

INTERNSHIP PROGRAM

Faculty Internship Advisor Guidelines

The basic role of Faculty Internship Advisor includes the following:

- ☐ **Approve student's request to register for internship credits.**
Faculty approval is given through response to the Internship Registration email from the Internship Program.
- ☐ **Provide additional guidance to the intern with the development of Learning Contract goals and objectives.**
Initial guidance is provided by the Internship Program to ensure that the intern has a good understanding of the position duties and initial learning goals and objectives.
- ☐ **Review and sign approval of intern's completed Learning Contract**
The Internship Learning Contract, Mid-Semester Review and Final Evaluation documents/surveys are provided to the intern by the Internship Program.
- ☐ **Participate in Mid-Semester Review meeting with Intern & Internship Supervisor**
This evaluation meeting may be an in-person or virtual meeting.
- ☐ **Monitor and ensure Internship Supervisor's timely completion of the Final Evaluation form and meeting with the intern.**
Faculty attendance is not expected for this final evaluation meeting, but the Internship Supervisor feedback is valuable and important to review.
- ☐ **Schedule a time near the end of the internship to conduct a Reflection Discussion with the intern and collect academic assignments.**
A letter grade is submitted by the Faculty Internship Advisor based on the intern's accomplishment of learning goals and the academic assignments that are submitted.

Please direct any internship related questions or concerns to:

Laura Zirngible, Internship Program
lazirngible@stkate.edu

Career Development Center

CdC 210