

GUSTAVUS ADOLPHUS COLLEGE
ACADEMIC OPERATIONS COMMITTEE

Faculty Sponsor Vision Statement
Approved by Gustavus Faculty on May 23, 2013

Vision and Rationale

Career explorations and internships have the potential to be high impact learning opportunities for Gustavus students.¹

The Academic Operations Committee envisions Faculty Sponsors approaching these opportunities from a pedagogical perspective that focuses on the student's intellectual development. They will contribute their expertise in the student's field of study and their knowledge of various professions and industries related to the fields in which they are scholars to help students to make connections between their career explorations and internships and their academic courses.

The Career Exploration Coordinator and the Internship Program Director are here to help. The Committee envisions their role as approaching these opportunities from a student affairs perspective that focuses on the student's career and professional development. They will contribute their knowledge of best practices in college student career development, vocational reflection, and program administration. Their work will support Gustavus students as learners, and Gustavus faculty and the employers who supervise our students as teachers.

The Committee envisions the Faculty Sponsor's role as doing what is necessary to make the Academic Bulletin language "an extension and application of prerequisite academic skills" and "related to [the] student's major" meaningful by completing the following essential duties at key points in the career exploration and internship processes:

- Registration Form Approval: for internships: discuss learning objectives and duties with student in person (by appointment); establish expectations for intellectual rigor of experience; set high expectations for professionalism both on campus and at internship site. For career explorations and internships: decide whether Faculty Sponsor will complete the Site Visit.
- Review and Comment on Reflection Question Assignments via Interviewstream (<http://gustavus.interviewstream.com/>) Note: this is in addition to review by Career Exploration Coordinator or Internship Director. Faculty members can view the Reflection Questions that students will be expected to complete during the course of the semester in order to draft their assignments to complement the students' career exploration or internship program assignments.
- Communication: for internships: scheduled, regular, consistent engagement and contact with student throughout internship.

¹ [*High-Impact Educational Practices: What They Are, Who Has Access to Them, and Why They Matter*](#), by George D. Kuh (AAC&U, 2008) "The idea is to provide students with direct experience in a work setting—usually related to their career interests—and to give them the benefit of supervision and coaching from professionals in the field. **If the internship is taken for course credit, students complete a project or paper that is approved by a faculty member.**"(Emphasis added.)

- Site Visit (Highly Recommended): assess appropriateness of site, quality of student’s experience, connection between student’s work, student’s major, and academic/intellectual rigor of student’s experience; demonstrate concern for student’s development; personify Gustavus for Site Supervisor.
- Review of Site Supervisor Evaluation/Exit Interview: for internships: meet with student in person to discuss overall experience and assess whether student met his/her learning objectives; identify next steps for student regarding courses or additional internships.

The Committee envisions the Career Exploration Coordinator’s and Internship Program Director’s roles as doing what is necessary to make the language “off-campus employment experience” meaningful by completing the following essential duties at these key points in the process:

- Search: providing advice and assistance with resume and cover letter writing, identification of prospective employers (including maintenance of *GustieJobs* database), and interview preparation
- Registration: providing reliable information by the most accessible means available, working in harmony with the Registrar’s Office, enforcing registration deadlines and requirements firmly, consistently, and fairly
- Orientation: Provide reliable information and encouragement to enable students to commence their career explorations or internships with confidence; set high expectations for professionalism both on campus and at internship site.
- Assignments: Review and Comment on Reflection Question Assignments; Informational Interview and Resume update assignments (internships only.)
- Site Visits (where not completed by Faculty Sponsor)
- Employer Relations: promoting Gustavus to employers, cultivating and maintaining relationships with employer partners, risk management, site evaluation, troubleshooting
- Advancement: supporting the work of Gustavus alumni relations and advancement professionals in order to increase the number and variety of opportunities offered to students by alumni and friends of the College, and financial support for students completing unpaid career explorations and internships through stipends funded from gifts to the College

The Committee envisions the faculty adopting a Faculty Sponsor job description that is based upon best practices for professors serving as faculty sponsors for experiential learning and community-based learning.² The description would include specific expectations for the essential duties the Committee identified, and specific information about compensation and reimbursement for expenses incurred while serving as a Faculty Sponsor. The description would emphasize that the Faculty Sponsor’s role is *optional*, and that faculty members who choose to serve in this role will have the College’s expectations stated in writing.

