



Externship co-coordinator JOB DESCRIPTION

I. STATEMENT OF RESPONSIBILITIES:

- Identify students of the Externship Program
- Recommend students to the Externship site.
- Provide counseling assistance to the student and a point of contact for information exchange and program liaison purpose with the site supervisor.
- Ensure that the student is appropriately registered for the Externship course.
- Do random visits to externship sites at least once during the contract period.
- Contact the site by telephone/e-mail etc. at least once a semester.
- Update and maintain affiliation agreement.
- Arrange and conduct externship orientation prior to Externship under the aegis of chair.
- Serve as liaison between student, college faculty, and the organization providing the externship.
- Monitor, track and provide feedback to the extern regarding timesheets.
- Ensure all attendance is recorded and filed.
- Ensure that proper administrative forms are filled out by the appropriate people and are kept in the student's file.
- Ensure that students on externship and site supervisor complete appropriate evaluation forms.
- Track and assure all externship grades are entered at the end of the semester (from A to Incomplete) and follow-up on all the Incomplete grades applying ASA's policies.

II. ACCOUNTABLE TO:

Associate Vice President for Academic Affairs, Director of Evening and Weekend Sessions, Vice President for Academic Affairs, Senior Vice President and the President