Internship Procedures and Forms List:

Greetings work experiences/internship coordinators and academic department heads,

Remember that the new procedures and forms for all work experiences, developed through the AQIP Action Project, are now in effect.

WHERE TO LOOK:

Final copies of the Work Experience Guidelines and Word documents for all forms below are available in the share group for Work Experiences (<https://share.nmu.edu/moodle/course/view.php?id=4>)

or on the Academic Affairs website under “Procedures”

FORMS YOU’LL NEED:

1. Affiliation agreements are needed, one per company/organization for each academic dept. It stays on file.

2. Learning agreements are needed, one per student work experience.

3. Registrar’s Enrollment form is needed, one per student work experience.

4. Evaluations are needed at the conclusion. You may use your own forms or the common ones in the Guide. Links to the Qualtrics versions of the common evaluation forms are:

Student evaluation of the experience: <http://nmu.qualtrics.com/SE/?SID=SV_cu3fKHfVozAHrYp>

Supervisor evaluation of the student:  <http://nmu.qualtrics.com/SE/?SID=SV_cUS4AkeQ3Yiqaqh>

(If you want to customize this common evaluation for your own department, just send me a request. You will need an NMU Qualtrics account).

If you have any questions, please let me know.

Dale