

FINAL VISIT CHECKLIST (MAED/ADM v20)

University Supervisor: Please bring three copies to your meeting (one for the student, mentor, and retain a signed copy of it for your records).

University Supervisor (US) _____

Admin Intern _____ Mentor _____

Meeting Content	Admin Intern Initials	Mentor Initials
<p><i>Responsibilities of the Administrative Intern</i></p> <ul style="list-style-type: none"> ┆ Present final two projects (differing from midterm standards) to Mentor and University Supervisor (US) ┆ Demonstrate documentation of project hours and other activities on the Internship Learning Plan (ILP) for a total of 240 or more hours by final (300 for New Jersey students) (Hard Copy) ┆ Share Intern Reflection and Notebook (Hard Copy) ┆ Discuss ongoing, twice a month communication with US ┆ Follow up with Education Specialist to verify program completion, TK20 requirements, and Institutional Recommendation (IR) 	_____	_____
<p><i>Responsibilities of the Mentor</i></p> <ul style="list-style-type: none"> <input type="checkbox"/> Review the remaining two projects and Intern Notebook <input type="checkbox"/> Submit formal final evaluation in collaboration with the US into TK20 <input type="checkbox"/> Submit W-9 for payment and fax to Administrative Education Specialist (if not done at Midterm) 	_____	_____
<p><i>Responsibilities of the University Supervisor</i></p> <ul style="list-style-type: none"> ┆ Review TK20 directions for completing evaluations; provide support to student and mentor ┆ Review Intern's Reflection and Notebook ┆ Complete University Supervisor/Mentor Meeting Log with ink signatures ┆ Submit final evaluation and grade form with input from mentor into Tk20 	_____	_____
<p><i>Intern Learning Plan</i></p> <ul style="list-style-type: none"> ┆ Mentor and US review, give input, check distribution of activities ┆ Final two projects embedded in ILP must be completed at this time ┆ Ink signatures and hours calculated (240 final; 300 for New Jersey students) Downloaded by Intern to TK20 	_____	_____

I understand the expectations of the University of Phoenix MAED: Administration and Supervision

Admin Intern Signature: _____ Date: _____

Mentor Signature: _____ Date: _____

University Supervisor Signature: _____ Date: _____