

**Faculty Sponsor Vision Statement Approved by Gustavus Faculty on May 23, 2013**  
***Updated and Revised July 2016***

**Vision and Rationale**

Career explorations and internships have the potential to be high impact learning opportunities for Gustavus students.<sup>1</sup>

The Academic Operations Committee envisions Faculty Sponsors approaching these opportunities from a pedagogical perspective that focuses on the student's intellectual development. They will contribute their expertise in the student's field of study and their knowledge of various professions and industries related to the fields in which they are scholars to help students to make connections between their career explorations and internships and their academic courses.

Career Development staff is here to help. The Committee envisions their role as approaching these opportunities from a student affairs perspective that focuses on the student's career and professional development. They will contribute their knowledge of best practices in college student career development, vocational reflection, and program administration. Their work will support Gustavus students as learners, and Gustavus faculty and the employers who supervise our students as teachers.

The Committee envisions the Faculty Sponsor's role as doing what is necessary to make the Academic Bulletin language "an extension and application of prerequisite academic skills" and "related to [the] student's major" meaningful by completing the following essential duties at key points in the career exploration and internship processes:

- Registration Form Approval: for internships: discuss learning objectives and duties with the student in person (by appointment); establish expectations for intellectual rigor of experience; set high expectations for professionalism both on campus and at internship site. For career explorations and internships: decide whether Faculty Sponsor will complete the Site Visit.
- Academic Assignments and Reflection: Faculty members are asked to provide academic assignments to complement the internship or career exploration and review and provide comment on reflection assignments developed by Career Development for the Academic Internship and Career Exploration Programs.
- Communication: scheduled, regular, consistent engagement and contact with student throughout internship.
- Site Visit (): assess appropriateness of site, quality of student's experience, connection between student's work, student's major, and academic/intellectual rigor of student's experience; demonstrate concern for student's development; personify Gustavus for Site Supervisor.
- Review of Site Supervisor Evaluation/Exit Interview: meet with student in person to discuss overall experience and assess whether student met his/her learning objectives; identify next steps for student regarding courses or additional internships.

<sup>1</sup> [\*High-Impact Educational Practices: What They Are, Who Has Access to Them, and Why They Matter\*](#), by George D Kuh (AAC&U, 2008) "The idea is to provide students with direct experience in a work setting—usually related to their career interests—and to give them the benefit of supervision and coaching from professionals in the field. **If the internship is taken for course credit, students complete a project or paper that is approved by a faculty member.**"(Emphasis added.)

The Committee envisions the Career Development role as doing what is necessary to make the language “off-campus employment experience” meaningful by completing the following essential duties at these key points in the process:

- Search: providing advice and assistance with resume and cover letter writing, identification of prospective employers, and interview preparation
- Registration: providing reliable information by the most accessible means available, working in harmony with the Registrar’s Office, enforcing registration deadlines and requirements firmly, consistently, and fairly
- Orientation: Provide reliable information and encouragement to enable students to commence their career explorations or internships with confidence; set high expectations for professionalism both on campus and at internship site.
- Assignments: Review and provide comment on reflection assignments developed by Career Development for the Academic Internship and Career Exploration Programs as needed by arrangement on behalf of the Faculty Sponsor.
- Site Visits (where not completed by Faculty Sponsor)
- Employer Relations: promoting Gustavus to employers, cultivating and maintaining relationships with employer partners, risk management, site evaluation, troubleshooting
- Advancement: supporting the work of Gustavus alumni relations and advancement professionals in order to increase the number and variety of opportunities offered to students by alumni and friends of the College, and financial support for students completing unpaid career explorations and internships through stipends funded from gifts to the College

The Committee envisions the faculty adopting a Faculty Sponsor job description that is based upon best practices for professors serving as faculty sponsors for experiential learning and community-based learning.<sup>2</sup> The description would include specific expectations for the essential duties the Committee identified, and specific information about compensation and reimbursement for expenses incurred while serving as a Faculty Sponsor. The description would emphasize that the Faculty Sponsor’s role is *optional*, and that faculty members who choose to serve in this role will have the College’s expectations stated in writing.

