



INTERNSHIP STUDIES & CO-OP FACULTY MENTOR CHECKLIST

Faculty are encouraged to identify and refer competent students to apply for internships & co-ops.

SURF Roster & Census Roster Management	
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<ul style="list-style-type: none"> • 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 Canvas 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	
<input type="checkbox"/> BEFORE the 1st Site Visit	Review the Canvas class student orientation and syllabus; meet with Donna Davis. <ul style="list-style-type: none"> <input type="checkbox"/> Grade the student's orientation quiz; note areas of concern. <input type="checkbox"/> Grade the student's Introduction & Goal Statement; note ideas for individual project. <input type="checkbox"/> Review the SLOs and competencies; be prepared to discuss their importance. <input type="checkbox"/> Determine the due date for the Individual Project.
<input type="checkbox"/> At the 1st Site Visit	Meet with student and supervisor remotely during the student's second week of work/interning. With the supervisor and the student: <ul style="list-style-type: none"> <input type="checkbox"/> Review the "Information for your Worksite Supervisor" in the blue bar at the top of the Canvas class home page with the student and supervisor for understanding. <input type="checkbox"/> Discuss and finalize SMART goal(s) on the <i>Training Agreement</i>. <input type="checkbox"/> Obtain signatures (or enter names, if remote) on <i>Training Agreement</i>. <input type="checkbox"/> Review the competencies on the <i>Supervisor Evaluation of Intern/Employee</i>. <input type="checkbox"/> Establish the date/time of the final site visit. With the student: <ul style="list-style-type: none"> <input type="checkbox"/> Review orientation information and quiz; discuss course requirements; review model syllabus and document any changes you make to the model syllabus. <input type="checkbox"/> Discuss the options for the Individual Project; consider their education/career goals. <input type="checkbox"/> Discuss and assign the Individual Project; set due date; record the chosen assignment and due date on the <i>Training Agreement</i>. <input type="checkbox"/> Retain the <i>Training Agreement</i> so you may record monthly hours each month.
<input type="checkbox"/> Between Site Visits	<ul style="list-style-type: none"> <input type="checkbox"/> Document meeting times, dates, and other information related to the student's grade in a student folder in Canvas; assistance is available from Employee Help Desk. <input type="checkbox"/> Post the student's monthly hours to the Grade Center on Canvas; record the exact monthly hours submitted (do not convert them to a points or a percentage grade). <input type="checkbox"/> Transcribe monthly hours onto the <i>Training Agreement</i>; monitor the student's progress toward meeting the hours per unit requirement. <input type="checkbox"/> Grade the student's assignments and post grades to Canvas's Grade Center.
<input type="checkbox"/> 2nd Site Visit	Meet with the student and supervisor remotely toward the conclusion of the internship. <ul style="list-style-type: none"> <input type="checkbox"/> Discuss the students' progress toward meeting the SMART goals, as indicated on the <i>Training Agreement</i>. <input type="checkbox"/> Obtain the ratings of the student and supervisor and have each initial their ratings. <input type="checkbox"/> Have the supervisor verify the monthly hours you transcribed; obtain their initials. <input type="checkbox"/> Lead the discussion of the <i>Supervisor Evaluation of Student Intern/Employee</i> form, which the Supervisor completes. <input type="checkbox"/> Obtain student and supervisor signatures on the <i>Supervisor Evaluation of Student Intern/Employee</i> form; provide the student with a copy.

Students' Hours and Assignments

<input type="checkbox"/>	Each month students post the hours they worked during the preceding month and their cumulative hours on Canvas. Students must meet their hours per unit obligation or they cannot receive credit for the course (60 hours/unit for non-paid and 75 hours/unit for paid/stipends), per Title 5.
<input type="checkbox"/>	Students will also submit their assignments via Canvas. Faculty mentors evaluate students' assignments and post the grades in the Grade Center on Canvas.

Completion

<input type="checkbox"/>	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 they do not meet the required hours per unit (60 for non-paid, 75 for paid/stipends).
<input type="checkbox"/>	<p>Submit the following forms to the Internship Coordinator or Faculty Director in the Career Center, MS # 8A or in Building 4700 on the Oceanside Campus.</p> <ul style="list-style-type: none"><input type="checkbox"/> Training Agreement<ul style="list-style-type: none">• Signed by all parties (or email trail documentation during remote instruction).• Student and supervisor evaluated and initialed SMART goals ratings.• Monthly and cumulative hours recorded by you and verified and initialed by the supervisor.<input type="checkbox"/> Supervisor Evaluation of Student Intern/Employee<ul style="list-style-type: none">• Completed by supervisor, discussed at second site visit, and signed by all parties (or email trail documentation during remote instruction).<input type="checkbox"/> Student Learning Outcomes (SLO) Assessment Form<ul style="list-style-type: none">• The SLO Assessment of Internship and Co-op Students form is to be completed for every student. You need not include your name or discipline, just the course number (292 or 299), the semester, and year, as data are recorded in aggregate.<input type="checkbox"/> Mileage Claim Form<ul style="list-style-type: none">• The District will reimburse faculty who have received authorization to submit mileage claims. To obtain authorization, go to MiraCosta's Portal page, then Departments, then Fiscal Services. Select the "Travel and Mileage Forms/Info" tab and submit the documents as requested.• You are compensated from your home campus or the closest campus to the worksite. Please be sure to use the correct form for the correct calendar year so the rate per mile is accurate.• Fiscal Services requires you to complete the mileage forms online, since the rates calculate.• Print and submit your forms for approval to the Career Studies Chair/Career Center Faculty Director, who will authorize them and forward them to Fiscal Services for processing.• NOTE: IF you teach in the summer, you must submit one form for any mileage in May or June and a different form for any mileage in July or August to ensure payment from the appropriate fiscal year. Fiscal Services will not pay you for May/June mileage submitted after deadline.

THANK YOU FOR SERVING AS A FACULTY MENTOR!