

**Department of Applied Economics  
Internship Experiential Learning (AEC 410) Agreement Form**

Internship Begins (Date) \_\_\_\_\_ Ends \_\_\_\_\_ AREC 410 Credits (1-6) \_\_\_\_

**A. Student Information (Please type or print clearly)**

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

Address \_\_\_\_\_ Phone \_\_\_\_\_

\_\_\_\_\_ Email \_\_\_\_\_

**B. Internship Employer (Company/Agency/Organization)**

Employer Name \_\_\_\_\_ Student's Job Title \_\_\_\_\_

On-Site Supervisor \_\_\_\_\_ Title \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

Salary \_\_\_\_\_ Hours Per Week \_\_\_\_\_ Email \_\_\_\_\_

**Description of Work/Tasks to be Performed (List the jobs or tasks the student will be expected to do)**

*Examples: Student will supervise field workers. Enter financial data in customer loan applications*

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

4. \_\_\_\_\_

**C. Student's Learning Objectives (List what you want to accomplish by the end of the internship)**

*Examples: I want to be proficient in assessing grass seed marketing alternatives. Learn techniques for supervision of employees*

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

4. \_\_\_\_\_

**D. On-Site Supervisor's Responsibilities to the Student (How will employer help student to successfully fulfill employment tasks and learning objectives)**

*Examples: Clearly communicate expected task outputs to intern. Evaluate intern's performance on a weekly basis.*

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

4. \_\_\_\_\_

Student signature \_\_\_\_\_ Date \_\_\_\_\_

On-Site Supervisor signature \_\_\_\_\_ Date \_\_\_\_\_

Faculty Advisor signature \_\_\_\_\_ Date \_\_\_\_\_

*(Learning objectives & general internship approved)*

Suitability for future internships Yes \_\_\_\_\_ No \_\_\_\_\_

I.E. coordinator post-completion comments:

**Department of Applied Economics**  
**Special Project Experiential Learning (AEC 406) Agreement Form**

Special Project Begins (Date) \_\_\_\_\_ Ends \_\_\_\_\_ AREC 406 Credits (1-6)

**A. Student Information (Please type or print clearly)**

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

Address \_\_\_\_\_ Phone \_\_\_\_\_

\_\_\_\_\_ Email \_\_\_\_\_

**B. Organization or Firm Contracting or Requesting Project (Company/Agency/Organization)**

Employer Name \_\_\_\_\_ Student's Job Title \_\_\_\_\_

On-Site Supervisor \_\_\_\_\_ Title \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

Salary or fee \_\_\_\_\_ Expected project duration \_\_\_\_\_ Email \_\_\_\_\_

**Description of Work/Tasks to be Performed (List the jobs or tasks the student will be expected to complete)**

*Examples: Student will perform detailed financial analysis of the business. Formulate a business plan for expansion.*

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

4. \_\_\_\_\_

**C. Student's Learning Objectives (List what you want to accomplish by the end of the project)**

*Examples: I want to learn how to perform a market assessment for a new product line. I want to understand the regulatory environment for ABC industry.*

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

4. \_\_\_\_\_

**D. On-Site Supervisor's Responsibilities to the Student (How will employer help student to successfully fulfill project tasks and learning objectives)**

*Examples: Clearly communicate expected project deliverables and scope of work. Provide weekly project progress evaluations.*

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

4. \_\_\_\_\_

Student signature \_\_\_\_\_ Date \_\_\_\_\_

On-Site Supervisor signature \_\_\_\_\_ Date \_\_\_\_\_

Faculty Advisor signature \_\_\_\_\_ Date \_\_\_\_\_

*(Learning objectives & overall project approved)*

Suitability for future, similar projects? Yes \_\_\_\_\_ No \_\_\_\_\_

I.E. coordinator post-completion comments:

**Department of Applied Economics**  
**Faculty Research Experiential Learning (AEC 401) Agreement Form**

Faculty Project Begins (Date) \_\_\_\_\_ Ends \_\_\_\_\_ AREC 401 Credits (1-6) \_\_\_\_\_

**A. Student Information (Please type or print clearly)**

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

Address \_\_\_\_\_ Phone \_\_\_\_\_

\_\_\_\_\_ Email \_\_\_\_\_

**B. Faculty Member Supervisor (Department/Academic Unit)**

Name and Title \_\_\_\_\_ Student's Job Title \_\_\_\_\_

Affiliated Project Title \_\_\_\_\_ Project number \_\_\_\_\_

Duty station location \_\_\_\_\_ Phone \_\_\_\_\_

Compensation \_\_\_\_\_ Expected project duration \_\_\_\_\_ Email \_\_\_\_\_

**Description of Work/Tasks to be Performed (List the jobs or tasks the student will be expected to complete)**

*Examples: Perform literature review. Telephone interview respondents. Perform statistical/regression analysis.*

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

**C. Student's Learning Objectives (List what you want to accomplish by the end of the project)**

*Examples: Learn to apply statistical analysis to real-world data. Learn market demand factors for XYZ commodity.*

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

**D. On-Site Supervisor's Responsibilities to the Student (How will Supervisor help student to successfully fulfill employment project tasks and learning objectives)**

*Examples: Clearly communicate expected project deliverables and scope of work. Provide weekly project progress evaluations.*

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

Student signature \_\_\_\_\_ Date \_\_\_\_\_

Faculty Supervisor signature \_\_\_\_\_ Date \_\_\_\_\_

EL Coordinator signature \_\_\_\_\_ Date \_\_\_\_\_

*(Learning objectives & overall project approved)*

Suitability for future, similar projects? Yes \_\_\_\_\_ No \_\_\_\_\_

I.E. coordinator post-completion comments:

**Department of Applied Economics**  
**International Study Experiential Learning (AEC 402) Agreement Form**

Intern'l Study Begins (Date) \_\_\_\_\_ Ends \_\_\_\_\_ AREC 402 Credits (1-6) \_\_\_\_

**A. Student Information (Please type or print clearly)**

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

Address \_\_\_\_\_ Phone \_\_\_\_\_

\_\_\_\_\_ Email \_\_\_\_\_

**B. International Program and/or Institution**

Hosting Program \_\_\_\_\_ Institution \_\_\_\_\_

Affiliated Project Title \_\_\_\_\_ Project number \_\_\_\_\_

Program Supervisor's Name/Title \_\_\_\_\_ Phone \_\_\_\_\_

Expected project duration \_\_\_\_\_ Email \_\_\_\_\_

**Description of courses to be taken and supplementary experiences to support student's academic major**

*Examples: Take course in comparative food markets. Complete a post-study work internship or traineeship with company in the foreign country which hosted the study abroad program.*

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

**C. Student's Learning Objectives (List what you want to accomplish by the end of this study project)**

*Examples: Learn how XYZ culture and institutions affect their production and marketing. How can US better serve XYZ's markets.*

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

**D. On-Site Supervisor's Responsibilities to the Student (How will Supervisor help student to successfully fulfill course requirements and student's learning objectives)**

*Examples: Assure safe housing and transportation. Provide local cultural advice. Facilitate post-study experience.*

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

Student signature \_\_\_\_\_ Date \_\_\_\_\_

Host Program Supervisor signature \_\_\_\_\_ Date \_\_\_\_\_

OSU Faculty advisor signature \_\_\_\_\_ Date \_\_\_\_\_

*(Learning objectives & overall project approved)*

Suitability for future, similar projects? Yes \_\_\_\_\_ No \_\_\_\_\_

I.E. coordinator post-completion comments: