



Internship & Work Experience Ed FACULTY MENTOR CHECKLIST

Faculty are encouraged to identify and refer competent students to apply for internships & WEE.

SURF Roster & Census Roster Management	
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<ul style="list-style-type: none"> • Check your SURF class roster to confirm the census date and submit the Census Roster on due date established by A&R in accordance with their email. • 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 at the latest.
Required Meetings	
<input type="checkbox"/> BEFORE the 1st Site Visit	<p>Review the Canvas class student orientation and syllabus; meet with Donna Davis.</p> <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; usually mid- to late semester.
<input type="checkbox"/> At the 1st Site Visit	<p>Meet with student and supervisor during the student's 2nd or 3rd week of work/interning, after you have reviewed and graded the Orientation Quiz and Introduction & Goal Statement.</p> <p>With the supervisor <i>and</i> the student:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Provide an overview of the supervisor's obligations: provide general supervision, participate in 2 site visits, complete 2 forms; verify their understanding. <input type="checkbox"/> Discuss and finalize SMART goal(s) on the <i>Learning Agreement</i>. <input type="checkbox"/> Obtain supervisor and student signatures on <i>Learning Agreement</i>. <input type="checkbox"/> Review the <i>Supervisor Evaluation of Intern/Employee</i>; leave a copy with supervisor. <input type="checkbox"/> Establish the date and time of the final site visit. <p>With <i>only</i> the student:</p> <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 their options for the Individual Project; consider their education/career goals. <input type="checkbox"/> Determine the Individual Project; set due date; record the chosen assignment and due date on the <i>Learning Agreement</i>. <input type="checkbox"/> Retain the <i>Learning Agreement</i>; record student's monthly hours each month on it.
<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 the hours to a points or a percentage grade). <input type="checkbox"/> Transcribe monthly hours onto the <i>Learning 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"/> Send a reminder email to the student and supervisor about the 2nd site visit; attach a copy of the <i>Supervisor Evaluation of Student Intern/Employee</i> form.
<input type="checkbox"/> 2nd Site Visit	<p>Meet with the student and supervisor toward the conclusion of the internship.</p> <ul style="list-style-type: none"> <input type="checkbox"/> Discuss the students' progress toward meeting the SMART goals, as indicated on their <i>Learning 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 and initial the monthly hours you transcribed. <input type="checkbox"/> Lead the discussion of the <i>Supervisor Evaluation of Student Intern/Employee</i> form, which the Supervisor will have previously completed. <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 or have them take a photo.
Students' Hours and Assignments	

<input type="checkbox"/>	<p>Each month students post the hours they worked during the preceding month and their cumulative hours on Canvas. Students must meet their 54 hours per unit obligation or they cannot receive credit for the course, per Title 5.</p>
<input type="checkbox"/>	<p>Students will also submit their assignments via Canvas. Faculty mentors evaluate students' assignments and post the grades in the Grade Center on Canvas.</p>

Completion	
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<input type="checkbox"/>	<p>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 54 hours per unit of credit.</p>
<input type="checkbox"/>	<p>Submit the following forms to the Internship Coordinator in the Career Center, MS # 8A.</p> <ul style="list-style-type: none"> <input type="checkbox"/> Learning Agreement <ul style="list-style-type: none"> • Signed by all parties (or email trail documentation if remote conference). • 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 if remote conference). <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 each individual student. The SLO form is anonymous. You need not include your name or section number, only your discipline, course number (292 or 299), and the semester and year, because 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 prior 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 click "Driver Authorization Forms"; complete it and submit the documentation 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, who will sign 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!	
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