



FACULTY ROADMAP • Follow Steps 1 - 5 for SuCCess!

STEP 1 ▶ Identifying Sites

Each location must have a current Experiential Educational Partnership Agreement (EEPA) on file. Internship Coordinator can confirm status of an EEPA on record or support completion.

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

STEP 3 ▶ The Experience

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

STEP 4 ▶ Evaluation & Professional Preparation

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

Require students to complete a Time Log, Journal, Project, or Reflection Item identifying program outcomes have been met.

Require students and site to complete and submit the Feedback Form

Support completion of professional profiles on PipelineAZ and LinkedIn

STEP 5 ▶ Reporting

Submit grade for student

