**Step-by-Step Guide for the Faculty Advisor of an Internship**

1) Once a student has expressed an interest in completing an internship or independent study with you, be sure to download and read through the entire INTL Internship Handbook.

2) It is highly recommended that a student and their faculty advisor begin the process of searching for, applying to, and preparing for an internship at the beginning of the semester prior to when they expect to go overseas.

3) To begin, schedule a meeting with the student. In preparation for this meeting, the student should determine:

   a) If they know they’d like to do an internship but don’t know where they’d like to go or what they’d like to do, complete the Internship Studies Internship Interest form. Have them turn it into Sarah Wuigk for advising, or bring it to you if you’d like to advise them and help them identify opportunities individually.

   b) If they already have identified an organization with which they’d like to work, they will need to determine the kind of work which will be expected of them and the learning goals they have in mind for their experience. They should complete the Learning Contract and go over it with you and their Site Supervisor.

4) During your meeting with the student, make it clear to them that the internship must be thoroughly planned and vetted before they leave. This will include having several required forms completed, explained in the next several steps.

5) Internship paperwork should be completed and submitted at least 60 days before the student plans to travel. This is important for a number of reasons, including: financial aid and scholarship eligibility, course registration and tuition payment, for acquiring any required visas or travel insurance, etc.

6) Once the Learning Contract has been agreed upon and signed by all parties, complete an Individual Enrollment form. This form must be turned in to the Registrar’s Office in order for the student to be properly enrolled and have their tuition and financial aid assessed.

7) The student must also complete the Internship/Study Abroad Waiver for the Center for International Education and schedule an advising meeting with someone there to discuss visas, insurance and other relevant travel, information.

8) While the student is in their internship, be sure to follow up with them regularly. This may be weekly or monthly depending on the duration and involvement of the internship. It is strongly advised that you require the student to keep a log of their work, either through a work record or a personal journal.

9) For longer internships, a mid-point check in with the Site Supervisor is strongly recommended to ensure the student’s work continues to build off of and relate to their learning goals. If you determine that the student is not receiving an educational work experience, remediation with the site supervisor and/or host organization may be required.
10) At the conclusion of the internship, the student is required to complete two forms, End of semester check-ins will occur – your site sponsor will complete the Student Intern Evaluation of Site and Employer and the Student Intern Self-Evaluation. They should schedule a review/debriefing meeting with you (and their site supervisor, if possible) at which they will turn these forms into you. Please submit these forms (or copies) to Sarah Wuigk as this information will help us develop and monitor our student internship experiences.

11) For academic work, the student should also turn in a final report of some kind (as pre-determined and agreed upon by you and the student in question) as well as the record or journal that they kept during the internship experience.

12) The Site Supervisor must also complete an evaluation form, which is the Employer Evaluation of Student Intern.

13) Once all evaluations and academic work has been completed and turned in, you will be required to submit a grade for the INTL 401 courses through the normal grade submission process.