

MICHIGAN STATE UNIVERSITY
James Madison College

MC 401 Field Experience Paper
Field Experience Program

STUDENT-READER PLANNING SHEET

This sheet will be used to ensure communication with your faculty reader prior to the beginning of your Field Experience and to track the progress of your MC 401 paper.

I. PLACEMENT INFORMATION (to be filled out by student)

Name: _____

Internship Organization: _____

City: _____ Position: _____

Starting date: _____ Ending date: _____

Faculty Reader: _____ MC 401 Section Number: _____

II. PAPER DEADLINE CONTRACT (to be filled out by student)

I understand that there are specific Madison College deadlines for submitting my paper and subsequent revisions (spelled out in the syllabus which I will receive upon return of this signed form to the Field Experience Office). The first draft of the MC 401 paper is due in the Field Experience Office no later than the end of the third full week of classes in the following semester (spring semester deadline is fall semester).

I understand that my faculty reader is under no obligation to continue working with me if I fail to meet the initial deadline; and I understand that I will not receive credit for MC 401 until my Field Experience paper is satisfactorily completed and approved by a faculty reader.

Student Signature: _____
(*physical or electronic signature*)

Date: _____

III. PRE-FIELD EXPERIENCE PLANNING SESSION (to be filled out by faculty reader and returned to the Field Experience Office by the student)

Schedule an in-person meeting with your faculty reader prior to the beginning of the internship to discuss the Field Experience placement, the organization, and the potential direction of the MC 401 paper. Discuss arrangements for continuing contact throughout the internship and the subsequent semester. If an in-person meeting is not possible, begin this discussion via email. This is extremely important.

_____ has met with me before leaving for his/her
(student's name)
Field Experience to discuss his/her MC 401 Field Experience paper.

Faculty Signature: _____
(physical or electronic signature)

Date: _____

A copy of this form will be placed into the student's file and will be made available to the faculty reader after each MC 401 submission in order to address section IV below.

IV. MC 401 PAPER EVALUATION (to be filled out by faculty reader after each MC 401 submission and returned to the Field Experience Office)

I am returning this Field Experience paper to the student for revision, to be completed no later than _____.

Signature: _____

Date: _____

I am returning this Field Experience paper to the student for revision, to be completed no later than _____.

Signature: _____

Date: _____

I have approved this Field Experience paper.

Signature: _____

Date: _____