

INSTITUTIONAL DIRECTIVE 7-8

June 11, 2007

Title: Return to the Field Program

I. Purpose

This directive tells how faculty members participate in the Return to the Field Program, a component of Staff and Professional Development.

II. Policy

It is the policy of Piedmont Technical College to assist faculty to remain current in those areas of professional practice which directly relate to educational programs at the college.

III. Philosophy

The college recognizes the need for faculty members to remain aware of current professional practices and techniques in their areas of expertise if they are to effectively transmit learning to students. Furthermore, the college realizes that certain affective information cannot be obtained outside of a field setting. Because it is impossible to maintain a regular teaching load and to gain realistic knowledge of the contemporary world of work, the college sponsors directed on-site professional internships through the Return to the Field Program.

IV. Program Characteristics

Return to the Field internships are directed learning experiences within the actual work setting. Participating faculty may observe or practice hands-on applications of work related to their instructional areas. All internship agreements will specify learning objectives for participants which will concentrate on training the intern in new or revised techniques, use of new knowledge, equipment, and tools, or new skills, objective to update themselves on affective information relating to the work setting. Since instructors participating in this program will be in a learning role, it is not realistic to expect participating agencies, business or industries to contribute either full or partial salary or, in most cases, an exchange of personnel. Therefore, each participating instructor shall be paid from the normal instructional budget and SPD will fund the cost of replacement faculty. Replacement instructors will be hired by the Division Deans in cooperation with the Associate Dean of Instructional Development. Participating agencies/companies will be chosen and internship arrangements will be made by participating instructors and Division Deans. Assistance from program advisory committees is encouraged.

Return to the Field projects will be for no less than two weeks duration, and longer periods up to one semester will be funded when sufficient resources exist. Participating instructors drawing full salary will be expected to follow the regular agency, business or industrial workweek.

Office of Responsibility: Vice President for Academic Affairs/Chief Educational Officer

V. Responsibilities

- A. Vice President for Academic Affairs/Chief Educational Officer will:
 - 1. Select participants in cooperation with Division Deans according to the criteria set forth below.
 - 2. Approve Internship Plan (Attachment A) and Internship Self-Evaluation (Attachment C).
- B. Division Deans will:
 - 1. Recommend participants to the Vice President for Academic Affairs/Educational Officer according to the Criteria set forth below.
 - 2. Assist participating instructors to arrange internship agreements (Attachment B) in cooperation with the Associate Dean of Instructional Development
 - 3. Approve Internship Plan, Internship Self-Evaluation and Host Evaluation (Attachment D).
 - 4. Hire replacement faculty in cooperation with the Associate Dean of Instructional Development
- C. Participating Instructors will:
 - 1. Arrange internship agreements in cooperation with Division Deans and the Associate Dean of Instructional Development.
 - 2. Complete an Internship Plan.
 - 3. Carry out the provisions of the Internship Plan.
 - 4. Evaluate the internship experience.
- D. The Associate Dean of Instructional Development will:
 - 1. Assist in the arrangement of the internship agreement.
 - 2. Assist the Participating Instructor to complete an Internship Plan.
 - 3. Sign the replacement faculty contract authorizing funding through SPD.
 - 4. Obtain evaluation of internship from Host.
 - 5. Maintain a file of all program documents.
- E. President will: upon completion of internship, write letter of appreciation to the Host Company.

VI. Criteria for Participation

- A. Participants are chosen from instructional fields where there has been recent or rapid technological change or any other significant change which directly relates to the affective or material content and environment of the instructional experience.
- B. Participants' objectives for an internship are related directly to high priority divisional objectives or needs.
- C. Participants have spent relatively little time working in the field.
- D. Participant has been out of the field for over five years.

VII. Procedures

- A. Selection
 - 1. No later than six weeks prior to the beginning of a semester, the Vice President for Academic Affairs/Chief Educational Officer and the Division Deans determine a need for an internship and negotiate selection with appropriate faculty.

2. The Associate Dean of Instructional Development is notified of this action by memo.
- B. Internship Plan and Internship Agreement
1. No later than six weeks prior to beginning an internship, the participating instructor submits an approved Internship Plan (Attachment A) to the office of the Associate Dean of Instructional Development.
 2. No later than six weeks prior to beginning an internship, the Division Dean submits an approved Internship Agreement (Attachment B) to the office of the Associate Dean of Instructional Development.
- C. Replacement Faculty
No later than one week prior to the time a replacement instructor is scheduled to assume duties, the Division Dean and the Associate Dean of Instructional Development finalize the adjunct faculty contract.
- D. Evaluation
No later than 15 days after completion of an internship the Participating Instructor will submit an Internship Self-Evaluation form (Attachment C) which has been reviewed and initialed by the appropriate Division Dean and the Vice President for Academic Affairs/Chief Educational Officer.
- E. No later than 15 days after the completion of an internship the Associate Dean of Instructional Development will obtain a Host evaluation from the appropriate supervisor(s) in the Host agency or company.
- F. Upon completion of internship the President writes letter of appreciation to Host company.

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Approved for Publication Date

THE RETURN TO THE FIELD PROGRAM
(SPD Form)
Internship Plan

- Directions: 1. Read the SPD Guidelines governing this program.
2. Submit this plan with the Internship Agreement no less than six weeks prior to beginning an internship.

Name:	/	/	/
Last	First	Middle	SS#
Position	Department	Division	Date

Have you ever worked in the field related to your instructional program? _____

Last position held in the field: _____

Company: _____ Date: _____

I propose completing an internship with the following Host: _____

Address: _____

I will be stationed in the following department(s):

_____ Dates: _____ / _____
Supervisor

_____ Dates: _____ / _____
Supervisor

INTERNSHIP OBJECTIVES: (State in measurable terms what information or skill will be developed as a result of this internship. Ask yourself the question, "At the conclusion of this internship I'll be able to ...?")

