

MIDTERM 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 two completed projects to Mentor and University Supervisor (US) ┆ Demonstrate documentation of project hours and proper dispersion (a minimum of two activities per standard) of other activities on the Internship Learning Plan (ILP) for a total of 120 or more hours by Mid-term (Hard copy) ┆ Share Intern Reflection and Notebook (Hard Copy) ┆ Discuss ongoing, bi-monthly communication with US ┆ Follow up with time expectations and schedule 	_____	_____
<p><i>Responsibilities of the Mentor</i></p> <ul style="list-style-type: none"> □ Continue to schedule regular conference time with intern to promote self-reflection and problem solving □ Distinguish areas of deficiencies on the Internship Learning Plan (ILP) in order to ensure leadership opportunities to participate in projects/activities relevant to the standards □ Provide coaching for skill development □ Review the remaining two projects and Intern Notebook □ Submit formal midterm evaluation in collaboration with the US in TK20 □ Submit W-9 for payment and fax to Regional Supervisor 	_____	_____
<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 ┆ Track interns progress in meeting standards and competencies; two (out of four) completed projects and ILP ┆ Communicate twice a month with Admin Intern and Mentor ┆ Review Intern's Reflection and Notebook ┆ Complete University Supervisor/Mentor Meeting Log with ink signatures ┆ Submit midterm 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 FS review, give input, monitor distribution of activities ┆ Two projects embedded in ILP must be completed at this time with two more due at the final evaluation/meeting ┆ Ink signatures and hours calculated (120 midterm; 240 final) 	_____	_____

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

Admin Intern Signature: _____ Date: _____

Mentor Signature: _____ Date: _____

University Supervisor Signature: _____ Date: _____