

Faculty Advisor Expectations

Before Internship

Learning Contract: Provide guidance on the student's Learning Contract and approve

- Assist student with developing appropriate goals**
Resources: [St. Kate's Career Competencies](#)
- Determine assignments**
Common Assignments: reflection, lit review, research paper, presentation
- Sign off on student Learning Contract**
Review the final contract, electronically sign, send to student

Registration

- Approve registration request**
Career Development will email the registration request and CC you. Reply all with a simple "approved" message

Mid-Term

- Review Mid-Term Evaluation**
Career Development will send out a mid-term evaluation survey to the internship site supervisor and forward results to the faculty advisor and student
- Check in with the Internship Site Supervisor**
Discuss student performance and progress on goals
- Mid-term meeting with student**
Discuss evaluation and progress on goals and assignments

End of Internship

- Review Final Evaluation**
Career Development will send out a final evaluation survey to the internship site supervisor and forward results to the faculty advisor and student
- Final meeting with student**
Discuss evaluation, review assignments, submit grade