



INTERNSHIP STUDIES & CO-OP FACULTY MENTOR CHECKLIST

Faculty are encouraged to identify competent students to apply for internships & Co-ops.

SURF Roster & Census Roster Management	
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<ul style="list-style-type: none"> • Submit Census Rosters on Due Date. If Census is not received by Admissions & Records check your SURF class roster to confirm the census date and send signed copy to A&R. • Monitor Blackboard activity, monthly reports and communication with student. Drop student before the 75% withdrawal deadline, if student is not performing. • Submit final grades on SURF Roster; due 3 business days after finals.
Required Meetings	
<input type="checkbox"/> BEFORE the 1st Site Visit	<p>Review the faculty orientation, student orientation, and required documentation.</p> <ul style="list-style-type: none"> <input type="checkbox"/> Grade the student's orientation quiz; note areas of concern <input type="checkbox"/> Grade the student's setting goals essay <input type="checkbox"/> Assess the student's SMART job-oriented learning objective <input type="checkbox"/> Consider additional possible SMART learning objectives <input type="checkbox"/> Generate ideas for the individual project and assign a due date
<input type="checkbox"/> At the 1st Site Visit	<p>Meet with student and supervisor at work site during the student's first or second week on site. With the supervisor and the student:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Review the <i>Attention Employers and Supervisors Letter</i> with the Supervisor <input type="checkbox"/> Finalize SMART learning objectives for the <i>Training Agreement</i> <input type="checkbox"/> Obtain student and supervisor signatures on <i>Training Agreement</i> <input type="checkbox"/> Review <i>Student Evaluation of Intern/Employee</i> <p>With the student:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Review orientation information and quiz; discuss course requirements; review syllabus and document any changes <input type="checkbox"/> Discuss and assign the individual project; set due date; record due date on <i>Training Agreement</i> <input type="checkbox"/> Retain the <i>Training Agreement</i>
<input type="checkbox"/> Between Site Visits	<ul style="list-style-type: none"> <input type="checkbox"/> Document meeting times, dates, and other information related to the student's grade in a student folder in Blackboard; assistance is available from Karen Korstad or Kit Hudnutt. <input type="checkbox"/> Post the student's monthly hours to the Grade Center on Blackboard; transcribe them onto the <i>Training Agreement</i>; monitor the student's progress toward meeting the hours/unit requirement. NOTE: the 200 hours in the "___ of 200" is not the hours/unit requirement; its only purpose is to allow Blackboard to calculate the cumulative total. <input type="checkbox"/> Grade the student's assignments and post grades to Blackboard's Grade Center in a timely manner.
<input type="checkbox"/> 2nd Site Visit	<p>Meet with the student and supervisor on site at the conclusion of the internship.</p> <ul style="list-style-type: none"> <input type="checkbox"/> Discuss the students' progress toward meeting the SMART learning objectives, as indicated on the <i>Training Agreement</i>. <input type="checkbox"/> Obtain the ratings of the student and supervisor. <input type="checkbox"/> Have the supervisor verify monthly hours transcribed by obtaining his or her initials. <input type="checkbox"/> Lead the discussion of the <i>Supervisor Evaluation of Student Intern/Employee</i> form, which will have been completed by the supervisor. <input type="checkbox"/> Obtain student and supervisor signatures on the <i>Supervisor Evaluation of Student Intern/Employee</i> form; provide the student with a copy.

Students' Hours and Assignments

<input type="checkbox"/>	Each month students must post the hours they worked during the preceding month and their cumulative hours on Blackboard. Students must meet their hours per unit obligation (60 hours/unit for non-paid work and 75 hours/unit for paid work) or they cannot receive credit for the course.
<input type="checkbox"/>	Students will also submit their assignments via Blackboard. Faculty Mentors evaluate students' assignments and post the grades in the Grade Center on Blackboard.

Completion

<input type="checkbox"/>	Assign a grade at the end of the semester. All faculty mentors submit their grades on SURF by the deadline established by Admissions & Records. Students are unable to earn a passing grade for the course, if the required hours/unit (60 for non-paid work, 75 for paid work) have not been met.
<input type="checkbox"/>	<p>Submit the following forms to Kit Hudnutt in the Career Center, MS # 13 or in the Career, Counseling, and Transfer Center, Building 3700 in Oceanside:</p> <ul style="list-style-type: none"><input type="checkbox"/> Training Agreement<ul style="list-style-type: none">• Signed by all parties• Student and supervisor evaluated and initialed learning objectives ratings.• Monthly and total hours recorded, verified, and initialed by supervisor.<input type="checkbox"/> Supervisor Evaluation of Student Intern/Employee<ul style="list-style-type: none">• Completed by supervisor, discussed at second site visit, and signed by all parties.<input type="checkbox"/> Student Learning Outcomes (SLO) Assessment Form<ul style="list-style-type: none">• The SLO Assessment of Internship and Co-op Students is to be completed for every student. It may be submitted anonymously; you need not include your discipline, just the course number (292 or 299) and the semester and year.<input type="checkbox"/> Mileage Claim Form<ul style="list-style-type: none">• NOTE: The District will reimburse those who have received authorization to submit mileage claims; see the Faculty Mentor Orientation for details and submit the Authorization Request early in the semester. Otherwise, the Office of Risk Management will not authorize payment of your Mileage Claim. All forms are available at the Business & Administrative Services website under Fiscal Services.

THANK YOU FOR SERVING AS A FACULTY MENTOR!