

Faculty Advisor Checklist

The following checklist highlights the necessary steps for faculty supervision of a student in the Occupational Internship Program.

STEP 1: Faculty Advisor Expectations

- Agree to serve as a faculty advisor for a student during the course of his or her internship.
- Review and approve the student's internship site. If there are any concerns, please discuss with the student and internship coordinator.

STEP 2: Student Learning Outcomes

- Work with students to formulate attainable, measurable learning outcomes and complete the Training Plan. You must approve the student's learning objectives.
- Assist student in developing learning objectives that will advance the student's career as well as match the learning outcomes of the student's major.

STEP 3: Communication

- Maintain contact with the student(s) and site supervisor(s) throughout the duration of the internship.
- Log all communication between employer, faculty and student on the Faculty and Student Communication Log.

STEP 4: Site Visit

- The faculty advisor will conduct at least **one** site visit per the Title 5, California Code of Regulations, Section 55255.
- The site visit provides the opportunity for the faculty advisor and work supervisor to meet in person to discuss the student's progress during the semester. The student does not need to be present when the visit occurs.

STEP 5: Assignments

- Clearly outline student assignments.
- Students must meet with the Faculty Advisor to discuss and review their internship experience. It is recommended that you meet with your internship students in a group. Peer review and sharing the experience is a valuable learning tool and facilitates continued learning.
- **Review and sign each student's timesheet at the end of each month. Track student's number of hours and report back to student on their progress of completing the required number of hours. Keep original timesheet to submit to CWEE office at the end of the semester.**
- Students are required to write a one page (minimum) essay as part of their internship and a Final Self-Evaluation.
- The student is responsible for submitting all required paperwork in original form to the faculty advisor.
- **The faculty advisor is responsible for collecting and submitting all documents to the CWEE office.**

STEP 6: Evaluation

- Ensure that all students complete the Final Self-Evaluation of the Learning Objectives. This assignment should be turned in with the required one page essay outlining their internship experience.
- The student and site supervisor will also need to complete the Employer Evaluation of Student and submit to you as an original document.

STEP 7: Submission of Paperwork

- Submit all required paperwork to the CWEE office before the end of the semester. It is the responsibility of the faculty advisor to collect and submit all paperwork to the CWEE office. **NOTE: The CWEE office will not accept any of the required paperwork from students.**
- All documents must be originals.

STEP 8: Final Grade

- Verify student enrollment, evaluate student performance and determine if credit should be granted and submit a final grade.
- **Final grades should not be submitted until you have received all paperwork and signatures by the student.**

I acknowledge that I have read, understand and will follow the above checklist.

Faculty Advisor Signature