

Academic Department/Faculty Advisor Responsibilities

Faculty Advisor

Faculty are assigned and scheduled by their Academic Department Head to advise academic interns and are responsible for developing a course syllabus and a learning structure for the internship. Components for the student's final grade for the academic internship experience are described in the A.I.P. Syllabus. Requirements include a combination of structured academic assignments and the organization's performance evaluation for the student.

Students will be in contact with their A.I.P. Faculty Advisor in order to discuss their performance, gain insights into the learning challenges, and arrange mutually agreed upon written topics. These contacts shed light on the students' performance and the nature of the tasks assigned at the site and serve as an excellent bridge for the faculty and the University with the employer community. The program is successful when students are encouraged and guided to:

- Assess their experiences critically
- Apply concepts analytically
- Develop professional ethics and refine skills
- Gain confidence

Academic Department Head or Appointed Faculty Designate

- Prepare an A.I.P. Syllabus for the internship course to include grading criteria, academic projects and other requirements beyond the number of learning hours and other internship obligations.
- Administer a survey to students about the internship experience.
- Administer a final evaluation form to the student's site manager/supervisor of the internship experience.
- Document in each student's file that site visits or contacts, evaluations, and course objectives are completed before a grade is awarded.
- Secure a signed Academic Internship Mutual Letter of Agreement.
- Prepare and send to the employer an Employer Packet to include a syllabus, contact information, evaluation forms and other pertinent information.
- Provide Career Center with Employer Site Evaluations to facilitate further employer partnerships.
- Maintain an ongoing list of students approved for internships each semester. This list should be regularly compared to the registration rosters and attempts should be made to contact approved students who have not registered.