

Course Banking: Educational Internships & Research Mentoring Policy

RP-4

About This Policy

Effective Dates:

07/01/2020

Last Updated:

10/11/2021

Responsible University Administrator:

Assistant Provost for Research, Office of the Provost, The Citadel

Approving Body:

Office of the Provost through The Citadel Faculty Senate

Policy Contact:

Office of the Provost, The Citadel

Policy Statement

The purpose of this policy is to support faculty by providing credit for mentoring students in research/scholarly projects (either as a research course or independent study) or educational internships during the academic year. Research/scholarly project or educational internship courses exist to promote applied learning experiences for students at The Citadel. Traditionally, faculty were asked to mentor students while also required to meet the obligations related to teaching, service and research. However, The Citadel recognizes the importance of this high-impact practice as it relates to faculty retention and student success within the academic experience.

A total of six (6) students mentored must meet the following criteria is required before one (1) - three (3) credit/ three (3) contact course reduction is earned:

- Faculty must work with the department head and the Office of the Registrar to designate a 3 credit/3 contact hour course for the academic year in which the student will conduct the research/project or educational internship, and the student will register for this course.
- At least 50 minutes per week of intentional face to face or virtual teaching/mentoring must be scheduled.
- Faculty can receive course banking credit for a maximum of 2 students per semester in undergraduate research, while the maximum for education internships is 6 students per semester.

All full-time faculty are eligible with the following stipulations:

- No course credit is given to the faculty member if the course was taught in their teaching load.
- Course credit may only be applied to full-time faculty teaching a full load, which is at least 9 credit/9 contact hours of teaching per semester.
- This policy does not apply to summer teaching.
- No monetary value is associated with the earned 1 three credit hour course.

Once the number of students mentored as documented by the department head and individual member faculty reaches six (6), faculty have two (2) years from the end of the last semester of the sixth student to utilize their course release. The faculty member will work with their department head to document and schedule the course load reduction. Then the dean will submit the request for a course load reduction to the Assistant Provost of Research, from which the award will be issued. Only one (1) course reduction resulting from this practice of research mentoring or educational internships is permitted per semester.