Faculty-Mentored Externship Information Sheet & Checklist

GENERAL INFORMATION:

Faculty-Mentored Externships allow students to pursue placements away from the Triangle area in a full-time field placement taken in conjunction with a research paper, tutorial, or other faculty-guided academic requirement. Students earn up to 9 credits for the placement and up to 5 credits for the faculty-mentored components. In no event may a student receive more than 14 credits for a Faculty-Mentored Externship. Faculty-mentored externships, including externships abroad, require Curriculum Committee approval.

CHECKLIST:

1. Start conversation with potential placement/employer

2. Start conversation with potential Faculty mentor

3. Once offer from placement/employer is received, begin crafting an application to the Curriculum Committee (contact the Externship Office for past examples)

4. Contact Faculty mentor for a Statement of Support

5. Once confirmation from the Curriculum Committee is received, complete a Faculty-Mentored Externship Registration Form (9 credits = 450 hours)
   a. If waiting on security clearance, please wait until status is cleared
   b. If interested in additional credits, can complete a research paper for 2/3/4 credits or a research tutorial* with your Faculty mentor for 1/2/3 credits

   *A syllabus of readings developed by you and your Faculty Mentor accompanied by weekly meetings to discuss the readings

6. Review FME responsibilities:
   a. Timely completion and submission of weekly timesheets.
   b. Timely completion and submission of bi-weekly reflection papers.
   c. Timely completion and submission of all required forms:
      i. Pre-Externship Survey Questionnaire
      ii. Statement of Expectations Form
      iii. Mid-Term Self-Assessment with Supervisor Form
      iv. Mid-Term Self-Assessment Form
      v. Final Performance Evaluation Form – Supervisor
      vi. Final Placement Evaluation Form - Internal
      vii. Post-Externship Survey Questionnaire