

## 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