

# Course Banking: Internship Courses Policy

RP-5

## About This Policy

**Effective Dates:**

07/01/2020

**Last Updated:**

11/15/2020

**Responsible University Administrator:**

Assistant Provost for Research and Policy, 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 the opportunity to receive credit for faculty led internship courses. Internship courses exist to promote hands-on learning experiences for students at The Citadel. To accomplish this objective, it is vital that faculty are compensated as they develop and teach internships, which include conducting weekly meetings with student and assessing student work. The Citadel recognizes the importance of faculty student interactions as it relates to faculty retention and student success in the academic experience.

A total of thirty (30) students taught through a the internship experience, meeting the following criteria, is required before one (1) – three (3) credit/ three (3) contact course reduction is earned by the faculty member:

- Faculty must work with the department head and Registrar to designate the 3 credit/ 3 contact hour course for the academic year in which the student(s) will conduct the internship, and the student will register for this course.
- For the internship course, 10 minutes per week of intentional face to face teaching time must be scheduled.

All full-time teaching 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 who have completed the internship course, as documented by the department head and individual faculty member, reaches thirty (30), faculty have two (2) years from the end of the last semester of the thirtieth 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 faculty research mentoring, independent study, or internships is permitted per semester.