



Northern Marianas College

Learning and Student Success

Science, Mathematics, Health & Athletics

P.O. Box 501250, Saipan, MP 96950

Phone: (670) 234-5498 Fax: (670) 234-0759

www.marianas.edu

STUDENT INTERNSHIP CHECKLIST

1. Complete an Application for Internship form, including securing all signatures.
2. Meet with your Department Internship Coordinator, to discuss the application and other pertinent issues.
3. Develop the Learning Objectives listed on the Training Agreement in conjunction with the employer and the Department Internship Coordinator.
4. Obtain all of the appropriate Training Agreement signatures and submit to the Department Internship Coordinator.
5. Be available for job-site visitations (mid-term & final) as required by the Department Internship Coordinator.
6. Maintain an Activities Log as required by Department Internship Coordinator.
7. Complete a Narrative Report of your experiences.
8. Complete student evaluation of internship experience.
9. Complete internship and program assessment.
10. Deliver the employer evaluation of intern form to your supervisor if requested by the Department Internship Coordinator and ask him/her to complete the form and return it to the Department Internship Coordinator as appropriate.
11. When requested but no later than the last day of regularly scheduled classes, submit items 6, 7, 8, and 9 to the Department Internship Coordinator.
12. Notify the Department Internship Coordinator if you encounter any problems during any phase of participation that may inhibit your ability to complete the hours of work and the Training Agreement Objectives.



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APPLICATION FOR INTERNSHIP

Student Name _____ Student ID # _____

Course # /Section _____ Course Title _____

Fall ____ Spring ____ Summer ____ No. of Internship Credits ____ Overall GPA ____

Major _____ Earned Credits to Date ____

Name of Company/Agency _____

Address _____

On-site Supervisor/Contact Person _____

Job Title _____

Telephone (____) _____ - _____ Email _____

Dates of Internship – From _____ to _____

No. of Hrs/Week ____ Non-Paid ____ Hourly Pay Rate ____ Stipend ____

Student Address during Internship _____

Telephone (____) _____ - _____ Email _____

Student Permanent Address _____

Telephone (____) _____ - _____ Email _____

Student's Signature _____ Date _____

Advisor's Signature _____ Date _____

Internship Faculty _____ Date _____

Coordinator's Signature



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NARRATIVE REPORT SAMPLE QUESTIONS

1. Did the internship experience affect your thinking and attitudes about your field?
How?
2. Did the internship experience help you understand what is required to be successful at work?
3. Did the internship experience help you understand something more than the “book learning”?
4. Did the internship experience help you apply some of the lessons learned in the classroom?
5. Were there activities or assignments that raised new questions or helped to define future learning and work objectives?
6. Of all of the experiences you gained, which was the most valuable to you and why?
7. What helped you gain the most insight into what you learned?
8. What did you learn at work that you might not have learned in the classroom alone?
9. What experience did you have with your coworkers? Supervisors?
10. What observations did you make or experiences did you have that involved such issues as team work, ethics, attitudes, unprofessional behavior, flexibility, commitment, communication issues, etc.?
11. Describe the type of work you have been doing in your internship.



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STUDENT INTERNSHIP ACTIVITIES LOG

WEEK OF _____

DAY/DATE	ACTIVITY	NUMBER OF HOURS
DAY		
DAY		
DAY		
WEDNESDAY		
THURSDAY		
FRIDAY		
SATURDAY		

TOTAL HOURS _____



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STUDENT NAME _____ DATE _____

EMPLOYER _____

ADDRESS _____

PERSON CONTACTED _____

RATING (Faculty Coordinator assesses student's performance from interview with employer and student. Any deficient areas should be noted with recommendations/interventions for correction.)

I. APPEARANCE

- Always appropriate to environment
- Acceptable
- Needs Improvement (please explain)

II. ATTENDANCE

- Excellent
- Satisfactory
- Needs Improvement (please explain)

III. ATTITUDE

- Excellent
- Satisfactory
- Needs Improvement (please explain)

IV. QUALITY

- Excellent
- Satisfactory
- Needs Improvement (please explain)

V. MEETING LEARNING OBJECTIVES

- Excellent
- Satisfactory
- Needs Improvement (please explain)

VI. INTERPERSONAL SKILLS

- Seeks out work to be done
- Satisfactory
- Needs Improvement (please explain)

VII. SENSE OF RESPONSIBILITY

- Excellent
- Satisfactory
- Needs Improvement (please explain.)

VIII. MAINTAINING LOG

- Excellent
- Satisfactory
- Needs Improvement (please explain.)

IX. OVERALL PERFORMANCE

- Excellent
- Satisfactory
- Needs Improvement (please explain.)



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STUDENT NAME _____ DATE _____

EMPLOYER _____

Instructions to supervisor: Please check the appropriate category. Please comment on any "needs improvement" ratings.

- I. APPEARANCE
 Always appropriate to environment
 Acceptable
 Needs Improvement (please explain)
- II. ATTENDANCE
 Excellent
 Satisfactory
 Needs Improvement (please explain)
- III. PUNCTUALITY
 Excellent
 Satisfactory
 Needs Improvement (please explain)
- IV. DEPENDABILITY
 Excellent
 Satisfactory
 Needs Improvement (please explain)
- V. JUDGEEMENT
 Demonstrates Good Judgement
 Satisfactory
 Needs Improvement (please explain)
- VI. INITATIVE
 Seeks out work to be done
 Satisfactory
 Needs Improvement (please explain)
- VII. WORK PERFORMANCE
 Excellent
 Satisfactory
- VIII. COOPERATION
 Needs Improvement (please explain)
 Works exceptionally well with others
 Satisfactory
 Needs Improvement (please explain)
- IX. CUSTOMER OR CLIENT RELATIONS *(if applicable)*
 Excellent with customers and clients
 Satisfactory
 Needs Improvement (please explain)
- X. INTEREST IN WORK
 Enthusiastic
 Interested
 Lack Interest
- XI. TECHNICAL KNOWLEDGE AND SKILL LEVEL
 Highly Competent
 Satisfactory
 Needs Improvement (please explain)
- XII. OVERALL RATING
 Excellent
 Satisfactory
 Needs Improvement (please explain)