Ivy Tech Community College of Indiana

POLICY TITLE
Graduate Student Intern Teaching Program

POLICY NUMBER
7.10

PRIMARY RESPONSIBILITY
Academic Affairs

CREATION / REVISION / EFFECTIVE DATES
Created April 2012/Effective Summer 2012

PURPOSE
To identify and employ master’s degree-seeking students to teach for Ivy Tech on a part-time basis in order to develop a greater pool of faculty candidates. The program creates a structure for graduate students to be trained, evaluated, and mentored by experienced Ivy Tech faculty, while providing the College’s most effective faculty with the opportunity to help prepare the next generation of college instructors. The program further enables the use of non-recurring funds, when recurring funds are not available.

ORGANIZATIONAL SCOPE OR AUDIENCE
Faculty

DEFINITIONS
Faculty mentor: A senior faculty member who provides a variety of support and guidance to graduate student interns and/or new faculty.

Instructor of record: The name of the faculty member corresponding to the class section and responsible for the day-to-day classroom instruction and/or the assignment of grades.

POLICY
Under certain conditions, graduate student interns may be employed to teach and work under the direct guidance of an experienced, full time Ivy Tech faculty member. The graduate student intern must maintain graduate enrollment of six or more hours per semester. Graduate student intern contracts are renewable; there is a maximum teaching assignment of 6 credit hours per term. Eligibility is restricted to individuals who have earned a minimum of 15 graduate hours, are currently enrolled in a master’s program, and are seeking preparation appropriate to the teaching assignment.

PROCEDURE
Eligibility and Assignment
- Graduate Student Intern candidates must be enrolled in a master’s program, have earned a minimum of 15 graduate hours and must maintain at least part-time graduate enrollment of six or more hours per semester to remain eligible for
participation. Their master’s coursework must be appropriate to the proposed teaching assignment.

- International students wishing to participate in the program must have required employment authorization to work in the United States.
- The graduate student intern contract may not exceed six credit hours per semester with no more than one course preparation.
- A Graduate Student Intern Faculty contract will be issued on a semester basis. The contract may be renewed; however, no guarantee of employment will be given beyond term of the agreement.

Faculty Mentors
- Faculty mentors are selected by appropriate regional academic administration, including VCAAs and school deans.
- Each faculty mentor may be assigned up to three faculty interns in return for a one course download. Mentees should be teaching in the same area as the faculty mentor.
- The faculty mentor will be the instructor of record for the courses taught by the graduate students.
- The faculty mentor must officially meet with mentee at least three hours each week. Faculty accessibility and mentoring of interns is crucial to the success of this program.
- Faculty members must be classified as F-3 or higher to be eligible to serve as a faculty mentor.

Restrictions
- This program is limited to face-to-face courses only. Dual credit and distance education courses are not included.
- The number of regional participants is limited by the number of qualified and interested faculty mentors and qualified graduate students; regional academic administrators should not utilize this program as a means to bypass normal faculty credentialing standards.

Hiring Process
- Positions will be publicized through area universities offering graduate programs.
- Hiring process will follow the model utilized for full-time positions; faculty mentors will collaborate with regional academic administration in making a final selection of interns.
- Graduate student interns will be paid for their courses according to the regional adjunct pay scale.

REFERENCES
Graduate Student Intern Faculty contract

RESOURCE PERSON
Vice Chancellor for Academic Affairs