

Faculty Advisor Checklist

The following checklist highlights the necessary steps for faculty supervision of a student in the CWEE Program.

☐ STEP 1: Faculty Advisor Expectations

- Agree to serve as a faculty advisor for a student during his or her internship.
- Review and approve the student's internship site. If there are any concerns, please discuss with the student and CWEE coordinator.

☐ STEP 2: Student Workplace Learning Outcomes

- Work with students to formulate attainable, measurable learning outcomes and review the draft Workplace Learning Objectives Agreement. You must then approve the student's workplace learning objectives through the [CCN Experiential Learning](#).

☐ STEP 3: Communication

- Maintain contact with the student(s) and site supervisor(s) throughout the duration of the internship.
- Log all communication between employer, faculty and student on the [Faculty and Student Communication Log](#).

☐ STEP 4: Site Visit & Meetings

- The faculty advisor will conduct at least **one** site visit per the Title 5, California Code of Regulations, Section 55255.
 - a. The site visit provides the opportunity for the faculty advisor and work supervisor to meet in person to discuss the student's progress during the semester. The student does not need to be present when the visit occurs.
 - b. Due to recent changes, faculty advisors are allowed to have alternative of in-person visits, such as phone call or video conference.
- Right after the worksite visit, **schedule a midterm assessment meeting** with student either in-person or video conference to go over student's progress towards meeting workplace learning objectives and going over paperwork and its deadline. During this meeting, complete the second page of the [midterm assessment form](#) to record the consultation with the student.
- During the last week of the course, **schedule your exit meeting with the student** to go over their progress and any missing paperwork, if any. Remind students that in order to receive a grade all requirements must be completed by the last day of the course.

☐ STEP 5: Paperwork

- Clearly outline your CWEE Canvas using the CWEE Canvas development shell shared with you.
- CWEE Coordinator will be a co-instructor in the CWEE class to obtain submitted paperwork from students.
- Ensure you required paperwork be submitted as pdf files, unless where a screenshot is asked.
- Students must meet with the Faculty Advisor to discuss and review their internship experience and progress during the [midterm assessment](#) meeting and exit meeting.
- Students will complete the Emp. Prep./21st Century Emp. Skills Seminar assignments and obtain the digital badges and provide proof by submitting the digital badges they obtained.
- CWEE Coordinator will access canvas and download submitted documents and send it via Adobe Sign to all parties to request signatures.
- **Review each student's timesheet summary statement during the last week of the course.** Track student's number of hours and report back to student on their progress of completing the required number of hours. CWEE staff will send timesheet via adobe sign to request signature form employer and student.
- Students are required to complete the following paperwork as part of their internship: a final self-evaluation, and an exit survey.
- The student is responsible for submitting all required paperwork to the faculty advisor though the canvas course.
- **The faculty advisor is responsible for ensuring students submit all documents and assignments in canvas.**

☐ **STEP 6: Evaluation**

- Ensure that all students complete the [Final Self-Evaluation](#) of the Workplace Learning Objectives and submit it in canvas.
- The site supervisor will need to complete the [Employer Evaluation of Student](#). CWEE staff will send to the employer 1-2 weeks before course ends through Adobe Sign and CC faculty advisor to review with students during the exit meeting.
- The faculty advisor will need to complete [Instructor End of Term Student Evaluation](#) and submit original document through Adobe Sign.

☐ **STEP 7: Submission of Paperwork**

- Use the [Clearance Checklist](#) to track and ensure all documents are signed and assignments complete. [Email](#) the completed Document Checklist to the CWEE office confirming your students' documents and assignments are all submitted and ready to be downloaded and save in each student's online file.
- You need to ensure CWEE Staff is added to your canvas course to download all paperwork to request any signatures via adobe sign.
- It is the responsibility of the faculty advisor to ensure students upload all their assignments and paperwork on canvas are completed before emailing the Document Checklist to CWEE office.
- CWEE Coordinator will confirm with faculty advisor before the last day of the course if the student is missing any document or is incomplete.

NOTE: The CWEE office will not accept any of the required paperwork from students directly, it must be uploaded to canvas

☐ **STEP 8: Final Grade**

- Verify student enrollment, evaluate student performance, and determine if credit should be granted and submit a final grade.
- CWEE Coordinator must confirm all requirement documents and assignments, required per Title V, are turned in and signed before posting grades.
- **Final grades should not be submitted until you have received confirmation from CWEE office that documents are signed and complete.**

I acknowledge that I have read, understand, and will follow the above checklist.

Faculty Advisor Signature

Date