



B. **The site supervisor** will be responsible for utilizing the student to her/his fullest capacity, to assign her/him to challenging tasks whenever possible, and to allow the student the maximum opportunity to grow through the use of skills acquired and the exercise of judgment in making decisions.

C. **The faculty sponsor** will monitor the progress of the student throughout the internship and act as a resource as required. The faculty sponsor will establish the criteria for evaluating the internship, maintain communication with site supervisor, debrief the intern, and record course grade in the registrar's office.

Outline of Course Requirements:

A. As a requirement for the successful completion of the internship, **the student** is required to submit the following material/s (outlines, logs, evaluations, final report, presentation, etc.):

B. **The site supervisor** is required to evaluate the performance of the student on a continuing basis throughout the internship, to meet with the student periodically to inform her/him of her/his progress and to complete the mid-term and final evaluation forms provided by the College. The site supervisor will detail the strengths exhibited by the student during the internship period as well as those areas where improvement is required.

C. The **faculty sponsor** is responsible for accumulating and evaluating the material provided by the student and the site.

Grading Criteria:

Grading for this internship (**circle one: letter grade/credit or no credit**) will be based on the following:

Signatures:

Student: _____ (date) (email address)

Site Supervisor: _____ (date) (email address)

Faculty Sponsor: _____ (date) (email address)

Academic Internship Administrator: _____ (date) (email address)