Form #1 – Internship Requirements

Communication & Performance Studies Department
Northern Michigan University

1. Discuss potential internships with your Academic Advisor.

2. **Fill out Form #2 – Student/On-Site Supervisor Agreement**
   Submit it to the Supervising Faculty Member who will be grading you in the internship.
   Fill out the NMU **Approval for Directed Study** form in order to officially enroll for the internship credits.
   Date_____

3. Mid-internship review forms:

   A. Fill out **Form #3 – Student's Mid-Internship Review**
   Submit it to the Supervising Faculty Member.
   Date_____

   B. Have your On-Site Supervisor fill out
   Form #4 – Employer/Supervisor Mid-Internship Review
   Submit it to the Supervising Faculty Member.
   Date_____

4. Final internship review forms:

   A. **Fill out Form #5 – Student's Final Internship Review**
   Submit it to the Supervising Faculty Member.
   Date_____

   B. Have your On-Site Supervisor fill out
   Form #6 – Supervisor Final Internship Review
   Submit it to the Supervising Faculty Member.
   Date_____

5. Write internship reflection paper following discussion with your Supervising Faculty Member to determine the requirements.

   Date_____

Form #2 – Student/On-Site Supervisor Agreement

Communication & Performance Studies Department
Northern Michigan University

(Please print or type)

Date_____

Student's Name_____ **NMU ID#**_____

Internship Site_____

On-Site Supervisor_____ **Title**_____

Semester_____ **Year**_____

Total Contact Hours_____ **Total Credits (50 hrs. = 1 credit)**_____

Supervising Faculty Member_____

RESPONSIBILITIES **(add additional sheets as necessary)**

1.	
2.	
3.	
4.	
5.	

_____ _____
Signature of Student Date

_____ _____
Signature of On-Site Supervisor Date

Return form to:
Supervising Faculty Member
CAPS, TFA 203
Northern Michigan University
Marquette, MI 49855
Phone: 906-227-2045 Fax: 906-227-2071

NORTHERN MICHIGAN UNIVERSITY
APPROVAL FOR DIRECTED STUDY

DATE_____ NMU IN_____

NAME_____
(Last) (First) (M.I.)

ADDRESS_____
(Street) (City) (State/Zip Code)

TELEPHONE:_____TELEPHONE:_____ EMAIL:_____
(Cell/Work)

Check One: □ Vocational □ Freshman □ Sophomore □ Junior □ Senior □ Post-Baccaureate □ Graduate

TO BE COMPLETED BY SUPERVISING FACULTY MEMBER

Has permission to enroll in COURSE ID#:_____ DEPARTMENT:_____

TITLE:_____

CREDIT HOURS:_____ SEMESTER:_____ YEAR:_____ MAJOR:_____

DESCRIPTION OF DIRECTED STUDY: (Attach additional sheets as necessary)

_____

_____

_____

_____

RATIONAL FOR DIRECTED STUDY: (AAUP see 9.1.4.2 of the AAUP Agreement; NMUFA see 16.11 of the Agreement) (Also include if faculty member is teaching more than one directed study this semester.)

_____

_____

_____

_____

_____

[ ] for pay [ ] banked [ ] on load

_____
Print name of faculty member supervising the directed study

_____
NMU IN of faculty member supervising the directed study

_____
Signature of Faculty Member Date

_____ _____
(Signature of Advisor) Date (Signature of Department Head) Date

_____ _____ _____
(Signature of Student) Date (Signature of College Dean and/or Graduate Dean) Date

NOTE: THE COMPLETED FORM WITH NECESSARY SIGNATURES MUST BE SUBMITTED TO THE REGISTRAR'S OFFICE, C.B. HEDGCOCK, ROOM 2202, TO HAVE A COURSE SEQUENCE NUMBER ASSIGNED TO THE COURSE.

_____ _____ _____
Course Created Sequence Number Student Enrolled

Form #3 – Student's Mid-Internship Review

Communication & Performance Studies Department
Northern Michigan University

INTERN'S NAME_____ **EMAIL**_____

INTERNSHIP SITE_____

ON-SITE SUPERVISOR_____ **PHONE**_____

EMAIL_____**DATE**_____

SUPERVISING FACULTY MEMBER_____

CIRCLE THE RESPONSE THAT BEST DESCRIBES YOUR EVALUATION OF THE INTERNSHIP AT THIS POINT.

