

Faculty Sponsor Responsibilities

The faculty sponsor is the first link in the chain for the student. They should begin the discussion about the importance of experiential education in the early years of the students' educational career and help to plan their course load to include at least one internship experience in the sophomore, junior or senior year. The faculty sponsor can work one-on-one with the student to help them determine what type of opportunities best fit their interests and abilities. It is the role of the faculty sponsor to insure that all academic goals are set and reached in the process of the internship. This can be accomplished by following these procedures:

- The faculty sponsor must meet with the student, prior to the start of the internship, to complete the **learning objectives** (Appendix C), **academic activities, and methods of assessment** for the final internship grade. The faculty sponsor must complete and sign the Internship Application and Agreement form (Appendix B).
- Academic activities are used to measure the student's worksite performance and synthesis of academic learning with workplace activities. These activities are used as determining factors for the final internship grade. They may include employer assessments, journals, written or oral research reports, presentations, examinations, class/seminar attendance, or any other academic activity deemed appropriate by the supervising faculty sponsor.
- Near the midpoint of the internship period, the faculty sponsor will conduct a site visit. The site visit ensures that the student is having a good learning experience, and allows the faculty sponsor to gather supporting information needed to assign the final grade. Tips for a successful site visit are outlined in Appendix E. A site visit checklist has been provided (Appendix F).