Operation Intern Student Intern Enrollment Glossary

First Name – **required;** Legal First Name

Middle Initial – optional

Last Name – **required;** Legal Last Name

Contract/LOA – this is autogenerated from the Operation Intern portfolio

Internship Location – **required;** list the North Dakota city where the internship is taking place. If there is more than one city, list all locations

NDUS Student Identification Number – **required; North Dakota University System Student Identification Number;**

- The student ID for any enrolled North Dakota college/university;
- if a North Dakota high school junior or senior is taking a dual credit course that is applicable to the Internship Title, they will have an NDUS Student Identification Number;
- if the junior or senior is not taking a dual-credit course, indicate "HS-Junior or Senior";
- if the intern is enrolled in a college or university from out-of-state, list the student identification number for that out-of-state college or university; otherwise, indicate "N/A"
- if the Internship Title is a registered apprenticeship program (RAP), list the RAPIDS number for that apprentice

Intern Email – intern's email address, either work or personal (this will be used to send out a follow-up survey)

Date of Birth – **required;** 00/00/0000 format

Program of Study – **required;** this is the college or university course for obtaining a degree in, which the intern is participating in, related to the internship title; if this is a RAP, list that program

School – **required;** the name of college/university/high school they are currently attending, or to be attending in the fall. If they graduated within the past 6 months, list the school they recently graduated from

Year in School – **required;** HS Junior, HS Senior, College: 1, 2, 3, 4, 5, etc.. they are currently in or will be enrolled in the fall. If they graduated within the past 6 months, list the school year they graduated from

Supervisor – the name of the individual at the company who will be providing oversight

Internship Start Date – **required;** first day of the internship; 00/00/0000 format

Internship End Date – **required;** last day of the internship; this date can be edited if the internship does not work out, and they exit early; for reporting purposes, this date cannot extend beyond the end of the term listed in the letter of agreement. You can keep this

person on past the end date, but they will not be eligible for any funds once the term expires; 00/00/0000 format

Full Time Hire – this field must remain "**No**" while the intern is actively participating in the internship or if the intern returns to school. **Upon completion of the internship**, if this participant is offered full-time employment, then this needs to be revised to "Yes".

Internship Title – **required;** the internship position listed in the signed letter of agreement

Internship Job Description – **required;** a summary of the internship work to be performed and duties expected from the intern

Learning Objectives – describe what the learner is expected to know, understand, or be able to do after completion of the internship

Learning Outcomes and Evaluation – the process of how the assessment of the learner outcomes will be measured

Supervisor Signature – **required; certify**, typing in this field acknowledges the statement listed in this section; **the box must be marked**

Date of Supervisor Signature – **required;** 00/00/0000 format