Appendices: CSL Staff and Faculty Sponsor Responsibilities Charts; Site Supervisor Evaluation Form

² The principles of experiential education include: 1) Experiential learning occurs when carefully chosen experiences are supported by reflection, critical analysis and synthesis; 2) The educator's primary roles include setting suitable experiences, posing problems, setting boundaries, supporting learners, insuring physical and emotional safety, and facilitating the learning process. *What is Experiential Education?*, Association for Experiential Education, www.aee.org/about

**APPENDIX ONE
INTERNSHIPS:
FACULTY SPONSOR AND CSL STAFF RESPONSIBILITIES**

STAGE	CSL STAFF RESPONSIBILITIES	FACULTY SPONSOR RESPONSIBILITIES
Student's Internship Search	<p>Advise and assist student so that student can identify and approach prospective internship sites. Advice includes, but is not limited to:</p> <ul style="list-style-type: none"> • Introduce student to <i>Gustie Jobs</i> online internship and job database; maintain database • Assist student with resume and cover letter writing • Lead individual "brainstorming" appointments with students to identify potential sites • Promote job/internship fair opportunities and assist students with fair preparation • Schedule, promote, and administer on-campus interviews • Interview preparation 	<ul style="list-style-type: none"> • Respond to student's inquiries about potential sites in fields related to the student's major
Student's Internship Course Registration	<ul style="list-style-type: none"> • Assist student with obtaining and completing required Registration Forms • Establish deadlines and procedure for review and approval of course registration forms and delivery of approved forms to Registrar, Faculty Sponsor, and student in collaboration with Registrar's Office • Write and post Registration Forms annually • Coordinate approval of International internships with CICE • Receive, review, and approve completed Registration Forms and deliver approved forms to Registrar, Faculty Sponsor, and Student by established deadlines • Enforce applicable requirements and deadlines firmly, consistently, and fairly • Advise students on applicable Gustavus Academic Policies and procedures • Assist students with requests for waiver/exception of Academic Policy 	<ul style="list-style-type: none"> • Meet with student by appointment (in person or electronically) to discuss 1) how desired career exploration/internship relates to student's major; 2) desired learning outcomes; 3) expectations for intellectual rigor of experience; and 4) Faculty Sponsor's required assignments (if any) • Decide whether to accept student's invitation to serve as Faculty Sponsor • Decide whether Faculty Sponsor or CSL Staff will assume responsibility for completing site visit

