



# California University of Pennsylvania

## Graduate School POLICY: Internship Faculty Supervisor's Role

### A. Purpose and Scope

The purpose of this policy is to define faculty advisors and supervisor's roles before, during, and after a student's internship experience.

### B. Definition (s)

Faculty members will advise and supervise the academic component of a student's internship.

### C. Policy

Faculty supervisors will provide advisement and academic support before, during, and at the completion of a student's internship. Faculty responsibilities include assisting students in completing the internship application, reviewing with students the internship course syllabus, completing weekly contacts with the student, conducting a minimum of three site contacts during the internship, and fulfilling the InternLink requirements of the Internship Center.

### D. Procedure

A faculty member meets with the student prior to applying for an internship to discuss the student's eligibility for an internship and how the internship fits into the student's academic plan. Individual departments establish eligibility criteria, such as minimum grade point average, prerequisite courses, total number of credits completed, etc. The faculty member discusses the student's time commitment, academic requirements, the academic projects to be completed and due dates. A learning contract may be required by the academic department. The faculty member discusses possible sites and leads on internship opportunities. Once the student has secured an internship placement, a faculty member initiates contact with the internship site supervisor to define the student's duties and responsibilities and to discuss expectations of performance during the internship. The faculty member ensures that the site supervisor receives a copy of relevant documents. (Example: learning contract, learning objectives, evaluation forms, etc.)

- The faculty member ensures that the student's application form is complete, including a student agreement signature. It is imperative that students include comprehensive internship job descriptions and learning to be achieved sections on their applications. The faculty member also confirms with the Internship Center that an Employer Internship Agreement is in place before a student begins an internship. Each internship must be approved by a faculty member, department chair, site supervisor and dean. Determination of the academic merit of an internship, academic control throughout the internship and approval of internships remain with the academic departments, Deans, and Provost.

The course syllabus will be reviewed with each student intern prior to the start of the internship. This syllabus (tailored to each student intern) must be turned in to the department no later than three weeks into the internship. Every effort will be made to secure the requirements before the internship begins. The syllabus should include, at a minimum, the following elements:

- Purpose of the internship and course objectives
- Internship job description
- Desired learning outcomes tied to the curriculum
- Course requirements, including criteria for grading. The decision regarding using pass/fail or letter grades is determined by individual departments.
- Assignments should link the internship to academic career, personal goals, and curriculum.
- Evaluation of the internship experience and assessment of the extent to which desired outcomes were achieved must be included. This should happen on three levels: student, site supervisor, and faculty member and should be reviewed annually by the department.

The faculty supervisor of the internship will have weekly contact with the student. The means of communication is at the instructor's discretion.

The faculty supervisor will conduct a minimum of three site contacts, including at least one site visit per student. This is especially important for companies with whom California University hasn't worked in the past. When the internship site is beyond 75 miles, every effort should be made to find alternate ways to evaluate the student and site (conference calls, videoconferencing, coordinating trips with colleagues, etc.). A site visit beyond 75 miles needs to be justified, and the decision to approve/disapprove rests with the Dean of the appropriate college. The university will require that site contacts be documented in InternLink by the faculty supervisor.

The Deans determine the faculty members' workloads as they apply to internships. The workload for faculty who supervise internships is determined according to the Collective Bargaining Agreement. The Deans are also responsible for monitoring and evaluating faculty supervisors.

**E. Effective Date:** January 20, 2009  
**Updated date:** July 29, 2015  
**Amended**