

EMF INTERNSHIP REGISTRATION FORM

Student

Academic

Internship Site

Supervisor

Your

Source How did you obtain/arrange your internship?

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Keep a copy of this form for your personal records and give a copy to your faculty coordinator



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All parties have discussed and agree with the Learning Objectives indicated in the Learning Plan and will work together to support the completion of the Learning Plan Objectives and Tasks:

1 = Poor, 2 = Marginal, 3 = Satisfactory, 4 = Very Good, 5 = Exceptional, N/A = Not Applicable

Preparation	1	2	3	4	5	N/A

Communication Skills	1	2	3	4	5	N/A

Critical Thinking	1	2	3	4	5	N/A

Technology	1	2	3	4	5	N/A

Intern Name _____ Internship Site _____

Semester _____ # Credits Earned _____ Hours/Week _____ Total Hours _____

Career Center Coordinator _____ Faculty Coordinator _____

<i>TU Wesbite</i>	<i>1</i>	<i>2</i>	<i>3</i>	<i>4</i>	<i>5</i>	<i>NA</i>
<i>EMF Web site</i>						
<i>Print resources/materials</i>						
<i>Faculty assistance</i>						
<i>Staff assistance</i>						

How did The Career Center assist you in the internship process? Check all that apply.

resume/cover letter *interview process* *internship search* *advice* *orientation*
 explanation of process *intake/individual appointment* *other (specify) _____*

<i>INTERNSHIP EXPERIENCE</i>	<i>1</i>	<i>2</i>	<i>3</i>	<i>4</i>	<i>5</i>	<i>NA</i>
<i>Academically prepared to perform work</i>						
<i>Orientation, training, guidance to perform tasks</i>						
<i>Regular meeting with site supervisor or accessibility when needed</i>						
<i>Sufficient time and opportunity to meet learning objectives</i>						
<i>Site supervisor or staff assistance in learning about career field/paths</i>						
<i>Feedback/fair evaluation from worksite supervisor</i>						
<i>Educational value of training; challenging/substantial projects</i>						