

Internship Requirements

- 1. Discuss potential internships with your Academic Advisor.
- 2. Verify with the department head of the Communication and Media Studies (CAMS) department if there is an Affiliation Agreement on file for the agency. **If none, proceed to step 3. If yes, proceed to step 4**.
- 3. Fill out Form A or B Affiliation Agreement Individual Student-Arranged Paid (Form A) or Unpaid (Form B) Work Experience*
 - a. Obtain appropriate form from the department head or the department secretary
 - b. Once completed submit to the CAMS department head.
- 4. Fill out Form #1 Work Experience Learning Agreement* (pages 3-5)
 - a. Work with your supervising faculty member and the agency site supervisor to complete all three pages of this form.
 - b. Once completed, submit the form to the supervising faculty member who will be grading you in the internship.

	Date Completed:				
5.	Before work can be begin, complete Form #2 – Individual Student-Arranged Work Experience Course Registration* (page 6)				
	a. This form must be completed, signed off and submitted to the Registrar's Office and a course sequence number created before work can begin – this is when you are officially considered enrolled in the internship and can start counting hours towards your desired internship credits.				
	Date Completed:				
6.	Halfway through the internship have your on-site supervisor fill out Form #3 –Site Supervisor's Mid-Internship/Work Experience Evaluation of Student* (page 7)				
	a. Once completed, submit the form to the supervising faculty member who will be grading you on the internship.				
	Date Completed:				
7.	At the end of the internship, have your on-site supervisor fill out Form #4 –Site Supervisor's Final/Work Experience Evaluation of Student* (page 8) a. Once completed, submit the form to the supervising faculty member who will be grading you on the internship				
	Date Completed:				
8.	Complete the student's self-evaluation: Form #5 – Final Internship/Work Experience Student Evaluation* (pages 9-10) a. Submit it to the supervising faculty member <u>within one week</u> of the conclusion of your internship.				
	Date Completed:				
9.	<u>Within one week</u> of the conclusion of your internship, write a brief student reflection paper outlining what was accomplished during the internship and the extent that each of the learning objectives were met.				

Date Completed: _____



Northern Michigan University is committed to providing a learning, living and working environment free from discrimination. NMU supports the Title IX* federal law that prohibits discrimination on the basis of sex, including: gender based discrimination, pregnancy and parenting discrimination, sexual harassment, sexual assault, stalking, dating violence, domestic violence, voyeurism, and any other conduct of a sexual nature that is nonconsensual.

Title IX covers any area where an NMU student is assigned for placement (e.g. student teaching) and/or participates in an internship arranged or initiated by the University, during their term at NMU.

The University cares about you. If you believe you are experiencing or experienced sex discrimination, in a university or non-university sponsored placement and/or internship, please report. The University has resources and support information available for you.

To report, please contact:

Complaints against employees, applicants, and third parties
Janet Koski
Director of Equal Opportunity
Equal Opportunity Officer and Title IX Coordinator
105 Cohodas Building
906-227-2420
jakoski@nmu.edu

Complaints against students
Mary Brundage
Associate Dean of Students
Deputy Title IX Coordinator
2001 Hedgcock
906-227-1705
mbrundag@nmu.edu

Emergency
Public Safety and Police Services
158 Services Building
906-227-2151

* Title IX of the Education Amendments **Act** of 1972 is a federal law that states: "No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance."

WORK EXPERIENCE LEARNING AGREEMENT (Form #1)

STUDENT INFORMATION

First Name	Last Name
Major(s)	☐ FR ☐ SO ☐ JR ☐ SR ☐ Grad
Phone	NMU Email
Address	
City	State Zip
Emergency Contact Name	State
	Dhana
Relationship	Phone
GENCY/ EMPLOYER INFORMATION	
GENCT/ ENIPLOTER INFORMATION	
Organization Name	
Organization Contact Name	
Site Supervisor Name	Supervisor Phone
Supervisor Title	Supervisor E-mail
Mailing Address	Supervisor 2 main
City:	State: Zip:
Work Site Location (if different from mailing ad	
Work Site Location (if different from maining ad	diess).
NTERNSHIP/WORK EXPERIENCE LEARNING INFO	RMATION
Job Title:	
Semester:FallWinterSummer	Year:
Start Date (mm/dd/yyyy):	End Date (mm/dd/yyyy):
Hours per week:	# credits:
(If applicable) Pay rate/hour: \$	or Stipend: \$
Experience relates to the Upper Peninsula or reg (for community engagement purposes)	ion (within approx.200 miles):YesNo