<sup>2</sup> The principles of experiential education include: 1) Experiential learning occurs when carefully chosen experiences are supported by reflection, critical analysis and synthesis; 2) The educator's primary roles include setting suitable experiences, posing problems, setting boundaries, supporting learners, insuring physical and emotional safety, and facilitating the learning process. [What is Experiential Education?](http://www.aee.org/about), Association for Experiential Education, [www.aee.org/about](http://www.aee.org/about)

**Appendices: Career Development Staff and Faculty Sponsor Responsibilities Charts; Site Supervisor Evaluation**

**APPENDIX ONE INTERNSHIPS:**

**FACULTY SPONSOR AND CAREER DEVELOPMENT STAFF RESPONSIBILITIES**

<b>STAGE</b>	<b>CAREER DEVELOPMENT STAFF RESPONSIBILITIES</b>	<b>FACULTY SPONSOR RESPONSIBILITIES</b>
Student's Internship Search	<p>Advise and assist student so that student can identify and approach prospective internship sites. Advice includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• Introduce student to internship and job database; maintain database</li> <li>• Assist student with resume and cover letter writing</li> <li>• Lead individual "brainstorming" appointments with students to identify potential sites</li> <li>• Promote job/internship fair opportunities and assist students with fair preparation</li> <li>• Schedule, promote, and administer on-campus interviews</li> <li>• Interview preparation</li> </ul>	<ul style="list-style-type: none"> <li>• Respond to student's inquiries about potential sites in fields related to the student's major</li> </ul>
Student's Internship Course Registration	<ul style="list-style-type: none"> <li>• Assist student with completing the required Registration process</li> <li>• Establish deadlines and procedure for review and approval of course registration and delivery of approved registration data to Registrar, Faculty Sponsor, Site Supervisor and Student in collaboration with Registrar's Office</li> <li>• Review and update registration process annually</li> <li>• Coordinate approval of International internships with CICE</li> <li>• Receive, review, and approve completed Registration and deliver approved registration data to Registrar, Faculty Sponsor, Site Supervisor and Student by established deadlines</li> <li>• Enforce applicable requirements and deadlines firmly, consistently, and fairly</li> <li>• Advise students on applicable Gustavus Academic Policies and procedures</li> <li>• Assist students with requests for waiver/exception of Academic Policy submitted to Faculty Petitions Committee</li> </ul>	<ul style="list-style-type: none"> <li>• Meet with student by appointment (in person or electronically) to discuss 1) how desired career exploration/internship relates to student's major; 2) desired learning outcomes; 3) expectations for intellectual rigor of experience; and 4) Faculty Sponsor's required assignments</li> <li>• Decide whether to accept student's invitation to serve as Faculty Sponsor</li> <li>• Decide whether Faculty Sponsor or Career Development Staff will assume responsibility for completing site visit</li> </ul>

