

Chapter: Human Resources

Modification No. 002Subject: **Administrative Staff Internships**

I. Establishment of Administrative Staff Internships

From time to time the College may enter into an agreement whereby an intern, usually sponsored by an external organization, is assigned to work and learn at Montgomery College. The intern may or may not be a current employee of the College. The intern will be assigned to work under the supervision and guidance of one or more administrative staff (mentors or advisors) for any time period up to one year. The specifics of any intern arrangement will be detailed in a written agreement between the College and the intern and, where appropriate, the sponsoring external organization.

II. Procedures for Employment of an Administrative Staff Intern

- A. At the beginning of each intern's appointment, he or she will prepare a unit plan. An evaluation of the intern at the end of the internship will be based on how well the intern has executed the objectives contained in the unit plan. The evaluation will be prepared by the administrator who has primary responsibility for supervising the intern.
- B. In recognition of the fact that an internship is primarily a professional development opportunity intended to provide the intern with opportunities for growth and development outside his or her primary skill area, and that the College is investing a substantial effort on behalf of the intern, the salary of the intern will be based on the work the intern is expected to accomplish during the internship, and not on the earnings received prior to the internship or expected after the internship.
- C. College employees on internship will be subject to the College policies and procedures that apply to regularly appointed administrative staff. Benefits as afforded by the health, life insurance and retirement programs will remain unchanged. At the conclusion of the internship, the intern will return to his or her former employee status (as faculty, administrative, associate or support staff) with salary placement to be at the same level as would have prevailed had the former employee status been continuous.
- D. Interns from outside the College will receive no vacations, holiday pay or paid benefits. Compensation will be on a straight per diem basis. Interns who are not College employees shall be considered temporary administrative staff employees and shall be subject to the same policies and procedures as any other temporary administrative staff employee.
- E. Appointment to an internship in and of itself will give no intern, whether an employee of Montgomery College or not, any preferred consideration for future positions that may be available at Montgomery College.

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