INTERNSHIP/WORK EXPERIENCE LEARNING OUTCOMES

Learning Objectives: What are the educational outcomes (e.g. academic knowledge and career skills) to be obtained during this experience?

- 1. To adapt and apply knowledge and skills gained in the collegiate major in a workplace environment.
- 2. To gain experience managing multiple tasks and interpersonal relationships related to careers in a desired field of employment.
- 3. To obtain new perspectives and abilities in the process of managing tasks coordinated by the on-site supervisor for the internship.

planned responsibilities (e.g. tasks and activities) expected of the student and learning opportunities provided to the student that will help achieve the learning outcomes? This is unique per student experience. An agency/employer position description may be attached to supplement the answer below.				

Assessment Criteria: What are the required documents that provide a means of assessing a student's academic performance? *All documents must be submitted before a grade is assigned for the internship experience.*

- 1. A brief site-supervisor's progress report submitted half-way through the internship establishing that at least satisfactory progress is being made by the student in fulfilling responsibilities and meeting learning objectives.
- 2. A completed employer's evaluation form indicating that the student has at least satisfied the responsibilities of the internship.
- 3. A completed student's self-evaluation form.
- 4. A brief student reflection paper outlining what was accomplished during the internship and the extent which each of the learning objectives noted above were met.

EXPECTED ROLES and RESPONSIBILITIES

University and Agency roles and responsibilities are documented in the signed, ongoing Affiliation Agreement on file with the NMU Academic Affairs Office and/or the NMU Risk Manager.

Student Responsibilities

- 1. Work in an ethical, courteous, cooperative and otherwise professional manner;
- 2. Abide by all employer policies, rules, and regulations;
- 3. Perform all work assigned by the employer and/or director supervisor in a quality and timely manner;
- 4. Dress appropriately for all assignments and maintain a well-groomed appearance;
- 5. Complete assignments and maintain contact with the University work experience director/instructing faculty;
- 6. Pay the University for the credits taken;
- 7. Accept the decision(s) of the employer and/or the University, if it becomes necessary, due to unforeseen circumstances, to terminate the work experience prior to the expected end date.
- 8. Provided a signed Informed Consent form, if requested.

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Student Signature	Date
Instructing Faculty Member Name	
Instructing Faculty Member Signature	Date
Site Supervisor Name*	
Site Supervisor Signature*	 Date

Procedure

- 1. Complete Learning Agreement (Appendix D) or equivalent within the discipline.
- 2. Obtain required signatures.
- 3. Distribute copies to all signees.
- 4. Retain a copy, along with the Work Experience Course Registration form in Director files.

^{*}Preferred signature is the immediate site supervisor of the student, however, the agency/ employer may designate another signee responsible for student duties.



Individual Student-Arranged Work Experience Course Registration (Form #2)

Date: Agency N	ame:				
Student:					
(last)	(first)	(M.I.)			
NMU IN:	E-mail address:				
To be completed by the instructing faculty men	nber:				
Work experience Course ID*:	Department: Communication	& Performance Studies			
Semester: FallWinterSummer	Year:				
Credit hours*: Minimum hours req	juired to earn credits listed:				
Student will be:PaidNot Paid					
Instructing Faculty Information:on load	for pay				
Student Advisor Signature Date	Student Signature	Date			
Department Head Signature Date	Print name of Instructing F	Faculty			
Dean Signature (if required) Date	NMU IN of Instructing Fact	ulty			
I have read the <i>Academic Work Experiences Guidelines</i> , available in share.nmu.edu and Academic Affairs websites, and confirm that an Affiliation Agreement with this organization and Learning Agreement for this student's work experience are on file with Academic Affairs.					
Instructing Faculty Signature Dat	e e				
Note: The completed form with necessary signatures must be submitted to the Registrar's Office, 2202 Hedgcock, PRIOR to the start of the work experiences. Work experiences will NOT be added to the student's record after the work has been completed.					
Course CRN:					
Procedure					
 Complete this form to create a section and enroll a student for Obtain required signatures. 	or an individually arranged work experien	ce (internship, field experience, etc.)			
3. Submit to Registrar's Office before work begins (or at least be	•				
 Retain copy, along with the Learning Agreement (Types 2 and (Type 4), in Director files. 	13) or Job description				