<p>Student's Completion of Internship</p>	<ul style="list-style-type: none"> <li>• Facilitate mandatory Orientation for all students registered</li> <li>• Post, receive, review, and return all required Internship Program assignments</li> <li>• Respond to student requests for information or assistance</li> <li>• Advise student on problems arising out of relationship with employer</li> <li>• Represent the College in response to employer problems/concerns with student or programs</li> </ul>	<ul style="list-style-type: none"> <li>• Establish and maintain scheduled, regular, consistent engagement and contact with student</li> <li>• Review and comment on Reflection Assignments</li> <li>• Advise student on problems arising out of relationship with employer</li> </ul>
<p>Assessment</p>	<ul style="list-style-type: none"> <li>• Complete site visits (where not completed by Faculty Sponsor)</li> <li>• Review and approve Faculty Sponsor Site Visit mileage expenses for reimbursement</li> <li>• Review student's completed Site Supervisor Evaluation</li> <li>• Report student's completion of all Internship Program requirements and eligibility for receipt of a final grade to Faculty Sponsor no later than 24 hours before applicable Registrar's deadline for receipt of final grades</li> <li>• Distribute, collect, and review student course evaluations</li> </ul>	<ul style="list-style-type: none"> <li>• Complete site visits (where not delegated to Career Development Staff)</li> <li>• Review student's completion of Faculty Sponsor's required assignments</li> <li>• Review student's completed Site Supervisor Evaluation (Copy of Form attached as Appendix Three)</li> <li>• Award final grade (P/F), based upon notice of student's completion of all Internship Program requirements</li> </ul>
<p>Employer Relations</p>	<ul style="list-style-type: none"> <li>• Promote Gustavus to employers and prospective employers; establish, cultivate, and maintain relationships with employer contacts</li> <li>• Post and promote position descriptions received from employers to students</li> <li>• Risk management</li> <li>• Collaborate with and support the work of Gustavus Alumni Relations and Advancement Offices to increase career exploration opportunities offered by Gustavus alumni and friends and financial support for students completing unpaid internships from gifts to the College</li> </ul>	<ul style="list-style-type: none"> <li>• Personify Gustavus to employers during Site Visits and encourage continuing relationship between employer and Gustavus.</li> <li>• Assist Career Development Staff in promoting internship opportunities received from employers to students in the Faculty Sponsor's department or in student organizations for which the Faculty Sponsor serves as Advisor</li> </ul>

**APPENDIX TWO INTERIM CAREER EXPLORATIONS:  
FACULTY SPONSOR AND CAREER DEVELOPMENT STAFF RESPONSIBILITIES**

<b>STAGE</b>	<b>CAREER DEVELOPMENT STAFF RESPONSIBILITIES</b>	<b>FACULTY SPONSOR RESPONSIBILITIES</b>
Student's Career Exploration Search	<p>Advise and assist student so that student can identify and approach prospective career exploration sites. Advice includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• Introduce student to internship and job database; maintain database</li> <li>• Assist student with resume and cover letter writing</li> <li>• Lead individual "brainstorming" appointments with students to identify potential sites</li> <li>• Promote job/internship fair opportunities and assist students with fair preparation</li> <li>• Interview preparation</li> </ul>	<ul style="list-style-type: none"> <li>• Respond to student's inquiries about potential sites, especially sites where Gustavus students previously completed career explorations under that faculty sponsor's direction.</li> </ul>
Student's Career Exploration Course (J-Term) Registration	<ul style="list-style-type: none"> <li>• Assist student with obtaining and completing required Registration</li> <li>• Establish deadlines and procedure for review and approval of course registration and delivery of approved registration data to Registrar, Faculty Sponsor, Site Supervisor and Student in collaboration with Registrar's Office</li> <li>• Review and update registration process annually</li> <li>• Coordinate approval of international career explorations with CICE</li> <li>• Receive, review, and approve completed Registration and deliver approved registration data to Registrar, Faculty Sponsor, Site Supervisor and Student by established deadlines</li> <li>• Enforce applicable requirements and deadlines firmly, consistently, and fairly</li> <li>• Advise students on applicable Gustavus Academic Policies and procedures</li> <li>• Assist students with requests for waiver/exception of Academic Policy submitted to Faculty Petitions Committee</li> </ul>	<ul style="list-style-type: none"> <li>• Determine if additional academic assignments will be required and set appropriate expectation and due dates</li> </ul>

