BP 7501  FACULTY INTERNSHIP

In accordance with the California Education Code Section 87487 and Title 5, Section 53500-53502, it is the intent of this policy to permit Allan Hancock College to employ graduate students enrolled in a master's or doctoral program at the University of California, the California State University, or any other accredited institution of higher education. Graduate students (hereafter referred to as classroom faculty interns) must have completed at least seventy-five percent of the course work for the master's degree or the equivalent. Intern assignments may only be initiated by the department. Classroom faculty interns may only be assigned to teach in a discipline in which they would be legally qualified to teach upon completion of their graduate studies. Classroom faculty interns must serve under the direct supervision of a mentor (hereafter referred to as advisor mentor).

Classroom faculty interns may be employed for one semester only and may be hired for successive terms/semesters only if their continuing progress as graduate students is reconfirmed and if they meet performance standards. A classroom faculty intern may only be employed in the Life, Physical and Health Sciences department or any other department recommended by the Academic Senate. A faculty intern shall be limited to one year maximum participation in the program.

Adopted: 4/17/01
Revised:

(Replaces Board Policy 4115)
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1. The appropriate dean, with input from the department chair, will approve the assignment of the advisor mentor.

2. Each semester the appropriate dean will contact the college or university in which the classroom faculty intern is enrolled to verify the intern's academic status and progress toward completion of degree.

3. Classroom faculty interns will be evaluated in accordance with the associate faculty evaluation process.

4. The advisor mentor shall not take the place of the department chair with regard to orientation and evaluation of associate faculty.

5. The duties of the advisor mentor shall include the following: (a) conduct a minimum of four scheduled meetings with the classroom faculty intern each semester, covering such topics as curriculum planning, teaching strategies and methodologies, assessment of student work, and review of course materials; (b) conduct a minimum of three one-hour classroom visitations with a classroom faculty intern each semester; and (c) prepare written documentation to include dates and topics of meetings, dates and summaries of classroom visits, and discussion summaries.

6. The advisor mentor shall not teach a class at the same time as the classroom faculty intern and shall be available on campus.

7. The advisor mentor stipend will be set in accordance with the agreement between the district and the faculty association.

Approved: 4/17/01
Revised:

(Replaces Administrative Procedure 4115.01)