

480-01 INTERNS - PROCEDURE

1. PURPOSE

The College endeavors to provide a shared learning experience in a functional area that Addresses an identified College strategic objective and satisfactorily meets the goals of the proposed internship. The internship will consist of a supervised and structured practical experience, which will enhance the interns' understanding of postsecondary education as well as establish future network partnerships with the intern. The College may provide these experiences on a volunteer or paid basis.

2. PROCEDURE

1. Any candidate who wishes to apply for an internship with the College will be required to submit an Internship Application/Proposal Form, employment application and resume to the Human Resources Department.
2. The Human Resources Director will route the application packet to the appropriate department or program and facilitate the placement of the candidate with regards to interest of the individual and the department. The Human Resources Director is responsible for keeping the candidate informed of the process.
3. Interns must meet the minimum qualifications for a position, and they are responsible for obtaining any necessary certification.
4. If the College is recruiting an intern, the department or program supervisor has the latitude to determine recruitment strategies. Candidates must complete the application packet and submit it to the Human Resources Department. The Human Resources Director will forward the application packet to the requesting supervisor for review and selection.
5. At the beginning of the internship the supervisor and intern will confirm the responsibility, credit, and compensation and will establish measurable outcomes that correspond with the goals and objectives identified in the proposal.
6. At the end of the internship the supervisor will provide the intern with a written evaluation outlining strengths, concerns and recommendations for future improvement. (The supervisor may also provide the intern with evaluation at any time during the internship.) The contents of the evaluation need to be tied back to the goals and objectives that were identified at the beginning of the internship. A copy of the evaluation will be forwarded to the Human Resources Department. The Human Resources Department will also conduct an exit interview with the individual.
7. Types of Internships
 - a. Instructional Internships
 - i. Responsibility may involve:
 1. full Associate Faculty responsibilities
 2. team teaching
 3. supervised teaching
 4. other duties related to instruction
 5. any combination of the above
 - ii. Credit will be given as one of the following:
 1. no credit
 2. credit from another institution

3. CCC credit under 298 Special Topics
 - iii. Compensation will be one of the following:
 1. Associate Faculty rate of pay
 2. proportional compensation for less than full course responsibility
 3. hourly rate or stipend
 4. no compensation
 - b. General Internships
 - i. Responsibilities may vary depending on the assignment.
 - ii. Credit will be given as one of the following:
 1. no credit
 2. credit from another institution
 3. CCC credit under 298 Special Topics
 - iii. Compensation will be one of the following:
 1. hourly rate or stipend
 2. no compensation
8. Compensation for Interns

In determining when to monetarily compensate an intern, each dean or equivalent level administrator shall have as much latitude and discretion as possible in authorizing compensation. Compensation is optional and dependent on established responsibilities. The following factors may be considered to assist in making the determination:

 - a. The College solicits for an intern in a particular area.
 - b. The contact is initiated by the individual and/or sponsoring agency for placement (e.g. for a particular learning experience, for graduate credit, to learn more about the College, for general experience.)

An intern may be paid on an hourly basis or a stipend. The amount of the stipend or hourly rate may vary depending on the nature of the internship. The rate of pay may vary depending on the duties and the individual's qualifications; and will be established by the appropriate vice president, dean, chair or director and Human Resources Director to ensure equity and consistency.

3. BACKGROUND

1. References: None
2. Revision history: 02/1996, 11/1996
3. Legal review: none
4. Sponsor: Academic Affairs and Human Resources

COCONINO COMMUNITY COLLEGE