Site Supervisor's Mid-Internship/Work Experience Evaluation of Student (Form #3)

Student's Name:	
Work Experience Dates: From	
Organization Name:	
Work Experience Location:	
On-site Supervisor Name:	
On-site Supervisor Phone:	

This form should be completed by the person in the best position to eva	luate the s	student's _l	performan	ce.	
	Exceeds Expectations	Meets Expectations	Needs Improvement	Unacceptable	Not applicable
Quality of Work Thoroughly performs work that meets goals and deadlines with few, if any, errors. Follows instructions well; requires little supervision to ensure quality.	O	O	O	o	О
Written Communication Consistently submits clear, precise and grammatically correct documents.	0	0	0	0	0
Oral Communication Effectively presents ideas; speaks clearly and directly. Practices attentive and active listening with supervisors, peers and others.	o	0	0	0	0
Problem Solving / Critical Thinking Identifies problems and issues; develops viable alternatives / solutions.	0	0	0	0	0
Information and Technical Literacy Knows where to find information and resources and how to use them; able to effectively use technology to complete tasks without assistance.	0	0	0	0	0
Ability to Learn Seeks feedback and acts on it; learns from mistakes; expands working knowledge; takes advantage of available training opportunities.	o	o	o	0	0
Team Work Works cooperatively with and respects opinions of others and respects their opinions; builds consensus.	0	0	0	o	0
Leadership Willing to assume leader role; adapts to situations; demonstrates organizational skills, tactfulness and calm; others respond favorably and with respect.	0	0	0	0	0
Initiative Self-learner; works well independently; asks appropriate questions; seeks challenges; asks for and able to handle more work.	0	0	0	0	0
Judgment Demonstrates ability to make sound decisions, within boundaries, based on knowledge available.	0	0	0	0	0
Work Habits Manages times effectively; punctual; attendance is regular; dresses appropriately; adheres to policies.	o	0	0	o	0
Personal Attitudes Demonstrates persistence, integrity, and honesty; is dependable; accepts responsibility and criticism.	o	0	0	0	0
Ability to Work in Field Understands terms and concepts and how to apply them. Well-prepared to perform tasks of an entry-level position in this field.	o	o	0	0	0
Overall Performance of Student	0	0	0	0	0

General Comments and Recommendations (attach additional sheet, if needed):



Site Supervisor's Final Internship/Work Experience Evaluation of Student (Form #4)

To	
Email:	
	To

This form should be completed by the person in the best position to eva				ce.	Nat
	Exceeds Expectations	Meets Expectations	Needs Improvement	Unacceptable	Not applicable
Quality of Work			,		
Thoroughly performs work that meets goals and deadlines with few, if any, errors.	0	0	0	0	0
Follows instructions well; requires little supervision to ensure quality.					
Written Communication	0	0	0	0	0
Consistently submits clear, precise and grammatically correct documents.					
Oral Communication					
Effectively presents ideas; speaks clearly and directly. Practices attentive and	0	0	0	0	0
active listening with supervisors, peers and others.					
Problem Solving / Critical Thinking	0	0	0	0	0
Identifies problems and issues; develops viable alternatives / solutions.					
Information and Technical Literacy					
Knows where to find information and resources and how to use them; able to	0	0	0	0	0
effectively use technology to complete tasks without assistance.					
Ability to Learn					
Seeks feedback and acts on it; learns from mistakes; expands working knowledge;	0	0	0	0	0
takes advantage of available training opportunities.					
Team Work					
Works cooperatively with and respects opinions of others and respects their	0	0	0	0	0
opinions; builds consensus.					
Leadership					
Willing to assume leader role; adapts to situations; demonstrates organizational	0	0	0	0	0
skills, tactfulness and calm; others respond favorably and with respect.					
Initiative					
Self-learner; works well independently; asks appropriate questions; seeks	0	0	0	0	0
challenges; asks for and able to handle more work.					
Judgment					
Demonstrates ability to make sound decisions, within boundaries, based on	0	0	0	0	0
knowledge available.					
Work Habits					
Manages times effectively; punctual; attendance is regular; dresses appropriately;	0	0	0	0	0
adheres to policies.					
Personal Attitudes					
Demonstrates persistence, integrity, and honesty; is dependable; accepts	0	0	0	0	0
responsibility and criticism.					
Ability to Work in Field					
Understands terms and concepts and how to apply them. Well-prepared to	0	0	0	0	0
perform tasks of an entry-level position in this field.					
Overall Performance of Student	0	0	0	0	0

