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4 **MANAGEMENT INTERNSHIP**
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6 **A.** The District's management internship program shall create opportunities for faculty/staff to
7 acquire on-the-job management experience and create a pool of management candidates
8 from within existing ranks.
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10 **B.** Specific goals and objectives of the program are to:

- 11 1. Create a career path/ladder within the District organization that will provide
12 encouragement and support for employees wanting to obtain experience in
13 management functions.
- 14 2. Identify and train a pool of potential management personnel.
- 15 3. Maximize the utilization of existing human resources within the District by allowing
16 managers to delegate selected projects to interns under the auspices of a mutually
17 beneficial program.
- 18 4. Provide work experience training in management skills related to program
19 administration, personnel relations, planning, coordination and research.
- 20 5. Create a formal procedure by which the specialized training and knowledge of
21 individual faculty and staff may be applied to specific District operations and
22 projects.
- 23 6. Allow current managers to strengthen their own skills in planning, directing,
24 controlling, and coordinating by serving as mentors to interns.
- 25 7. Foster a broader understanding among faculty and staff of the management role,
26 thereby enhancing faculty/staff attitudes and perceptions relative to the
27 management process.
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36 **C.** The only officers eligible to have interns shall be:

- 37 1. Chancellor
- 38 2. District Officer
- 39 3. College Presidents
- 40 4. Full Deans
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46 **D.** The manager shall serve as supervisor of the intern. The prospective intern and manager
47 shall work together to define projects, duties and responsibilities.
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49 **E.** Proposed intern positions shall be submitted in writing to the Chancellor in November. The
50 proposal shall include:

- 51 1. Statement of need
- 52 2. Job description
- 53 3. Benefit to the District
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4. Time needed, if any

5. Method of evaluation, etc.

F. Intern proposals shall be reviewed by the Chancellor and the Chancellor's Cabinet. Approved positions that require no reassignment or major expenditure may be forwarded to the Board for approval upon the Chancellor's recommendation. Approved positions that require reassignment or major expenditures shall be advertised internally and shall go through the regular hiring process. The name of the successful candidate shall be submitted to the Board for approval in February.

G. An internship shall not exceed two years or be less than three months in length. Interns may serve without release time and, in some cases, may be hired as paid consultants for a short-term project.

H. Approved internships should carry management intern titles and interns should be provided with office space and a telephone.

I. Management interns shall be treated as managers thereby allowing them to attend appropriate management meetings, etc. Furthermore, experience as an intern should be awarded FTE credit in management for job application purposes.

J. Opportunities to attend conferences and workshops should be provided interns as a means of providing further professional growth.

K. The Management Internship Program shall be subject to Affirmative Action guidelines.

L. Interns involved in internship of six months duration or longer shall be evaluated under current performance evaluation procedures for management personnel. Interns who are engaged in internships of less than six months shall prepare a self-evaluation in narrative form in consultation with his/her internship supervisor.

ADOPTED: 4/13/92