



**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 = 40 Hours = \_\_\_\_\_ (Course Number)

2 credit = 80 Hours = \_\_\_\_\_ (Course Number)

3 credit = 120 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

**Questions?** Contact [internships@scottsdalecc.edu](mailto:internships@scottsdalecc.edu)