



Roles and Responsibilities of the Faculty Advisor

Step 1: Application

After being assigned a student, the Faculty Advisor (FA) will review the interns' application to familiarize themselves with the students' areas of interest and initial goals for their internship.

Step 2: Determining Intern Readiness

If faculty members know a student, they are encouraged to weigh in on the student's skills, abilities, and readiness for an internship.

Step 3: Determining Faculty Advisor and Host Site

FAs will receive notification that a student has requested them as a FA. Within two weeks of being assigned a student, the FA communicates with student about how to write a learning agreement (see <https://usm.maine.edu/sites/default/files/food-studies/HowToWriteALearnAgree.pdf>). At this point, the FAs should weigh in on projects and activities that are being considered and begin connecting them to the student's learning objectives.

Step 4: Learning Agreement

The Learning Agreement outlines the student's internship experience. It includes intern, FA, and Host Site Supervisor contact info, the project description, responsibilities and tasks assigned, and the learning objectives. The Internship Coordinator fills out the known information of the Learning Agreement and then passes it onto the student, FA, and Host Site Supervisor to complete.

The Learning Agreement is negotiated and developed with the student and Host Site Supervisor. The student is responsible for initiating a meeting with their FA to complete the Learning Agreement; however, faculty are encouraged to reach out to students to let them know their schedule and availability. FAs are responsible for the completion of the Learning Agreement, which includes ongoing monitoring and feedback, and contributing expertise to develop appropriate learning objectives. The FA must approve the final version of the Learning Agreement.

The Learning Agreement must be completed, signed by all parties, and submitted to the FSP Administrative Specialist before the student may register for the course and begin the internship.

Step 5: Internal Paperwork and Course Registration

Food Studies internships require a permission form for course registration (either FSP 395 and FSP 695). After finishing the Learning Agreement, the FA will sign Permission Form for student to register for the internship course. The Administrative Specialist (AS) will submit to the Registrar for course registration.

Step 6: On-Boarding at USM

All interns are required to participate in a pre-internship training. The training is usually scheduled for the first Friday of the semester. FAs are encouraged to attend and weigh in on the importance of submitting academic requirements in a timely manner.

Step 7: Bi-Weekly Journal Entries

All interns are required to submit journals bi-weekly throughout the internship, starting week 2 of the semester. The journals should be sent to the FA, the Host Site Supervisor, and the Internship Coordinator. Interns are responsible for scheduling their first day on site with their Host Site Supervisor. If a student has not started on-site as of week 2, then the journal entry should say so and there should be a clear indication of actual start date.

The FA reviews the bi-weekly journals throughout the semester. If an intern has more than one outstanding journal entry, then the internship will be put on an immediate hold and the Host Site Supervisor notified. The hold will stay in place until the required journal entries are submitted. During this hold, the student will not be able to return to their work site until they are caught up on journal assignments.

Step 8: Check-in with Faculty Advisor

FAs should check in with interns at least three times during the course of the internship. Internships are usually 14 weeks long, with week 15 being finals week and the week in which the end-of-semester presentations are delivered. The recommended timing for scheduling check-ins between interns and FAs are week 2, week 7 (the halfway point), and week 12. It is the intern's responsibility to set up these meetings but FAs should follow up and request a meeting if interns are not taking the initiative.

Step 9: Networking Meeting

Interns are required to attend a mid-semester networking meeting with their cohort. This meeting will be facilitated by the Internship Coordinator and attendance will be taken.

Step 10: End-of-Semester Presentations

FAs should plan to attend the end-of-semester presentations which are usually scheduled for the last Friday of the semester. Guidelines for the presentation format can be found here: <https://usm.maine.edu/sites/default/files/food-studies/InternshipPresentations.pdf>

Step 11: Final Project

Interns are required to complete a final project. This is often a 5-10 page written paper that ties research done at the host site to key concepts learned in the classroom. However, the final project does not need to be a paper. The FA should talk with intern about the most appropriate final project for their internship when they are developing the Learning Agreement, and again at each of the check-ins.

Step 12: Revised and Updated Resume

Interns are required to set up an appointment with a Career Advisor at USM's Career and Employment Hub by going to their website and following instructions: <https://careerhub.youcanbook.me> They are required to submit a revised resume to the AS at lminden@maine.edu and to their FA that includes information on the internship prior to the end of the semester. FAs should reflect with students on the internship experience and how it might inform future coursework and career pathway choice.

Step 13: Grading and Evaluations

The FA enters the grade in MaineStreet. After entering grades, FAs inform the AS of number of students advised in semester and number of graded vs. incompletes. If necessary, works with AS to complete contract for incompletes.