

POLICY

The Board of Trustees authorizes the President of the College to establish and implement a Graduate Intern Program for graduates of accredited colleges.

Funds for stipends and other expenses, if any, shall be approved by the Trustees.

Procedures shall be developed to implement the program.

ADOPTED: September 27, 1971

PROCEDURE

GENERAL DESCRIPTION OF THE PROGRAM

The Graduate Intern Program at Ocean County College provides field experience for graduates of accredited four year institutions who have attained a minimum of a Bachelors Degree. It deals with the work and service performed on a paid or volunteer basis during free hours and terms away from the Graduate Institution. The field experiences will be directly related to the educational and administrative functions of the college and overall, the program should be beneficial to both the intern and the college.

VALUES OF THE PROGRAM

The Graduate Intern Program should provide rich experiences for graduates of four year institutions who wish to work and learn under the tutelage of experienced professionals at various levels in community college educational programs or administrative functions. Interns will work in the area of their specialization to acquire first hand knowledge about such tasks as counseling, student aid, registration, research, public relations, curriculum development, class scheduling, budgeting, library acquisitions, federal aid, course development, instructional media, student activities, teaching and many other functions related to the educational process.

The college will benefit greatly from the knowledge and ideas that interns bring to the campus. And in addition, work performed by interns will be extremely valuable to many departments of the college.

OBJECTIVES

The objectives of the Graduate Intern Program are:

1. To provide opportunities for graduates to acquire first hand knowledge about the educational process under the supervision of a qualified professional.
2. To perform work that will strengthen and enhance the mission of various departments of the college.
3. To learn from the intern new ideas and methods for a given function.

QUALIFICATIONS OF INTERNS

The following minimum requirements are established for Graduate Interns:

1. Bachelors Degree
2. Enrolled in an academic discipline or administrative graduate program.

RESPONSIBILITIES

The Graduate Intern:

1. The Graduate Intern:
 - a. Must perform all work assigned within the limits of his agreement.
 - b. Must remain in good academic standing at his graduate institution.
 - c. Must submit periodic reports as required that show the progress of his assignment.
 - d. Must fulfill his contractual obligations as agreed.

- e. Must abide by the policies established by the Ocean County College Board of Trustees.
2. The Graduate Institution must clearly:
 - a. Inform Ocean County College of their objectives of their intern program;
 - b. State the availability per week of a graduate intern as well as the length of the intern program.
 - c. State any cost which are involved to Ocean County College, including salary of the intern, if any;
 - d. Define the expected responsibilities of Ocean County College to the students.
 3. Ocean County College
 - a. Must have the right to interview and of final selection of any graduate intern who is to be assigned to the Ocean County College campus;
 - b. Reserves the right to terminate the services of the graduate intern at any time;
 - c. Has a responsibility to develop a program for which the graduate student can gain the most from his experience at the college;
 - d. Has the responsibility to assign a member of the administration or faculty to supervise all work assigned to the graduate intern.

STIPENDS

Graduate Interns may not necessarily receive remuneration for work performed as a result of their agreement to participate in the Graduate Intern Program. On the other hand, the Graduate Institution or Ocean County College may provide a stipend.

Salary arrangement, if any, will be determined on an individual basis in consultation with the Graduate Institution and the Intern.

All stipends shall be approved by the Board of Trustees of the College.

JOB DESCRIPTIONS

Aside from the general qualifications and responsibilities previously cited, specific job descriptions for each intern will be developed. These job descriptions will outline specifically the work that is to be performed during the term of the contract.

ADMINISTRATION OF THE PROGRAM

Because of the Graduate Intern Program applies to college-wide activities, each Vice President shall administer the program in his/her area.

All Graduate Intern Programs shall be approved by the President of the College.

ADOPTED: September 27, 1971

Revised: April 30, 1996