



The Sinclair co-op program is designed to provide Science, Mathematics and Engineering students the opportunity to earn college credit for learning achieved through a career related work experience. Faculty Mentors provide a vital role in maintaining academic credibility in Sinclair's Co-op Program. In addition, the **Faculty Mentor** becomes familiar with current workplace practices which are helpful in classroom discussions.

FACULTY MENTOR RESPONSIBILITIES:

- Make co-op coordinator Professor Terry Maiwurm and the Science, Mathematics and Engineering Co-op Office, in room 3120, aware of your willingness to supervise co-op students on a quarterly basis.
- The primary responsibility of the **Faculty Mentor** is to monitor, guide and evaluate the academic learning process that takes place when students apply classroom knowledge in the workplace.
- The **Faculty Mentor** assignment is made prior to the beginning of each quarter when the student meets with and obtains an approval signature from the co-op office. At this meeting, a packet is provided, all assignments are reviewed and the **Faculty Mentor** assignment is made.
- The Faculty Mentor will meet with the Co-op student prior to the 3rd week of the quarter. **The Co-op student is responsible for initiating this meeting.**
- The **Faculty Mentor** will review and approve the student's rough draft of the Co-op Work/Learning Contract to maximize student learning during the quarter. It is the student's responsibility to develop a draft of the Co-op Work/Learning Contract and have it approved by the worksite supervisor.
- Student and **Faculty Mentor** discuss the Co-op Student Reflection Paper, and plan a final work project and set the date it will be due.
- Student and **Faculty Mentor** determine who will set up the on-site evaluation session.
- The **Faculty Mentor** will notify the Co-op Office if the assigned student has not made contact by the end of the 4th week of the quarter.
- **Faculty Mentors** will make a worksite visit during the quarter to meet with the student's supervisor in order to review progress, and evaluate the learning experience as well as competencies and skills needed for success in the workplace. **Faculty Mentors** may be asked to provide the employer with information about the student's program of study and academic progress.
- Internships are graded (A-F). **Faculty Mentors** are responsible for evaluating all assignments fairly and completely, assigning the grade, and forwarding it to the Co-op Office before grades are due for the quarter.
- The **Faculty Mentor** is paid a stipend for supervising the co-op student.