

INTERNSHIP
 Schedule of Assignments and Evaluations
 Leisure Studies Program
 University of Iowa

The Intern is responsible for submitting the assignments and Agency Supervisor evaluations to the University Supervisor no later than the dates listed below. This schedule is to be completed by the Intern and Agency Supervisor with approval from the University Supervisor. Return one signed copy to the University Supervisor and retain a copy for the Agency files.

Start Date: _____ End Date: _____

Assignment and/or Evaluation	Deadline to University Supervisor
Progress Report #1 and Agency Supervisor Evaluation (two weeks after start date)	_____
Progress Report #2 and Agency Supervisor Evaluation	_____
Progress Report #3 and Agency Supervisor Evaluation	_____
Agency Supervisor's Mid-Semester Evaluation of Intern's Performance	_____
Progress Report #4 and Agency Supervisor Evaluation	_____
Progress Report #5 and Agency Supervisor Evaluation	_____
Final Intern Report (last day of Internship)	_____
Agency Supervisor's Evaluation of Intern's Project	_____
Agency Supervisor's Final Evaluation of Intern's Performance	_____
Agency Visit by University Supervisor (if feasible and within 2 hour drive)	_____

 Agency Supervisor Signature _____
 Intern Signature

Intern: _____
 Phone/E-mail: _____
 Agency: _____
 Agency Supervisor: _____
 Agency Address: _____
 Phone/E-mail: _____
 UI Supervisor: _____
 Phone/E-mail: _____