**Course-Embedded GrAPEs: Faculty Responsibilities**

* Work with agency contact to clearly identify project objectives and timeline.
* Submit course-embedded GrAPE tracking form to GrAPE Coordinator prior to beginning project. This form identifies the name of the agency/contact, number of hours being awarded, products, and competencies being addressed. It also asks you to provide a list of enrolled students.
* Prior to beginning the project, schedule a minimum of two contacts (beginning and end of project) with agency official(s). The number of contacts should be relative to the proportion of the course being devoted to the project.
* Produce at least one competency-based product. This can be a group project, but each student should be able to identify individual contributions.
* Require summary report from each student.
* Instruct students to send summary report to GrAPEs coordinator and upload into their e-portfolio. The summary report includes product(s) as appendices.
* Take photos, if appropriate.
* Record project in your annual faculty assessment.