INTERNSHIP & CO-OP
FACULTY MENTOR CHECKLIST

Faculty are encouraged to identify equipped students to apply for internships & co-ops.

SURF Roster & Census Roster Management	
❑	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 verified roster to A&R.
❑	Monitor Blackboard activity, monthly reports and communication with student. Drop student before census, if student is not responding to your emails/texts/calls.
❑	Submit final grades on SURF Roster; due 3 business days after finals.

Required Meetings	
BEFORE the 1st Site Visit	Review the faculty orientation, student orientation, and required documentation. ❑ Grade the student's orientation quiz; note areas of concern ❑ Grade the student's setting goals essay; note ideas for final project ❑ Assess the student's SMART job-oriented learning objective(s) ❑ Consider additional possible SMART learning objectives ❑ Generate ideas for the individual project and determine a due date
At the 1st Site Visit	Meet with student and supervisor at work site during the student's first or second week on site. With the supervisor and the student: ❑ Review the *Attention Employers and Supervisors Letter* with the Supervisor ❑ Finalize SMART learning objectives for the *Training Agreement* ❑ Obtain student and supervisor signatures on *Training Agreement* ❑ Review *Supervisor Evaluation of Intern/Employee* With the student: ❑ Review orientation information and quiz; discuss course requirements; review syllabus and document any changes ❑ Discuss and assign the individual project; set due date; record due date on *Training Agreement* ❑ Retain the *Training Agreement*
Between Site Visits	❑ Document meeting times, dates, and other information related to the student's grade in a student folder in Blackboard; assistance is available from Employee Help Desk. ❑ Post the student's monthly hours to the Grade Center on Blackboard; transcribe them onto the *Training Agreement*; monitor the student's progress toward meeting the hours/unit requirement. NOTE: when recording monthly hours, ignore any characters or symbols in the attempt grade box; merely key in the exact number of hours the student reported working for the month; Blackboard will calculate the cumulative total. ❑ Grade the student's assignments and post grades to Blackboard's Grade Center in a timely manner.
At the 2nd Site Visit	Meet with the student and supervisor on site at the conclusion of the internship. ❑ Discuss the students' progress toward meeting the SMART learning objectives, as indicated on the *Training Agreement.* ❑ Obtain the ratings of the student and supervisor and have each initial the ratings. ❑ Have the supervisor verify the monthly hours you transcribed; obtain his/her initials. ❑ Lead the discussion of the *Supervisor Evaluation of Student Intern/Employee* form, which will have been completed by the supervisor. ❑ Obtain student and supervisor signatures on the *Supervisor Evaluation of Student Intern/Employee* form; provide the student with a copy.

Students' Hours and Assignments
❑ 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.
❑ Students will also submit their assignments via Blackboard. Faculty mentors evaluate students' assignments and post the grades in the Grade Center on Blackboard.

Completion
❑ 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.
❑ Submit the following forms to Donna or Nina in the Career Center, MS # 8A or in Building 4700, the Career Center on the Oceanside campus: ❑ *Training Agreement* • Signed by all parties • Student and supervisor evaluated and initialed learning objectives ratings. • Monthly and cumulative hours recorded by you and verified and initialed by the supervisor. ❑ *Supervisor Evaluation of Student Intern/Employee* • Completed by supervisor, discussed at second site visit, and signed by all parties. ❑ *Student Learning Outcomes (SLO) Assessment Form* • The SLO Assessment of Internship and Co-op Students form is to be completed for every student. You need not include your discipline, just the course number (292 or 299), the semester, and year, as data are recorded in aggregate. ❑ *Mileage Claim Form* • 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!