

**Human Resources**

**BP 7200 Faculty Internship Program**

**References:**

Education Code Sections 87482.5 and 87487;  
Title 5 Sections 53500-53502

Inasmuch as the District is continually seeking qualified candidates for faculty positions within the District, it is deemed to be in the best interests of the District to establish a Faculty Internship Program.

The purpose of the program includes, but is not limited to, the following:

- To enhance the recruitment of qualified persons pursuing an associates, master's or doctoral degree, as well as recent recipients of such degrees with limited teaching experience, into faculty positions in the District, particularly for disciplines for which recruitment is difficult, where current industry experience is important, or for disciplines in which a shortage of qualified faculty is anticipated ;
- To enhance the District's efforts toward building a diverse faculty and attract qualified graduate students who are members of monitored groups as defined in Title 5.

The District may employ, as faculty interns, graduate students enrolled in the California State University, the University of California, or any other accredited institution of higher education, or, in career 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 the internship program.

Faculty interns are not guaranteed a full time position within the District. All prospective faculty candidates, including faculty internship participants, for full time positions in the District, will be selected through the District's faculty hiring process.

The term "faculty intern" does not include any person, no matter how designated, who only assists in a class taught by a regularly qualified faculty member, and who has no independent responsibility for instruction or supervision of students. Such a person may be termed an "intern" and may serve as a volunteer or receive a stipend.

The Chancellor, in consultation with the Academic Senate, shall prepare administrative procedures, which outline the minimum qualifications for faculty interns, as well as requirements for faculty intern mentors.

---

Date Approved: May 20, 2008

Revised: September 22, 2010

**Human Resources**

**AP 7200 Faculty Internship Program**

**References:** Education Code Sections 87482.5 and 87487; Title 5 Sections 53500-53502

**MISSION STATEMENT**

To enhance the recruitment of qualified persons pursuing an associates, master's or doctoral degree, as well as recent recipients of such degrees with limited teaching experience, into faculty positions in the District, particularly for disciplines for which recruitment is difficult, where current industry experience is important, or for disciplines in which a shortage of qualified faculty is anticipated.

To enhance the District's efforts toward building a diverse faculty and attract qualified graduate students who are members of monitored groups as defined in Title 5.

**DISCLAIMER**

Faculty interns are not guaranteed a full-time position with the District. At the completion of the internship, the faculty intern may apply for any available part-time or full-time faculty position for which he or she is qualified. All prospective faculty candidates, including faculty internship participants, for full-time and part-time positions in the District, will be selected through the District's faculty hiring processes, as described in Administrative Procedures 7120c and 7120d.

**GOALS**

1. Increase the District's qualified applicant pool of diverse faculty, counselors and librarians.
2. Prepare interns for community college careers.
3. Familiarize interns with the District's policies and procedures.
4. Provide interns with teaching, counseling, or librarian experience in the community college environment.
5. Create a climate of mentorship.

**Faculty Intern Qualifications**

An individual employed as a faculty intern shall meet the following minimum qualifications:

1. For those disciplines in which a master's degree is required, faculty interns shall have completed, a master's or doctoral program at the University of California, the California State University, or any other accredited institution of higher education. Or interns shall minimally be currently enrolled and have completed at least one-half of the coursework, or the equivalent, in an accredited graduate program.

2. For those disciplines for which a master's degree is not expected, required or available, the faculty intern shall possess any license or certificate required to do that work and (a) be within one year of completing the associate degree and have six years industry experience in that discipline, or, (b) have completed the associate degree and have completed five years of industry experience in that discipline.
3. 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. Normally the internship program shall be one year, but limited to no more than two years of participation in the faculty internship program.
4. Faculty Interns are competitively selected based on the needs identified by the Colleges. Classified employees who are currently working in the District, as well as candidates who have taught in high schools or are working in business and industry, are eligible to apply. In all cases, faculty interns who are interested in pursuing a career in our District, must meet the minimum qualifications listed for their areas in the publication "Minimum Qualifications for Faculty and Administrators in California Community Colleges".
5. Faculty Interns may not have more than one year of previous part-time teaching experience at Riverside Community College District.

## FACULTY INTERN RESPONSIBILITIES

### First Semester

1. Interns are required to participate in the assigned mentor's classes for a minimum of three hours per week.
2. Attendance at Faculty Development workshops and training series.
3. Participation in class activities with students, including instruction, lesson planning, and lecture.
4. Other instructional activities and opportunities as assigned by mentor. The specific assignments of each intern in the first semester will be individually determined by the mentor with strong input from the intern. Possible duties might include an appropriate combination of the following:

### Academic Activities

- Develop one or more class sessions (lessons, assignments, and outcomes)
- Teach either the sessions developed or standard curriculum the faculty member uses
- Help develop learning outcomes and assessment for classroom assignments for existing curriculum
- Teach one or more class sessions per semester

- Offer supplemental instruction such as small group tutoring
- Design and critique specific assignments
- Help design and set up a laboratory
- Design laboratory assignments and supervise their implementation
- Provide detailed analysis of a lesson
- Design and coach oral presentations by students
- Develop materials for classroom use
- Develop a media or other technology component for existing curriculum
- Develop curriculum in consultation with the faculty member for future use

#### Counselor Activities

- Guidance courses
- Academic and vocational advising
- Student Educational Plan
- Use of Datatel
- ASSIST
- Transfer information
- Assessment
- Evaluations – forms, processes/procedures
- Graduation checks
- Transcript review/evaluation
- GPA calculation
- Probation – academic, progress
- Readmit contracts, dismissal issues
- Academic renewal
- Pre-requisites
- Matriculation appeals
- Catalog

#### Second Semester

1. In-class instruction as instructor of record.
2. Course planning – develop syllabi, lesson plans, rubrics.
3. Continued faculty development opportunities.
4. Continued leadership and faculty mentor interaction and activities as assigned by mentor.
5. Continue to participate in discipline, department, and/or campus activities (i.e. meetings, ASRCC, etc.).
6. Participate in department meetings, faculty groups and college committees.

