**Collect the following required information from your Internship / Field Experience Supervisor before** [**submitting via the Handshake Experiences tool**](https://app.joinhandshake.com/edu/experiences)**:**

1. Organization information
   * Mailing address
   * Industry
   * phone number
   * email address
2. Position title & start / end dates
   * \_\_\_\_\_\_\_\_
3. Internship / Field Experience Supervisor contact information
   * Email address
   * Name
   * Title
   * Phone number
4. How many hours per week (on average) do you anticipate completing? (This will determine how many credits you can register)
   * \_\_\_\_\_\_\_\_\_
5. Is your experience paid or unpaid?
   * Paid (hourly)
   * Paid (by stipend)
   * Unpaid
6. Organization Description: What does this organization do? - Your answer to this question may include the organization's mission, information from their "about us" page of the website, size, industry, location and types of services or products produced/provided. *Be descriptive!*
   * \_\_\_\_\_\_\_\_\_
7. Please list the organization or employer’s website.
   * \_\_\_\_\_\_\_\_\_
8. Position Description: What are the main projects and tasks you will be working on through this role? Be sure to list specific examples that were developed with your interests in mind. *Be descriptive!* (these must relate to your learning goals)
   * \_\_\_\_\_\_\_\_\_
9. Position Description: List specific colleagues / position roles you plan to shadow or work most closely with. These are the people who will be mentoring you and supporting your professional learning. Also include any specific trainings or certifications you’ll complete as part of this experience.
   * \_\_\_\_\_\_\_\_\_
10. Position Description: List required, preferred or discussed qualifications you had to meet to be offered this position. (Examples: Previous work, volunteer or academic experience with \_\_\_\_\_\_. Specific skills: \_\_\_\_\_\_, familiarity with \_\_\_\_\_\_\_. Ability to \_\_\_\_\_\_\_\_\_.) You may copy/paste from the position description.
    * \_\_\_\_\_\_\_\_\_
11. Add any other information about the organization, specific department or your position that you think is relevant.
    * \_\_\_\_\_\_\_\_\_

**Collect the following required information from your Faculty Supervisor before** [**submitting via the Handshake Experiences tool**](https://app.joinhandshake.com/edu/experiences)**:**

1. Faculty Supervisor contact information
   * Email address
   * Name
   * Title
   * Phone number
2. What type of experience should you register for?
   * Internship:
     1. The experience meets all of the academic departmental requirements of an internship (See: [“What is an Internship?”](https://my.northland.edu/academics/#internships-field)).
     2. Will include training and mentoring in new skills and knowledge.
     3. Will primarily increase the student’s knowledge, while benefiting the cooperating organization.
   * Field Experience:
     1. The work is applying skills and knowledge already learned.
     2. Will provide significant support for the cooperating organization with less focus on new learning.
     3. The work is a learning experience, but does not meet the definition of an internship.
3. 2-5 academically-aligned Learning Goals (must reflect alignment with knowledge gained through your academic coursework, or apply toward industry-relevant professional development skills)
   1. \_\_\_\_\_\_\_\_\_
   2. \_\_\_\_\_\_\_\_\_

Goals 3 – 5 are optional

1. Students and Faculty Supervisors will both assess the student’s current level of knowledge/skills related to each established learning goal. The purpose of this is to help the Internship Supervisor understand appropriate tasks to assign when you begin your experience, and what level of training is necessary to support you. Use the following scale when completing this assessment:
   * 4 – I’ve completed many applicable courses, experiential learning opportunities and/or held other positions that covered and prepared me for content related to this objective.
   * 3 – I’ve completed some applicable courses, experiential learning opportunities and/or held another position that covered and prepared me for content related to this objective.
   * 2 – I’ve completed few applicable courses, experiential learning opportunities or held a position that somewhat covered and prepared me for content related to this objective.
   * 1 – I have not yet completed applicable courses, experiential learning opportunities or held a similar position that covered and prepared me for content related to this objective.
2. Evaluation Criteria: How will your Faculty Supervisor assess what you've learned during and at the conclusion of the experience? You must get this information directly from your Faculty Supervisor.
   * \_\_\_\_\_\_\_\_\_
3. Will this internship or field experience credit fulfill a graduation requirement for your major or minor?
   * \_\_\_\_\_\_\_\_\_
4. Course number/level: The level of your course number is identified by the Faculty Supervisor, and is based on the rigor of your projects/tasks, evaluation criteria, and sometimes your class standing.
   * Internship 292
   * Internship 492
   * Field Experience 291
   * Field Experience 491