1. In your opinion, how well prepared were you for the duties of this position?

Very High			Average			Poorly
7	6	5	4	3	2	1

2. How do you rate your performance in the internship so far?

Very High			Average			Poorly
7	6	5	4	3	2	1

3. How do you rate your contributions to your internship organization so far?

Very High			Average			Poorly
7	6	5	4	3	2	1

4. How do you rate the direction and assistance from your internship supervisor?

Very High			Average			Poorly
7	6	5	4	3	2	1

5. In terms of benefit for you, how would you rate this internship as a learning experience?

Very High			Average			Poorly
7	6	5	4	3	2	1

6. How well did this internship meet your expectations for it?

Very High			Average			Poorly
7	6	5	4	3	2	1

7. Would you recommend this internship to another student?

Very High			Average			Poorly
7	6	5	4	3	2	1

Use the back for comments.

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Form #4 – On-Site Supervisor Mid-Internship Review

Communication & Performance Studies Department
Northern Michigan University

INTERN'S NAME_____ **EMAIL**_____

INTERNSHIP SITE_____

ON-SITE SUPERVISOR_____ **PHONE**_____

EMAIL_____**DATE**_____

SUPERVISING FACULTY MEMBER_____

CIRCLE THE RESPONSE THAT BEST DESCRIBES YOUR EVALUATION OF THE INTERNSHIP AT THIS POINT.

1. In your opinion, how well prepared was this student for the duties of this position?

Very High			Average			Poorly
7	6	5	4	3	2	1

2. How do you rate this student's performance in the internship so far?

Very High			Average			Poor
7	6	5	4	3	2	1

3. How do you rate this student's contributions to your organization so far?

Very High			Average			Poor
7	6	5	4	3	2	1

4. How do you rate the direction and assistance you and your staff have given this intern?

Very Helpful			Average			Poor
7	6	5	4	3	2	1

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Form #5 – Student's Final Internship Review

Communication & Performance Studies Department
Northern Michigan University

INTERN'S NAME_____ **EMAIL**_____

INTERNSHIP SITE_____

ON-SITE SUPERVISOR_____ **PHONE**_____

EMAIL_____**DATE**_____

SUPERVISING FACULTY MEMBER_____

CIRCLE THE RESPONSE THAT BEST DESCRIBES YOUR EVALUATION OF THE INTERNSHIP AT THIS POINT.

1. In your opinion, how well prepared were you for the duties of this position?

Very High			Average			Poorly
7	6	5	4	3	2	1

2. How do you rate your performance in the internship?

Very High			Average			Poor
7	6	5	4	3	2	1

3. How do you rate your contributions to your internship organization?

Very High			Average			Poor
7	6	5	4	3	2	1

4. How do you rate the direction and assistance from your internship supervisor?

Very High			Average			Poor
7	6	5	4	3	2	1

5. In terms of benefit for you, how would you rate this internship as a learning experience?

Very High			Average			Poor
7	6	5	4	3	2	1

6. How well did this internship meet your expectations for it?

Very High			Average			Poorly
7	6	5	4	3	2	1

7. Would you recommend this internship to another student?

Yes			Maybe			No
7	6	5	4	3	2	1

Use the back for comments.

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Form #6 – Supervisor Final Internship Review

Communication & Performance Studies Department
Northern Michigan University

INTERN'S NAME_____ **EMAIL**_____

INTERNSHIP SITE_____

ON-SITE SUPERVISOR_____ **PHONE**_____

EMAIL_____**DATE**_____

SUPERVISING FACULTY MEMBER_____

CIRCLE THE RESPONSE THAT BEST DESCRIBES YOUR EVALUATION OF THE INTERNSHIP AT THIS POINT.

1. In your opinion, how well prepared was this student for the duties of this position?

Very High			Average			Poorly
7	6	5	4	3	2	1

2. How do you rate this student's performance in the internship?

Very High			Average			Poor
7	6	5	4	3	2	1

3. How do you rate this student's contributions to your internship organization?

Very High			Average			Poor
7	6	5	4	3	2	1

4. How do you rate the direction and assistance you and your staff have given this intern?

Very High			Average			Poor
7	6	5	4	3	2	1

5. Would you consider offering a similar internship to another one of our students in the future?

Yes			Maybe			No
7	6	5	4	3	2	1

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