## MENTOR QUALIFICATIONS

1. The mentors are selected full-time faculty members who have expressed a commitment to excellence. They are selected because they possess the skills and attitude necessary to nurture the success of the interns, and have shown enthusiasm and interest in innovation in their respective fields.
2. The mentor must be legally qualified to teach the course or render the service that the intern is providing. Faculty mentors shall provide substantial direct-in-class supervision and evaluation of interns' teaching capabilities.
3. The mentor shall have no other assigned duties during the time that the intern is teaching or rendering service. The mentor is responsible for providing direct monitoring and systematic contact with the intern.

## MENTOR RESPONSIBILITIES

### First Semester

1. Help faculty intern obtain a campus parking permit, textbook, explain resources available to faculty and students, review policies, schedules, catalogs, and any other necessary support.
2. Invite faculty intern to department meetings, mandatory flex day, Academic Senate meetings, committee meetings, and any other functions that would serve to inform the intern or illuminate some aspect of campus life.
3. Assist the faculty intern in identifying strategies to achieve their goals during participation in this project.
4. Provide the faculty intern with a sense of belonging by welcoming and accepting her/him as a professional colleague.
5. Establish a professional working relationship with the faculty intern.
6. Demonstrate good teaching or administrative techniques.
7. Work cooperatively to guide the intern in preparation of instructional plans and materials.
8. Provide the faculty intern with the opportunity to assist with and present classroom activities, and lectures and to present lessons when appropriate.

## Second Semester

1. Offer supportive and constructive feedback while enabling the faculty intern to begin to assume the role of instructor with the many daily responsibilities.
2. Confer with faculty intern about his/her progress, assisting the intern in recognizing personal strengths and weaknesses.
3. Provide written and oral assessment for the purpose of facilitating faculty intern growth.
4. Consult with department chair regarding the progress of the internship.

### FACULTY INTERN COMPENSATION

Intern first semester stipend is \$500.00 and intern cannot have a concurrent teaching assignment within RCCD. Faculty Intern's second semester is paid from College funds according to the Faculty Hourly Salary Schedule based on the courses/labs they are assigned to teach.

### MENTOR COMPENSATION

Mentor stipend is \$750.00 per intern, per semester. Faculty member may mentor no more than two (2) interns per semester.

### PROGRAM FUNDING

All salaries/stipends are paid by College funds and may be supplemented by diversity funds as recommended by the College Diversity Committee.

### EVALUATION OF FACULTY INTERN

1. Each faculty intern shall be evaluated each semester by the mentor. The scope and process for the review shall include classroom observation, student surveys of all classes, and review of class syllabi. The review shall be directly related to the intern's performance and may include, but not be limited to:
  - subject matter expertise
  - communication skills
  - adherence to course outlines of record
  - timeliness and accuracy of required Class I records and reports
2. The mentor shall complete a written report each semester, which will include a review of the student surveys. The written report shall be discussed with the faculty intern, who will sign it to indicate that they have read it, and a copy will be provided to the intern.

## INTERN APPLICATION PROCESS

Interested participants must provide the following information as part of the application process:

1. Letter of introduction including: discipline in which they desire to intern, educational background, teaching/counseling experience, and reason for interest in the Faculty Internship Program. The letter should include home, work and cell phone numbers, current home and email addresses.
2. A current resume or curriculum vitae to include applicable experience and coursework.
3. A copy of unofficial transcripts identifying current graduate work or work in progress (official transcripts will be required before final acceptance in the Program).

## MENTOR APPLICATION PROCESS

Interested participants must provide the following information as part of the application process:

1. Letter of introduction including: discipline you want to mentor in, educational background, teaching experience, and reason for interest in Faculty Internship program. The letter should include home, work and cell phone numbers, current home and email addresses.
2. A current resume or curriculum vitae.

## SELECTION PROCESS

1. A selection committee will be formed and be comprised of designees of the College President and Academic Senate and supported by Diversity and Human Resources to insure due consideration will be given to diversity and internship goals of the College (serving Academic, Vocational, Counselors and Librarians).
2. The committee will identify mentors.
3. The committee and mentors will review all faculty intern application materials.
4. A subset of the committee will conduct interviews and make recommendations to the full committee.
5. The full committee will approve the sub-committee's recommendations based on the needs of the department/college giving due consideration to diversity.

6. The President or designee will approve the full committee's recommendations of intern selection.

Office of Primary Responsibility: College Chief Instructional Officer

---

Administrative Approval: June 16, 2008

Revised: July 26, 2010