Yavapai COLLEGE

Faculty Roadmap for Internships

Access the internship documents found in OneDrive -> Internship Documents. Unsure how to access OneDrive? Click Here. These can also be found in the Internship Resources Canvas shell.
- Hour Log Tracking Sheet
- Internship Evaluations - Student Pre-Evaluation & Student End of Experience Evaluation

Communicate with students about requirements in order to successfully complete your internship course. Ensure they have a work site in place prior to registering for your internship course.

Encourage students to reach out for opportunities. Students can use YC Pipeline to search for and apply to opportunities. Students may also reach out to the Internship Coordinator for strategies.

Provide reflective assignments for your internship students that will help them continue their professional growth and gain the most out of their internship experience. Unsure what to do? Check out the Internship Course Assignments in the One Drive folder or review the Internship Resources Canvas shell.

At the end of each internship experience please upload the following completed documents to the OneDrive Folder -> Faculty Uploads and find your course subject abbreviation
- Hour Log Tracking Sheet

Supervisor evaluations will be shared with you and the student once they are completed.

Questions?
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