<p>Student's Completion of Career Exploration</p>	<ul style="list-style-type: none"> <li>• Facilitate mandatory Orientation Meeting for all students registered</li> <li>• Post, receive, review, and return all required Interim Career Exploration Program assignments</li> <li>• Respond to student requests for information or assistance</li> <li>• Advise student on problems arising out of relationship with employer</li> <li>• Represent the College in response to employer problems/concerns with student or programs</li> </ul>	<ul style="list-style-type: none"> <li>• Complete in person site visits where possible using alternative methods (phone or video) where necessary.</li> <li>• Review and comment on Reflection Assignments</li> <li>• Advise student on problems arising out of relationship with employer</li> </ul>
<p>Assessment</p>	<ul style="list-style-type: none"> <li>• Review and approve Faculty Sponsor</li> <li>• Site Visit expenses for reimbursement</li> <li>• Review student's completed Site Supervisor Evaluation</li> <li>• Report student's completion of all</li> <li>• Interim Career Exploration Program requirements and eligibility for receipt of a final grade to Faculty Sponsor no later than 24 hours before applicable Registrar's deadline for receipt of final grades</li> <li>• Distribute, collect, and review student course evaluations</li> </ul>	<ul style="list-style-type: none"> <li>• Review student's completed Site Supervisor Evaluation</li> <li>• Award final grade (P/F), based upon notice of student's completion of all Interim</li> <li>• Career Exploration Program requirements</li> <li>• Review student's completion of Faculty Sponsor's required Assignments (as assigned)</li> </ul>
<p>Employer Relations</p>	<ul style="list-style-type: none"> <li>• Promote Gustavus to employers and prospective employers; establish, cultivate, and maintain relationships with employer contacts</li> <li>• Post and promote position descriptions received from employers to students</li> <li>• Risk management</li> <li>• Collaborate with and support the work of Gustavus Alumni Relations and Advancement Offices to increase internship opportunities offered by Gustavus alumni and friends and financial support for students completing unpaid internships from gifts to the College</li> </ul>	<ul style="list-style-type: none"> <li>• Personify Gustavus to employers during Site Visits and encourage continuing relationship between employer and Gustavus.</li> </ul>

**APPENDIX THREE SITE SUPERVISOR EVALUATION:  
VIA SURVEY MONKEY**

**Internship Information**

\* 1. Name of Intern

\* 2. Internship Position/Title

\* 3. Faculty Sponsor Name

\* 4. Site Supervisor Information

Name

Company

City/Town

State/Province

Country

Email Address

Phone Number

**Evaluation - Please rate the intern's performance in the following areas**

\* 5. Interest in Work

- UNSATISFACTORY: Little interest or enthusiasm for work
- BELOW AVERAGE: Limited interest
- AVERAGE: Average amount of interest and enthusiasm for the work
- ABOVE AVERAGE: More than average amount of interest and enthusiasm for the work
- EXCEPTIONAL: High interest and pride in the work

Comments:

\* 6. Initiative

- UNSATISFACTORY: He/she did not take the time to find the correct answer
- BELOW AVERAGE: Relies on others; Must be told what to do frequently
- AVERAGE: Acts voluntarily in routine matters
- ABOVE AVERAGE: Acts voluntarily in all matters
- EXCEPTIONAL: Student completed all of the projects assigned and sought to take on additional work

Comments

\* 7. Ability to Learn

- UNSATISFACTORY: Very slow to learn
- BELOW AVERAGE: Slow to learn
- AVERAGE: Average
- ABOVE AVERAGE: Quick to learn
- EXCEPTIONAL: Exceptionally quick to learn

Comments

\* 8. Quality of Work

- UNSATISFACTORY: Frequent errors
- BELOW AVERAGE: More than average number of errors
- AVERAGE: Work passes review with a normal amount of errors
- ABOVE AVERAGE: Usually thorough, good work, few errors
- EXCEPTIONAL: Very thorough and makes very few errors

Comments



\* 9. Judgment

- UNSATISFACTORY: Jumps to conclusions without sufficient knowledge
- BELOW AVERAGE: Judgment often undependable
- AVERAGE: Judgment normally good in routine situations
- ABOVE AVERAGE: Uses good common sense. Usually makes good decisions
- EXCEPTIONAL: Decisions based on thorough analysis of problem

