below to the Coordinator of Career Services **before** you begin the co-op / internship experience. A copy of this agreement will be kept on file in Career Services.

\_\_\_\_\_  
Student’s Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Ohio State Faculty Supervisor (needed for credit option only)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Co-op / Internship Supervisor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Coordinator of Career Services

\_\_\_\_\_  
Date

**Attach:** 1) Information form      2) Outline of learning objectives      3) Resume      4) Job Description

**Return:** Completed documents to the Coordinator of Career Services before:

- 1) Beginning a co-op / internship
- 2) By the deadline imposed by the university for adding classes.

# Internship / Cooperative Education Program

## - Information Form -

**1. Please check one:**

Autumn Quarter       Winter Quarter       Spring Quarter       Summer Quarter

**2. Student information:**

\_\_\_\_\_  
First and Last Name

\_\_\_\_\_  
Social Security Number

\_\_\_\_\_  
Mailing Address

\_\_\_\_\_  
Telephone

\_\_\_\_\_  
City, State, Zip

\_\_\_\_\_  
E-mail Address

**3. Co-op / Internship Information**

\_\_\_\_\_  
Business Name

\_\_\_\_\_  
Department

\_\_\_\_\_  
Mailing Address

\_\_\_\_\_  
Supervisor

\_\_\_\_\_  
City, State, Zip

\_\_\_\_\_  
Telephone and extension

**4. Enrollment Information**

\_\_\_\_\_  
Major / Minor

\_\_\_\_\_  
College

\_\_\_\_\_  
Academic Advisor

\_\_\_\_\_  
Graduation Date

**5. Type of Experience** (*check those statements which apply*)

Paid: \$ \_\_\_\_\_ per hour - *or* - Stipend: \$ \_\_\_\_\_ per quarter

Unpaid

Credit through ASC 489.01 Faculty supervisor: \_\_\_\_\_

Non-credit through ASC 489.02

I will be enrolled in other OSU courses during my co-op / internship experience. Number of hours: \_\_\_\_\_

I am currently receiving Financial Aid (including loans)

# Internship / Cooperative Education Program

## - Student's Evaluation -

Student's Name \_\_\_\_\_

Social Security Number \_\_\_\_\_

Co-op Job Title \_\_\_\_\_

Academic Rank \_\_\_\_\_

Major / Minor \_\_\_\_\_

Quarter \_\_\_\_\_

Business Name \_\_\_\_\_

Date \_\_\_\_\_

Business Address \_\_\_\_\_

City, State, & Zip \_\_\_\_\_

On a scale of 1 – 5 (1 = Poor, 2 = Fair, 3 = Good, 4 = Good, 5 = Excellent), evaluate the following aspects of your experience.

### Rating

### Comments

\_\_\_\_\_ Appropriateness of job expectations

\_\_\_\_\_

\_\_\_\_\_ Quality of supervision

\_\_\_\_\_

\_\_\_\_\_ Working conditions

\_\_\_\_\_

\_\_\_\_\_ Staff collegiality

\_\_\_\_\_

\_\_\_\_\_ Compensation

\_\_\_\_\_

\_\_\_\_\_ General degree of satisfaction

\_\_\_\_\_

\_\_\_\_\_ Educational/Career enhancement

\_\_\_\_\_

Briefly explain how you located, applied for, and got this cooperative education agreement

\_\_\_\_\_

Describe the duties involved in your position

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

What should a prospective co-op/intern know about this experience (high points, difficulties, etc.)?

\_\_\_\_\_

\_\_\_\_\_

Do you intend to register for a co-op / internship next term?

\_\_\_\_\_ Yes, ASC 489.01 for academic Credit \_\_\_\_\_ Yes, ASC 489.02 for non-credit \_\_\_\_\_ No

If yes, remember to complete the appropriate agreement forms, inform the coordinator of career services that you will register for one of the two and add the appropriate course.

Student's Signature \_\_\_\_\_

Date \_\_\_\_\_

*(Return to the Coordinator of Career Services by the last day of the regularly scheduled classes)*

# Internship / Cooperative Education Program

## - Employer's Evaluation -

\_\_\_\_\_  
Student's Name

\_\_\_\_\_  
Supervisor's Name

\_\_\_\_\_  
Business Name

\_\_\_\_\_  
Number of Quarter's Worked

\_\_\_\_\_  
Business Mailing Address

\_\_\_\_\_  
City, State & Zip

On a scale of 1 – 5 (1 = Poor, 2 = Fair, 3 = Good, 4 = Good 5 = Excellent), evaluate the student's performance in the following areas:

### Rating

### Comments

_____	Relations with others	_____
_____	Judgment	_____
_____	Learning ability	_____
_____	Attitude / Enthusiasm	_____
_____	Dependability	_____
_____	Quality of Work	_____
_____	Attendance / Punctuality	_____
_____	Overall Performance	_____

Please describe the student's duties:

\_\_\_\_\_  
\_\_\_\_\_

How successfully did the student fulfill these responsibilities? Please describe specific strengths and weaknesses you noticed.

\_\_\_\_\_  
\_\_\_\_\_

Additional comments:

\_\_\_\_\_

Please review this evaluation with the student

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Date

Employer: Please comment on the services and/or assistance you would like to receive from Career Services at OSU – Marion.

\_\_\_\_\_  
\_\_\_\_\_

Return with the "Activity Report" to:

Coordinator of Career Services - Ohio State University at Marion - 1465 Mount Vernon Avenue - Marion, OH 43302

