

EMF INTERNSHIP REGISTRATION FORM

Student

Name _____ TU ID _____

Email _____ phone # _____

Academic

Major _____ Minor/Concentration _____

Overall GPA _____ Major GPA/GPA in field of internship _____

Internship Course _____ # credits _____ Semester _____

Faculty Internship Coordinator _____

Internship Site

Location _____ Website _____

Supervisor's Name _____ TITLE _____

Email _____ phone # _____

Your position title _____

Start Date _____ End Date _____ # Weeks _____

Compensation: unpaid paid amount: _____

Other compensation? (stipend, meals, parking, tuition, etc.)

Source How did you obtain/arrange your internship?

- Hire@TU* or other Career Center resources
- Self-placement or referral from other resources (list source) _____
- EMF Google group
- OTHER:

Student Signature _____ Date _____

Faculty/Academic Dept. Signature _____ DATE _____

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



Please print or type legibly.

Name _____

Major _____ Minor/Concentration _____

Work-site Supervisor _____ Title _____

Internship Site _____

Telephone _____ E-mail address _____

Faculty Coordinator and Department _____

Course _____ Number of Credits _____

Semester _____ Number of Work Hours Required _____

Learning Objectives
(What I want to learn)

Tasks/Strategies
(How I will learn)

Learning Objectives (What I want to learn)	Tasks/Strategies (How I will learn)

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:

Faculty Coordinator Signature _____ Date _____

Work-site Supervisor Signature _____ Date _____

Intern Signature _____ Date _____

The Internship Program
Mid Semester Evaluation For Supervisors Of Towson University
Interns



Your evaluation of your student intern provides important feedback necessary for student development and faculty assessment. Please rate your intern's performance, review the evaluation with your intern, and give the form to your faculty coordinator. Using the scale provided, please evaluate your intern's performance.
 The rating scale is: 1 = Poor, 2 = Marginal, 3 = Satisfactory, 4 = Very Good, 5 = Exceptional, N/A = Not Applicable

Preparation	1	2	3	4	5	N/A
Provided a persuasive, informative resume						
Demonstrate effective interview skills						
Showed appropriate initiative and follow up						
Showed ability to relate coursework to experience						

Communication Skills	1	2	3	4	5	N/A
Provides accurate, complete & persuasive written communications						
Communicates effectively with team members and supervisors (interpersonal & team)						
Articulates another's viewpoint through verbal and non-verbal cues						

Critical Thinking	1	2	3	4	5	N/A
Uses problem-solving techniques						
Uses adaptable, flexible thinking						
Uses critical thinking to produce comprehensive, supported conclusions						
Use creative thinking methods to produce ideas						
Distinguishes fact from opinion and critical from non-critical information						
Develops several workable solutions to a problem						
Demonstrates continuous learning						
Shows common sense						

Technology	1	2	3	4	5	N/A
Uses software efficiently and effectively for writing, spreadsheets, presentations or design						
Uses electronic mail, World Wide Web, Internet and other contemporary electronic services						

Leadership Development and Ethics	1	2	3	4	5	N/A
Accepts responsibility for one's own actions						
Resolve interpersonal and team conflicts						
Open-minded to other views and values						
Demonstrates effective team skills						
Displays appropriate business behavior and appearance						
Manages time and tasks						
Attends work regularly and is punctual						

Please provide us with any constructive comments – use additional sheet.

Work-site Supervisor's Signature _____ Date _____

Intern (Please Print) _____ Date _____

The Internship Program

Final Evaluation For Supervisors Of Towson University Interns



Your evaluation of your student intern provides important feedback necessary for student development and faculty assessment. Please rate your intern's performance, review the evaluation with your intern, and then give the form to your faculty coordinator. Using the scale provided, please evaluate your intern's performance. The rating scale is:

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

Preparation	1	2	3	4	5	N/A
Provided a persuasive, informative resume						
Demonstrate effective interview skills						
Showed appropriate initiative and follow up						
Showed ability to relate coursework to experience						

Communication Skills	1	2	3	4	5	N/A
Provides accurate, complete & persuasive written communications						
Communicates effectively with team members and supervisors (interpersonal & team)						
Articulates another's viewpoint through verbal and non-verbal cues						

Critical Thinking	1	2	3	4	5	N/A
Uses problem-solving techniques						
Uses adaptable, flexible thinking						
Uses critical thinking to produce comprehensive, supported conclusions						
Use creative thinking methods to produce ideas						
Distinguishes fact from opinion and critical from non-critical information						
Develops several workable solutions to a problem						
Demonstrates continuous learning						
Shows common sense						

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Uses electronic mail, World Wide Web, Internet and other contemporary electronic services						

Leadership Development and Ethics	1	2	3	4	5	N/A
Accepts responsibility for one's own actions						
Resolve interpersonal and team conflicts						
Open-minded to other views and values						
Demonstrates effective team skills						
Displays appropriate business behavior and appearance						
Manages time and tasks						
Attends work regularly and is punctual						

Please provide us with any constructive comments. An explanation of any 1 or 2 ratings will be essential to student development.

Work-site Supervisor's Signature _____ Date _____

The Internship Program

Student Evaluation



Intern (Please Print) _____ Date _____

Your evaluation of your student intern provides important feedback necessary for student development and faculty assessment. Please rate your intern's performance, review the evaluation with your intern, and then give the form to your faculty coordinator. Using the scale provided, please evaluate your intern's performance. The rating scale is:

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Please provide us with any constructive comments. An explanation of any 1 or 2 ratings will be essential to student development.

Work-site Supervisor's Signature _____ Date _____

Intern (Please Print) _____ Date _____