**NORTHERN MICHIGAN UNIVERSITY**Individual Student-Arranged Work Experience Course Registration

|  |
| --- |
| Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Student:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_  (last) (first) (M.I.)  NMU IN: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ E-mail address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  To be completed by the instructing faculty member:  Work experience Course ID\*: \_\_\_\_\_\_\_\_\_\_ Department:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Semester: \_\_ Fall \_\_Winter \_\_Summer Year: \_\_\_\_\_\_\_\_  Credit hours\*: \_\_\_ Minimum hours required to earn credits listed: \_\_\_\_\_\_\_\_\_\_\_\_  Student will be: \_\_\_\_\_Paid \_\_\_\_\_Not Paid  Instructing Faculty Information: \_\_\_\_\_on load \_\_\_\_for pay  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Department Head Signature Date Print name of Instructing Faculty  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Dean Signature (if required) Date NMU IN of Instructing Faculty  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 Signature Date  **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:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \*For non-credit earning (Type 4) work experiences, ID should be < 100 and Credit hours = 0 |

|  |
| --- |
| **Procedure**   1. Complete this form to create a section and enroll a student for an individually arranged work experience (internship, field experience, etc.) 2. Obtain required signatures. 3. Submit to Registrar’s Office before work begins (or at least before end of the semester) 4. Retain copy, along with the Learning Agreement (Types 2 and 3) or job description (Type 4) in departmental Director files. |