Faculty Advisor Responsibilities

Program Requirements

- Arrange and conduct regular meetings with the internship student
  - These meetings should be in person, but can also be via phone or video conference
- Make at least one on-site visit
- Complete learning outcomes & pair tasks from the internship to accomplish those outcomes by working with site supervisor and student.
- Ensure that student informs Career Connections of the location of their internship
- Communicate with the student and site supervisor to discuss internship expectations
- Utilize Blackboard for tracking assignments and grades
- Ensure that the student completes bi-weekly activity reports and a final report at the end of the internship
  - Student and faculty advisor will determine the content of these reports
- Be available for contact with the site supervisor as needed
  - Make sure the student completes a final evaluation or exit interview with their site supervisor
- Post all assignments to Blackboard following the completion of the internship
- Complete final grade report and enter final grade into IRIS

***All student requirements must be submitted to faculty advisor within one week of completion

Learning Outcomes/Tasks

List all learning outcomes and tasks that the student should accomplish during their internship program:

*Once Learning Objectives have been approved by Dean/Division chair ensure that Internship Enrollment form is signed and returned to Records Office.*
Faculty Timeline & Checklist

Prior to Start of Internship:

☐ Meet with the student and site supervisor to establish meaningful and measureable learning objectives and to discuss internship expectations, including work hours, workplace policies, etc.
☐ Obtain approval of learning objectives from Dean/Division Chair
☐ Ensure that student has obtained all signatures on the Internship Enrollment form and turned form in to Records office (CCB 1600)
☐ Ensure that student informs Career Connections of the location of their internship

During Internship:

☐ Visit the student at their internship site at least once
☐ Ensure that student completes bi-weekly activity reports (template available)
   o Student and faculty advisor will determine the content of these reports
   o Faculty advisor will provide feedback on each report in a timely manner
☐ Use Blackboard for submission of assignments and grades (required)
☐ Be available to the site supervisor as needed if issues arise

After Completion of Internship:

☐ All student requirements must be submitted to faculty advisor within one week of completion of internship
☐ Ensure the student completes a final evaluation or exit interview with their site supervisor (template available)
☐ Ensure the student completes a final report at the end of the internship (template available)
☐ Meet with the student upon completion of internship
☐ Update Blackboard with appropriate grades and enter final grade into IRIS