

# FACULTY COORDINATOR HANDBOOK

## What is a Faculty Coordinator?

A Faculty Coordinator is a full-time faculty member in the academic area a student is seeking internship credit. For some departments, this is an appointed faculty member while for others the student can ask a full-time faculty member to serve in this capacity.

Faculty Coordinators serve to support students and their career readiness through this learning opportunity. The Career Center embraces the National Association of Colleges and Employers (NACE) Career Readiness Competencies in the internship registration process. According to NACE, “Career Readiness is the foundation upon which a successful career is launched.” More information on the NACE Career Readiness Competencies can be found [here](#).

Faculty members are eligible for up to 5 stipends (1 - \$100 stipend per internship), depending on the internship courses they oversee. Faculty members who receive course load (as determined by their contract) for serving in this capacity do not receive a stipend.

## Handshake Approval Process Steps\*

*\*Adapted from Eastern Washington University*

### Meet with the student

The Career Center utilizes a career software platform, Handshake, to facilitate the registration of internships for academic credit. Although the submission process will be done through Handshake, students are expected to meet with their Faculty Coordinator to discuss their internship and learning objectives prior to uploading their request in Handshake.

Students need to discuss the following with their Faculty Coordinator before they submit their Internship Experience on Handshake:

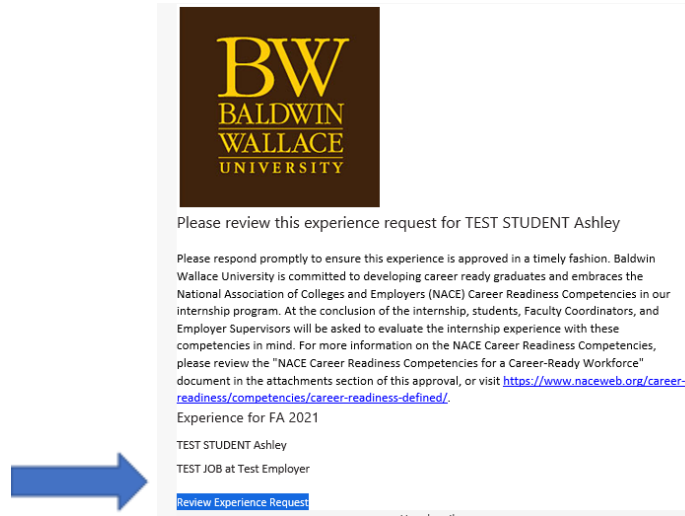
1. **Internship Description:** Information on the organization and what the internship entails
2. **Goal:** What is the overall goal for the internship and how will it support the student’s career readiness
3. **Learning Objectives:** What does the student plan to learn, specific to their academic discipline, in this internship
4. **Action Plan:** What will the student specifically do as part of the internship; how do they plan to meet the identified goal and learning objectives
5. **Progress Documentation:** What kind of documentation will the student be expected to provide to ensure that learning objectives are being met, such as: evaluations, journal assignments, reflection papers, etc. Please note regular communication, a mid-point meeting, final meeting, and final evaluation are expected of all internships

## Review and Approve the Student's Experience Submission via Handshake

The approval and evaluation communications for academic internships are managed via email from the Handshake career platform. The Career Center provides an administrative review of the request (i.e., number of hours worked supports credits requested, correct Department Chair, etc.). Academic relevance is determined by the Academic Department. See sample messages below.

**Please note: It is the student's responsibility to drive the internship process and contact an approver should there be a delay in the approval process.**

1. Click on the link provided in the email notification to review the student's submission.



2. Review and approve the student's Experience information.

a. Please note students cannot view comments left in the "reason (optional)" section (reference image below). This information is only visible to the other approvers and the Career Center staff.

Response

What do you think?

Please choose whether to approve or decline this experience below.

Reason (Optional)

Previous Decline Approve Experience Update Experience

The image shows a screenshot of a response form. At the top, it says 'Response'. Below that is a blue icon of a building with people. Underneath the icon, it asks 'What do you think?' and 'Please choose whether to approve or decline this experience below.'. There is a text input field labeled 'Reason (Optional)'. At the bottom, there is a navigation bar with four buttons: 'Previous', 'Decline', 'Approve Experience', and 'Update Experience'. A blue arrow points from the left towards the 'Approve Experience' button.

3. The Career Center will receive an email notification after the Faculty Coordinator, Department Chair, Employer Supervisor, and Registration & Records have approved the Experience.

