Faculty Coordinator Assignments:

As students are placed in Internships, the director of The Center for Career and Professional Development will assign a Faculty Coordinator for the placement. Faculty Coordinators will likely be the student’s advisor who signs the Internship application, but this may not always be the case. Faculty Coordinators are identified by department chairs, annually. Students will receive an email indicating their Faculty Coordinator when they are registered for their Internship.

Duties and Responsibilities of the Coordinator:

1. Advise Interns registered for credit bearing internships.
2. Meet with Interns on at least three separate occasions during the semester to ensure that they are being successful, meeting their Learning Objectives and working the required number of hours.

Recommended Meetings:

i. Assist assigned Interns in developing Learning Objectives that contain the following elements: **Duties** (what will be done), **Conditions** (how will it be done), **Criteria** (measure or evaluation of accomplishments) and **Limits** (deadlines). Modify Learning Objectives, if necessary, and approve when complete.

ii. Meet with Interns mid-semester for a progress report on his/her experience. Help the Intern identify and articulate the skills they are learning, identify leadership roles and the “value added” they are gaining from this experience. This may also be an on-going process in the form of a log, journal, or blog that will be shared with the Faculty Coordinator.

iii. Meet with Interns to discuss and evaluate:
   a) Student Achievement Objective Report
   b) Employer’s Student Evaluation
   c) Reports from the director of CCPD
   d) Other Intern assignments from the Coordinator enhancing the learning experience e.g., meetings, research, log/journals/blog, projects.

3. Submit final grades to the director of CCPD. Final grades will be credit, no credit, or a letter grade depending upon the Intern’s major.

Coordinator Salary:

The Faculty Coordinator will be paid $80.00 per student per semester under his/her advisement.
FACULTY COORDINATOR: INTERNSHIP PLACEMENTS

Learning Objectives

Within the first week on the job, the Intern will consult with his/her supervisor to determine tasks and responsibilities to be accomplished during the internship period. The Intern will enlist their supervisor’s help in creating Learning Objectives. The Intern prepares preliminary Learning Objectives that the work supervisor will approve (signature). The Intern then meets with his/her Faculty Coordinator for comment, changes and final approval of Learning Objectives (signature). Each intern is provided a due date for their Objectives by CCPD when registered. The student will furnish the Director of CCPD, the faculty coordinator, and the work supervisor with copies of the approved Objectives by the end of the second week at work (date assigned).

It is important for the Coordinator to review the Intern’s Objectives with a critical eye. The Objectives must be robust, measurable, and possible to accomplish within the given semester. Faculty can be immensely helpful in guiding students’ goals to demonstrate a quality learning experience, to be productive, fulfilling, and reasonable.

Final Student Report/Evaluation and Employer Evaluation Form

Two weeks prior to the last scheduled class day (date assigned) of the semester, the student and employer will submit final reports and evaluations to CCPD. These will be forwarded to the Faculty Coordinator for review and grading. Reports and evaluations will include:

1. Student Evaluation of the internship experience
2. Employer Evaluation of student performance at the internship
3. Grade Sheet to be returned to CCPD

Grading

CCPD will provide grading packets to Faculty Coordinators prior to final exams. The Faculty Coordinator will award grades and return to CCPD by the assigned date. The director of CCPD records all grades in Banner. Students’ failure to meet any of the requirements or assignments within specified time limits may result in a “No-Credit” or “Not Reported Grade” until assignments are completed.

THANK YOU FOR SERVING AS A FACULTY COORDINATOR!

Nancy Hutchison
Director
The Center for Career and Professional Development

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