BP 7501 FACULTY INTERNSHIP

The District may, in consultation with the Academic Senate, establish a faculty internship program and in accordance with the California Education Code Section 87487 and Title 5, Section 53500-53502 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 or, in vocational and technical fields where a master's degree is not generally expected or available, persons who are within one year of meeting the regular faculty minimum qualifications. Persons who meet the regular faculty minimum qualifications but who lack teaching experience, may also be included in internship programs to the extent authorized by the board of governors.

References: California Education Code 87487; Title 5 Sections 53500-53502

Adopted: 4/17/01
Revised: 10/9/18
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The department, in consultation with discipline faculty, shall initiate the request for a faculty intern. Faculty interns shall only be assigned to teach or to serve in a discipline in which they would be legally qualified to teach or render service upon completion of their graduate studies or associate degree and six years of industry experience in that discipline. Such assignment shall only be made after minimum qualifications have been confirmed by the Professional Standards Committee. (See Board Policy and Procedures 7211.)

A faculty intern shall be limited to two years of participation in the program. Reemployment after each semester is contingent upon continuing progress in the educational program or toward completing required work/teaching experience, as well as on meeting the District’s performance standards.

A student employed as a faculty intern shall meet the following minimum qualifications: For those disciplines in which a master's degree is required, faculty interns shall be 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, and shall have completed at least one-half of the coursework in that program.

For those disciplines for which a master’s degree is not expected or required, the faculty intern shall possess any license or certificate required to do that work and (1) be within one year of completing the associate degree and have six years of industry experience in the discipline, or (2) have completed the associate degree and have completed five of years of industry experience in that discipline.

1. Each faculty intern shall serve under the direct supervision of a mentor who is legally qualified to teach the course or render the service that the faculty intern is providing. The appropriate dean, with input from the department chair and/or program coordinator will approve the assignment of the advisor mentor.

   a. 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, or the employer in the case of progress toward work or teaching experience.

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

c. The advisor mentor shall not take the place of the department chair and/or program coordinator with regard to orientation and evaluation of associate faculty.

d. 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 the 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.

e. The advisor mentor shall have no other assigned duties and shall be available on campus during the time that the faculty intern is teaching or rendering service.

f. The advisor mentor’s extra assignment will be set in accordance with the agreement between the District and the faculty association.

Approved: 4/17/01
Revised: 9/11/18