	submitted to Faculty Petitions Committee	
Student's Completion of Internship	<ul style="list-style-type: none"> • Lead mandatory Orientation Meeting for all students registered • Post, receive, review, and return all required Internship Program assignments • Respond to student requests for information or assistance • Advise student on problems arising out of relationship with employer • Represent the College in response to employer problems/concerns with student or programs 	<ul style="list-style-type: none"> • Establish and maintain scheduled, regular, consistent engagement and contact with student • Review and comment on Reflection Question Assignments via Interviewstream in addition to CSL Staff review and comment • Advise student on problems arising out of relationship with employer
Assessment	<ul style="list-style-type: none"> • Complete site visits (where not completed by Faculty Sponsor) • Review and approve Faculty Sponsor Site Visit expenses for reimbursement • Review student's completed Site Supervisor Evaluation Form • Report student's completion of all Internship Program requirements and eligibility for receipt of a final grade to Faculty Sponsor no later than 24 hours before applicable Registrar's deadline for receipt of final grades • Distribute, collect, and review student course evaluations 	<ul style="list-style-type: none"> • Complete site visits (where not delegated to CSL Staff) • Review student's completion of Faculty Sponsor's required assignments (if any) • Review student's completed Site Supervisor Evaluation Form (Copy of Form attached as Appendix Three) • Award final grade, based upon notice of student's completion of all Internship Program requirements
Employer Relations	<ul style="list-style-type: none"> • Promote Gustavus to employers and prospective employers; establish, cultivate, and maintain relationships with employer contacts • Post and promote position descriptions received from employers to students • Risk management • Collaborate with and support the work of Gustavus Alumni Relations and Advancement Offices to increase career exploration opportunities offered by Gustavus alumni and friends and financial support for students completing unpaid internships from gifts to the College 	<ul style="list-style-type: none"> • Personify Gustavus to employers during Site Visits and encourage continuing relationship between employer and Gustavus. • Assist CSL Staff in promoting internship opportunities received from employers to students in the Faculty Sponsor's department or in student organizations for which the Faculty Sponsor serves as Advisor

**APPENDIX TWO
INTERIM CAREER EXPLORATIONS:
FACULTY SPONSOR AND CSL STAFF RESPONSIBILITIES**

STAGE	CSL STAFF RESPONSIBILITIES	FACULTY SPONSOR RESPONSIBILITIES
Student's Career Exploration Search	<p>Advise and assist student so that student can identify and approach prospective career exploration sites. Advice includes, but is not limited to:</p> <ul style="list-style-type: none"> • Introduce student to <i>Gustie Jobs</i> online internship and job database; maintain database • Assist student with resume and cover letter writing • Lead individual "brainstorming" appointments with students to identify potential sites • Promote job/internship fair opportunities and assist students with fair preparation • Interview preparation 	<ul style="list-style-type: none"> • Respond to student's inquiries about potential sites, especially sites where Gustavus students previously completed career explorations under that faculty sponsor's direction.
Student's Career Exploration Course (J-Term) Registration	<ul style="list-style-type: none"> • Assist student with obtaining and completing required Registration Forms • Establish deadlines and procedure for review and approval of course registration forms and delivery of approved forms to Registrar, Faculty Sponsor, and student in collaboration with Registrar's Office • Write and post Registration Forms annually • Coordinate approval of international career explorations with CICE • Receive, review, and approve completed Registration Forms and deliver approved forms to Registrar, Faculty Sponsor, and Student by established deadlines • Enforce applicable requirements and deadlines firmly, consistently, and fairly • Advise students on applicable Gustavus Academic Policies and procedures • Assist students with requests for waiver/exception of Academic Policy submitted to Faculty Petitions Committee 	<ul style="list-style-type: none"> • Decide whether Faculty Sponsor or CSL Staff will assume responsibility for completing site visit

<p>Student's Completion of Career Exploration</p>	<ul style="list-style-type: none"> • Lead mandatory Orientation Meeting for all students registered • Post, receive, review, and return all required Interim Career Exploration Program assignments • Respond to student requests for information or assistance • Advise student on problems arising out of relationship with employer • Represent the College in response to employer problems/concerns with student or programs 	<ul style="list-style-type: none"> • Review and comment on Reflection Question Assignments via Interviewstream in addition to CSL Staff review and comment • Advise student on problems arising out of relationship with employer
<p>Assessment</p>	<ul style="list-style-type: none"> • Complete site visits (where not completed by Faculty Sponsor) • Review and approve Faculty Sponsor Site Visit expenses for reimbursement • Review student's completed Site Supervisor Evaluation Form • Report student's completion of all Interim Career Exploration Program requirements and eligibility for receipt of a final grade to Faculty Sponsor no later than 24 hours before applicable Registrar's deadline for receipt of final grades • Distribute, collect, and review student course evaluations 	<ul style="list-style-type: none"> • Complete site visits (where not delegated to CSL Staff) • Review student's completed Site Supervisor Evaluation Form • Award final grade, based upon notice of student's completion of all Interim Career Exploration Program requirements
<p>Employer Relations</p>	<ul style="list-style-type: none"> • Promote Gustavus to employers and prospective employers; establish, cultivate, and maintain relationships with employer contacts • Post and promote position descriptions received from employers to students • Risk management • Collaborate with and support the work of Gustavus Alumni Relations and Advancement Offices to increase internship opportunities offered by Gustavus alumni and friends and financial support for students completing unpaid internships from gifts to the College 	<ul style="list-style-type: none"> • Personify Gustavus to employers during Site Visits and encourage continuing relationship between employer and Gustavus.

Site Supervisor Evaluation

Student _____

Internship Period: Spring 2013

Organization _____

Internship Supervisor _____

Faculty Sponsor _____

Please Submit to Internship Director by May 17, 2013

	<i>Check the appropriate rating</i>	<i>Additional Comments</i>
RELATIONS WITH OTHERS	<input type="checkbox"/> Interacts well <input type="checkbox"/> Gets along satisfactorily <input type="checkbox"/> Has difficulty <input type="checkbox"/> Interacts poorly	
JUDGMENT	<input type="checkbox"/> Above average decision-making s <input type="checkbox"/> Usually makes the right decision <input type="checkbox"/> Often uses poor judgment <input type="checkbox"/> Consistently uses bad judgment <input type="checkbox"/> N/A, observation experience	
ABILITY TO LEARN	<input type="checkbox"/> Learns Rapidly <input type="checkbox"/> Average in learning <input type="checkbox"/> Rather slow to learn <input type="checkbox"/> Very slow to learn <input type="checkbox"/> N/A	
ATTITUDE	<input type="checkbox"/> Very interested and industrious <input type="checkbox"/> Average in diligence and interest <input type="checkbox"/> Somewhat indifferent <input type="checkbox"/> Definitely not interested	
DEPENDABILITY	<input type="checkbox"/> Always dependable <input type="checkbox"/> Usually dependable <input type="checkbox"/> Sometimes neglectful or careless <input type="checkbox"/> Unreliable	
QUALITY OF WORK	<input type="checkbox"/> Excellent <input type="checkbox"/> Very Good <input type="checkbox"/> Average <input type="checkbox"/> Below Average <input type="checkbox"/> Poor <input type="checkbox"/> N/A, observation experience	
OVERALL RATING	<input type="checkbox"/> Excellent <input type="checkbox"/> Very Good <input type="checkbox"/> Average <input type="checkbox"/> Below Average <input type="checkbox"/> Poor	
ATTENDANCE	<input type="checkbox"/> Regular <input type="checkbox"/> Irregular	
PUNCTUALITY	<input type="checkbox"/> Regular <input type="checkbox"/> Irregular	

1. Please comment on the student's preparation for the position, and his/her oral and written communication skills.

2. Please comment on the student's strengths.

3. Advice you would give re: future academic training and/or personal areas that may need attention.

4. What overall comments would you make about the student's performance/experience?

SITE SUPERVISOR: *Please review this evaluation with the student before he/she leaves the internship.*

Did the intern meet the goals and objectives agreed upon for this internship?	Yes/No
Are you interested in having another Gustavus intern work with you in the future?	Yes/No
Has this report been discussed with the student?	Yes/No

Signature of Supervisor Completing Form

Date

STUDENT INTERN: Does the Center for Servant Leadership have your permission to release copies of this evaluation to employers who request it without your knowledge? Yes/No

Student's Signature

Date

PLEASE RETURN TO:
Internship Program Director
Center for Servant Leadership
Gustavus Adolphus College
St. Peter, MN 56082-1498
Phone: (507) 933-7509
Fax: (507) 933-6337

Thank you for your time and assistance!