## Faculty Support of Student During Internship

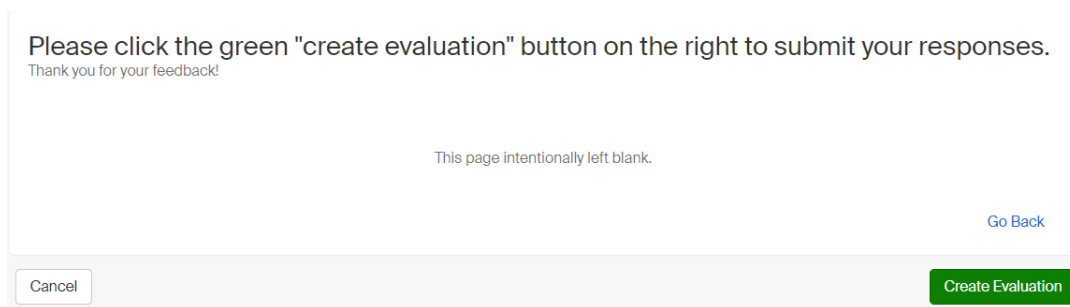
All students are expected to meet with their Faculty Coordinator at the mid-point and conclusion of their internship. This meeting time is to be facilitated by the student. Students are also expected to be in regular communication with their Faculty Coordinator throughout the internship. In addition to this, the Faculty Coordinator will work with the student on any of the previously established evaluation measures such as weekly journals, a final oral presentation, or a comprehensive essay at the conclusion of the internship.

For example, Allied Health, Sport & Wellness Department has students complete a comprehensive documentation process including weekly reflection and hour logs, an oral presentation at the completion of the internship, and an Experiential Learning Reflection Essay.

## Internship Evaluations – Week 13

The student, Faculty Coordinator, and Employer Supervisor will each receive an email from Handshake to complete the appropriate Internship Evaluation. To successfully submit your evaluation responses, you must click the green “create evaluation” button on the screen that says, “Please click the green create evaluation button to submit your responses.”

**The student’s grade will not be submitted to Registration & Records until the Faculty Coordinator Evaluation, Student Evaluation, and Employer Supervisor Evaluation are all received.**



Please click the green "create evaluation" button on the right to submit your responses.  
Thank you for your feedback!

This page intentionally left blank.

Go Back

Cancel Create Evaluation

# Course Number Reference

## Proposed University Parameters for Course Level Descriptions\*

*\*Approved in Faculty Senate 3/5/2020*

**200-Level Courses.** 200-Level courses may or may not have prerequisites, and they either include a narrower focus on a body of knowledge, or else are survey courses on areas of study within a discipline. It is expected that students entering these courses are at an intermediate college level difficulty above an introductory level. These courses will emphasize acquisition and application of knowledge, comprehension, and skill development at an intermediate level, promoting student progress toward developing significant conclusions.

**300-Level Courses.** 300-Level courses generally expect 200-level course prerequisites, requiring integration of multiple fields, or courses focusing on specific areas within a discipline. It is expected that students entering these courses understand the courses are at an advanced college level difficulty above an intermediate level. These courses will emphasize understanding, applying, analyzing, evaluating, and creating data or knowledge. Students will develop the intellectual ability and capacity to deal with abstract concepts and describe research in cohesive statements.

**400-Level Courses.** 400-Level courses generally expect 300-level course prerequisites and are generally seminar courses intended for upper-level students. It is expected that students entering these courses understand the courses are at an advanced college level difficulty and are the culmination of undergraduate study within a discipline. These courses will emphasize extensive reading, analysis, and research. Students will develop advanced analytical and reasoning skills and be able to integrate concepts and ideas across course work with significant literature in the field.

## Course Code Definitions Related to Internship Registration\*

*\*Adapted from Eastern Washington University*

As of 2023, every internship that a student registers at Baldwin Wallace will be registered for EXP credit automatically.

**297X (Pre-professional)** The student is in the early stages of university experience and is undecided about academic interests. A pre-professional internship exposes the student to a work environment, encourages the development of work-maturity skills, and enables the student to explore career options.

**397X (Professional)** The student has declared a major but has had limited course work in that major. At this level, a student begins to be exposed to this career field and begins to understand what is required. This level of internship still allows for another internship later in the academic program at a more advanced skill level.

**497X (Professional)** The student has completed a significant amount of course work that can be applied to the workplace. Internships which are a "required" part of the curriculum are often registered under this number.