



## √ Faculty checklist to get started

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### THE SEMESTER PRIOR TO OFFERING INTERNSHIPS

- Communicate to your students about your internship program around the time students register for classes (mid-November and mid-April)
  - Consider hosting one or two informational sessions for your majors to answer questions around that time.
  - Consider creating a brochure with basic information and FAQs about your Department's internship course to give students.
  - Consider attending a "Nuts and Bolts" workshop hosted by the Office of Internships to familiarize yourself with the [Internship Database](#) and learn how we can assist you or schedule a meeting with the Faculty Director.
  - At the end of the registration period and before the new semester begins, consider hosting an orientation meeting for all registered interns to explain your expectations for the internship program.
  - Invite someone from the Office of Internships to your orientation meeting to help explain how students will use the database to "place" in their internship experience and submit required documents. [Request Internship Assistance form](#).
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### PREPARING FOR THE INTERNSHIP COURSE

- If the internship course is new to the department, ask your Administrative Coordinator to designate it as an internship course so it will sync with the internship database.
  - Manage the [database](#) by narrowing your list to those sites that are best suited for your students. This [Faculty User Guide](#) shows you how.
  - The database contains over 1,000 approved community partners to choose from. (An approved partner means we have a fully executed agreement, and, therefore, student interns are under the University's liability coverage). However, if you would like to recommend a new community partner, please fill out the "[Request for Community Partner](#)" link early to ensure that a fully executed agreement is in place before the start of the semester. If the organization is willing to partner with us, this process takes anywhere between 2-6 weeks.
  - Develop a syllabus or a learning plan for your students that clearly explains your expectations, any assignment requirements for the internship, and how the student's grade is determined. Students will submit this electronically the Office of Internships via the database as part of their student placement process.
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## **THINGS TO KEEP IN MIND**

- ❑ Direct F-1 and J-1 visa international students to the Office of Global Education regarding work authorization (CPT)
- ❑ Domestic students interested in interning abroad must initiate travel approval with their respective Dean's Office.
- ❑ Consult with the Office of Disabled Student Services (DSS) for providing reasonable accommodations for eligible students.