

FACULTY ROADMAP • Follow Steps 1 – 5 for SuCCess!

STEP 1 ▶ **Identifying Sites**

Confirm with Career Services that each organization has an Experiential Education Partnership Agreement (EEPA) on file

STEP 2 ▶ **Confirmation & Registration**

Select course, review roster and submit prior to 30th day of current semester

1 credit = 80 Hours = _____ (Course Number)

2 credit = 160 Hours = _____ (Course Number) **Most Recommended**

3 credit = 240 Hours = _____ (Course Number)

Meeting between the Faculty Advisor, student intern and Internship Site Supervisor to review, sign, and complete:

Partnership for SuCCess form

Dates & Deliverables

Assumption of Risk Form

Performance Release Form

STEP 3 ▶ **The Experience**

Advise student throughout internship and maintain consistent communication with the Site Host Supervisor

STEP 4 ▶ **Evaluation & Professional Preparation**

Collect a Time Log, Journal, Project or Reflection Item documenting how program outcomes have been met

Collect completed Feedback Forms from student and site

Support completion of professional profiles on PipelineAZ and LinkedIn

Review student's professional materials (resume, cover letter, photo, e-portfolio, etc.)

STEP 5 ▶ **Reporting**

Submit grade for student



**SCOTTSDALE
COMMUNITY COLLEGE**

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