

## **Draft Hartnell College Faculty Intern Policy**

The Hartnell College Faculty Internship Program offers an opportunity for graduate students and graduates with a Master's or Doctorate degree to experience teaching at a community college. Persons who meet the regular faculty minimum qualifications but who lack teaching experience may also be included in the internship program. This program seeks to enhance the recruitment of qualified persons particularly for disciplines for which recruitment is difficult and for disciplines in which a shortage of qualified faculty is anticipated. It is also designed to assist participants in understanding the role of the faculty, instructional design and pedagogy, curriculum development, the community college governance structure and educational policy.

In accordance with Title 5, Chapter 4, Subchapter 5 and Section 87487 of the Education Code, the Hartnell College Board may employ, as faculty interns within the program, graduate students enrolled in the California State University, the University of California, or any other accredited institution of higher education subject to Chapter 3 (commencing with Section 94300) of Part 59 of the Education Code, persons who are within one year of meeting regular faculty minimum qualifications. A student employed as a faculty intern shall be employed as a temporary faculty member under Section 87482.5 of the Education Code, and shall meet the minimum qualifications specified in Section 53502.

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 Hartnell College Board shall ensure that faculty mentors are extended the necessary release time to provide substantial direct in-class supervision and evaluation of interns' teaching capabilities. The mentor shall have no other assigned duties during the time that the faculty intern is teaching or rendering service. The mentor is responsible for providing direct monitoring and systematic contact with the faculty intern.

Through hands-on experience interns will:

- Raise their level of instructional confidence and competence in their chosen discipline. Acquire valuable work experience for future job reference.
- Develop instructional skills appropriate to the needs of the diverse community college student population.
- Acquire knowledge of the time commitments, responsibilities and duties of community college faculty.
- Learn about curriculum development.
- Observe college governance committees.

Internship Qualifications:

- Permanent Resident or U.S. Citizen
- One semester/session commitment

- During the internship year, must have completed at least 50 percent of all the graduate course studies or must have already earned a Master's Degree or must be working toward a Doctorate
- 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 subject to the California Education Code
- Meets Hartnell College-established minimum qualifications/equivalency standards
- Demonstrates sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of the community college student population at Hartnell College

Applications will be accepted throughout the academic year. To be considered for an internship, the following information is to be submitted:

- A completed Hartnell College application.
- A letter of recommendation from your Faculty Advisor
- A professional resume
- A typed one page personal statement addressing the reasons why you would like to specifically intern at Hartnell College.

Hartnell College will conduct a fingerprinting and background check before an intern can start. Interns will also be required to take a TB test.