General Comments and Recommendations (attach additional sheet, if needed):

Final Internship/Work Experience Student Evaluation (Form #5)

Name:Major	:						
Nork Experience Dates - From To	Credits:	Hours per	week: _				
Organization Name:				_			
Nork Experience Location:		isor Name	<u> </u>				
What resources did you use to find your internship? (Check all that College or Department website Faculty Previous Employer Family/Fries Other:			Career S General		Staff and Sites	or websi/	te
		Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree	Not applicable
ACADEMIC						Ť	
Preparedness to assume duties I understood terms and concepts in relation to my internship and rewere able to apply them. I felt well-prepared to perform the tasks level position in this field.		0	0	o	o	o	0
Level of Demands of Assigned Duties I was provided levels of responsibility consistent with my ability ar additional responsibility as my experience increased.	nd was given	0	0	0	0	0	0
Consistent with Learning Objectives The objectives of the internship were clear and my tasks related to responsibilities.	o the outlined	0	0	0	0	0	0
Relevance of this experience to Career Goals This experience gave me a realistic preview of my field of interest	•	0	0	0	0	0	0
Overall Rating of my Academic Work Experience My internship was an excellent learning experience.		0	0	0	0	0	0
WORK SITE							
Direction and Assistance from Supervisor I had regular meetings with my supervisor and received construct feedback.	ive, on-going	0	0	o	0	0	0
My supervisor was available and accessible when I had questions	s/concerns.	0	0	0	0	0	0
Preparedness to assume duties I was given adequate training.		0	0	0	0	0	0
The work I performed was challenging and stimulating.		0	0	0	0	0	0
Acceptance of Function member of the Staff by Coworkers I was treated on the same level as other employees and had a go relationship with my coworkers.	od working	0	0	o	0	0	0
Addressed Risk and Safety Issues Safety and risk issues were reviewed and addressed when neede	ed.	0	0	0	0	0	0
Ability to Work in Field I feel that I am better prepared to enter the world of work after this have a better understanding of concepts, theories, and skills in mystudy.		0	0	0	0	0	0
Internship Recommendation Would you recommend this internship to other students?		0	0	0	0	0	0
Overall Rating of Work Site This work site provided an effective, exceptional internship experi	ence.	0	0	0	0	0	0
Overall Internship Experience Overall, my internship was valuable and a positive experience.		0	0	0	0	0	0

Please provide suggestions yo sheet, if needed):	ou may have for	future interns who select this site (attach additional
General Comments and Recom	nmendations reg	arding internships (attach additional sheet, if needed):
Were you offered a full-time, painternship?	art-time or perma	anent position with the organization providing the
☐ Yes ☐ No)	
What was your reason for com	pleting an interr	ship? (Check all that apply)
☐ Practical experience ☐ Skills enhancement ☐ Professional contact/network ☐ For college credit/fulfillment	[[king [Assistance in selection of career direction Increased self-awareness/confidence Potential future employment with internship site Other
Within one week of the conclusio brief student reflection paper to e	on of your internsheither your CAMS	ip, please return this student evaluation, along with your advising faculty member or the CAMS Executive Secretary.