Comments

\* 10. Dependability

- UNSATISFACTORY: Unreliable
- BELOW AVERAGE: Somewhat unreliable; requires above average supervision
- AVERAGE: Can be depended upon in routine situations
- ABOVE AVERAGE: Can usually be depended upon in most situations
- EXCEPTIONAL: Can always be depended upon in any situation

Comments

\* 11. Teamwork

- UNSATISFACTORY: Consistently difficult to work with
- BELOW AVERAGE: Often difficult to work with; Sometimes antagonizes others
- AVERAGE: Most relations with others are harmonious under normal situations
- ABOVE AVERAGE: Congenial and helpful. Works well with others
- EXCEPTIONAL: Engages effectively with others to accomplish organizational/project/departmental goals

Comments

\* 12. Response to Supervision

- UNSATISFACTORY: Resents suggestions and criticism by supervisor or needs close supervision
- BELOW AVERAGE: Reluctantly accepts suggestions and criticism by supervisor; Sometimes fails to recognize own limitations
- AVERAGE: Accepts suggestions and criticism by supervisor in satisfactory manner
- ABOVE AVERAGE: Willingly accepts suggestions and criticism by supervisor
- EXCEPTIONAL: Expresses appreciation and takes prompt action on suggestions by supervisor; Open-minded and confident

Comments

\* 13. Interpersonal Skills

- UNSATISFACTORY: Poor
- BELOW AVERAGE: Fair
- AVERAGE: Good
- ABOVE AVERAGE: Very Good
- EXCEPTIONAL: Excellent

Comments

\* 14. Oral Communication

- UNSATISFACTORY: Poor
- BELOW AVERAGE: Fair
- AVERAGE: Good
- ABOVE AVERAGE: Very Good
- EXCEPTIONAL: Excellent

Comments

\* 15. Written Communication

- UNSATISFACTORY: Poor
- BELOW AVERAGE: Fair
- AVERAGE: Good
- ABOVE AVERAGE: Very Good
- EXCEPTIONAL: Excellent

Comments

\* 16. Planning and Organization

- UNSATISFACTORY: Consistently fails to plan and organize effectively
- BELOW AVERAGE: Often fails to plan and organize effectively
- AVERAGE: Does a normal amount of planning and organizing
- ABOVE AVERAGE: Consistently plans and organizes effectively
- EXCEPTIONAL: Does an excellent job of planning and organizing

Comments

\* 17. How ready for success is the student in an entry-level position compared to other interns?

- UNSATISFACTORY: The student should focus on technical and/or interpersonal skill development before completing an additional experience
- BELOW AVERAGE: The student should consider participating in another internship or other opportunity to gain additional experience
- AVERAGE: Student could start at the right company preferably with a formal and structured training and feedback program
- ABOVE AVERAGE: The student is ready to start at the entry-level, but would need some guidance and regular feedback at the start
- EXCEPTIONAL: The student could start tomorrow, hit the ground running, and could lead projects without additional training
- Comments

Feedback

\* 18. Please list and comment on the strengths of the intern.

\* 19. Please list and comment on development areas of the intern.

\* 20. Overall, how would you rate this intern?

- UNSATISFACTORY: We were extremely disappointed and would not hire this student if we could do things over
- BELOW AVERAGE: We were disappointed in the student's work but the experience wasn't a complete loss
- AVERAGE: The student fulfilled duties but did not overly impress
- ABOVE AVERAGE: The student was a pleasure to work with and performed better than the average intern
- EXCEPTIONAL: The student exceeded expectations and performed to the highest standards

Comments

21. Additional comments and feedback on the this internship experience.

\* 22. Feedback is an important component of the internship and most effective when provided by the supervisor. Has this evaluation been shared with the student?

- Yes
- No

Thank You

Thank you for providing feedback. This evaluation will be provided to the Faculty Sponsor as part of the grading process. Career Development and/or the Faculty Sponsor may be in contact if any follow up is needed. If you have any questions contact Career Development at 507-933-7575.

Gustavus Adolphus College thanks you for hosting an intern!