



INDIVIDUAL STUDENT-ARRANGED WORK EXPERIENCE COURSE REGISTRATION

1. Faculty member is to complete this form to create a section and enroll a student for an individually arranged work experience (internship, field experience, etc.)
2. Faculty member is to submit the form to graduate@nmu.edu for electronic signatures
3. Faculty member is to retain copy along with the Learning Agreement (Types 2 and 3) or job description (Type 4) in departmental Director files

DATE		STUDENT IN	
STUDENT NAME		EMAIL ADDRESS	
DEPARTMENT		COURSE ID	
SEMESTER		YEAR	
CREDIT HOURS*		HOURS REQUIRED	
ONLINE COURSE?	<input type="checkbox"/> YES <input type="checkbox"/> NO	STUDENT WILL BE:	<input type="checkbox"/> PAID <input type="checkbox"/> NOT PAID
INSTRUCT. FACULTY:	<input type="checkbox"/> ON LOAD <input type="checkbox"/> FOR PAY	FACULTY IN	

I have read the Academic Work Experiences Guidelines, available in share.nmu.edu and Academic Affairs websites, and confirm that an Affiliation Agreement with this organization is on file with Academic Affairs and a Learning Agreement for this student's work experience is on file in the department office.

Instructing Faculty Name	Instructing Faculty Signature	Date
Department Head Name	Department Head Signature	Date
Dr. Lisa Eckert	Dean of Graduate Studies Signature	Date
Dean of Graduate Studies Name		

Note: The completed form must be submitted to the College of Graduate Studies PRIOR to the start of the work experiences. Work experiences will NOT be added to the student's record after the work experience has been completed.

Course CRN:

*For non-credit earning (Type 4) work experiences, ID should be < 100 and Credit hours = 0