

Faculty internship checklist

- Meet with student to discuss internship opportunities
- Review your department's internship forms and the CAL Affiliation Agreement with the student
Necessary forms could include:
 1. Objectives, Policies, and Procedures
 2. CAL Affiliation Agreement
 3. Work Agreement
 4. Internship Enrollment
 5. Employer Evaluation
 6. Final Report Guidelines
- Determine the number of units the student will earn for their internship experience
- Receive the completed Work Agreement with both student and employer signatures
- Receive the completed Affiliation Agreement with the employer signature
- Turn Affiliation Agreement into the CAL Dean's Office for processing
- Establish frequency and method of contact with student and employer
- Recommend student send you brief email updates as follows:
 1. Bi-weekly during the 1st month
 2. Monthly during the 2nd month
 3. As needed for the duration
- Establish final paper guidelines
- Enroll student in course for desired number of units

Prefix	Grade	Units
XXX 408	P/F	1–12 units
XXX 497 – Independent Study*	Grade	1–6 units
Units	Required work hours	
1 unit	45 hours	
2 units	90 hours	
3 units	135 hours	
6 units	270 hours	
12 units	540 hours	

*MST 497 can be taken for up to 12 units.

Final materials

- Final paper guidelines (see Final Report Guidelines for details)
- Employer/supervisor evaluation (see Employer Evaluation form)
 1. Have student request the Employer Evaluation one month before internship completion
 2. Have student schedule a final presentation (for some departments) with their faculty advisor
 3. Post final grades (P/F or letter grade determined by prefix above)