



## Santa Clarita Community College District

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### Future Instructors in Training (FIT) Program FAQs

#### 1. What is the FIT Program?

The Future Instructors in Training (FIT) Program is an internship program designed to inspire, recruit, and prepare career professional and graduate student for a career in community college teaching. Its goals are to:

- Increase diversity in the District's applicant pool of faculty, counselors, and librarians.
- Prepare interns for community college careers.
- Familiarize interns with the District's policies and procedures.
- Provide interns with teaching, counseling, or librarian experience at the community college level.

#### 2. What is the selection process for interns?

Parameters are set prior to the program application cycle beginning by the FIT Steering Committee through collaboration with Departments and Schools to assess need and availability of mentors to determine how many interns and in what disciplines the Program will be focusing on for the cycle.

The program is open to all qualified applicants and assumes that applicants meet the [State Minimum Qualifications](#) in the subject area to which they will be assigned as interns.

Interested persons must complete an Application Form, and include a letter of interest, a current resume, copies of college/university transcript(s), and an optional letter of recommendation. Intern applications are submitted to the FIT Program Coordinator for review for completeness. Complete applications are forwarded to Deans and Department Chairs in the disciplines of interest for review and admittance/denial of entry into the program. **Applications for August 2023 will be accepted through June 1, 2023.**

Accepted applicants are informed of their status in the program by the FIT Program Coordinator.

#### 3. What are the expectations of the interns?

The FIT internship is a multi-component program comprised of mandatory elements shown below. Failure to attend the Future Instructor Academy, follow-up workshops, special events and other scheduled mandatory meetings and internship assignments at the college may result in exclusion from the program.

The mandatory elements of the program include all of the following:

- The Internship Preparation Course is designed to give interns the fundamental theories and skills necessary to thrive in their community college internship. The August 2023 Internship Preparation Course will be on August 2, 3, 4, 9, 10, 11, 16, 17, and 18. Classes are typically between 6:00 pm and 10:00 pm.
- The 15 -20 hour spring 2023 internship, where prior to the semester the intern will be assigned to work with a mentor. For example, a teaching intern will be mentored by a classroom instructor that matches their field of study. The intern will be assigned to work with the mentor to attend a minimum of five (5) class sessions, either in the mentor's class or in the class of a faculty member partnering with the mentor. If the intern is a counselor or librarian, the intern will be assigned to a mentor in their field and will be given the equivalent non-classroom assignment. Weekday and evening opportunities are available. Also includes a minimum of five (5) hours of meeting time between the intern and their assigned mentor.
- Attendance to a designated meeting of the Board of Trustees, Department or Division meeting.
- Complete two (2) self-evaluations to the FIT Faculty Coordinator, one at mid-semester and another at the end of the semester.

The semester internship is also a time for interns to attend campus events or activities that would help promote understanding of the various responsibilities of our faculty. Interns are also provided opportunities to meet the department chair, other members of the department, and to gain a better understanding of campus life.

If selected as an intern, it is unpaid.

#### **4. What are the expectations of the mentors?**

During the semester, interns receive a 15-20 hour internship that provides on-campus training from mentors in their subject area. For example, teaching interns are incorporated into their mentor's classroom, first by observing their mentor's teaching methods in the classroom and then by being shown how to prepare lessons and activities for the students. Interns may begin to present topics to the students. Mentors provide feedback in response to these teaching trials. As the semester progresses, interns may be allowed an increasing amount of supervised time teaching in front of the class. When prepared and capable, interns should teach at least one whole class session in its entirety.

Teaching interns would work in one of his or her mentor's classes. The time commitment may vary based on the course and the level of participation of the intern. A mentor are expected to spend at minimum of five (5) hours meeting directly with their teaching intern, as well as arranging for the intern to attend five (5) class sessions, either in their class or in another faculty members course in which the mentor has partnered to provide this opportunity.

Counseling and library interns may spend additional time with their mentor on special projects or other mentoring activities in lieu of the required five (5) class sessions required.

It is highly encouraged that mentors meet with their interns during Flex week of the semester, to discuss expectations, plan and get acquainted.

Mentors will also provide two (2) evaluations of the intern during the semester and a reflection on the experience at the end.

Interns may also be invited to attend a Board meeting to discuss their experiences in the program. Again, mentors are encouraged to attend as well.

As there are only 10 interns currently selected each term, there will likely be more mentor applicants than interns. Applying to be a mentor does not automatically guarantee that you will be assigned an intern.

If selected as a mentor, it is paid. Mentors will receive their non-instructional hourly rate for up to 15 hours of work with interns outside their normal hours. Please note that should you or your intern be unable to complete the program, you may forfeit part or your entire stipend.

**5. What are the expectations of Dean and Department Chairs?**

Deans and Department Chairs are vital in helping the program define which disciplines to focus on during the application cycle, as well as in "spreading the word," promoting interest, and collaborating with the FIT Steering Committee in assessing needs and in the recruitment of mentors.

**6. Who should I contact if I have more questions or am interested in participating as a mentor?**

The FIT Program Coordinator is Lauren Elan Helsper, Director, EEO, Leaves, and Workplace Safety Programs, and she can be reached via email ([lauren.helsper@canyons.edu](mailto:lauren.helsper@canyons.edu)) or phone (extension 5427).

Also information can be found on the following website: [www.canyons.edu/FIT](http://www.canyons.edu/FIT)