

The Internship Coordinator



**NORTHERN ARIZONA
UNIVERSITY**
The W. A. Franke College of Business

Guidelines for serving as an Internship Coordinator

The Internship Coordinator is expected to be a resource to the student. Listening and giving advice are part of their responsibilities. Providing feedback concerning academic assignments during the internship is also an important aspect of their duties. The Internship Coordinator will encourage, reinforce, and counsel the students while ensuring the student accepts the responsibilities for their responsibilities.

The Internship Coordinator will:

- Assist in bringing students and employers together for a mutually beneficial internship arrangement.
- Provide information about the FCB internship program to prospective cooperating organizations.
- Inform students of the importance of internships each semester.
- Inform students about internship employers and the requirements to earn academic credit for an internship during individual scheduled appointments.
- Monitor the student's progress in their internships via BB Learn and personal visits when possible.
- Evaluate all aspects of the program
 - Role of The W. A. Franke College of Business
 - Employer contributions
 - Student's performance