

Instructional Design and Technology
Project Supervisor Letter of Agreement

Date: _____

Instructional Design & Technology
Department of Teaching & Learning
Education Room 101
231 Centennial Dr Stop 7189
Grand Forks, ND 58202-7189

Dear _____

I, _____, agree to provide on-site supervision for IDT 584 Internship in Instructional Design, for _____ I have read and fully understand the Internship and Practicum Project Description form, which outlines the requirements for the course. As the on-site supervisor, I understand and agree to the following:

- The 80 hours committed to this project are outside of the student's normal job duties
- Supervision of intern in a manner consistent with that for any employee (e.g. weekly communications, contact, supervision, etc).
- A brief mid-term evaluation will be required by me at the 40 hour mark (see attached)
- A brief final evaluation will be required by me at the end of the project (see attached)

I also understand that any problems or issues I have with the student or the project will be discussed with the student. If problems or issues continue, I will contact the student's academic advisor.

Project supervisor signature

Date

My typed name above shall have the same force and effect as my written signature.