

## Internship Faculty Advisor Responsibilities

This document provides an outline of the expectations for you as a Faculty Advisor and those for the other roles involved with the internship.

### Faculty Advisor responsibilities:

#### *Before*

- Meet with intern prior to the internship to:
  - Discuss internship responsibilities to ensure they meet department requirements
  - Determine assignments in order to evaluate the intern. You are welcome to develop an assignment, but common assignments include reflection paper, journal, literature review, research paper, presentation, etc. This decision is entirely up to you and the intern.
  - Help students create internship goals based on [Career Competencies](#). Students must have goals in at least 4 competency areas.

#### *During*

- Meet with the intern during the internship. Check in at least twice, once after you receive the mid-term review, and once after you receive the final evaluation. These evals are completed by the site supervisor and forwarded to you and the intern.
- Discuss challenges, responsibilities, and progress on goals/projects/assignments. Your intern has been told to reach out to you to schedule these meetings.
- Reach out to the site supervisor after receiving the mid-term review to talk about the intern's progress. The contact information for the site supervisor will be in the review.
- Ensure that the intern is completing the hours they agreed to in the learning contract. At the minimum, check the timesheet at mid-term and at the end of the internship. Feel free to use your own method for time tracking or the intern can use this [fillable PDF form](#) (the intern received a link to this form).

#### *After*

- Evaluate the intern based on mid-term and final reviews and any assignments you assigned, and submit a letter grade at the end of the semester.

### Intern responsibilities:

- Track time worked.
- Meet with you based on your preferences/expectations, at least once after the mid-term review and once after the final evaluation.
- Complete any assignments you assigned for evaluation purposes and grading.

### Site supervisor:

- Complete two evaluations, one at mid-term and one at the end of the internship.
- Approve timesheet.

### Career Development:

- Sends reminders throughout the semester to each role as needed.
- After the site supervisor completes the mid-term and final evaluations, CD will forward them to you and the intern and remind you to check in with the site supervisor.