

Checklist for Faculty Supervisors of Academic Internships



- ☞ Require students to review information on the CEL website related to academic internship credit and registration: www.stolaf.edu/services/cel
- ☞ Review information provided for faculty supervisors at the CEL website: www.stolaf.edu/services/cel
- ☞ Have the student meet with a CEL Peer Advisor to discuss internship search process (anytime M-F, 9am-5pm). Offer your suggestions as to possible host organizations. The CEL will assist the student through the steps of finding and securing an internship. The CEL will:
 - Orient students to the internship search.
 - Provide resources for the student to research different sites.
 - Help students prepare a resume and cover-letter.
 - Prepare the student for the phone and/or personal interview.
- ☞ Once the student has secured an internship, have the student obtain and begin filling out the Academic Internship Learning Agreement & Plan (download from the CEL website). The CEL can provide the student with an overview of the paperwork and clarify procedures/expectations.
- ☞ Review and discuss the Academic Internship Learning Agreement & Plan and make revisions/suggestions as needed. Your input into the learning goals and strategies, evaluation and final project sections are essential to assure academic integrity in the internship.
- ☞ Establish clear criteria on:
 - When and how you and the student will communicate with each other.
 - How you will evaluate the final project.
 - When all materials are due.
- ☞ Review and sign the Academic Internship Learning Agreement & Plan. The student will then take the form to get all the needed signatures, the last being the Internships Program Director in the CEL. The student must set up an appointment with the Internships Program Director in order to obtain his/her signature.
- ☞ The Internships Program Director will instruct the student on registration procedures, make copies of the paperwork for you, the site supervisor, and the Registrar's Office.
- ☞ The Internships Program Director will send an introductory email to you at the beginning of the term in which the internship credit is being counted. The Director will forward you completed site supervisor evaluations as well as self evaluations from the student intern.
- ☞ Please be aware and sensitive to the due date for the student's P/N grade.
- ☞ Contact the Internships Program Director at any time if you have questions or concerns about the intern, policy or procedures.