

NORTHERN MICHIGAN UNIVERSITY

WORK EXPERIENCE LEARNING AGREEMENT

STUDENT INFORMATION

First Name		Last Name	
Major(s)		<input type="checkbox"/> FR <input type="checkbox"/> SO <input type="checkbox"/> JR <input type="checkbox"/> SR <input type="checkbox"/> Grad	
Phone		NMU Email	
Address			
City		State	
		Zip	
Emergency Contact Name			
Relationship		Phone	

AGENCY/ EMPLOYER INFORMATION

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

INTERNSHIP/WORK EXPERIENCE LEARNING INFORMATION

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.

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.

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.)



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.)

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.

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