



FOR 408 FIELDWORK EXPERIENCE AGREEMENT

[The organization/department] _____ agrees to accept [the student] _____ as an intern from _____ to _____ [dates].

MIDWAY Evaluation from the student and the supervisor due by: _____

FINAL Evaluation from the supervisor due by: _____

SUMMARY report and completion of project from the student due by: _____

The student agrees to:

- 1. Conduct him/herself in a professional manner.
2. Consider him/herself as an employee of the organization and, as such, follow the rules and regulations of the organization.
3. Prepare comprehensively for and conscientiously conduct assigned tasks.
4. Consult with his/her supervisor on a regular basis and in any situation in which he/she is unsure of the appropriate measures to be taken.
5. Complete and forward a mid-way evaluation and a summary report to his/her faculty mentor in a timely manner.
6. Contact his/her faculty mentor or Student Services Coordinator if a problem should arise that is not satisfactorily resolved.
7. Adhere to the School of Forestry's 408 Fieldwork Experience guidelines.

The organization agrees to:

- 1. Consider the student intern as an integral part of the organization.
2. Assist the student intern in developing an independent project related to natural resources management.
3. Provide counsel assisting the intern to grow professionally and personally.
4. Contact the student's faculty mentor, _____, at (928) 523-____ or the Student Services Coordinator, at (928) 523-8956 if a problem should arise that is not satisfactorily resolved.
5. Provide feedback to the student and the University through a mid-way and final evaluation.
6. Adhere to the School of Forestry's 408 Fieldwork Experience guidelines.

The NAU School of Forestry agrees to:

- 1. Maintain contact with the intern during the internship.
2. Be available for any consultation that might be necessary with the intern or organization.
3. Use the organization's evaluation as partial determination of the intern's final grade.
4. Adhere to the School of Forestry's 408 Fieldwork Experience guidelines.

For any of the following reasons, this agreement may be terminated during the internship:

1. For any conduct by the student which would result in the dismissal of an employee of the organization.
2. For any illness or event that would necessitate the student's absence for a time which is detrimental to the internship.
3. For any action by the agency that is detrimental to the student or University.
4. For any action by the University that is detrimental to the organization.

Printed Name

Signatures:

Date

Student

Organization

NAU SoF Faculty

NAU SoF Student Services Coordinator