

**Department of Arts Administration, Education and Policy**  
**Barnett Internship Program**  
**Enrollment Request Form: ARTEDUC 4191**

Students seeking to enroll in ARTEDUC 4191 for the Barnett Internship Program must submit this completed form to Lauren Pace ([pace.162@osu.edu](mailto:pace.162@osu.edu)) no later than a week prior to the start of the semester. This form requires the signature of the internship site supervisor so allow enough time to obtain the supervisor's signature and submitting the form to Lauren Pace by the required deadline. Please note that internship courses are subject to the same late enrollment fees as non-internship courses.

**Section 1 – STUDENT INFORMATION**

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

Student ID Number: \_\_\_\_\_

OSU E-mail Address: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Major(s): \_\_\_\_\_

Semester of Internship Enrollment: \_\_\_\_\_

Expected Graduation (Semester/Year): \_\_\_\_\_

**Section 2 – INTERNSHIP SITE INFORMATION**

Name of Company/Organization: \_\_\_\_\_

Location of Internship (city/state/zip code): \_\_\_\_\_

Company's/Organization's Website: \_\_\_\_\_

Internship Supervisor's Name & Title: \_\_\_\_\_

Supervisor's Telephone Number/Email Address: \_\_\_\_\_

Estimated Internship Start and End Date: \_\_\_\_\_

Length of Internship: \_\_\_\_\_ Estimated hours/week: \_\_\_\_\_

Does the internship include virtual work? If yes, what percentage is done virtually? \_\_\_\_\_

Is this Internship paid or unpaid? If paid, please specify the wage: \_\_\_\_\_

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**Please describe the internship duties in detail** (administrative, research, development, clerical, etc.):

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Signature, Student

Date

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Signature, Internship Supervisor

Date

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Signature, Instructor or Program Director Signature

Date