

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 during completion of the MC 401 research project.*

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

Name: \_\_\_\_\_

Internship Organization: \_\_\_\_\_

City: \_\_\_\_\_ Position: \_\_\_\_\_

Semester Enrolled: \_\_\_\_\_ Semester Completing: \_\_\_\_\_

Faculty Reader: \_\_\_\_\_ MC 401 Section Number: \_\_\_\_\_

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

I understand that I am responsible for meeting deadlines for submitting my paper and subsequent revisions (as stipulated in the syllabus or on a timeline negotiated with my faculty reader).

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: \_\_\_\_\_

-OVER-

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 starting to work on your MC 401 project. At this meeting, you should discuss potential project topics and agree upon a set of due dates for project components. You are encouraged to meet with your faculty reader as early as possible in the semester in which you intend to complete your project!*

\_\_\_\_\_ (student name) has met with me to discuss their MC 401 Field Experience paper.

Faculty Signature: \_\_\_\_\_  
(physical or electronic signature)

Date: \_\_\_\_\_

IV. Alternative Due Dates:

**\*\*If deviating from the project components (proposals, drafts, etc.) and/or due dates as set out in the MC 400/401 syllabus provided by the Field Experience Office, please complete the following section:**

☐ Project Component: \_\_\_\_\_  
Due Date: \_\_\_\_\_

☐ Project Component: \_\_\_\_\_  
Due Date: \_\_\_\_\_

☐ Project Component: \_\_\_\_\_  
Due Date: \_\_\_\_\_