

## **Two Weeks Before the End of the Semester**

1. Initiate a meeting with your supervisor (employer) to evaluate your work. (Forms are due no later than the last day of finals).
  - Have your **supervisor** complete and sign the Employer Evaluation of Learning Objectives (Form 2).
  - Have your **supervisor** complete and sign the Employer Evaluation of Student Performance (Form 3).
  - Have your **supervisor** mail completed and signed Forms 2 and 3 and email to Tricia Brandenburg (Graduate Program Coordinator) – [tricia.brandenburg@usu.edu](mailto:tricia.brandenburg@usu.edu).
2. Complete the student (employee) evaluations. (Forms are due no later than the last day of finals).
  - Complete and sign the Student Evaluation of Learning Objectives (Form 4).
  - Complete and sign the Student Evaluation of Work Performance (Form 5).
  - Complete the Confidential Student Evaluation of the Work Experience (Form 6).
  - Email the completed and signed Forms 4-6 to Tricia Brandenburg (Graduate Program Coordinator) – [tricia.brandenburg@usu.edu](mailto:tricia.brandenburg@usu.edu).
3. Write and submit your Final Report (Due no later than the last day of finals).
  - Email the completed report to Tricia Brandenburg (Graduate Program Coordinator) – [tricia.brandenburg@usu.edu](mailto:tricia.brandenburg@usu.edu).