

PROCEDURES MEMORANDUM

TO: MCC Staff

FROM: Office of the President

SUBJECT: College Internship Program

DATE: October 28, 2008

PURPOSE: To outline a College Internship Program for eligible full-time employees that provides for the development of new skills and abilities.

SCOPE: This program applies to employees who meet the established program eligibility criteria.

1. GENERAL

The College strives to meet the diverse needs of its employees for professional development and personal growth. The College Internship Program provides an avenue to integrate individual needs with institutional needs. Participants are expected to develop skills and abilities beyond their current skills to enhance their personal and career goals by providing leadership to a College initiative.

2. ESTABLISHMENT OF INTERNSHIP POSITIONS

- A. Vice President or Director Level employees submit potential internship positions to the College President or his/her designee for approval. The submitted internship specifies a timely special project consistent with the role, mission, and specific needs of the College. Care will be taken to ensure that the proposed project will also provide a worthwhile and meaningful learning experience for the selected intern.
- B. College Internship position requests outline proposed duties and responsibilities to be assigned to an intern, special qualifications needed by the intern to successfully fulfill these duties and responsibilities, and who will supervise the intern. (Refer to MCC Forms Bank, Request for Approval of Internship Position)
- C. Faculty Internships normally occur during the College's Summer Quarter session. However, College needs dictate the period and length of the internship. Approved internship positions will normally be established for a period from five to twelve weeks in length.

- D. Compensation received by an employee serving in an internship position is at the normal rate of his/her regular position. There is no additional stipend given for the internship experience.
- E. Every attempt will be made by the College to ensure adequate coverage of the intern's regular position by personnel who are familiar with the intern's area.

3. APPLICATION PROCESS FOR APPROVED INTERNSHIP POSITIONS

- A. Eligible MCC employees may make application for approved College Internship positions according to the published timeline (Refer to MCC Forms Bank, College Internship Application Form)
- B. Applicants must be recommended by the appropriate supervisor (Director Level or above) and approved by the appropriate Vice President. Approved applications must be forwarded by the published deadline to the Human Resources Office. The College President has final approval authority for selection of interns.

4. BASIC ELIBIBILITY CRITERIA

A. Faculty

Eligible faculty include full-time, regular, Group I, II, or III Faculty members as defined in the current Statement of Policy document, with a minimum of three years of full-time faculty service to the College at the time of application. Faculty members who have previously received an internship must wait three years before applying for another one.

B. Staff

Eligible staff members include full-time, regular Support and Classified Staff members as defined in the current Statement of Policy document, with a minimum of three years of full-time service to the College at the time of application. Staff members who have previously received an internship must wait three years before applying for another one.

5. SUPERVISOR RESPONSIBILITIES

An administrator will be assigned by the appropriate Vice President to serve as supervisor to the employee selected for an approved internship position. The supervisor will direct and monitor the experiences of the intern. Both the supervisor and the intern will keep a record documenting the activities and experiences during the internship period. The supervisor will also prepare a letter of evaluation at the end of the internship period and will provide this evaluation for the intern's Personnel Records.

6. INTERN RESPONSIBILITIES

In addition to the responsibilities mentioned in #5, the intern will submit a report at the end of the internship to the College President or his/her designee. This report will contain a

review of assignments, goals and objectives that were achieved and an evaluation of the quality of the program.

7. PROGRAM RESPONSIBILITIES

The College President or his/her designee is responsible for the successful implementation of the College Internship Program.

Adopted 10/28/08

College Internship Application Form

College Internship Position:

Name:

Campus Address:

Campus Phone:

Email:

Years Employed at MCC:

Supervisor's Name:

Campus Address:

Campus Phone:

Answer the following questions in 50 words or less:

Why are you interested in this position?

What experiences have you had that will contribute to the success of this project?

Applicant's Signature

Date

Area Vice President's Signature

Date

Supervisor's Signature

Date

College President's Signature

Date

Print Application, Obtain Signatures (applicant, supervisor and area vice president)

Send to the Human Resources Office, FOC #32

Deadline: TBD

Request for Approval of Internship Position

Office Requesting Internship:

Internship Position:

Duration of the Internship Position (beginning/end dates):

Proposed Hours per week for the Internship Position:

Internship Supervisor:

Duties and Responsibilities of the proposed Internship Position:

Special Qualifications needed for the proposed Internship Position:

Signatures Required:

Submitted by Date

Supervisor Date

Area Vice President Date

College President Date

**Print Form, Obtain Signatures (Supervisor and Area Vice President)
Send to the Human Resources Office, FOC #32**