**NORTHERN MICHIGAN UNIVERSITY**WORK EXPERIENCE LEARNING AGREEMENT

**STUDENT INFORMATION**

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| First Name Last Name  Major(s)  FR  SO  JR  SR  Grad  Phone NMU Email  Address  City State Zip  Emergency Contact Name  Relationship Phone |

**AGENCY/ EMPLOYER INFORMATION**

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| Organization Name  Organization Contact Name  Site Supervisor Name Supervisor Phone  Supervisor Title Site Supervisor E-mail  Mailing Address  City: State: Zip:  Work Site Location (if different from mailing address): |

**INTERNSHIP/WORK EXPERIENCE LEARNING INFORMATION**

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| Job Title:  Semester: \_\_ Fall \_\_Winter \_\_Summer 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 region (within approx.200 miles): \_\_Yes \_\_No  (for community engagement purposes) |

**INTERNSHIP/WORK EXPERIENCE LEARNING OUTCOMES**

*Instructing faculty and/or student complete; please be clear and precise.*

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| **Learning Objectives**: What are the specific educational goals, e.g. academic knowledge and career skills, to be obtained during this experience? This is unique per student experience. |
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| **Job Description**: What are the 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? (An agency/employer position description may be attached to supplement the answer below.) |
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| **Assessment Criteria**: What are the required academic assignments / documentation, communication with faculty sponsor and means of assessing student’s academic performance? Examples: activity logs, journals, progress reports, reflective paper, meetings, portfolio, etc. (A syllabus may be attached, but all above assessment components should be included.) |
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**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. Provide a signed Informed Consent form, if requested.

**Agreed:**

Student Signature Date

Instructing Faculty Member Name

Instructing Faculty Member Signature Date

Site Supervisor Name\*

Site Supervisor Signature\* Date

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

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| See internal procedures for this document in Work Experiences Guidelines  Copies: Retain original in departmental Director file; distribute copies to all signees  Template last updated: January 2013 |