

To: Steering Committee, UNCW Faculty Senate
From: Nathaniel Grove, Chair, Academic Standards Committee
Date: February 25, 2015
Re: Out-of-State Instructional Opportunities

Whereas, each state has the right to determine the distance, practical, and face-to-face instructional opportunities that take place within its borders; and

Whereas, each state has developed an authorization process that all out-of-state institutions must follow in order to offer any instructional opportunities within that state; and

Whereas, UNCW is expected to obtain state authorization before offering any instructional opportunities out-of-state;

Resolved, that the Faculty Handbook be amended as follows (modifications underlined in red):

CHAPTER V: Faculty Responsibilities

A. Teaching

1. Policies

o. State Authorizations

Any faculty member teaching a course or supervising a for-credit field experience where a portion of the work will be conducted outside of the state of North Carolina but within the United States, must first confer with the Associate Vice Chancellor for External Programs or his/her designee to ensure that UNCW has secured the appropriate authorization for the state in which the work will be conducted. In instances where the appropriate authorizations have not been obtained, the work cannot be performed in that state.

op. Student Internships

i. Description

Many departments and programs at UNCW offer students the opportunity to earn academic credit within a work environment situations and environments outside the classroom. The purpose of the internship experience is to enhance, supplement, and integrate the learning that occurs in formal classroom settings.

Permission of the dean and department offering the internship is required to enroll, and the department places limits on the number of credit hours earned applicable toward graduation. In instances where the internship will take place in the United States but outside of the state of North Carolina, permission is also required from the Associate Vice Chancellor for External Programs or his/her designee to ensure that UNCW has

secured appropriate authorization in the state in which the internship will be offered.

Internships are graded on a pass/fail basis. These credit hours earned will count towards the number of hours required to graduate, but the grade of Pass (P) will be excluded from the computation of the GPA.

Internship courses are designated 498 and are established in the same manner that other academic courses are proposed and approved. That is, departmental proposals are processed through the curriculum review procedure for appropriate faculty and administrative approvals. Internships proposed initially as experimental (trial) courses require the same processing as regular internship proposals.

ii. Procedure to enroll students in internships

Student enrollment in internships shall follow the same procedures as enrollment in other academic courses, with the following additional requirements:

1. Academic credit awarded for each internship program shall not exceed six credit hours.
2. Limits are placed by the department offering the internships on the number of credit hours earned in this manner, which may be applied toward graduation.
3. Prior to the start commencement of any work or study, a contract shall be negotiated by the faculty supervisor between the university and the participating agency. The contract must be approved by the department chairperson and the appropriate dean, each of whom will retain a copy on file, and it shall include the following:
 - I. The time, duration, credit hours, and location of study for the student.
 - II. The internship objectives, i.e., the skills or experience required for the student to complete the course of study.
 - III. The evaluation techniques for assessing student achievement of internship objectives, e.g., tests, term papers, on-site examination, etc. Although the evaluation of student achievement may be a collaborative effort between supervisory individuals, the faculty supervisor has full responsibility and accountability for the assignment of a course grade.

4. In instances where the internship will be performed within the United States but outside of the state of North Carolina, approval must also be sought from the Associate Vice Chancellor for External Programs or his/her designee. This approval will be based solely on UNCW's ability to offer such internship opportunities in the proposed state.

~~4. 5.~~ A copy of the approved contract shall be forwarded by the dean to the office of the Registrar for inclusion in the student's file.

q-r. Student Discipline

r. Student Rights and Freedoms

s. Summer School Teaching

t. Teaching Awards

u. Textbooks and Assigned Readings

v. Trial Courses

w. Travel (Teaching-Related)

x. Weather Emergencies

y. Workload