

**NVU-Lyndon Internship Program**

**Site Supervisor Forms Checklist**

Obtain a copy of the Internship Contract (from the student or Career Services).

Sign the Memo of Understanding (MOU) and submit to [Amy.Wright@NorthernVermont.edu](mailto:Amy.Wright@NorthernVermont.edu) within the first week of the internship. If you cannot e-mail, you may fax to 802-626-6474 or mail to:

Career Services

NVU-Lyndon

P.O. Box 919

Lyndonville, VT 05851

Complete the Mid-Term Evaluation and submit to the student’s faculty supervisor.

Meet and/or talk with the faculty supervisor sometime during the course of the student’s internship.

Complete the Final Evaluation and submit to the student’s faculty supervisor.

*For your convenience, all of the NVU-Lyndon forms are available on the Career Services’ web page, www.northernvermont.edu/academics/support/careers-and-internships and clicking on the Internships link.*