- 1.
- 2.
- 3.
- 4.

Applicant: _____ Date: _____

Division Dean: _____ Date: _____

V.P. for Educational Affairs: _____ Date: _____

Associate Dean of Instructional Development: _____ Date: _____

**PIEDMONT TECHNICAL COLLEGE
RETURN TO THE FIELD AGREEMENT**

This agreement made and entered into by _____
(Instructor)
and between _____ and Piedmont Technical College,
(Name of Agency/Business/Industry)

WITNESSETH: The above-named employer has formed an agreement for the purpose of providing an opportunity for our instructor to return to the field in order that he or she may update his or her professional knowledge and skills which will improve curriculum content at Piedmont Technical College.

FIRST: The return to the field is for the period _____ through _____.

SECOND: The instructor shall be placed in an agency, business or industry relevant to his or her area of professional and technical expertise to complete -the objective: on the attached plan.

THIRD: The instructor' is covered by Workmen's Compensation through the State of South Carolina. If an accident occurs during this period, it should be reported to Piedmont Technical College-'s Public Safety office. The First Report of Injury will be submitted to the college by the employer. The claim will be processed by the College Public Safety office. The employer is not liable for any Workmen's Compensation-claims for this instructor.

FOURTH: The employer will not make any wage or salary payments to the instructor. The instructor remains an employee of the college and is paid by the college. The employer may or may not maintain personnel records on the instructor.

FIFTH: It is understood that the instructor will return to his or her regular duties at Piedmont Technical College at the end of the period specified in the agreement.

This Return to the Field Agreement is entered into according to the foregoing provisions' on this _____ day of _____, 20____.

Instructor

Employer

Title

Vice President for Educational Affairs

Company Name

Piedmont Technical College
P.O. Drawer 1467
Greenwood, S.C. 29646

Company Address

ATTACH COPY OF INTERNSHIP PLAN

THE RETURN TO THE FIELD PROGRAM
(SPD Form)
Internship Self-Evaluation

Directions: Please fill out this form completely and submit it to the Associate Dean of Instructional Development via your Dean and the Vice President for Educational Affairs

Name: Last	First	Middle	Today's Date
Position	Department	Division	

Internship host: _____ City: _____

I was stationed in the following department(s):

_____	Dates: _____	Supervisor
_____	Dates: _____	Supervisor

Please review the evaluation categories below. Using the numerical code listed here, select the response which best indicates your feelings about each particular category and enter it at the left of the statement in the space provided.

CODE

- 1 - Strongly Agree
- 2 - Agree
- 3 - Undecided
- 4 - Disagree
- 5 - Strongly Disagree

- ___ 1. I will be a more effective instructor in my program as a result of this internship.
- ___ 2. I can provide to my students up-to-date information on knowledge, skills, processes, tools and techniques used by agencies, businesses or industries in my field.
- ___ 3. I possess up-to-date skill in the use of techniques, tools and equipment used by agencies, businesses or industries in my field.
- ___ 4. I can describe to my students actual conditions relating to environment, personnel matters, opportunities that exist in my field,
- ___ 5. I have attained the professional objectives I set for myself in this internship experience.
- ___ 6. The Host company provided an appropriate learning experience.

THE RETURN TO THE FIELD PROGRAM
(SPD Form)
Internship Self-Evaluation

- ___ 7. I had adequate opportunity to talk with my colleagues in the Host agency or company.
- ___ 8. The Host company or agency was friendly⁸ courteous and eager to offer assistance.
- ___ 9. I was able to perform hands-on work in the Host company or agency.
- ___ 10. All tasks I performed in the Host agency or company directly related to my objectives for the internship.
- ___ 11. I had the opportunity to examine and use the most up-to-date equipment available at the Host company or agency.
- ___ 12. The Host was typical of the agency/business/industry which employ graduates of my program.
- ___ 13. This internship was a valuable experience, and I would encourage my colleagues to participate in the Return to the Field Program.

I would like to add the following comments or recommendations regarding my participation in the Staff and Professional Development Return to the Field Program. (Please comment on any strongly positive or strongly negative responses you have indicated above.)

Signature

Date

Thank you for participating in the Return to the Field Program.

THE RETURN TO THE FIELD PROGRAM
(SPD Form)
Host Supervisor Evaluation

Directions: Please fill out this form completely and mail it to:
Associate Dean of Instructional Development
Piedmont Technical College
Post Office Box 1467
Greenwood, S.C. 29648

A stamped addressed envelope is provided for your convenience.

Name	/	Title
Agency or Company	/	Address

Name of Piedmont TEC Faculty Intern: _____

The Intern was stationed under your supervision in the following department(s):
_____ Dates: _____

Please respond YES or NO to these questions:

- ___ 1. I have read and discussed with the Intern the objectives for this internship.
- ___ 2. The Intern maintained regular work hours as scheduled for employees under my supervision.
- ___ 3. The Intern actively pursued the objectives of the Internship experience.
- ___ 4. I would enjoy working with other Piedmont TEC faculty in future internships.

I would like to add these comments or recommendations regarding the Piedmont Technical College Return to the Field Program of professional internships. (Please comment on any strongly positive or negative impressions you may have regarding the program.)

Signature Date

Piedmont Technical College sincerely thanks you for your cooperation and the contribution you have made to our faculty and students through your participation In the Return to the Field Program, a component of the Staff and Professional Development Office.