

## **Guidelines for granting faculty credit for internships**

### Introduction

Normally, faculty members will perform duties as the instructor of record for student internships within their regular workload. Specifically, adjustments to teaching load are not typically provided for such work, and departments have historically managed internships within the normal load of faculty. This approach is consistent with the terms of the IFO Agreement, which designates internship supervision and “and related kinds of individualized instruction” as ineligible for overload compensation. See Article 12, Section C. Thus, the University will not adjust the teaching load where the internship supervision work can reasonably be said to fall within the tradition of faculty experience with the relevant department or program.

In some cases, however, it is recognized that the additional work involved in faculty-directed internships may fall clearly outside of the tradition in the relevant department or program (the “excess internship supervision”). In those cases, an adjustment to the teaching load for the affected faculty member may be justified. Departments have been and can be a source of advice about when internships do not fit within the normal faculty load.

### Guidelines

Determining whether or not an adjustment of teaching load is justified involves consideration of numerous relevant factors, including but not limited to the following:

- Number of visits by the faculty member to the internship site
- Number of evaluations conducted by the faculty member of the intern’s work
- The number of internship credits a student is registered for

There is no hard and fast formula for determining what level of teaching load adjustment is appropriate. In many instances, the University may elect to compare a faculty member’s excess internship supervision to student teaching supervision. During student teaching supervision, a faculty member who is a University Supervisor conducts five visits a semester, and does four evaluations, and is allowed 1 cr. per 1.5 students. (This is based on students who are registered for 12 cr.) Faculty members who do a larger number of visits and on-site evaluations of a student’s work would be paid proportionately more. Faculty members who do a reduced number of site visits, evaluations, or both, would be paid proportionately less.

So for example, holding site visits and evaluations at 4 per semester, with a student taking 12 credits as a starting point:

1 site visit, 1 evaluation, 12 cr. internship = 1 cr. per 6 students

2 site visits, 2 evaluations, 12 cr. internship = 1 cr. per 3 students

In some cases, it is recognized that it may be more practical to compensate faculty an appropriate amount on an extra duty day basis, rather than on a per credit basis, for internship supervision that falls outside of the normal expectations.